



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd : 1980
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Standard Operating Procedure (Sop)

Unfair Means Inquiry Committee

1. Examination Committee (EC) should prepare a list of candidates suspected of UM. The list along with all relevant documents for each UM case must be collected by UMIC. The covering letter given by the EC must be duly in-ward by the admin office and copies must be with EC and UMIC. Details of student should contain name, address, email id, mobile number of the students, along with all documentation and proof of each registered case. The details should also include parent/guardian's mobile number, email id and office address. All columns of UM case papers must be duly filled up by candidate/ JS/SS
2. Fix the date of the first hearing and send the show cause & intimation (as per prescribed format) to the student giving minimum 14 working days' notice. The student should be asked to bring a written submission against the case filed at the time of the hearing, along with a photocopy of the show-cause notice issued and a photograph.
3. The UMIC should ensure that accused candidates get the show-cause notices on time. Where two or more candidates are involved through mutual understanding or otherwise, each candidate must be heard separately, later cross examined and if need be examined collectively.
The Committee may request the JS and SS or any other teaching and Non-Teaching Staff to be present before the committee for understanding modus operandi of the alleged case. CCTV footages and other documentary evidence must be objectively considered and natural justice must be done to those involved.
4. The members of the UMIC should be well-versed with the provisions of Ordinance 50:50.

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5. The UMIC meetings must be attended by all Members and if any Member cannot attend should inform the convener preferably in writing for the sake of record. The details of meeting should not be discussed with any others except Vice Principal and Principal with regard to University provisions. It is the duty of members to ensure secrecy of the discussions.

The minutes of the meeting should be duly recorded in the UMIC Report of each candidate. The Report be signed twice by the members – marking presence and being party to the decision. The decision should be objective enough to leave no room for dissent. As far as possible Members should arrive at decisions unanimously. In case there is no unanimity in decision making, the opinions of dissenting members need not be recorded in the minutes. The case may be privately discussed with senior teachers, vice Principal and Principal. The committee is a recommendatory body and Principal is the final authority at the college level.

6. Give a fair chance to the student to express his views at the hearing. Ask the student to submit a separate submission (other than one mentioned above) in the presence of the committee. Examine all evidences and submissions with an open mind. If the evidences involve electronic devices or data retrieval, the IT department should be called in to assist in the matter. All evidences should be opened and examined in the committee meeting only, in the presence of the members present.
7. Parent/guardian will not be entertained directly with the UMIC. That situation may arise only if Principal requires the Committee to do so.
8. If the accused in UMI is unable to present himself no proxy or parent meeting will be considered as official. The accused must be given a second chance by giving a notice of not less than seven working days and not more than 10 days unless it falls in vacation or any emergency situation. The decision may be deferred to a mutually convenient date if the circumstances (ie. candidate cannot be physically present due to hospitalization only) necessitate. In unusual times like the on-going pandemic, meetings and decisions may be referred as per guidelines of the College / University / Government. Such decision should involve the Vice Principal and Principal.
9. If the candidate fails to appear the second time he/she shall be given a third chance on humanitarian grounds by giving a notice of not less than 4 days and not more than 6 days. The Third Show-cause notice must clearly state that failure to attend implies that ex-parte decision taken by the committee is binding on the student.



10. The final Report shall be presented to the Principal only after all cases have been examined as per university provisions. The punishment meted out should be strictly in accordance with the provisions of University Ordinance 50:50. If punishment is not applicable or candidates are exonerated then warning must be issued in the letter to candidates. The monetary fine, if any, must also be mentioned in the letters to the candidates and the same must be collected by the College Office.
11. It is possible that Principal may request the Committee to consider UMI cases against teaching and Non-Teaching Staff. The procedural guidelines are as given in the University Ordinance 5050.
12. The final decision of the committee / Principal shall be communicated to the concerned students with copies marked to the UMIC & Examination Committee.

Irrespective of who the accused is, the committee should be unbiased, least emotional, more objective and recommend according to the letter and spirit of Ordinance 50:50.


PRINCIPAL