

# **NIELIT DEEMED TO BE UNIVERSITY**

## **POLICY ON EXAMINATION INTEGRITY AND MALPRACTICE (UNFAIR MEANS)**

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**Subject:** Rules & Regulations Governing Examination Malpractices (Unfair Means)

## **ARTICLE 1: PREAMBLE**

- 1.1. **Introduction:** NIELIT Deemed to be University is committed to maintain the highest standards of academic integrity. These regulations are designed to ensure that the evaluation process is fair, transparent, and reflects the genuine effort of the students.
- 1.2. **Title:** These Rules shall be called “**NIELIT Deemed to be University Rules & Regulations Governing Examination Malpractices (Unfair Means)**”.
- 1.3. **Authority:** These rules are framed under the powers vested in the University by its Statutes and Ordinances.
- 1.4. **Applicability:** These rules and regulations shall apply to all candidates registered for any course, degree, or diploma offered by the University i.e.:
  - 1.4.1. All students willing to enrol or enrolled in Undergraduate, Postgraduate, Diploma, Certificate and Doctoral programmes;
  - 1.4.2. All modes of examination including Mid/end **Semester Exam, Practical, Viva-Voce, Project Evaluation, Online / Computer-Based Tests, and Continuous Evaluation.**
  - 1.4.3. **Online / Computer-Based Tests**  
These Rules shall be applicable **within and outside University campuses**, including examination centres, and remote/online examination environments.

## ARTICLE 2: DEFINITIONS AND INTERPRETATIONS

2.1. "**Unfair Means**" (UFM): Refers to any act of omission or commission, or attempt thereof, by a candidate or any person connected with the conduct of the examination, which:

- is intended to **gain or provide** an undue advantage;  
or
- Undermines the **fairness, transparency, integrity or credibility** of the examination process;  
or
- Provides or attempts to provide **undue advantage** to any candidate;  
or
- any other act undermining sanctity of exams

shall constitute **Malpractice / Use of Unfair Means (UFM)**.

2.2. "**Examination Hall**": Includes physical rooms, laboratories, and virtual/online proctoring environments.

2.3. "**Proctor/Invigilator/Examination Superintendent (ES)**": Any person authorized by the University to supervise the conduct of the examination.

2.4. "**Material**": Includes, but is not limited to, paper, electronic storage, devices, electronic watches, clothing, or body parts carrying information related to the examination.

## ARTICLE 3: CATEGORIES OF UFM

### A. Student-Related UFM

**3.1 Possession or use of unauthorised material in the Examination Hall, irrespective of its direct relevance to the subject, shall constitute Unfair Means and shall include, but not be limited to, the following:**

#### a) Written / Printed Material

- Written notes, handwritten or printed matter, books, loose papers, “crib sheets”, scribbles, or any material containing text, symbols, diagrams, formulae, or codes, whether concealed or openly carried.

#### b) Electronic and Digital Devices

- Mobile phones, smart phones, smart watches or wearable smart devices, Bluetooth or wireless communication devices, earphones, health bands, cameras, storage media (pen drives, memory cards, etc.), hidden cameras, or any other electronic or digital device capable of storing, transmitting, receiving, or processing information.

#### c) Calculators (where permitted)

- Only **non-programmable calculators** explicitly permitted for the examination may be carried.
- The memory of the calculator must be **completely cleared** prior to entry into the Examination Hall.
- **No pre-stored** data, formulae, text, symbols, programmes, applications, or user-defined functions shall be present in the calculator.
- Calculators with programmable features, alphanumeric displays, data-storage capability, wireless connectivity, CAS (Computer Algebra System), or any form of pre-loaded or retrievable content are **strictly prohibited**.
- Any calculator **found to contain** stored data, programmes, or retrievable information shall be treated as unauthorised material, irrespective of whether such data was used during the examination.

