

## UFM Rules Extracts

For a student whose guilt is established, following actions may be taken for different categories of offences enumerated below:

### (A) CATEGORY 1: NATURE OF OFFENCE

- (a) A student is found talking in the examination hall to another student.
- (b) A student is found to be talking to a person outside the examination-hall before submission of the answer sheet e.g. while going to the wash room etc.
- (c) A student has deliberately changed his/her seat in the examination-hall without the permission of invigilator.

**ACTION TO BE TAKEN:** The invigilator in charge of the room/hall shall immediately take possession of the first answer book. The student shall be informed that the first answer sheet is being cancelled and he shall provide the student with a second answer book. The first answer-book is to be cancelled and the second answer-book is to be evaluated

### (B) CATEGORY 2: NATURE OF OFFENCE

- (a) A student is reported to have appealed to the examiner in the answerbook. (Examiners should report such cases to the Dean as they may arise during evaluation exercise).
- (b) Writing the solutions of the Question on the question paper/electronic device etc. during the examination.
- (c) A student is found possessing cell phone or any other item of such type or communication gadget in the examination hall.

**ACTION TO BE TAKEN:** The examination of the concerned paper to be cancelled and awarded zero marks.

### (C) CATEGORY 3: NATURE OF OFFENCE:

- (a) A student is found possessing any notes or printed unauthorized material or notes written on any part of the body-clothes or instruments such as set-square, electronic device etc. or having notes written on chair, table, desk or drawing board etc. during the examination.
- (b) A student tries to/or appeals to the Invigilator for help during the examination.
- (c) Cheating in the evaluated answer book (examiners to report such cases if detected).
- (d) Disrupting the smooth conduct of examination in any way

**ACTION TO BE TAKEN:** The student should be awarded fail grade in that subject and will not be allowed to appear in next supplementary examination of that subject

**(D) CATEGORY 4: NATURE OF OFFENCE** A student is found:

(a) making use of unauthorized material like written/photocopied note/written on the body parts, on the clothes or the desk or calculator or box. etc./ by himself\herself or through assistance of others.

(b) to be consulting notes or books while being out-side the examination hall during the examination hours.

(c) to be passing on a copy of question(s) set in the paper or solution thereof to anyone.

(d) to have received help from other students or giving help to other students through passing some written material/electronic device pertaining to the questions set in the paper concerned.

(e) to be allowing other student's to copy from his\her answer book.

(f) 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 award of marks.

(g) to be guilty of swallowing or destroying any note or paper or any other material found with him/her .

**ACTION TO BE TAKEN:** All the examinations of the registered courses for that semester to be cancelled and the student to be debarred from appearing in the supplementary examinations for all such subjects.

**(E) CATEGORY 5: NATURE OF OFFENCE**

A student is found:

(a) in possession of a solution of a question set in the paper through the help of any student, supervisory or ministerial staff or some other agency/person.

(b) guilty of having made previous arrangement to obtain help in connection with the question paper in cases not covered by the above provision.

**ACTION TO BE TAKEN:** All examination to be cancelled for that semester and the student to be debarred from appearing for any Institute examination for the next one semester.

**(F) CATEGORY 6: NATURE OF OFFENCE**

(a) Smuggling in an answer-book, taking out or arranging to send out an answer-book.

(b) Writing deliberately another students' roll no. in his/her answer-book.

(c) found in possession of answer-book not his/her own

(d) impersonating another candidates

(e) allowing impersonation in any examination.

(f) Guilty of serious misconduct in the examination hall or non-compliance with the instructions of the superintendent or any of the invigilators in the examination hall.

(g) using threatening or foul language etc. during the examination.

**CATEGORY 7: NATURE OF OFFENCE** Any person who is not a candidate for any examination found committing or abetting in committal of any of the offences mentioned above. **ACTION TO BE TAKEN:** To be dealt with the Vice-Chancellor in an appropriate manner including expulsion from the Institute if he/she is the student of this Institute.

**(H) CATEGORY 8: NATURE OF OFFENCE**

Second/subsequent case(s) of UFM reported against a student in the same academic year.

**ACTION TO BE TAKEN:** One step higher punishment than the most severe punishment awarded so far in all the UFM cases against him/her including the action corresponding to present UFM case (assuming it is not a second/subsequent UFM case against him/her).