

## 2.5.2

**Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient**

### **Format for Unfair means Settlement**

J/513-02

10

APPENDIX

#### **UNIVERSITY OF MUMBAI**

**Statement of Candidate who is alleged to have used Unfair-Means at the University Examination**

Name in Full : \_\_\_\_\_

Address : \_\_\_\_\_

Examination : \_\_\_\_\_

Paper No. & Subject : \_\_\_\_\_

Seat No. : \_\_\_\_\_

To,

The Controller Examinations,  
University of Mumbai,  
M.J. Phule Bhavan,  
Vidyanagari,  
Santacruz (East),  
Mumbai - 400 098.

Sir,

I, appeared at the above examination held on \_\_\_\_\_ at Patpanhale Arts, Commerce & Science College (Centre) in the Morning/Evening session.

I give below my statement as follows:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Time : \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

**FORM OF UNDERTAKING**

Full Name of the Candidate : \_\_\_\_\_

Permanent/Local Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

The Controller Examinations,  
University of Mumbai,  
M.J. Phule Bhavan,  
Vidyanagari,  
Santacruz (East),  
Mumbai - 400 098.

Sir,

I, the undersigned, student of Patpanhale Arts, Commerce & Science College/Institution appearing for \_\_\_\_\_ examination at the Patpanhale College (Centre) do hereby state, on solemn affirmation as under :-

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

That inspite of the registration of a case of Unfair Means against me I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation the said case, my performance at the examination to which I have been permitted to apply provisionally, consequent upon my special request, is liable to be treated as *null and void*.

I witness whereof I set my hand to this undertaking.

Before me

\_\_\_\_\_  
Signature of Candidate

Date : \_\_\_\_\_

\_\_\_\_\_  
Chief Conductor of the Center

Date : \_\_\_\_\_

Stamp

# Guidelines for unfair means

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations Here “Candidate” means an examinee taking an examination. Examination means any examination, midterm, end term, quizzes, practical which are considered as part of assessment/evaluation by the instructor while awarding grades in a subject.

## 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. that 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.
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.

## PUNISHMENT

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to Unfair means Committee. The committee after consideration of the case as referred to it by instructor/ invigilator can award punishment. The punishment awarded by this committee will be in addition to the punishment that may have been already awarded by the course coordinator with one or more of the following

- 1) Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or
- 2) Cancellation of the examination of the semester examination for which he was a candidate and/or debarring from examination for future semester(s).
- 3) Any other punishment deemed suitable by the committee.

## **NORMS OF PUNISHMENT**

**The following norms for punishment are laid down :**

- 1) If the candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it, The punishment will be the cancellation of the examination of that particular paper and he/she will be awarded F grade in that paper with all the consequences to follow. However, if the material found in possession of the candidate is of insignificant nature the punishment may be relaxed to the extent that he/she will be given the chance to reappear in the examination.
- 2) If a candidate is found to have copied from or used the material caught, a. The punishment will be the cancellation of the present semester examination and he/she shall be awarded F grade in all the papers of that semester with all the consequences to follow.
- 3) If the candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator his examination in that paper may be cancelled and F grade will be awarded in that paper with all the consequences to follow.
- 4) If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in verandah, urinal etc. his/her examination in that particular paper or his whole semester examination depending on the gravity of the offence shall be cancelled.
- 5) If the candidate is found 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, his/her examination in that particular paper will be cancelled and F grade will be awarded in that paper with all the consequences to follow.
- 6) If the behavior of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Unfair Means Committee.

All such cases shall be reported to the Academic Senate in its subsequent meeting.