

SCHOOL OF COMPUTER SCIENCE AND ENGINEERING

CIRCULAR

DATE: 18/09/2026

Sub: Instructions to Students –Unfair Means in Internal Assessments

1. Use of Mobile Phone, Smart Watch or any other Electronic Gadgets

- If a student is found in possession of mobile phone, smart watch or any other electronic gadgets during the internal test:
 - The confiscated electronic gadgets or mobile phone (including SIM cards) shall **not be returned** for a period of **30 days** under any circumstances before the completion of this period.
 - The student will be **awarded zero (0) marks** for that subject internal test.

2. Use of Chits or any Printed Materials

- If a student is found with **chits or any printed materials**:
 - The student will be **awarded zero (0) marks** in the **Internal assessment (IA)** for that subject.

3. Misbehaviour or Misconduct with Invigilator

- If any student **misbehaves** with **invigilator** verbally or physically:
 - The student will be **barred from writing all subsequent internal tests** for the current semester.
 - The matter will be referred to the **Examination Committee** for further disciplinary action.

4. Use of chits/book/ any Printed Materials (For Open Notes Test)

- Students can carry Only **ONE copy of hand written notes only**. Notes should have their name and USN.
- If a student is found with any of the following:
 - Exchanging written notes, carrying loose sheets, sticking of any paper or carrying photocopy of notes or book is strictly prohibited and will be treated as an unfair means act and student will be **awarded zero (0) marks** in the **Internal assessment (IA)** for that subject.

Procedure to be followed by Room Invigilator:

- For all reported cases of unfair means, the room invigilator must submit a detailed report to the unfair means Committee immediately after the test.
- The report should include all relevant documents such as supporting evidence (e.g., confiscated mobile phone, electronic gadget, chits, or printed materials), apology letter from student also signed by parents.

Committee Structure

Dr. Rajanikanta Mohanty
CAO

Dr. Kamlesh Tiwari
HoD, CSE

1. **Chairperson-** Dr. Ajay Kumar Singh
PH, M.Tech (AI & DS)
2. **Member 1-** Dr. Somashekhara Reddy D
3. **Member 2-** Shashikala H K