



" CELEBRATING DREAMS "

Guidelines for Unfair Means (UFM)

1. Preamble

As per Madhya Pradesh Recognized Examination Act 1937 as amended in 1966 and 1984 and ordinances of ITMU No. 1 any candidate uses unfair means (UFM) as given here in or tries to use such methods as given here to acts in a manner to gain any advantage in the exam will be punished as stated below.

After considering the requests of (a) Centre superintendent, (b) invigilators, examiners, (c) statement of accused candidate and (d) relevant papers the committee constituted for the purpose will categorize the category as stated below and recommend the punishment.

2. Objectives of UFM Policy

- **Ensure academic integrity:** UFM policies aim to create a fair and honest testing environment where all students have an equal chance of success based on their own knowledge and preparation..
- **Promote student success:** This could involve policies around motivations, academic support services, or mental health resources.
- **Promoting sustainable development:** The policy might aim to support economic growth while protecting the environment and ensuring social equity.
- **Maintaining Fairness and Equity:** UFM policies ensure a level playing field for all students. By preventing the use of unauthorized materials or assistance, the policy protects students who have diligently studied and prepared for the exams.
- **Promoting Trust in the Examination Process:** A strong UFM policy fosters trust in the validity of exam results. This assures students, employers, and other stakeholders that the qualifications awarded by the university are a true reflection of a student's knowledge and abilities.
- **Encouraging Honest and Ethical Conduct:** UFM policies promote a culture of academic honesty and integrity. By discouraging cheating, the policy encourages students to develop strong study habits and critical thinking skills.

3. Definitions

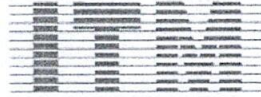
1. **University** - ITM University Gwalior.



UNIVERSITY
GWALIOR • MP • INDIA

" CELEBRATING DREAMS "

-
2. **Candidate-** A person authorized to appear in a examination and have been issued a admission card.
 3. **Person appointed for exam work** – A person appointed by the university or superintendents of exam to work/help in conduction of examination. Such as invigilator, superintendent, assisting staff in the examination water man, peons etc.
 4. **Debarred** – A candidate not allowed to appear in examination, since candidate will not be permitted in examination, he/she can not be admitted in the institution till candidate becomes eligible to appear in examination.
 5. **Present examination-** Present examination is that of (semester/trimester) in which candidate have been caught using UFM and it means only theory examination. Further the marks obtained in practical, mid semester and sessional will remain as it is.
 6. **Next exam** – Examinations to be held in future including theory, Practicals, Sessionals, Midterm. The punishment will be decided on the basis of seriousness and nature of category as recommended.
 7. **Full examination** - All theory papers of the semester.
- 4. Unfair means shall include the following:**
1. During examination time having in possession or access to:
 - a. Any paper, book, note or any other unauthorized material which has relevance to the syllabus of the examination paper concerned.
 - b. Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying.
 - c. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
 - d. 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.
 - e. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.



UNIVERSITY
GWALIOR • MP • INDIA

" CELEBRATING DREAMS "

2. 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.
3. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
5. Impersonating any candidate or getting impersonated by any person for taking the examination.

5. Procedure to be Followed By The Centre Superintendent In Booking UFM Cases

If a student is caught using unfair means during the course of his/ her examination by the invigilator or any other member of faculty on examination duty, the following sequence of steps must be taken:

- a. The answer booklet and the material used for unfair means are to be confiscated by the invigilator and a statement to the effect must be recorded from the student who possessed the material and was taking help from the same. In case the student refuses to record such a statement, then the invigilator may record that the student had refused to record such a statement.
- b. The invigilator will give a new answer booklet to the student if the student intends to continue his/her exam. Otherwise, the student may be allowed to leave the exam hall after half of the time allowed for exam is over.
- c. At the end of the examination, the invigilator will submit the case in the prescribed form along with both the answer booklet and the confiscated material to the Examination Department, after recording his own statement regarding the use of unfair means by the student. However, if the material used for Unfair Means is like the desk or some part (s) of the human body or is some oral conversation between peer examinees and can't be attached with the answer booklet of the student, then the invigilator may call the Controller of Examinations to make him witness the case.



