

# ANNEXURE - 10

- a. Permit the candidate to reappear in the subject in who answer book has been lost, on a date and time to is fixed by the Controller of Examinations.
- OR
- b. Award him marks in the answer book lost equal to the marks obtained by the candidate in the other papers, subject to a maximum of 60% marks in that paper in case the candidate has appeared in one subject having two papers A & B to avoid carry over.
- OR
- c. Award him the average marks of the remaining subjects/papers which he has already cleared, subject to a maximum of pass marks in case he has appeared in one subject having one paper to clear carry over.
- OR
- d. If there is a dispute as to whether a candidate's paper was duly handed in or not, the decision of the Vice-Chancellor, to whom the Controller of Examinations shall report his/her findings, shall be final.
- iii. **Regulation for Unfair means/ Procedure for Dealing with Unfair means and Mass Copying Cases & Unfair Means Cases.**
- a. Examination is a formal procedure intended to measure examinee's knowledge/ talent. Since result of examination has an impact on individual's future academic career and vocational goal, he/she may get tempted to adopt unethical/unfair means (UFM) with a purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.
- b. Code of conduct for an examinee is therefore, framed so as to keep him/her away from adopting unethical methods during the examination. Each examinee should follow this code of conduct.
- c. A candidate found guilty of any of the following offences shall be punished.
- iv. **The following shall qualify as use of U.F.M**
- a. No candidate shall bring any objectionable material for the purpose of being used for answering the question paper in the examination hall.
- b. Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate.
- c. Writing Enrollment No. at any other place than the space provided for it.

*V.N. Gupta*



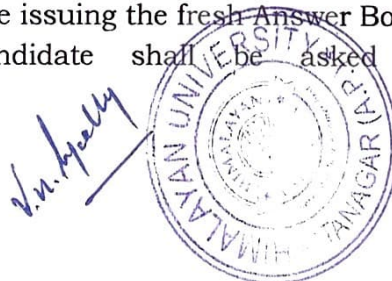
- d. Having in possession book(s), notes, papers or any other like materials which may be used in the examination.
- e. Receiving or giving assistance to other student in copying in any form during the period of the examination.
- f. Smuggling in or out of the examination hall of Answer Book etc. and tearing leaf/leaves from the answer book or tampering with the answer book in any way.
- g. Impersonation i.e. sending some other person to appear in examination.
- h. Communicating with the Examiner or any other person connected with the Examination, with the object of unduly influencing him in any way.
- i. Any other type of misconduct or a deliberate attempt to cheat in the examination.
- j. Writing questions or answer on any paper other than the Answer Book.
- k. Any other case of Unfair Means detected at any stage during or after the Examination.
- l. Using mobile phone or any other smart device(s) for receiving/sending messages. Even keeping mobile phone or any such device shall be considered as an attempt to cheat.
- m. Refusal of the candidate to be searched by the invigilator/flying squad would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination hall.

v. **Procedure to be followed by the invigilator/centre superintendent in booking UFM Cases.**

a. **Issuance of Second Answer Book.**

As soon as any case of unfair means comes to the notice of the Invigilator/Superintendent/ Flying Squad of the examination centre, he/she will take possession of the Answer Book of the examinee along with paper or other material found in his/her possession duly signed by the examinee. The candidate shall be provided another Answer Book immediately and a stamp of "Fresh Answer Book" will be placed on the top of the Answer Book. In case, the examinee refuses to do so, the fact of his/her refusal will be recorded by the Invigilator/Superintendent/Flying Squad which should be attested by at least one Invigilator present on duty and present at the time of refusal. The record of the fact will be submitted with Examination Department on the same day.

While issuing the fresh Answer Book, statement of the candidate the candidate shall be asked by the Invigilator/Centre



Superintendent to submit the information on prescribed format. If he/she does not give such information, the verification can be done by another Invigilator Examination Superintendent.

In case a student refuses to cooperate and does not agree with the observation of the invigilator/centre superintendent, he may be counseled that he should cooperate and write his comments in the remarks. He should be informed that he may write about his grievances to the Students Welfare Officer/Registrar after the examination.

**b. Statement of the invigilator**

Flying Squad / Invigilator, who detects the use of UFM by a candidate, shall record the statement material found from the candidate **and fill the form**

Precise information on the prescribed format as to from where the material was found should be mentioned in the statement of the invigilator/s for example from of the pocket, desk, shoes etc. of the student or from nearby lying on the floor, table, chair etc.

The incriminating material so detected by an Invigilator should also be signed by the invigilator on each page and the total number of pages detected should be mentioned on the title of the Answer Book duly signed by the Invigilator and Centre Superintendent.

