

YOGA PROFESSIONAL CERTIFICATION SCHEME

UNFAIR MEANS MANAGEMENT PROTOCOL

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations. Anyone found indulging in these activities will be penalised as per the QCI protocol

WHAT ALL CONSTITUTES UNFAIR MEANS

Here "Candidate" means an examinee taking an examination under the Yoga Professional Certification Scheme. Examination means any examination, either Stage I -Written Exam or Stage II - Practical Exam for all the existing Levels of Certification under the Scheme .

Unfair means constitute either one or all of the following acts - cheating, impersonation, forgery, improper conduct that affects the integrity of exam process etc.

The following act/s shall be deemed as adoption of Unfair Means:

1. Gaining access to test questions before the examination or aiding someone else to do so.
2. Communicating with and / or disturbing other candidates or consulting other persons inside/outside the examination room during the examination.
3. Being in possession of books, notes, typed sheets or any other material connected or not connected with the examination.
4. Carrying and/or using the electronic/photographic/communication devices/equipment that are prohibited during the examinations including but not limited to mobile phones, laptops, tablet, PCs, cameras, headphones, pen-drives, blue tooth devices etc.
5. Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief, etc. which may or may not have relevance to the syllabus of the examination paper concerned.
6. Anything written on the admit card, examination board or question paper which may or may not have relevance to the syllabus of the examination paper concerned.
7. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
8. Taking breaks to move out of your allotted seat at the Exam centre without the consent of the invigilator.
9. Threatening or abusing either physically or verbally or indulging in any kind of misbehaviour with invigilator / fellow candidates or any person connected with the conduct of examination either inside or outside the examination hall.
10. Using abusive or obscene language/symbols through any means within the premises of the Exam Centre.

11. Disclosing, publishing, reproducing, transmitting, storing, or facilitating transmission, theft and storage of the contents of the Question bank/corresponding answers of QCI Certification examination or any information therein in whole or part thereof in any form or by any means, verbal or written (e.g.: smuggling rough sheet out of examination hall), electronically or mechanically for any purpose. Such activities shall be deemed as question bank theft.
12. Pestering the invigilator for issues including but not limited to extra time allotment, allowing to sit for exam in absence of necessary id proofs/documents, etc. even if the invigilator has withheld the request at first instance.
13. Carrying and/or consuming food and/or alcoholic/non-alcoholic beverages, etc. excluding drinking water or entering the Exam Centre in an inebriated/intoxicated state inside the examination hall.
14. Carrying and/or using weapons/scissor/knife, etc. inside the examination hall.

WHAT ALL CONSTITUTES CHEATING

The following act/s shall be deemed as Cheating:

1. Receiving or giving assistance to the fellow candidate directly or indirectly or involved in copying in any form including but not limited to looking into any other workstation different from the allotted one during the course of exam, etc.
2. Receiving any outside help in any form.
3. Indulging in group copying/making sounds/unsolicited gestures to hint at answers etc. during the course of examination.

DISCIPLINARY ACTION AGAINST CHEATING

Following Disciplinary actions will be implemented with immediate effect in case of Candidate caught adopting any of the aforementioned act/s of Cheating during the course of examination:

1. Candidate guilty of adopting any of above acts of cheating shall be issued a Prohibitive-Warning at the first instance
2. If the same candidate is caught guilty of any of above acts the second time, Candidate shall be expelled from the examination hall immediately and examination of such candidate including its outcome shall be terminated/cancelled.
3. Such Candidate identity & communication details shall be noted down by invigilator/s for reporting to QCI.
4. If a candidate had passed such examination, the certificate/s shall not be issued against such examination.
5. Any Request for reappearing or refund of fees shall not be entertained against the respective enrolment/s.
6. In regard to all examination related activities at the Test centre the invigilator/s decision shall be final & binding except when invigilator/s is held guilty/accused by test centre staff of collusion with candidate as applicable in invigilator manual.

