

Rules for handling unfair means/misconduct during Examination

Use of Unfair Means (UFM) during examination is considered a very serious offence. Such acts not only tarnish the image of SPU, but also undermine the sanctity of the examination system. No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations.

These rules shall be applicable to mid-term/end-term examination, theory, practical examination, project/thesis submission and related assessment and/or evaluation.

- **UFM incidents:**

Following are the some illustrative incidents of UFM

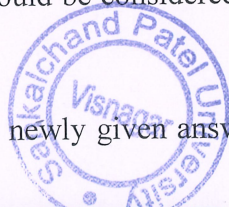
- During examination time having in possession or access to
 - Any paper, book, note or any other unauthorised material, which has relevance to the syllabus of the concerned examination paper.
 - Mobile Phones or any electronic gadget other than calculator (permitted as per the examination scheme of the subject), even in the switch off mode, which can potentially be used for communication or copying.
 - Anything written on any instrument other than permitted instruments or any kind of furniture or any other substance, which may have relevance to the syllabus of the examination paper concerned.
 - Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc., which may have relevance to the syllabus of the examination paper concerned.
 - Anything written by the candidate on the question paper, which may have relevance to the syllabus of the examination paper concerned.
 - Any other wrong practice done by candidate which can harm the normal results of other candidate or improve his/her own result.
- Giving or receiving assistance in answering the question papers to or from any other candidates/persons in the examination hall or outside during the examination hours.
- Talking to another candidates or any unauthorised persons inside or outside the

examination room during the examination hours without the permission of the invigilating staff.

- Swallowing or attempting to swallow or destroying or attempting to destroy a note or answer book or any other material.
- Impersonating any candidates or getting impersonated by any persons for taking the examination.
- Leaving the examination hall without returning the answer book or its part thereof to the supervisor concerned or taking away the same or tearing it or otherwise disposing it off or tearing the answer book of other candidate or otherwise disposing it off.
- Coming to the examination hall under the influence of alcoholic drink or prohibited drugs.

• **Reporting of UFM Cases:**

- The junior supervisor shall report to the senior supervisor/Centre In-charge without any delay and on the day of occurrence or detection, each case, where the use of UFM in the examination is occurred or detected, giving details of the evidence and explanation of the candidate concerned on defined form. Provided further that in exceptional circumstances the case can also be reported directly on a plain paper.
- Soon after the detection, the junior supervisor and senior supervisor shall ask the candidate to make his/her statement explaining his/her conduct. In case the candidate refuses to do so, the fact of his/her refusal shall be recorded by Junior supervisor, which should be attested by senior supervisor/Centre In-charge.
- The answer book in which the use of UFM is alleged, shall be seized by junior supervisor and s/he should be stopped from writing the exam. **S/he should be given a new Answer-book to write exam.** This is to be done on the premises that if the student is not found guilty after hearing of his/her case by the competent authority, then his/her Answer-books could be considered for assessment and the student will not lose the opportunity.
- The seized answer book and newly given answer book of that particular candidate



is directly send to the controller of examinations through Centre In-charge, along with proper evidences and relevant documents. It shall be super scribed on the left hand corner of the facing sheet as UFM Case. There shall not be an indication of UFM case on the pages other than the facing sheet of the answer book.

- Controller of Examination shall call upon the candidate alleged to have employed UFM in the examination to appear before Committee to represent his/her case personally at his/her own expense on the date fixed for his/her appearance before the said committee.
- Where a candidate wishes to produce any evidence before the committee, he/she may be permitted to present to do so by committee. The committee may also, on its own motion and for arriving at a proper conclusion based on the principles of natural justice, direct the members of the examination staff or any other person to appear before it.
- After having heard the candidate and evaluating the evidences produced by the candidate, the committee will decide, whether candidate is guilty under UFM or not and also decide the punishment, if any.

• **Process of handling UFM cases at SPU:**

- Examination Staff / Centre In-charge shall report the cases of unfair means to the Controller of Examination (CoE), who shall forward all cases of use of UFM reported during examinations to the Committee.
- A notice of hearing shall be sent to the alleged candidate, who has used any UFM, by the CoE asking the candidate to appear in person before the Committee for UFM at the appointed time and place. Absence of candidate to appear in person may lead to prove him/her guilty under these rules.
- The CoE shall place the cases of UFM before the Committee during its meeting at the appointed time and place. The Committee shall hear both, the candidate and the concerned members of the examination staff. All the relevant evidences shall be presented before the Committee. Based on the evidences presented and the gravity of the offence, the Committee shall decide the cases and recommend action (punishment) to be taken against the candidate.
- In case a candidate booked for using UFM fails to appear before the Committee at

the appointed time and place, a decision may be taken on the basis of facts of the case and, evidences on records. No further chances shall be given to the candidate to be heard by the Committee, unless and until there is a compelling reason for absence and committee feels to give chance.

- The decisions of the Committee shall be communicated to the candidate, all concerned authorities, including the Registrar and concerned Dean/Principal, who in turn shall inform the concerned candidates individually through a letter to their parents or guardians.
- If the charges are not proved during the hearing before the Committee on the basis of evidences and statements presented before it, the charges against the students may be dropped by the committee.

