

## FRISKING POLICY DURING EXAMINATIONS

### **Preamble**

This policy is designed to uphold the integrity of the examinations by preventing the use of unfair means through a structured frisking procedure. This is in accordance with the application of ethical and responsible practices in Higher Education Institutions (HEIs).

### **Scope**

This policy applies to:

- All students appearing for semester-end examinations (SEE), make up, supplementary and summer semester SEE.
- All invigilators, security personnel, and examination staff involved in frisking.
- All examination venues within the RV University.

### **Objectives**

- To deter malpractice by ensuring no prohibited items enter the examination hall.
- To maintain a safe and secure environment for all examinees.
- To uphold the credibility of the institution's evaluation process.

### **Prohibited Items**

Students are strictly prohibited from carrying the following items into the examination hall:

1. Electronic Devices: Mobile phones, smart watches, fitness bands, calculators (unless specified), tablets, earphones, and any other communication or storage devices.
2. Notes or Study Material: Printed or handwritten notes, textbooks, or loose sheets.
3. Stationery with Hidden Compartments: Geometry boxes, pouches, or instruments with concealed storage.
4. Personal Belongings: Bags, wallets, and purses (must be left at designated counters).

### **Frisking Procedure**

Location & Timing:

- Frisking will be conducted at designated entry points to the examination venue.
- Students must report 30 minutes prior to the scheduled examination time to complete frisking.

### **Personnel & Method:**

- Frisking shall be carried out by trained security staff.
- Separate frisking arrangements will be made for male and female students, ensuring privacy and dignity.

### **Student Responsibilities:**

- Cooperate with frisking personnel.



- Deposit prohibited items at the designated collection area (COE office) before frisking. Items found during frisking will also be deposited in COE Office.
- Carry only permitted items (hall ticket, ID card, transparent water bottle, approved stationery).

### Record Keeping:

- The COE office will maintain a logbook to record prohibited items handed over by students before the examination and ensure their return after the students sign the logbook upon collection.
- Students who wish to deposit their items must report to the deposit counter at least one hour before the examinations.

### Non-Compliance:

- Any student refusing frisking will not be allowed to enter the examination hall.
- Discovery of prohibited items after frisking will be treated as an act of **unfair means** and reported to the Controller of Examination (COE).

### Standard Operating Procedure for Frisking

1. Trained security staff to be allotted by the facility team.
2. Staff allocation: Male security staff for male students, Female security staff for female students.
3. Frisking points are the entry doors to the examination hall.
4. Ensure separate Queue for male and female students.
5. Primary frisking:
  - a. Ask the students to empty the pockets.
  - b. Check on the shoes and socks.
  - c. Check the pouches the students carry the stationery
  - d. Visually check transparent water bottles and permitted stationary.
  - e. If a student is carrying a medical device or medicines, the medical prescription must be verified.
6. Safety and dignity:
  - a. Frisking must be done respectfully without unnecessary physical contact.
  - b. Privacy must be ensure for all students.
  - c. Security Staff must avoid discriminatory or inappropriate behaviour
7. COE overseas the implementation of frisking process and ensure necessary arrangements are made.
8. Chief superintendent supervises frisking at the venue.
9. Security staff conduct frisking in compliance with this SOP.

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