



## **Guidelines for UM (Unfair Means) cases**

Following are the Unfair Means regulations of Dr. B R Ambedkar NIT Jalandhar, applicable to all the examinations (Minors, End-semester, Carry etc.) conducted centrally or by individual teacher:

### **1. What constitutes an UM case?**

A student necessarily need not be involved in cheating to be viewed as a case of UM. Intentional act or even unintentional mistake of noncompliance of instructions/guidelines for the examination will be considered as UM.

### **2. Actions by the Invigilator on detecting an UM case**

On detecting an UM case, the invigilator will report the matter to the examination office immediately and will proceed as per guidelines given below:

- (a) As soon as a student is suspected by the invigilator or member of the flying squad or any other authorised person of having resorted to unfair means, he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices or any other prohibited material found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student.

If the student is found to have written something on the body part or anywhere else, a photo of same may be taken on the available camera/mobile-phone-camera etc.

In case student indulge in UM case other than possession of unauthorized material like talking to fellow student, attempting to copy from fellow student, allowing fellow student to copy, discussing answer with fellow student or any other person outside the hall etc., the nature of offence must be duly recorded by the invigilator.

- (b) The invigilator will get the prescribed form for unfair means filled and signed by the student and give his/ her comments on the same, in prescribed place. In case, the UM case is detected by member of the flying squad or any other authorized person, the duly signed comments of the said official will also be obtained by the invigilator on the prescribed form.
- (c) After completing all the above formalities, the confiscated answer book will be marked as I and a fresh answer-book shall be given to the student for completing the examination. The freshly issued answer book will be marked as II.
- (d) If the student does not hand over the relevant material and/or refuses to fill up and sign the prescribed form/documents, the same shall be recorded on the prescribed form by the invigilator. In this case, co-invigilator may sign as a witness to the event. In case there is no co-invigilator, invigilator will immediately call AR (academics), any of the Associate Deans (academics), PI-exam/COE or an official from examination office to witness the event.
- (e) No extra time will be given for completing the examination as a result of this procedure.
- (f) After examination is over the invigilator shall deliver the following to the PI-exam /COE in an envelope
- Answer books, duly marked as I (confiscated copy) and II (freshly issued copy)

- b. The confiscated material found in possession of the student duly signed by the student and the invigilator in a sealed envelope
- c. The prescribed UMC form duly filled and signed by the invigilator and witness, in the case mentioned in 2(d).

### 3. Categories of offences and punishments

<b>Category of Offence</b>	<b>Nature of Offence</b>	<b>Action to be Taken</b>
I	<p>If during the examination hours (theory/practical), a student is found</p> <ul style="list-style-type: none"> <li>a) whispering/talking to another student in the examination-hall,</li> <li>b) whispering/talking to a person/another student outside the examination-hall while going to the urinal, for drinking water etc.</li> </ul> <p><u>Note:</u> The provision 2(c) is not applicable in this case.</p>	<p>The answer to the running question will be crossed with red pen. This action will be taken on the spot by the invigilator. The invigilator will put his/her signature, name and department name after the crossed answer.</p> <p>The student will not attempt this question thereafter. If evaluators find a question crossed with red pen attempted again, he/she will not evaluate it.</p>
II	<p>(i) If during the examination (Theory/practical), a student</p> <ul style="list-style-type: none"> <li>a) Unnecessarily argues or disobeys with invigilation or other examination staff,</li> <li>b) writes solutions either on the question paper or anywhere else except the answer sheet,</li> <li>c) changes the seat without the permission of PI-exam/COE/Invigilator or occupies a seat not allotted to him/her,</li> <li>d) writes abusive or obscene language in the answer book/question paper.</li> </ul> <p>(ii) Repeating of offences of Category-I.</p>	<p>The first answer-book (marked I) to be withdrawn and cancelled; and the second answer-book (marked II) to be provided and evaluated.</p>
III	<p>(i) If during the examinations (Theory/practical) a student is found <b>in possession of</b> any of the items listed below but it is established that he/she has not used it.</p>	<p>The said theory or practical examination of the</p>