#### d) Responsibility of the Candidate

- The candidate shall be solely responsible for ensuring compliance with the above conditions.
- **Claim of ignorance regarding stored memory or calculator features shall not be accepted as a defence.**

**The Examination Superintendent / Invigilator is authorised to inspect calculators and require candidates to demonstrate that the memory has been cleared, both before commencement and during the examination.**

**3.2 Attempting to *read or copy* or *Copying* from:**

- Another candidate's answer script or material;
- Written material or electronic sources;
- Any external assistance.

Or allowing another candidate to copy from one's own answer script or material.

**3.3 Communication with other candidates or outsiders** during the examination, verbally by whispering, talking, by using gestures/signals, sign or electronic means.

**3.4 Impersonation**, including:

- Appearing on behalf of another candidate;
- Allowing someone else to appear in one's place.
- Engaging a proxy to sit for the exam
- Using forged admit cards, hall tickets, or University ID cards.

**3.5 Tampering / Tearing / Mutilation / Destruction of examination material**, including:

Tearing, mutilating, defacing, destroying, or attempting to destroy, wholly or partly, any examination material, including:

- Answer book / supplementary answer book;
- OMR sheet;
- Question paper;
- Attendance sheet, barcode/QR Code / seal, or any official examination document; whether done deliberately or with intent to conceal evidence, shall constitute **Unfair Means**.

**3.6 Writing objectionable or irrelevant matter** inside answer books, including threatening or abusive language.

**3.7 Refusal to follow instructions** of the invigilator or examination staff.

**3.8 Leaving the examination hall unauthorised** or returning without permission.

**3.9 Smuggling of Answer Sheets:** Taking an answer book (main or supplementary) out of the hall or bringing in a blank or pre-written answer book.

## **B. Technology-Enabled / Online Examination UFM**

### **3.10 Use of Unauthorised Tools and Technologies**

Use, possession, or attempted use of any unauthorised technological means during an online or computer-based examination shall constitute Unfair Means (UFM), including but not limited to:

- Screen-sharing software, remote access tools, or screen-mirroring applications;
- AI-based content generation tools (including Large Language Models such as ChatGPT or similar tools) to generate answers, code, or essays for any assessment;
- Proxy devices, secondary devices, or hidden cameras;
- VPNs, Virtual Machines, remote desktops, or any software/tool used to bypass or interfere with proctoring systems;
- Use of deepfake technology, static image/video loops, virtual backgrounds, or any method to obscure or falsify real-time monitoring.

### **3.11 Manipulation or Interference with Examination Systems**

Any attempt to manipulate, alter, interfere with, or bypass examination systems or monitoring mechanisms shall constitute UFM, including:

- Manipulation of IP address, system time, device configuration, or geolocation;
- Tampering with webcam feeds, microphone input, or screen capture;
- Interference with examination software, secure browser, or proctoring mechanisms.

### **3.12 Non-Compliance with Remote Proctoring Rules**

All candidates appearing in online or remotely proctored examinations **shall strictly comply with the instructions, guidelines, and technical requirements prescribed for the proctoring system.**

Any of the following shall constitute Unfair Means:

- Failure to comply with mandatory proctoring instructions (e.g., camera positioning, room scan, identity verification);
- Disabling, covering, obstructing, or tampering with webcam, microphone, or screen monitoring;
- Leaving the camera frame without permission or remaining out of view;
- Presence of unauthorised persons, voices, or assistance in the examination environment;

- Attempting to exit, minimise, or navigate away from the examination interface without authorisation;
- Any suspicious behaviour flagged by the proctoring system and confirmed upon review.

**Violation of remote proctoring rules, whether or not direct evidence of copying is established, shall be treated as UFM**, subject to evaluation by the Unfair Means Committee (UFMC).

## ARTICLE 4: DETECTION AND REPORTING OF UNFAIR MEANS (UFM)

### 4.1 Detection of Unfair Means

Unfair Means may be detected **before, during, or after the examination**, including during evaluation, scrutiny, or post-examination analysis.

