



## Unfair Means (UFM) Practice by student In Examination

- 1) if the Supervisor / observer notices that any candidate is indulging in copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on Calculator, Geometry Box, Scale/ Electronic Gadgets, he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the senior supervisor.
- 2) Malpractices are recorded in the appropriate form along with a statement from the candidate in the presence of the senior supervisor.
- 3) Supervisor/Invigilator should ensure that if a candidate is asked to give a statement in connection with suspected or proven malpractice or use of unfair means but is unwilling to do so, she/he shall not be forced to give the statement. The fact of his/her having refused to make a statement shall be recorded by the Invigilator in the presence of the senior supervisor on duty, at the time of occurrence or detection of the incident or immediately thereafter.
- 4) The senior Supervisor of the examination block will take related proof of unfair means and along with the prescribed format and that will be handed over to the controller of examinations.
- 5) Controller of Examinations will formulate the structure of Unfair Means inquiry Committee under the guidance of Hon'ble Provost to recommend actions against the students who are caught in Unfair Means.

### UFM Inquiry Committee constitutions as follows:

- Chairman- Preferably Senior Professor from constituent institutions from which no student is booked for malpractice.
  - Members- Deans/Principals of the institutions from which the students are booked for malpractice.
  - Member Secretary- Controller of Examinations.
- 6) There shall be not less than Three members and not more than seven members in the committee and the Controller of Examinations is authorized to formulate the committee in consultation with the Provost as and when necessary.

The unfair means enquiry committee will call the student involved in unfair means practice and enquire about the same and recommend the action against student based on following; Once the recommended final action against student by the unfair means enquiry committee is approved by the Provost, it is informed to examinee.





**The Broad Categories of Unfair Means Resorted to by Examinee at the Examination and the Quantum of Punishment for each Category Thereof**

Clause	Nature of Misconduct / Malpractice	Quantum of Punishment and/or Penalty(subject to moderation)
1	Possession of incriminating material such as manuscript/ printed or typed matter/ books or notes/banned electronic gadgets/ written matter on body or clothes.	Cancellation of that specific Subject/ Paper only of the current examination of the candidate.
2	Makes false claim/representation or uses forged/fake document(s) pertaining to his/her eligibility to appear at the examination	Candidate shall be disqualified from appearing at any examination for a period of two to three years including the present examination depending on the severity of offence.
3	Possession of another examinee's answer-booklet	If the student whose answer-booklet is taken away by force and/ or without his/her consent, reports immediately to the Junior supervisor, who then debars the candidate caught with another's answer- booklet from the current examination in full.
4	Possession of another candidate's answer-booklet	Debar BOTH the candidates from University examination for ONE academic year including the current examination if it was consensual.
5	Found giving or receiving assistance at the examination, passing on the question paper with any scribbling on it/answer booklet for purpose of copying	Cancellation of that specific Subject/Paper only of the current examination of the candidate.
6	Smuggling-out or smuggling-in of answer-booklet as copying material	Debar the candidate from current examination of the Candidate and an additional one academic year.
7	Counterfeiting of University/COE seal, or answer-booklets or office stationary used in the examination.	Debar the candidate from the current examination and additional TWO academic years.
8	Any insertion in answer-booklet including currency notes/bank cheques/other material in an attempt to bribe any of the person(s) connected with the conduct of examinations	Debar the candidate from the current examination and an additional period of one academic year.
9	Using obscene language/ violence/threat at the Examination/Evaluation Centre by a candidate(s) before/during/ after the University examination toward Junior supervisor/CS/ Examiner/person(s) concerned with University Examinations	Debar the student from current examination and an additional period of one academic year.
10	Impersonation at the University examination.	Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent. If a candidate of this University is found to impersonate a 'bonafide candidate', the impersonating candidate is debarred from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the University . Debarring the 'bonafide candidate' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/She is not eligible for any further admission to any programme of the University.
11	Revealing identity in any form in the answer written or in any other part of the answer-booklet by the candidate at the University examination.	Cancellation of the current examination of the candidate in full along.
12	Tearing off the answer-booklet/ page(s) of the Answer Book	Cancellation of the current examination of the candidate in full.





13	Student involved in malpractice at Practical examination/Dissertation/Thesis/Project Report at UG/PG level	Cancellation of that specific Subject/ Paper only of the current examination of the candidate.
14	Student involved in malpractice in Dissertation/ Thesis at M. Phil. or Ph. D.	The punishment shall be withdrawal of the Degree/and three years to permanent disqualification for re-registration based on the gravity of offence
15	All other malpractice(s)/ misconduct not covered in any of the above clauses.	Warning/Cancellation/Expulsion/or any other severe punishment and/or fine depending upon the gravity of the lapse.
16	Malpractice/ Misconduct by the candidate who was caught in an earlier instance and warned or punished for the offence	Severe additional punishment can be imposed on such students. This punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination. In grave instances, the candidate may be expelled from the University permanently.
17	A candidate on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the syllabus of the paper in the Verandah/toilet, etc.	Cancellation of that particular paper of the Candidate's examination.
18	If a candidate carries into the examination hall/ centre any weapon and does not hand over the same to the authorized member of the supervisory staff.	The Candidate shall be disqualified from appearing/ passing in any university examination for up to two years including the present one depending upon the nature and gravity of the offence.
19	If a candidate on being caught by an JS or any other authorized member of the supervisory staff, runs away from the examination hall along with the piece of paper/ material in his possession or destroys any piece of paper believed to be of doubtful nature either by swallowing/ throwing it away, or by any other means.	The Candidate shall be debarred from the programme and from appearing/ passing in any University examination for a period up to two academic years including the present.
20	If a candidate leaves the examination hall without handing over his answer-booklet to the JS concerned and takes it away with him, or tears it off, or otherwise disposes of his answer-book any part thereof inside or outside the examination hall.	The candidate shall be disqualified/ debarred from appearing or passing in any University examination for one to three academic years including the present year of examination, depending upon the nature and gravity of the offence. In addition a fine of RS.2000 may be imposed.
21	If a candidate incites/ compels any other candidate to leave the examination hall, or attempts to disturb, the conduct of examination or indulges in any kind of activity in the campus of the Examination Centre.	The candidate shall be disqualified/ debarred from appearing or passing in any University examination for one to three academic years including the present year of examination, depending upon the nature and gravity of the offence. In addition a fine of RS.5000 may be imposed.

**Notes:**

- Cancellation of a particular paper will mean award of zero mark in the paper and the cancellation of the entire examination will be treated as failure in the entire (all papers)examination.
- If a candidate appearing in failed subject(s)/ paper(s) of a lower examination along with the current examination is found guilty of use of unfair means in a subject/ paper of the lower or the current examination, either of the examinations or both the examinations (lower and current) may be cancelled.





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- If any examiner reports any case of use of malpractice which he/ she detected during the course of evaluation of answer-booklet the same shall also be decided by the UFM Committee after getting the answer booklets checked and giving the candidate a reasonable opportunity to defend himself.
- The disqualification under misconduct/ malpractice will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations he shall not be admitted to any course of study, or allowed to appear at any examination of this University, during the period of such disqualification.
- Whenever entire examination of the semester is cancelled, it applies only to all the theory and practical papers of that semester and does NOT include any dissertation/ thesis/ fieldwork/ project work that the candidate might have appeared. However, debarring the candidate for one or more semesters/ annual examinations also debars him from submitting his dissertation/ project work etc. during that period.

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