WHAT ALL CONSTITUTES IMPERSONATION

The following act/s shall be deemed as Impersonation :

1. Appearing for examination for another candidate or arranging to have another person take an examination for the candidate.
2. Allowing/Making somebody else to write answers on candidate's behalf during examination
3. Helping or receiving help from other candidates to impersonate.
4. Signing Attendance sheet on somebody else's behalf either partially or completely
5. Moving onto another candidate's workstation during the course of examination

DISCIPLINARY ACTION AGAINST IMPERSONATION

Following Disciplinary actions will be implemented with immediate effect in case of Candidate caught adopting any of the aforementioned act/s of Impersonation during the course of examination:

1. If a candidate is caught guilty of any of above acts of impersonation, Candidate shall be expelled from the examination hall immediately and examination of such candidate including the outcome shall be terminated/cancelled.
2. Such Candidate identity & communication details shall be noted down by invigilator/s for reporting to QCI.
3. Impersonation is a cognizable offence & strictest disciplinary action shall be taken to punish the candidate caught guilty as considered suitable by QCI including but not limited to filing an FIR (First Information Report) with the local police authorities.
4. The candidate shall be debarred from appearing from any, some or all of QCI Certification Examinations for a period of 6 months or more as applicable which QCI finds suitable in its disciplinary action pursuant to the investigation report. The final decision of QCI shall be binding & undisputable.
5. If a candidate had passed such examination, the certificate/s shall not be issued against such examination.
6. Any Request for reappearing or refund of fees shall not be entertained against the respective enrolment/s.
7. In regard to all examination related activities at the Exam centre the invigilator/s decision shall be final & binding except when invigilator/s is held guilty/accused by test centre staff of collusion with candidate as applicable in invigilator manual

WHAT ALL IS FORGERY

The following act/s shall be deemed as Forgery:

1. Any document or part thereof pertaining to QCI Certification Examinations including but not limited to identity proof of candidate, admit card/s, score card, etc. is altered using any of the methods of forgery including but not limited to handwriting, printing, engraving, typewriting etc. and/or such document is produced with intent to defraud.

2. Any document or part thereof pertaining to QCI Certification Examinations including but not limited to identity proof of candidate, admit card/s, score card, etc. is materially different from the records available with QCI.
3. Any other act which is similar in nature and may be deemed as act of forgery by QCI

DISCIPLINARY ACTION AGAINST FORGERY

Following Disciplinary actions will be implemented with immediate effect in case of Candidate caught adopting any of the aforementioned act/s of Forgery during the course of examination:

1. If a candidate is caught guilty of any of above acts of impersonation, Candidate shall be expelled from the examination hall immediately and examination of such candidate including the outcome shall be terminated/cancelled.
2. Such Candidate identity & communication details shall be noted down by invigilator/s for reporting to QCI.
3. Forgery is a cognizable offence & strictest disciplinary action shall be taken to punish the candidate caught guilty as considered suitable by QCI including but not limited to filing an FIR (First Information Report) with the local police authorities.
4. The candidate shall be debarred from appearing from any, some or all of QCI Certification Examinations for a period of 6 months or more as applicable which QCI finds suitable in its disciplinary action pursuant to the investigation report. The final decision of QCI shall be binding & undisputable.
5. If a candidate had passed such examination, the certificate/s shall not be issued against such examination.
6. Any Request for reappearing or refund of fees shall not be entertained against the respective enrolment/s.
7. In regard to all examination related activities at the Test centre the invigilator/s decision shall be final & binding except when invigilator/s is held guilty/accused by test centre staff of collusion with candidate as applicable in invigilator manual.

