



**दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय**  
**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**  
(A State University Established under Govt. of NCT of Delhi Act 04 of  
2020)  
HQ- DSEU Dwarka Campus, Sector 9, Dwarka, New Delhi - 110077

File No. 10(19)/DSEU/Acad/2021/182

Dated: 09/06/2022  
10/06/2022

**ORDER**

DSEU wishes to maintain global academic standards in its education system and hence does not tolerate any form of academic dishonesty. All violations of academic honesty in course submissions (homework assignments, quizzes, project reports etc) in terms of presenting someone else's work as one's own are instances of Plagiarism/Unfair Means (UFM) (further to section 9.6 of the student handbook).

What is Plagiarism/Unfair Means (UFM)?

**During the Examination/Quiz**

- Possession of any note, book or any unauthorized material during examinations, unless such notes or books are specifically allowed for that particular examination and stated in the instructions.
- Possession of a mobile phone during the examination.
- Possession of any notes written on any part of clothes, body, desk or any other instruments such as pencil box, etc. during the examination.
- Consulting any other person while going to the toilet or referring to any material there.
- Helping someone else during the examination.
- Seeking help from anyone during the examination.
- Any other form of cheating not covered above.
- If the answer sheet shows that one student has received or given help to another

**Other submissions such as assignments, project reports, term papers etc.**

- Copying (verbatim or with modification) in any form - from phrases to paragraphs - in any assignment/ report / answer script / term paper / any other submission related to a course.
- Copying an existing solution and presenting it as one's own, with minor modification.
- Copying solution to a homework problem from the internet.
- Copying an answer or a part of the answer from someone else.

Students found guilty of having adopted any of the above malpractices are liable to be punished as per the below rules.

Misconduct/Use of unfair means	Penalty
First Instance	Zero in the component in which unfair means has been used
Second Instance	F grade in the course in which unfair

	means has been used
Third Instance	Expulsion from the program

Process to be followed for reporting unfair means during exams

1. The exam invigilator will report the case to the examination administrator of the respective campus.
2. A unfair means (UFM) report as per the attached format must be filled by the invigilator, signed by the student and kept in records along with the answer sheet and the material used by the student when caught using unfair means.
3. Thereafter the student will be given a new answer sheet and be allowed to continue to give the exam.
4. All reported cases will be discussed by the University level central committee constituted as per order no.- F.no. 10(27)/DSEU/Acad/2021/35. Subsequent to that, as per the decision of the committee, the material taken in possession may be returned to the student.
5. The Committee will recommend the action to be taken in each case of unfair means to the COE who will be responsible for taking action on it.

Process to be followed for reporting unfair means in continuous assessment components like assignments, quizzes etc.

1. The faculty will report the case to the Examination Administrator/Campus Director of the respective campus.
2. An unfair means (UFM) report as per the attached format must be filled by the faculty, signed by the student and kept in records along with the submission and the material (if any) used by the student when caught using unfair means.
3. All reported cases will be discussed by the University level central committee constituted as per the order no. - F.no. 10(27)/DSEU/Acad/2021/35. Subsequent to that, as per the decision of the committee, the material taken in possession (if any) may be returned to the student.
4. The Committee will recommend the action be taken in each case of Unfair means to the COE who will be responsible for taking action on it.

  
 Deputy Registrar (Academics)

To,

1. All students
2. All Faculty
3. All Academic Support Managers
4. All Teaching Facilitators
5. All Teaching Assistants
6. All Lab Assistants

**Copy to:**

1. All Campus Directors
2. Pro Vice Chancellor(Academics)
3. Guard File



Deputy Registrar (Academics)



## **Unfair Means Report**

**If any student is found using unfair means in the examination/any other assessment component like assignment/quiz etc, the invigilator/faculty shall mark yes against the name of the student in the attendance sheet and provide the details of the same in this report.**

1. Student Name
2. Program Name
3. Course Name
4. Student Roll No.
5. Details of Unfair Means used by the student

**Note:** This report is to be submitted along with the attendance sheet to the exam admin. In case of multiple such cases, invigilator/s should submit one form for each student. .

**Name of Invigilator 1**

**Name of Invigilator 2**

**(if applicable)**

**Signature of Invigilator (with date)**

**Signature of Invigilator (with date)**

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### **Student's Statement**

**Name of the Student**

**Signature of Student (with date)**