	<ul style="list-style-type: none"> <li>a) any hand written or photocopied or printed material or notes or torn pages of books,</li> <li>b) material written on any part of the body/ clothing or instrument box or instruments such as set square, scale etc.,</li> <li>c) notes written on chair, table, desk or any other furniture items or room walls, floor etc.,</li> <li>d) an ordinary mobile phone with or without material stored in it,</li> <li>e) a smart mobile phone; programmable calculator or any other storage device or blue tooth based communication device etc.</li> </ul> <p>(ii) If during the examinations (Theory/practical) a student is found guilty of hiding/placing notes or books or any other aid anywhere inside or outside the examination hall.</p> <p>(iii) In case of practical examination, presenting the examiner a practical or class work note book not prepared by him/her.</p> <p>(iv) If a student is found attempting to influence the examiner by an appeal in the answer-book</p> <p>(v) Repeating of offences of Category-II.</p>	concerned paper to be cancelled.
IV	<p>(i) If during the examination (Theory/practical) a student is found to be</p> <ul style="list-style-type: none"> <li>a) <b>copying</b> <ul style="list-style-type: none"> <li>i. using any means enlisted in clause 3.III(i),</li> <li>ii. by consulting notes or books (as per clause 3.III(ii)) while being outside/inside the examination hall during examination hours,</li> <li>iii. by passing on a copy of question(s) set in paper or a solution thereof to anyone, excluding the invigilators.</li> </ul> </li> <li>b) <b>receiving help</b> from or giving help to another student through some written material/ electronic device pertaining to the questions set in the paper concerned.</li> <li>c) allowing any other student to copy from his/her answer-book.</li> <li>d) exchanging question papers/ answer sheets during the examination</li> <li>e) swallowing or destroying any note or paper or any other material found on/with him/her.</li> </ul> <p>(ii) Repeating of offences of Category-III.</p>	The said theory or practical examination of the concerned paper to be cancelled and penalty of Rs.10, 000/-, which need to be paid before appearing in next scheduled examination.
V	<p>(i) A student is found guilty of having made previous arrangement through the help of any person, student, supervisory or ministerial staff of the institute or some other agency for</p> <ul style="list-style-type: none"> <li>a) possession of the solution of a question or questions set in the paper,</li> <li>b) obtaining help during the examination in connection with the question paper,</li> <li>c) communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the institute examination for influencing them in the awards of marks/grades.</li> </ul> <p>(ii) Repeating of offences of Category-IV.</p>	All the theory examination for that semester to be cancelled and penalty of Rs.10, 000, which need to be paid before appearing in next scheduled examination.
VI	<p>(i) A student is found guilty of any of the following:</p>	All the theory

	<ul style="list-style-type: none"> <li>a) smuggling in an answer-book, taking out or arranging to send out an answer-book,</li> <li>b) writing deliberately another student's roll number/enrollment number in his/her answer sheet,</li> <li>c) leaving the examination hall without delivering the answer sheet to the invigilator or part thereof and taking it away,</li> <li>d) tearing own or other student's answer sheet or part thereof,</li> <li>e) serious misconduct or non-compliance with the instructions of the PI-exam/COE or invigilators inside or outside the examination hall before, during or after the examination,</li> <li>f) misbehaving with the Examination Staff/Flying Squad inside or outside the examination hall before, during or after the examination.</li> <li>g) tempers marks during answer showing,</li> <li>h) coming to the examination hall under the influence of alcoholic drink or prohibited narcotics.</li> </ul> <p>(ii) Repeating of offences of Category-V.</p>	examinations for the semester to be cancelled and the student to be debarred from appearing at all institute examinations during the next one semester.
VII	<p>(i) Impersonation by a student of this Institute</p> <p>(ii) Repeating of offences of Category-VI.</p>	For both the students involved, all the theory examinations for the semester to be cancelled and both to be debarred from appearing at all institute examinations during the next one semester.
VIII	Cases not covered by the above guidelines	To be decided by the director upon the recommendation of UMC committee.
IX	A student/person, who is not a candidate for any examination, is found committing or abetting in committal of any of the offences mentioned above.	To be dealt with as per law in an appropriate manner.

#### 4. Constitution of UMC committee

The UMC Committee will be appointed by the Director to enquire into the UM cases. Composition of the committee shall be:

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|---|----------|
| 1. Dean Academics   | Chairman |
| 2. Prof nominated by the Director (at least one)                      | Member   |
| 3. PI-exam/COE/AD(Exam)   | Member   |
| 4. HoD or Subject expert of the concerned department nominated by HoD | Member   |
| 5. Concerned Associate Dean (academics)                               | Member   |

6. Concerned Invigilator(s)/Member(s) of Flying Squad Member  
*At least one member to be woman.*

## **5. Convening of UMC committee meeting**

The UMC committee shall thoroughly examine the UMC cases on the basis of the material and documents placed and give hearing to the concerned student, the concerned invigilator(s) and other official(s), if any. It shall submit its recommendation after laying down clearly the nature of the offence to the Director for consideration and approval. Necessary orders will be issued to the student by PI-exam/COE as per the decision of the UMC committee duly approved by the Director.

In case a student is not found guilty, his both answer sheets (marked I and II) will be released for evaluation and result will be declared.

## 6. Important

- (i) The candidate can appeal against the decision of UMC committee to the Director of the Institute within 15 days of the receipt of the copy of the decision.
  - (ii) The Director may appoint a UMC review committee and may send the case to it for review of the decisions of the UMC committee, depending upon the merits of the case under extenuating circumstances.
  - (iii) The decision of the UMC review committee will be submitted to the director for consideration and approval. Necessary orders will be issued to the student by PI-exam/COE as per the decision of the UMC committee duly approved by the Director.