Detection may be made by:

- Invigilators, Examination Superintendent, Observers/Flying Squad;
- Evaluators, Moderators, or Subject Experts;
- Automated proctoring systems, forensic analysis, or audit mechanisms.

In case the candidate is found tearing or attempting to tear/destroy any part of the answer script or examination material, the invigilator shall immediately seize all available pieces, record the incident, and report the matter as a **serious UFM case**, with witness statements wherever possible.

### 4.2 Immediate Action by Invigilator

Upon detection or reasonable suspicion of UFM during a physical/offline examination, the Invigilator shall, at the earliest, take the following actions:

- a) The Invigilator **shall immediately seize** the answer script and any unauthorised material or device found in possession of the student;
- b) The seized answer book shall be marked prominently **“Under Investigation – UFM Case”**, with **date and time** recorded;
- c) Seize **and retain the Question Paper issued to the candidate**, as part of evidence, and endorse:  
**“SEIZED – UFM CASE (Candidate Copy)”**, with **date and time**.
- d) Seize any unauthorised material/device (if applicable) and secure the same.
- e) The Invigilator shall ensure that the candidate remains seated and that the examination continues without disturbance for other candidates.
- f) The Invigilator shall obtain the **Candidate’s Statement** (Annexure -1) **after** seizure at the earliest.
- g) If the candidate refuses to sign or provide a statement, such refusal shall be recorded immediately by the Invigilator and countersigned by the Examination Superintendent.

In case of online, remote, or computer-based examinations, UFM may be detected through:

- a) System-generated logs, audit trails, and time stamps;
- b) Screen recordings, screenshots, webcam and audio recordings;
- c) AI-based proctoring alerts, behaviour-analysis flags, or similarity reports;
- d) Network logs indicating VPN usage, IP manipulation, or remote access tools.

All such digital records **shall be preserved in original form**, with hash values or audit logs where applicable, to maintain evidentiary integrity.

### 4.3 Opportunity to Continue the Examination (Physical Mode – End Semester Only | 3-Hour Paper)

To prevent loss of academic time in case of potential exoneration, the candidate **may be allowed to continue the examination provisionally** only in **End Semester Examinations (3 hours)**, subject to the conditions and timelines given below:

#### A. Applicability

- a) This provision shall apply only to **End Semester Examinations of three (03) hours duration (180 minutes)**.
- b) This provision shall be implemented **only where more than 60 minute remains** for the candidate to complete the paper meaningfully after issuance of a fresh answer book.

#### B. Issue of Fresh Answer Book (Book–II) and Continuation (time-based eligibility)

**Book–II may be issued only if the UFM is detected on or before the first 120 minutes of the examination.**

Accordingly:

##### ✓ Eligible for Book–II issuance:

- UFM detected between **00 to 120 minutes** from the start time of the \_\_\_\_\_ paper  
(*i.e., minimum 60 minutes still remains in a 180-minute paper*)

##### ✗ Not eligible for Book–II issuance (normally):

- UFM detected **after 120 minutes** of the examination  
(*i.e., less than 60 minutes remains*)

In such cases, the candidate's paper shall be processed based on Book–I as evidence, and the candidate shall not be given Book–II, unless the Centre Superintendent records written reasons for allowing continuation.

#### C. Procedure for Issuance of Book–II

Where eligible, the Centre Superintendent/Invigilator shall:

- a) Issue a fresh answer book and clearly superscribe:

**“BOOK–II (Issued after UFM detection)”**

- b) Record on Book–II:

- Time of issue: \_\_\_\_\_
- Remaining time allowed: \_\_\_\_\_ minutes

- c) The candidate shall be permitted to write only in Book–II thereafter.