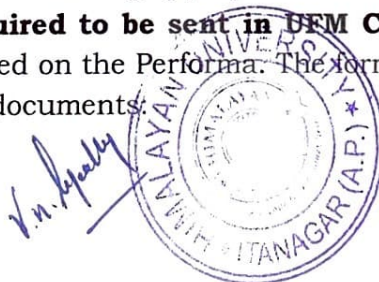
If it is a mobile phone/electronic device, it should be packed in the envelope and sealed. It should be signed by the Invigilator and Centre Superintendent and should be mentioned on the envelope / packet as UFM material. The packet should preferably be signed by the student also. The same should also be mentioned in UFM (incrementing material) prescribed format.

**c. Other Cases of Unfair Means**

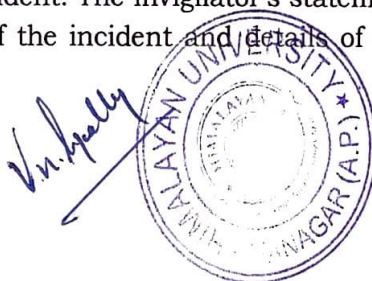
i. Impersonation: The Senior/Assistant Centre Superintendent should hand over the person impersonating as the student to the Security Officer who will file an FIR at the Police Station and will hand over the person to the Police. The matter shall also be reported to the Vice Chancellor, the HOD of the concerned Department in which the student studies, the Chief Proctor.

ii. Misconduct: In case of misconduct by any examinee, the statement of the Invigilator/ Assistant Centre Superintendent/ Chief Centre Superintendent shall be sent to the Principal of the Institute for taking appropriate action against the student.

**d. Documents required to be sent in UFM Cases.** All cases of UFM should be recorded on the Performa. The form shall be accompanied by the following documents:



- i. **One + One = Two Answer Books/ sets of Answer Books.**
  - ii. Statement of the candidate on prescribed format
  - iii. Statement of the Invigilator on prescribed format
  - iv. Unfair aid / material found from the student.
- e. **Dispatch of UFM cases-**
- i. Copies of UFM should be sent separately in a sealed envelope duly labeled to the Controller of Examinations of HU along with the prescribed Performa for each case booked under UFM on daily basis.
  - ii. All the material (answer books of unfair means, together with the material recovered from the students) duly signed by the candidate, invigilator and by the Centre Superintendent, has to be sent to the Controller of Examinations, separately under sealed cover soon after examination is over on the same day.
  - iii. His/her examination result shall be withheld till finalization by UFM committee. The decision of UFM case shall be made within 15 days from the registration of the case of UFM. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on the student.
  - iv. The fact that a particular Enrollment No. was booked under UFM should be recorded in the attendance sheet as well in the statement for dispatch of Answer Book to the Controller of Examinations.
  - v. The candidate booked under UFM shall not be expelled from the examination centre for that paper rather a fresh copy is to be issued to attempt his/her paper except in the cases of impersonation.
  - vi. Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers except where so provided.
  - vii. Candidates may be physically searched by the Centre Superintendents/ Invigilators/Members of the Flying Squad deputed by the COE before or during the examination at any time. In case of a female candidate, search should be made by female faculty members only.
  - viii. If a candidate forces his way out with the answer book, the complete statement explaining the circumstances under which the candidate has left the examination hall with the answer book should be reported separately to the Chief Centre Superintendent. The invigilator's statement should also contain the time of the incident and details of the case as to how the

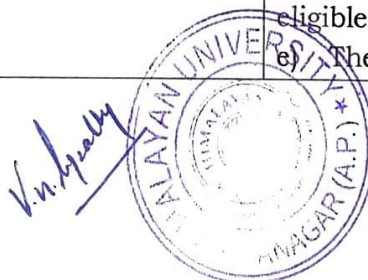


candidate took away the Answer book. If any effort was made to recover the Answer Book that should also be stated and the same may be sent to the University.

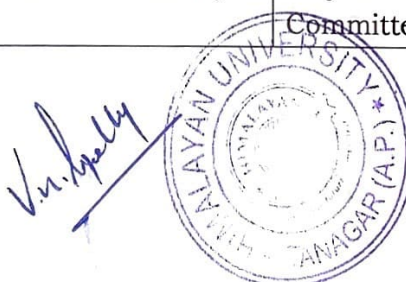
- i. **Student Grievance** - However if the student has any grievances against the Senior Center Superintendent/Assistant Centre Superintendent/ Invigilator or he has reasons to be dissatisfied with the decision of the UFM Committee, he can submit the grievances to the Dean Students Welfare and in his absence, to the Registrar of the University, who will take necessary action to redress of the grievance of the student.

