



OFFICE OF THE PRINCIPAL

Sophia College for Women
Empowered Autonomous

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An Institution of
the Society for the Higher Education
of Women in India

Vigilance Policy

1.	Administrative Policy Number (APN): SCWAPN/46	Functional Area: Examination oversight and academic integrity.
2.	Brief Description of the Policy:	Purpose: to uphold integrity, deter misconduct, and ensure transparency across all organizational activities. Audience: All stakeholders of the organization.
3.	Policy Applies to:	Departments, Teaching fraternity, students, examination section and related areas.
4.	Effective from the Date:	26 th November, 2018
5.	Approved by:	College Development Committee(CDC)
6.	Responsible Authority	IQAC
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	To maintain academic integrity, uphold standards of fairness, and prevent academic misconduct
10.	References for the policy	University of Mumbai

Introduction

The vigilance committee forms a very important branch of the examination system of Sophia college. The committee was earlier (prior to 2019) known as unfair means committee. The name was changed post 2019 and is currently called the 'vigilance committee'. The committee is formed to look into the cases of unfair means adopted by

students during their examination- written as well as practical. The committee follows the same guidelines with respect to the rules governing adoption of unfair means as given by the University of Mumbai.

Constitution

The committee is constituted by the principal of the college at the beginning of each academic year. The committee consists of a Coordinator, 3/4 faculty members and the college counsellor. The correspondence on behalf of the committee is carried by the registrar of the college. The vice-principal of Arts and Science can be invited to attend the proceedings if needed.

Responsibility ,duties and standard operating procedures

The responsibilities and process of the committee can be outlined as follows:

- Before the commencement of the exam, faculty members supervising, warn the students not to indulge in unfair means and the same is written under the exam code of conduct page of the answer booklet.
- Any student caught cheating during the examination, is reported to the exam committee. The exam committee member immediately escorts the student to the exam control room where the relevant cheating material is confiscated and the student is given a new answer booklet to complete her paper. The exam supervisor who catches the student is asked to prepare a detailed report of the incident in the format given by the exam committee which is submitted to the COE.
- The vigilance committee meets at the end of each examination to discuss the cases of students caught in unfair means/ cheating during the examination.
- A designated time and venue of the meeting is decided and the students are informed in advance about the same. The student is given a chance to present their case and each case is given a sound hearing by the committee members.
- The students found guilty are penalized as per the rules of University of Mumbai and same is informed to the student by the committee members verbally during the meeting and later through a letter sent by college to their residential address.
- The students are asked to meet the counsellor for further help and guidance.
- The vigilance committee adheres to the general rules of penalty prescribed by the University of Mumbai, governing various acts of unfair means.
- The vigilance committee has been dynamic in adapting to the changing circumstances. During covid when online exams were conducted, students suspected of any unfair means were scrutinized very carefully before any action taken against them.
- Stringent action is taken against students who indulge in unfair means on multiple occasions.

- The vigilance committee prepares a detailed report of the meeting conducted with the students and submits it on the same day with the decision taken to the principal.
- The principal has the final authority to decide on any case as deemed sensitive and take a decision in consultation with the committee members and the vice-principal's.

The vigilance committee time and again may convey to the COE such practices to be implemented during conduct of examination which may nullify the attempts of unfair means adopted by the students. Also the action taken is a message to students to discourage them from indulging in unfair means act.

A. P. Pahl

IQAC Coordinator

Coordinator
IQAC
Sophia College



Sandhya Kulkarni

Principal

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