Where suspected UFM in online examinations is **not conclusively established at the time of detection**:

- a) The candidate may be allowed to continue the examination **provisionally** through:
  - A fresh secured response session; or
  - Re-authentication and re-allocation of examination interface;
- b) The earlier session shall be **sealed, preserved, and marked “Under Investigation”**;
- c) Continuation of the examination shall be **subject to final decision** of the Unfair Means Committee (UFMC).

#### **4.4 Mandatory Provisional Nature**

*Issuance of Book–II and/or allowing the candidate to continue the examination shall be purely provisional in nature and shall not be construed as exoneration or acceptance of the candidate’s defence. The case shall be decided solely on merits by the Unfair Means Committee (UFMC) in accordance with the prescribed Rules and Regulations.*

#### **4.5 Prohibition on Candidate Expulsion**

The candidate booked under UFM **shall not be expelled** from the examination hall for the paper concerned, except in cases involving:

- Impersonation;
- Violence / intimidation / gross misconduct;
- Attempt to destroy evidence;
- Any act that threatens the safety, discipline, or sanctity of examination.

Such cases shall be reported immediately for further action.

#### **4.6 Recording and Authentication of Incident**

a) Every suspected or detected UFM incident shall be **recorded immediately in writing** vide **“Invigilator Incident Report (Unfair Means Case)” – Annexure 2** by the Invigilator, clearly describing:

- Nature of the alleged malpractice;
- Time and place of detection;
- Description of material/device seized;
- Conduct of the student;

b) The written report shall be **countersigned by the Examination Superintendent**, certifying the correctness of the facts recorded;

c) Statements of additional witnesses, if any, may also be recorded.

#### **4.7 Sealing and Forwarding of Evidence (same day; immediately after exam)**

At the end of the examination:

a) Book–I shall be sealed separately and labelled:

**“UFM – Book–I (Under Investigation)”**

- b) Book-II (if issued) shall be sealed separately and labelled:  
**“UFM – Book-II (Continuation Copy)”**
- c) The seized Question Paper and recovered UFM material/device shall also be sealed, tagged, and enclosed as evidence.
- d) All the above shall be forwarded to the Controller of Examinations (CoE) **on the same day**, as per procedure.
- d) The following **Annexures / documents shall mandatorily be enclosed** with each UFM case:
- **Candidate Statement of Admission/Denial** (Annexure – 1)
  - **Invigilator Incident Report** (Annexure – 2)
  - Any **additional statements of witnesses / officials**, if recorded
  - Any **supporting documents / digital evidence logs**, where applicable
- e) All the above items shall be **properly indexed, packed in a sealed confidential cover**, and clearly marked with:
- **“UFM Case”**
  - Name of Examination / Session
  - Centre Name & Code
  - Subject & Date of Examination
- f) The complete set of documents and evidence shall be **forwarded to the Controller of Examinations (CoE) on the same day**, as per prescribed procedure.
- g) The Centre Superintendent shall ensure that the **chain of custody is maintained**, and no document, answer script, or material is tampered with or omitted.

#### **4.8 Forwarding of UFM Case to Controller of Examinations and consolidated Centre-wise Reporting to the Vice-Chancellor by Controller of Examinations (Post-Examination)**

- a) A **complete written report**, as mentioned in shall be forwarded to the **Controller of Examinations (CoE) on the same day**, in a sealed and confidential manner.
- b) The CoE shall compile and maintain all UFM case records **Centre-wise**, and shall submit a **Centre-wise UFM Summary Report** to the Vice-Chancellor **within seven (07) working days of completion of the examination process of the concerned Centre / Examination Session, or before declaration of result**, whichever is earlier.
- c) The Centre-wise UFM Summary Report shall include:
- Name/Code of Examination Centre;
  - Candidate details (Roll No./Programme/Semester);
  - Date/Session and Subject(s);
  - Brief nature of alleged malpractice;
  - Relevant clause(s) invoked;
  - Evidence received (physical/digital); and
  - Recommendation for placing the matter before the **Centre-wise UFMFC**.

d) Delay, if unavoidable, shall be recorded with reasons and reported to the Competent Authority.

