

PREVENTION, PUNISHMENT AND PROCEDURE CONCERNING CASES OF MISCONDUCT AND USE OF UNFAIR MEANS IN OR IN RELATION OF EXAMINATION

UR 1. These Regulations may be called "**Regulations relating to Prevention, Punishment and Procedure concerning Cases of Misconduct and Use of Unfair Means in or in relation to Examinations**" and be abbreviated as "**Regulations relating to Unfair Means Cases (UFM)**".

UR 2. In these Regulations, unless there is anything repugnant in the subject or context:

- a. "College" or "Institute" shall mean any constituent college of CVM University
- b. "Examination" shall mean any examination conducted by the University
- c. "Candidate" shall mean an intending examinee, an examinee taking any examination in a particular semester and wherever the context so permits, every student on the rolls of a College

UR 3. Committee (UFM)

- a. The Board of Management shall appoint a Committee for three years consisting of six persons, as follows:
 - i. Provost - Chairman
 - ii. Board of Management - 02 members
 - iii. Faculty Dean - 02 Members
 - iv. Deputy Registrar (Exam) / Assistant Registrar (Exam) - Member Secretary

Four members shall form the quorum.

- b. Deputy Registrar (Exam) / Assistant Registrar (Exam) shall call upon the candidate alleged to have employed unfair means in the examination to appear before the Committee to represent his/her case personally at his/her own expense on the date fixed for his/her appearance before the said Committee. If, in spite of service of notice, the candidate fails to do so, he / she will be proceeded against the ex-parte.

c. After having heard the candidate and evaluating the evidence, the committee decides the punishment which shall be final and binding. The punishment shall be passed in the BOM before informing to the candidates.

- UR 4. All candidates must leave all papers, notes, books, mobiles, electronic gadgets and hand bags etc. outside the examination hall.
- UR 5. The Junior Supervisor shall report to the Senior Supervisor without delay and on the day of occurrence or detection, each case where the use of unfair means in the examination is detected, giving details of the evidence and explanation of the candidate concerned on Form UFM1. Provided that in case of non-availability of Form UFM1, they may be reported on Photostat copy of Form UFM1. Provided further that in exceptional circumstances the case can also be reported by Senior Supervisor directly on a plain paper.
- UR 6. Soon after the detection, the Junior Supervisor and Senior Supervisor shall require the candidate to make a statement explaining his / her conduct. In case the candidate refuses to do so, the fact of his / her refusal shall be recorded by the Junior Supervisor, which should be attested by Senior Supervisors on duty, present at the time of refusal.
- UR 7. The answer-books in which the use of unfair means is alleged, shall be seized by the Junior Supervisor, and the candidate concerned shall be permitted to answer the remaining part of the question paper on freshly issued answer books. The Junior Supervisor shall forward the answer book, along with his / her report in Form UFM1 and also proof of unfair means used (if available) in a sealed UFM cover. The candidate shall not forfeit his / her right to appear in the rest of the examination in subsequent papers.

Examination Section
Adopting unfair means in the University examination and disciplinary measures

No.:	Instance(s) of Unfair Means Adopted	No.:	Punishment handed down
1.A	An examinee is found in possession of any sort of examination related literature (pad or written / printed material or on Chit ,Slips or on compass box or handkerchief or clothes / dress or any part of the body or with foot scales or calculators, cell phone or any electronic devices or stored in electronic – gadgets or electronic watch or snatches away of notes, chits, answer book or part there of any other examinee etc.) in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the examination timing and, he/she has copied from the said literature. Or any literature found near or just beneath his seat and whether he / she has not copied from the said material.	1.	The examinee's result will stand cancelled in that particular course of that semester examination.
1.B	An Examinee who is found trying to copy from the answer sheet of a fellow examinee around him / her or making examination-related enquiries through gestures / talks. (If the other person is found cooperating then he / she will also invite the disciplinary action) or communicate with another examinee or try to pass on information even after a word of caution from supervisor or any competent authority.		
1.C	An examinee has mentioned his/her seat number at any other place in the answer sheet or has put any identification/ irrelevant symbols, sketches etc mark(s) which can reveal his/ her identity overtly, and / or any short of writing on the question paper and / or use of indecent or abusing words in examination hall or the answer book and / or indulges in writing the matter relevant to subject before commencement of exam or attempts to bribe the examiner by mentioning address, contact details, mobile number, etc. and / or tries to contact the examiner directly or through any representative for his/her favour.		
1.D	An examinee adopting improper practices and getting it found out by university observer through close circuit camera		
1.E	Attempts to remove encrypted code or any sticker from the answer book		
1.F	Indulge in exchange of answer book, supplementary with other examinee		
1.G	Copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant		