PROOF ADMISSIBLE VERIFYING UNFAIR MEANS ACTS

Once an unfair means event has been committed and detected the following will be treated as a proof of the event having occurred. Any or all of the following shall be treated as admissible proof in UMA

1. CCTV recording if available
2. Signature of the invigilator of the PrCB with a remark citing UFM
3. Signature of any QCI representative with a remark citing UFM
4. Ministry of AYUSH personnel with a remark citing UFM
5. Exam Superintend with a remark citing UFM
6. Any law enforcing with a remark citing UFM
7. Written and Video recording either by the exam facility or
8. Written and Video recording of self-admittance of the candidate oneself

DISCIPLINARY ACTION AGAINST UNFIAR MEANS ACTS

Following Disciplinary actions will be undertaken with immediate effect in case of Candidate caught adopting any of the aforementioned act/s of Unfair means during the course of examination:

1. Candidate caught guilty of adopting any of above act/s of unfair means shall be expelled from the examination hall immediately and examination of such candidate including the outcome shall be terminated/cancelled right away.
2. Candidate in possession of such prohibited item/s as specified above including but not limited to mobile phones, books etc., such item/s shall be confiscated immediately by the invigilator/s
3. Such Candidate identity & communication details shall be noted down by PrCB invigilator for reporting to QCI.
4. If the event is detected at a later stage, and the said candidate had passed such examination, the certificate/s shall not be issued against such examination and if issued, the same shall be withdrawn and removed from the registry.
5. Any Request for reappearing or refund of fees shall not be entertained against the respective enrolment/s.
6. For Candidate indulging in theft of Question bank in any form including taking photos of the question paper as reported by invigilator/s, strict disciplinary action will be taken as considered suitable by QCI including but not limited to filing an FIR (First Information Report) with the local police authorities and / or debarring the candidate from appearing for any, some or all of QCI certification examinations in future, etc.
7. In regard to all examination related activities at the Exam centre the invigilator/s decision shall be final & binding except when invigilator/s is held guilty/accused by Exam centre staff of collusion with candidate.

PROCESS TO BE FOLLOWED FOR DEALING WITH ALL THE ABOVE CASES

Process adopted by QCI to deal with cases pertaining to Unfair means including Cheating, Forgery, Impersonation, etc.

1. QCI shall initiate the following action against such party/s involved (referred to as concerned party/s hereafter) either by *suo-moto* or upon receipt of complaint by invigilator/ Exam centre staff responsible for the conduct of exam regarding alleged adoption of forgery of documents/impersonation etc. (related to QCI Certification Examinations) :
 - a. QCI shall appoint an investigation officer/s from the concerned department
 - b. The above investigation officer/s shall carry out an investigation in the matter and a detailed investigation report shall be submitted after completion of 21 days to the Disciplinary Action Committee (referred to as Disciplinary committee hereafter) consisting of the following members : a) Presided by Chief Ethics Officer b) Officer of the rank of Joint Director from any constituent Board and c) representative from the QCI administration. The Head, PADD and/or his nominee shall be member secretary to this committee.

- c. The above Investigation officer/s shall issue written communication to concerned party/s allegedly involved in forgery / impersonation etc. seeking explanation regarding the matter. The concerned party/s will be required to provide explanation within 21 working days from the issuance of such communication
 - d. The above Disciplinary committee shall assess the report and relevant documents and will convene a hearing on the case at a convenient date.
 - e. The above Investigation officer/s shall notify the date of such hearing to the concerned party/s in writing. The concerned party/s shall attend such hearing on the notified date in person.
 - f. The concerned party/s are not allowed to be represented by Advocates / legal officers, etc. or any other persons.
2. If the concerned party/s is found guilty, the Disciplinary Committee shall recommend any, some or all of the following actions:
- a. Non Issuance/Cancellation/Defacing of QCI Certificates related to forgery.
 - b. Non Issuance/Cancellation/Defacing of QCI Certificates related to subsequent attempts by the concerned party/s.
 - c. Debarring such concerned party/s for a period of at least 6 months from the date of final hearing regarding the case.
 - d. Any other action as may be deemed appropriate including but not limited to filing of First Information Report (FIR) with the police authorities etc.
 - e. The action recommended shall be communicated in writing to the concerned party/s. and also to QCI Exam Administrators if required for necessary actions (such as debarring the concerned party/s from enrolments, etc.) at their end.