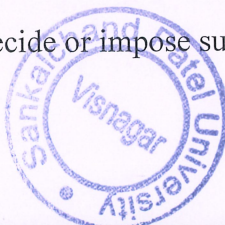
- **Standing Committee for Unfair Means:**

The cases of use of unfair means and misconduct during examination shall be referred to the “Standing Committee for Unfair Means” and the Committee shall investigate the matter and recommend necessary action(s)/Punishment, as per the rules for unfair means. Committee shall be formed by the member secretary in consultation with Provost and maximum tenure shall be of two years.

Committee consisting following members...

- | | |
|-----------------------------------|--------------------|
| i. Dean of any of the faculty | - Chairman |
| ii. Registrar | - Member |
| iii. Controller of Examination | - Member Secretary |
| iv. Any Two Principal / Professor | - Members |
| v. One Associate Professor | - Member |

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to committee. The committee after consideration of the case as referred to it by Supervisor/Centre In-charge/squad member may decide or impose suitable punishment as the nature/level of offence.



- **Appeal and Appellate Committee:**

If a candidate is not satisfied with the decision of the “Standing Committee for Unfair Means” the candidate may approach the Appellate Committee. The appeal shall be considered only in the light of any new evidence / material submitted by the candidate.

The member of Appellate Committee shall be appointed by the Provost for a period of two years to hear the appeals against the decisions of the UFM Committee. The appellate committee shall comprise of following members...

- | | | |
|-------|---------------------------|--------------------|
| (i) | Provost | - Chairman |
| (ii) | Registrar | - Member |
| (iii) | Controller of Examination | - Member Secretary |
| (iv) | Two Dean of Faculty | - Member |
| (v) | One Senior Professor | - Member |

Please note the following.

- A candidate may appeal in writing to the Appellate Committee within three days of issue of notification of punishment by the Committee.
- A candidate failed to appear in person to the committee to represent his/her case will not have right to appeal.
- The decision of the Appellate Committee shall be binding & final and shall not be challengeable in any court of law.

- **Penalties/ Punishments may be imposed on the guilty candidates:**

The following Penalties/ Punishments may be imposed on the guilty candidates, which may be treated as indicative and not exhaustive, based on the nature of the UFM.

Level	Nature of offense / Unfair means	Penalty / Punishment to be imposed
0	1. During the examination, the candidate is found having in his/her possession or accessible to	No Penalty/Punishment shall be taken against him/her.

	him/her papers, books, notes or other material which do not relate to the subject of the examination of the day and which could not possibly be of any assistance to him/her.	
I	<ol style="list-style-type: none"> 1. The candidate does not follow the instructions of the supervisor or examination rules in maintaining discipline or obstruct the process of examination. 2. The candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it. 3. The candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours. 4. Writes some exam related matter on the answer sheet before the commencement of the exam or removes encrypted code or any sticker from the answer sheet. 5. Reveals the identity in any manner in the answer book(s). 6. During the evaluation, the evaluator finds that the handwriting is different on different pages of the answer sheet. 	Cancellation of the examination of that particular paper and he/she will be awarded F grade in that paper with all the consequences to follow.



II	<ol style="list-style-type: none">1. The candidate is found to have copied from or used the material caught.2. The candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in verandah, urinal etc.3. The behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the supervisor/squad member/centre In-charge or any person on examination duty or consistently refuses to obey the instructions.4. Possession of Electronics devices like mobile, Programmable Calculator, Pen-drive, and any other electronics devices / storage devices in the Examination Hall.5. Communicating with any student or the any other person inside or outside the examination hall with a view to take assistance or aid write answers in the examination. Having any written matter on scribbling pad, calculator, palm, hand, leg, clothes, socks, instrument box. Identity card, hall ticket scales etc.,	Cancellation of his/her examination in that particular paper or his whole semester examination depending on the gravity of the offence. He/she shall be awarded F grade in that particular paper or all the papers of that semester with all the consequences to follow.
III	<ol style="list-style-type: none">1. Leaving the examination hall without returning the answer book or may part thereof to the supervisor concerned or taking	Cancellation of the examination of the semester examination for which he/she was a candidate.



	<p>away the same or tearing it or otherwise disposing it of or tearing the answer book of other candidate or otherwise disposing it off.</p> <p>2. Coming to the examination hall under the influence of alcoholic drink or prohibited drugs.</p> <p>3. Threatening with weapons or any other means to the Examination staff, officers, officials of the Examination Centre/College.</p> <p>4. Destroying any evidence use of Unfair means, like tearing or mutilating it or running away along with evidences and the answer book(s) from the examination hall or premises.</p> <p>5. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.</p>	<p>and/or</p> <p>Debarring from examination for future semester(s).</p>
<ul style="list-style-type: none">• Notwithstanding anything contained in the above mentioned nature of offense/UFM the Committee shall be free to determine any penalty / punishment or may award one or any combination of the punishments depending on the gravity of the act. In exceptional cases, the Committee may decide or impose suitable punishment as per the nature of the offence demands.• In case the candidate is found using unfair means in the examination in which he/she is appearing to improve his/her previous performance, the punishment prescribed for various malpractices/ unfair means as mentioned above will apply to his/her previous examination.		