	material or literature in any from to another examinee in exam hall or outside		
1.H	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.		
1.I	Examinee is found to throw away his answer book, supplementary, question paper, practical job or part there of		
1.J	If the examiner reports about missing pages or additional pages in the answer book of examinee		
1.K	If the examinee obstructs the process of conducting the examination in any way		
1.L	If examinee try to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination		
1.M	If examinee attempt to bribe by way of keeping currency notes in his/her answer book		
1.N	If the examination committee is satisfied from the report of the examiner that the candidate have copied from one another or from any other sources or involving in mass copying during the examination		
2.A	An examinee has been reported repeating above offences as mentioned in 1 (A-N)	2.	The examinee's result will be cancelled for the examination in which he/she is found guilty. However, he /she will be allowed to reappear in the similar exam(s) only when it is organized in the next academic year. For an instance: Student found guilty in Semester 2 of year 2020-2021 will have his/her results of Semester 2 (2020-2021) cancelled. However, he/she will be allowed to reappear in Semester 2 (2021-2022) examination to clear those backlogs.
2.B	An examinee is found to be non- co- operative in case of any unfair means adopted or if he / she misbehaves with the junior or senior supervisor or observer or in examination hall or examination centre or doesn't follow the instruction given by the Junior or Senior Supervisor or observer or any competent authority or if examinee obstructs/ threatens or orally assault the block supervisor or any		
2.C	All such cases indicating explicit copying found out during assessment as reported by examiners.		
3.A	An examinee found getting answers written in the answer sheets(s) from outside the examination centre and / or taking answer sheets(s) out of the examination centre of indulges in unfair practice outside the examination hall by any means or if the examinee carries away an answer book, supplementary or practical job part of thereof outside the exam hall or leaves the examination hall without submitting his answer book or tries to destroy it	3.	The candidate will be rusticated from the University.

3.B	An examinee if found or is involved in impersonation i.e. a person other than true examinee is taking the exam. Or if examinee not appearing in that particular examination but who is a candidate of other examination of university impersonates as an examinee of particular examination AND/OR behaves in indisciplinary manner during particular examination or helps other examinee in using unfair means		
4.	Irrespective of the above instances; all cases of any kind of malpractice or use of unfair means, indiscipline, misbehaviour, or antisocial behaviour in examination and other cases of examination related malpractices	4.	The UFM committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned
5.	An Examinee tries to exhibit physical power.	5.	Cancellation of result of all the subjects of the current semester examination and debarred to appear from next five summer / Winter all Examinations conducted by the University.
6.	If an examinee found guilty of plagiarism of a thesis / dissertation / project work / etc during the period of assessment		<p>UFM Committee shall impose penalty considering the severity of the Plagiarism.</p> <ul style="list-style-type: none"> i. Level 0: Similarities up to 10% - Minor Similarities, no penalty. ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months. iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year. iv. Level 3: Similarities above 60% - Such student registration for that programme shall be cancelled. <p>Note 1: Penalty on repeated plagiarism – Such student shall be punished for the plagiarism of one level higher than the previous level committed by him / her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.</p> <p>Note 2: Penalties as per Regulation have been notified in the Official Gazette of India, dated 31 July, 2018.</p>
7.	If an examinee found guilty of influencing Faculty Guide / Member / Supervisor or any	7	The UFM committee shall decide the penalty depending upon the nature

	member of the committee or panel for viva voce of resorting to any kind of malpractice		and complexity of involvement of the concerned examinee.
8	If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in 1 to 7 as above and which has been bearing on the examination or result of the examinee and / or any other examinee	8	The UFM committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned.

S. Ashah

Asstt. Registrar

Form UFM1

1. Name of the Candidate: _____

2. Enrollment No. _____

3. Course Code: _____ Course Name: _____

4. Date and Time of incident: Date (DD/MM/YYYY): ____/____/____ Time: ____

5. Explanation of Junior Supervisor & Senior Supervisor with regards to mode of Unfair Means in examination and circumstances in which he/she is caught (Attach extra sheet, if necessary):

6. Explanation of the Candidate (Attach extra sheet, if necessary) :

7. Any other information: _____

8. Name, Address, Mobile Number and Signature of the Candidate

9. Name and signature of Junior Supervisor

10. Name and signature of Senior Supervisor