#### **4.9 Post-Examination Detection**

Unfair Means detected **after the examination**, including during evaluation or result processing, shall be dealt with, in the same manner, and the absence of on-site seizure shall not invalidate the proceedings.

#### **4.10 Preservation and Confidentiality of Evidence**

All physical and digital evidence shall be:

- Securely sealed and stored;
- Protected against tampering or alteration;
- Accessed only by authorised examination and disciplinary authorities.

#### **4.11 Non-Interference with Examination Process**

Detection and reporting of UFM shall be conducted in a manner that:

- Does not disrupt the examination;
- Does not cause humiliation or intimidation of the student;
- Preserves fairness and dignity for all stakeholders.

## **ARTICLE 5: THE UNFAIR MEANS COMMITTEE (UFMC)**

5.1. **Composition:** The Vice-Chancellor shall constitute a UFMC consisting of:

- **Chairperson:** NDU Centre Head.
- **Member 1:** A technical/subject expert (to be nominated by Chairperson).
- **Member 2:** A senior faculty member from a different NDU centre.

5.2. **Powers:** The UFMC has the power to summon any student, staff, or witness and to call for any evidence, including digital logs and CCTV footage, if available.

The Committee shall function **independently and impartially**.

## **ARTICLE 6: PROCEDURE FOR INVESTIGATION**

### **6.1 Receipt and Registration of Case**

Upon receipt of a written report of Unfair Means (UFM), along with all supporting material (answer scripts, recovered material, invigilator statements, digital logs, proctoring reports, etc.), the Controller of Examinations (CoE) shall:

- a) Scrutinise the completeness of the case records;
- b) Assign a unique UFM Case Registration Number as per the details mentioned in Annexure 7;
- c) Record the case in the UFM Register / Digital Registry; and
- d) Place the case before the Unfair Means Committee (UFMC) for preliminary examination.

### **6.2 Issue of UFMC Committee Meeting Notice**

Within **seven (07) working days** from the date of receipt and registration of the complete case records, the CoE shall issue a **formal UFMC Committee Meeting Notice (Annexure 3)** to the student concerned.

The **UFMC Committee Meeting Notice** shall include:

- a) Brief statement of allegations and nature of the UFM reported;
- b) List of documents, materials, and digital evidence relied upon;
- c) Date, time, and mode of personal hearing; and

The notice may be served through **official University email, registered post, University portal, or any other authenticated electronic mode**.

### **6.3 Personal Hearing**

The student shall be afforded a **reasonable opportunity of personal hearing** before the UFMC.

- a) The hearing may be conducted **in person or through video conferencing**, as decided by the CoE;
- b) The student may present oral submissions in support of their written explanation;
- c) No legal practitioner or third-party representative shall be permitted to appear on behalf of the student;
- d) The UFMC may seek clarifications from the student and examine documents or digital evidence during the hearing.

Non-appearance of the student at the scheduled hearing, without valid justification, **shall not stall the proceedings**.

### **6.5 Examination of Evidence**

The UFMC shall objectively examine:

- a) Written reports of invigilators, supervisors, observers, or proctoring agencies;
- b) Recovered physical or digital material;
- c) Answer scripts, similarity reports, log files, system records, and timestamps;
- d) Written explanation and oral submissions of the student.

The standard of proof shall be **preponderance of probabilities**, and not that applicable to criminal trials.

#### **6.6 Findings and Recommendation**

After due consideration of all materials and submissions, the UFMC shall in **Annexure - 4**:

- a) Record its findings in writing;
- b) Determine whether the charge of UFM is **proved, not proved, or partly proved**;
- c) Classify the offence under the appropriate Offence Level; and
- d) Recommend the penalty in accordance with the prescribed penalty framework.

