

**REGULATION FOR UNFAIR MEANS/ PROCEDURE FOR DEALING WITH UNFAIR MEANS AND MASS COPYING CASES**

**1. Regulation For Unfair Means**

Regulations for Unfair means cases 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.

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. A candidate found guilty of any of the following offences shall be deemed to have used unfair means:-


The following shall qualify as use of U.F.M

1. No candidate shall bring any objectionable material for the purpose of being used for answering the question paper in the examination hall.
2. Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate.
3. Writing Roll No. at any other place than the space provided for it.
4. Having in possession book(s), notes, papers or any other like materials which may be used in the examination.
5. Receiving or giving assistance to other student in copying in any form during the period of the examination.
6. 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.
7. Impersonation i.e. sending some other person to appear in examination.
8. Communicating with the Examiner or any other person connected with the Examination, with the object of unduly influencing him in any way.
9. Any other type of misconduct or a deliberate attempt to cheat in the examination.
10. Writing questions or answer on any paper other than the Answer Book.
11. Any other case of Unfair Means detected at any stage during or after the Examination.
12. 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.
13. 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.

**Procedure to be followed by the invigilator/centre superintendent in booking UFM cases**

**1. 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 shall take possession of

  
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the Answer Book of the candidate along with paper of other material found in his/her possession. 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.

## 2. Statement of the candidate

While issuing the fresh Answer Book, 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 DSW (Dean Students Welfare)/Registrar after the examination.

## 3. Statement of the invigilator

Flying Squad / Invigilator, who detects the use of UFM by a candidate, shall record the statement which shall be countersigned by the Centre Superintendent and the same should be enclosed.

## 4. Material found from the candidate:

Precise information on the prescribed format as to from where the material was found should be mentioned in the statement of the invigilators 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.

## 5. Other Cases of Unfair Means

### a) 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 Dean of the concerned School/College in which the student studies, the Chief Proctor.

### b) Misconduct:


In case of misconduct by any examinee, the statement of the Invigilator/ Assistant Centre Superintendent/ Chief Centre Superintendent shall be sent to the Dean/HOD of the School for taking appropriate action against the student.

## 6. 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:

- a) One + One = Two Answer Books/sets of Answer Books.
- b) Statement of the candidate on prescribed format.
- c) Statement of the Invigilator on prescribed format.

  
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d) "Unfair aid"/material found from the student.

#### 7. Dispatch of UFM cases:

Copies of UFM should be sent separately in a sealed envelope duly labeled to the Controller of Examinations of K.K.U along with the prescribed Performa for each case booked under UFM on daily basis.

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 Chief Centre Superintendent be sent to the Controller of Examinations, K.K.University separately under sealed cover soon after examination is over on the same day.

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.

#### 8. 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.

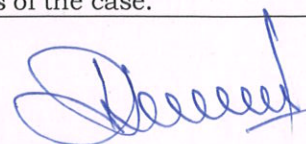
#### 9. Miscellaneous.

- i. The fact that a particular Roll 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 of K.K.U.
- ii. 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.
- iii. Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers except where so provided.
- iv. Candidates may be physically searched by the Centre Superintendents/Invigilators/Members of the Flying Squad deputed by the COE of K.K.U before or during the examination at any time. In case of a female candidate, search should be made by female faculty members only.
- v. 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.

#### 2.. **Guidelines for UFM committee regarding penalties for different types of offences under UFM w.e.f. 2021-22 session onwards.**

S. No	Offence Maximum Penalties	Maximum Penalties
1	(i) Copying Material was found his/her possession but was not used, including electronics devices like smart mobiles,	a) Student have to submit an affidavit on non-judicial stamp paper of Rs. 20/- duly countersigned by his/her parents only in the presence of Dean/HOD of the concerned school, with a

	<p>gazettes etc.</p> <p><b>(ii)</b> If during a University Examination a candidate was found talking to another candidate or any person inside or outside 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.</p> <p>(iii) Writing identity in the answer book like name, request, roll no. at unauthorized place, etc.</p>	<p>written statement that their ward in future is not going to involve himself/herself in such activity, further if he again involves himself/herself in such/related activity of gross indiscipline may be rusticated from the University.</p> <p><b>b)</b>Candidate shall not be considered for any kind of awards for one year.</p> <p><b>c)</b>A fine up to Rs. 2500/- may be levied.</p> <p><b>d)</b>Candidate shall be debarred from taking part in any extra-curricular activity of the University for one year.</p>
<b>2.</b>	<p>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.</p>	<p><b>a)Concerned subject/ paper will be cancelled.</b></p> <p>b)Student have to submit an affidavit on non-judicial stamp paper of Rs. 20/- duly countersigned by his/her parents only in the presence of Dean/HOD of the concerned school, with a written statement that their ward in future is not going to involve himself/herself in such activity, further if he again involves himself/herself in such/related activity of gross indiscipline may be rusticated from the University.</p> <p>c)If the material was used, monitory/financial punishment up to Rs. 5000/- will be added, paper stands cancelled.</p> <p>c) Candidate shall not be considered for any kind of awards for one year.</p> <p>d) The candidate will not be eligible for grace marks.</p> <p>e) Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.</p>
<b>3.</b>	<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) <b>Concerned subject/ paper will be cancelled.</b></p> <p>d)Student will have to submit an affidavit on non-judicial stamp paper of Rs. 20/- duly countersigned by his/her parents(Father/Mother) only in the presence of Dean/HOD of the concerned school, with a written statement that their ward in future is not going to involve himself/herself in such activity, further if he again involves himself/herself in such/related activity of gross indiscipline may be rusticated from the University.</p> <p>e)Monitory/financial punishment up to Rs. 10,000/- will be added.</p> <p>f)Candidate shall be debarred from taking part in any extracurricular activity of the University for one year.</p>
<b>4.</b>	<p>Impersonation</p>	<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) <b>Whole Current Semester Examination will be cancelled.</b></p> <p>d) Monitory/financial punishment up to Rs. 15,000/- 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>f) FIR may be lodged against him/her.</p>
<b>5.</b>	<p>Any other Unfair means not covered above which jeopardize the sanctity of KKV Examination.</p>	<p>Any/All of the above clauses may be imposed with additional Monitory/Financial punishment up to Rs. 25,000/- will be added by the UFM Committee/ competent authority depending upon the seriousness of the case.</p>



**Mass Copying Cases (if Any):**

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:**

1. 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.
2. 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.
3. 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.
4. Disciplinary aspects of students pertaining to examination will be dealt with by the Dean/ Dean concerned.



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