


कार्यालय परीक्षा नियन्त्रक
मदन मोहन मालवीय प्रौद्योगिकी विश्वविद्यालय
गोरखपुर

पत्रांक: म0मो0मा0प्रौ0वि0/प0नि0का0/मेमो/2019


दिनांक :28.02.2019

समस्त विभागाध्यक्ष/समन्वयक एम0बी0ए0

आपको अवगत कराना है कि विश्वविद्यालय की दिनांक परीक्षा समिति एवं विद्या परिषद की बैठक में सम्पन्न New UFM Rules को सत्र 2018-2019 के इवेन सेमेस्टर से लागू किया जाना है, जिसको छात्रों में प्रचार प्रसार हेतु आपके आवश्यक कार्यवाही हेतु संलग्न प्रेषित हैं।


परीक्षा नियंत्रक

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INSTRUCTIONS AND PENALTY FOR THE USE OF UNFAIR MEANS

Procedure to be followed by the invigilator/Centre Superintendent/ Flying Squad

1. As soon as, any case of unfair means comes to the notice of the invigilator(s)/flying squad, he/she shall bring it to the notice of the Centre Superintendent of the Examination.
2. The invigilator(s) shall take in their possession Answer Booklet of the student along with unwanted paper or other materials found and immediately issue a second Answer Booklet to the student.
3. The Centre Superintendent of the Examination shall record the time when the case was brought to his notice. He/she shall also record the time of issue of the second Answer Booklet "(A): UFM-Main Answer Booklet" should be written on the page cover of the main answer booklet and "(B): UFM-Secondary Answer Booklet" on the cover page of the second answer booklet.
4. The Invigilator(s), who has detected the use of UFM by a student, shall also record his statement about the UFM case on specified UFM form.
5. The Centre Superintendent of the Examination shall also give his statement in specified UFM format.
6. In case the student refuses to give his statement, he should NOT BE forced to do so. Only the fact of his refusal and the time of occurrence of the incident should be recorded by the Invigilator(s) on duty in that room. The statement of the student if any and the statement of the Invigilator(s) are attested by the Centre Superintendent of the Examination.
7. In case, a student is found to have written something on the body part, a photo of same may be taken by the web cam /mobile camera etc. if possible.
8. No extra time will be given for completing the Examination as a result of this procedure to the student.
9. After the completion of the examination, both of the answer booklets marked as Booklet "(A): UFM-Main answer Booklet" and "(B): UFM-Second answer Booklet" along with the material found in possession of the student and prescribed UFM FORM SHALL BE SENDT IN SEPARATE ENVELOPE MARKED UFM TO THE OFFICE OF THE CONTROLLER OF EXAMINATION.
10. In Case a student has smuggled out an Answer Booklet; the Centre Superintendent should call the student directly and try to secure the Answer Booklet. In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR is to be sent to the office of the-controller of Examination along with the statement of the Invigilator(s) present in the room.
11. In case of impersonation, the Centre Superintendent shall report the matter to the Controller of Examination along with the detailed report with necessary documents.
12. In cases of misconduct of very serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the other concerned (e.g. Security person etc.) may be obtained and sent to the office of the Controller of Examination.

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13. In case of electronic gadgets, the clear photocopy of that from front and back, and the enlarged photocopy of the screen shot/ the printout of the material stored in the electronic gadgets duly signed by the student, invigilator, and Centre Superintendent, MUST be attached with UFM report.

CONVENING OF COMMITTEE ON UNFAIR MEANS:

A Committee (Standing Committee) appointed by the Vice-chancellor shall enquire into cases of unfair means in the Examination. The student who is involved in UFM cases will be given a chance to submit his/her representation to the committee, if he wants during a period as specified via circular by the office of the Controller of Examination. The Committee shall thoroughly examine the cases on the basis of the material /documents found and student report (if any). The committee shall submit its recommendations after laying down clearly the nature of the offence and punishment to the Vice-Chancellor for consideration and necessary order.