**Guidelines for UFM committee regarding penalties for different types of offences under UFM w.e.f. 2014-15 session onwards.**

| Sl. No | Offence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Maximum Penalties                                                                                                                                                                                                                                                                                                        |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | (i) Copying Material was found his/her possession but was not used, including electronics devices like smart mobiles, gazettes etc.<br>(ii) If during University Examination a candidate was found talking to another candidate or any person inside or out side the examination hall/during the examination hours, without the permission of a member of the supervisory staff, before he has handed over his answer-book.<br>(iii) Writing identity in the answer book like name, request, Enrollment no. at unauthorized place, etc. | a) A warning letter will be given to the candidate.<br>b) Candidate shall not be considered for any kind of awards for one year.<br>c) A fine up to Rs. 2500/- may be levied.<br>d) Candidate shall be debarred from taking part in any extra-curricular                                                                 |
| 2      | Copying material was brought in the examination hall and used, including the script written in mobile or have searched internet in the duration of Examinations.                                                                                                                                                                                                                                                                                                                                                                        | a) A warning letter will be given to the candidate.<br>b) If the material was used, monetary/financial punishment up to Rs. 5000/- will be added.<br>c) Candidate shall not be considered for any kind of awards for one year.<br>d) The candidate will not be eligible for grace marks.<br>e) The question(s) attempted |



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|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                                                                                                                                                                                                                                                                                                                                 | with the copying material will be marked zero. Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.                                                                                                                                                                                                                                                                                                                  |
| 3 | <p>(i) Destroying evidence including tearing/ swallowing of copying material or of answer book/or running away with answer book or any other examination material.</p> <p>(ii) The answer book brought from outside and/or not written in Candidate's handwriting</p> <p>(iii) Extra ordinary electronics equipments and smart devices used by the student.</p> | <p>a) A warning letter will be given to the candidate.</p> <p>b) Candidate shall not be considered for any kind awards for one year.</p> <p>c) Concerned subject/ paper will be Cancelled.</p> <p>d) Monetary/financial punishment up to Rs. 10,000/- will be added.</p> <p>e) Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.</p>                                                                              |
| 4 | Impersonation                                                                                                                                                                                                                                                                                                                                                   | <p>a) A warning letter will be given to the candidate along with disciplinary action.</p> <p>b) Candidate shall not be considered for any kind of awards for one year.</p> <p>c) Whole Current Examination will be Cancelled.</p> <p>d) Monetary/financial punishment up to Rs. 10,000/- will be added.</p> <p>e) Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.</p> <p>FIR may be lodged against him/her.</p> |
| 5 | Any other Unfair means not covered above which jeopardize the sanctity of HU Examination                                                                                                                                                                                                                                                                        | Any/All of the above penalties may be imposed by the UFM Committee                                                                                                                                                                                                                                                                                                                                                                                                           |



**ii. Mass Copying Cases**

Mass copying shall be dealt differently than the individual UFM cases. Modes of the mass-copying are as under:-

- i. Copying from the printed sheet circulated in the examination hall.
- ii. Displaying copying material on the blackboard.
- iii. Use of loud speaker from outside.
- iv. Dictating answer by the Invigilators etc.
- v. Any other evidence which proves mass copying.

Each case of mass copying will be investigated separately by a committee constituted by the Vice-Chancellor and the enquiry report will be placed before Vice Chancellor who will take appropriate decision on case to case basis.

**Note:**

- i. If in a University examination, a candidate voluntarily surrenders to the Superintendent or any other member of the supervisory staff papers books or notes in his possession before the question paper is distributed, no action may be taken against the student.
- ii. In exceptional cases where student is involved in criminal act, reporting to the Police authority may be recommended by the disciplinary committee to the Vice Chancellor who will take the appropriate decision.
- iii. In case, the invigilator or any other staff on/off duty is found assisting the candidate in unfair means, the disciplinary action will be initiated against him/her. The action against the candidate will also be taken as per UFM policy.
- iv. Disciplinary aspects of students pertaining to examination will be dealt with by the HOD concerned.

**28. EVALUATION PROCEDURE -**

After getting Answer Books from the centre:

- i. Answer books shall be coded (to hide the details of students) in Examination Department before handing them over to the evaluator.
- ii. Evaluation by internal / external evaluators shall be done in Examination Department / Evaluation Hall only.
- iii. In special circumstances (coded) answer books can be sent to external evaluator with prior permission of Vice Chancellor.
- iv. Marks shall be entered for each question in the space provided and total marks on the front page of answer book in addition of awarding them at the end of the answer.