UNIVERSITY
GWALIOR • MP • INDIA

" CELEBRATING DREAMS "

6. UFM Inquiry Committee constitutions as Follows:

7. Examination department called the explanation letter to the all accused candidate. All the cases have been examined by the UFM committee which is constituted by the board of management as per ordinance 1 of ITM University. The committee consists:-

- Chairman- Preferably Senior Professor and member of the Board of Management from which no student is booked for malpractice.
- Members- Deans/HOD of the school and one teacher who is member of academic council nominated by the board of management.
- Member Secretary- Controller of Examinations.

There shall be not less than three members and not more than seven members in the committee and the Controller of Examinations is authorized to formulate the committee in consultation with the Provost as and when necessary.

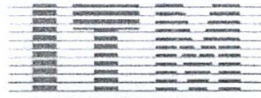
The UFM enquiry committee will call the student involved in unfair means practice and enquire about the same and recommend the action against student based on following; Once the recommended final action against student by the unfair means enquiry committee is approved by the Provost, it is informed to examinee.

8. Guidelines For UFM Committee Regarding Punishments for different types of Registered UFM

Category-A: A candidate taking assistance from any other candidate or any other person in any unauthorized manner whatever, in answering the question paper during the course of examination, or assisting any other candidate in examination hall of writing any thing on question paper other than candidates enrollment no./roll no. or deliberately disclosing one's identity or marking and distinction mark in the answer book or using urinal/laboratories or a place not allowed by examination, will be grouped under category A.

Punishment: Examination of that theory paper will be cancelled in which candidate has been found using unfair means is mentioned in category A.

Category-B: During the course of examination, until the answer book has not been deposited by the student with invigilator finally, if any book, written paper connected with question paper or is of same subject of which examination is going on is found under possession of the candidate, whether candidate was copying or not will be placed under category B.



UNIVERSITY
GWALIOR • MP • INDIA

" CELEBRATING DREAMS "

Punishment: Present full examination (theory) will be cancelled.

Category-C: If a candidate leaves the examination hall finally without handing over answer book to invigilator or smuggles an answer book or continuation sheet takes out for arranging to send out an answer book or its page or continuation sheet or replaces or gets replaced answer book or its any page or continuation sheet during or after examination will be placed under category C.

Punishment: Present full examination will be cancelled and student will be debarred from appearing in next examination and therefore candidate cannot be admitted in next coming semester/trimester.

Category-D: If a candidate is impersonated by any other person in examination or candidate refuses to hand over the materials or papers may be used for copying or destroys the proof i.e. materials/paper by any manner or tries to through them away or refuses to sign on UFM proforma will be placed under category D.

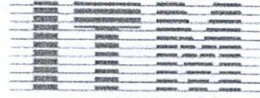
Punishment: Present/full examination will be cancelled and the candidate will be debarred for next two examinations.

Category-E: If a candidate tries to disrupt or actually disrupts the examination or forces others to leave examination hall or tries to forcefully obstruct the others not to appear in the examination will be placed under the category E.

Punishment: Present full examination is cancelled and the candidates debarred for next three examinations and case will be reported to the police for criminal proceeding against the candidate.

Category-F: A candidate misbehaves or used abusive language or beats or fights or threatens to harm or tries to bribe or actually bribes an invigilator examination superintendent or a person appointed for examination work at the centre or carries any weapon in examination centre or takes any dog or other animal or birds in the exam hall will be under category F.

Punishment: Present full examination of the candidate will be cancelled the candidate shall be and debarred for appearing in next four examination and FIR will be lodged with the police for criminal proceeding against the candidate.




UNIVERSITY
GWALIOR • MP • INDIA

" CELEBRATING DREAMS "

**Executive council of the university can rusticate the candidate for some time or declare the candidate unfit for the degree and therefore remove the name form the roll of the university. These unfit candidates will not be conferred any degree from this university in future.

**Invigilators should be active and vigil enough to ensure that no impersonation takes place in their room. Invigilators are individually and collectively responsible for smooth and fair conduct of examination.


Dr. Omveer Singh
REGISTRAR .
ITM University
Gwalior (M.P.)