TABLE SHOWING PUNISHMENT DETAILS FOR UNFAIR MEANS

A	1.	Student doesn't follow the instruction given by the Centre Superintendent/Invigilator.	Warning will be issued to the student not to repeat in future. If repeated, CONCERNED MINOR OR MAJOR SUBJECT examination only will be awarded ZERO marks on the basis of the written report of the room invigilator(s).
	2.	Student communicates with another examinee or tries to pass on information even after a word of caution from the invigilator(s) or any competent authority.	
	3.	Any sort of writing on the question paper except the Roll No. at the given space.	
	4.	Any examination relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as ascertained by Centre Superintendent/flying squad/Invigilator(s)	
	5.	Student Indulges in writing the matter relevant to subject before commencement of examination	
	6.	Student's indecent behaviour at the examination centre or the examination hall	
	7.	If the examinee is found in his possession notes, chits, answer book of any other examination; however, he/she has not written from the said material in his /her answer book.	
B	1.	Use of indecent or abusing words in the answer book.	CONCERNED SUBJECT as a whole will be awarded "F" grade.
	2.	Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the examination timings.	
	3.	Brings any electronic gadgets (except memory less scientific calculator if permitted in that paper) in the examination hall.	
	4.	Any sort of writing on the question paper regarding solution of the questions.	
	5.	Examinee has copied from relevant material, Scribble on chits compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic gadgets including mobile-phone.	
C	1.	Examinee has indulged in exchanges of answer book with other examinee.	Cancellation of result of the CONCERNED subject and two

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	2.	Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or passes on the exam relevant material or literature in any form to another examinee in exam hall.	other cleared/passed subjects in which the student has secured the lowest marks except the subject in which student has UFM i.e. total three papers will be awarded "F" grades.
	3.	If the examiner find some written/Printed papers etc. of exam related material from the answer booklet of an examinee	
	4.	Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act.	
	5.	Examinee is found to throw away his answer booklet, question paper, practical job or part thereof.	
	6.	If examinee is found to have torn the answer booklet, question paper, any other exam related material or part thereof his/her own or other examinee.	
	7.	If the examiner reports that in the examinee's answer book is written with more than one type of hand writing	
	8.	If the examiner reports about missing pages or additional pages in the answer book of examinee.	
	9.	If the examinee obstructs the process of conducting the examination in any way.	
	10.	If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination.	
	11.	If the examinee attempt to bribe by way of keeping currency notes in his/her answer book.	
	12.	Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the examiner directly or through any representative for his/her favour.	
D	1.	If the examinee obstructs/threatens orally or assaults the invigilator(s) or any competent authority on examination duty.	
	2.	Tries to bring duly written answer book or supplementary from outside prior of start of examination.	
	3.	If the examinee is found with bulk material like book, note book, and short notes etc. related with the concerned subject of examination..	
E	1.	If person impersonates as examinee and if this is detected during or after the examination	Cancellation of result of the examinee being helped of all the examination of registered courses in that concerned session (theory and practical) will be cancelled. (All the paper will be awarded "F" grades.
	2.	If the examinee carries away an answer booklet, supplementary or practical job or part thereof outside the exam hall	
	3.	Leaves the examination hall without submitting his/her answer book or tries to destroy it.	
	4.	If student is being helped by other student(s) of the University or outsider and behaves in an indiscipline manner during particular examination	
F	1.	Possesses Gun, Revolver, Knife or any other prohibited weapon in or around exam hall	Cancellation of result of the examinee of all the examination of registered courses in that
	2.	Physically assaulting invigilator or any competent authority on	

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		examination duty.	concerned year (theory and practical) will be cancelled. (All the paper will be awarded "F" grades.
	3.	Physically assaulting examiner	
	4.	If anyone is writing other's examination.	
G	1.	(In the case of a re-registered Paper). If unauthorized material is found with the student in bulk such as books, huge cheating material, etc, which shows the clear intention of copying.	Cancellation of result of the CONCERNED subject and two other cleared/passed subjects in which the student has secured the lowest marks except the subject in which student has UFM i.e. total three papers will be awarded "F" grades.
H	1.	If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in A to G as above and which has been bearing on the examination or result of the examinee and /or any other examinee.	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee concerned on case-to-case basis.
I	1.	If person is not appearing in that particular examination but student of other examination of the University/outsider behaves in an indisciplin manner during particular examination or helps other examinee by using unfair means.	The person helping the examinee will be punished as per decision of the University Administration.
	2.	If anyone is writing other's examination.	

The result of the student will be declared after implementation of the decision of examination committee.

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