The proceedings and recommendations shall be **reasoned, recorded, and signed** by the Members of the UFMC and forwarded to CoE.

#### **6.7 Approval by Competent Authority**

The recommendations of the UFMC shall be submitted to the **Competent Authority** for approval.

Upon approval, the decision shall be final and binding, subject to appeal provisions, if any.

#### **6.8 Communication of Decision**

The final decision shall be communicated vide **Annexure - 5** to the student through **official University communication channels**, specifying:

- a) The findings of the UFMC;
- b) The penalty imposed, if any;
- c) Effective date of the penalty; and
- d) In cases where the student is not found guilty, the answer script(s) shall be released for evaluation in due course.

#### **6.9 Time-Bound Disposal**

As far as practicable, the entire process from **receipt of report to communication of final decision** shall be completed within **thirty (30) days**.

## ARTICLE 7: PENALTY MATRIX (GRADUATED SANCTIONS)

Depending on severity and intent, one or more of the following penalties may be imposed:

Offence Level	Relevant Clause(s)	Description of Malpractice (Precisely Defined)	Suggested Penalty
Level 1 (Moderate)	3.1(a–c), 3.2, 3.3, 3.5, 3.7	<ul style="list-style-type: none"> <li>• Possession of written/printed material (used or unused)</li> <li>• Copying from another candidate or material</li> <li>• Calculator containing stored formulae/data/programmes, even if not used</li> <li>• Allowing another candidate to copy</li> <li>• Casual communication (talking/gestures) without exchange of answers</li> <li>• Failure to follow seating or procedural instructions</li> <li>• Calculator permitted but memory found uncleaned with no relevant data</li> <li>• Communication using gestures, whispering, or electronic means</li> <li>• Use or possession of mobile phones inside exam hall</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of the specific paper</li> <li>• Award of Zero Marks in that paper with “FE” grade</li> </ul>
Level 2 (Serious)	3.1(b–c), 3.9, 3.10	<ul style="list-style-type: none"> <li>• Attempting to destroy evidence, including tearing / mutilation / destroying / tampering of answer scripts, OMR sheets, barcodes, QR codes</li> <li>• Use or possession of mobile phones with relevant subject material, smart devices, Bluetooth devices inside exam hall</li> <li>• Use of AI tools (ChatGPT, LLMs, code generators, essay generators) in online or offline assessments</li> <li>• Use of screen sharing, remote access, VPNs, VMs, proxy devices</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of all examinations of the current semester with “FE” grade</li> </ul>

Offence Level	Relevant Clause(s)	Description of Malpractice (Precisely Defined)	Suggested Penalty
		<ul style="list-style-type: none"> <li>Smuggling of answer sheets (main/supplementary)</li> <li>Manipulation of IP address, webcam feed, system time, or proctoring software</li> </ul>	
Level 3 (Critical)	3.4, 3.5, 3.9, 3.10	<ul style="list-style-type: none"> <li>Impersonation (appearing for another / engaging proxy)</li> <li>Use of forged admit cards, hall tickets, or University IDs</li> <li>Hacking or deliberate bypassing of examination systems</li> <li>Paper leakage or organised cheating syndicate</li> <li>Physical assault, threats, or intimidation of exam staff</li> </ul>	<ul style="list-style-type: none"> <li>Debarment from all University Examinations for 1 Year (Two Semesters) for first offence</li> </ul>

### Repeat Offence – Escalation of Penalty

In the event of a repeat offence of Unfair Means by the same candidate, the penalty shall be escalated to the next higher level, irrespective of the nature of the subsequent offence, as under:

- Repeat of Level 1 (Moderate) Offence**  
→ **Cancellation of all examinations** of the current semester with “FE” grade.
- Repeat of Level 2 (Serious) Offence**  
→ **Debarment from appearing in all University examinations** for a period of one (01) year (two consecutive semesters).
- Repeat of Level 3 (Critical) Offence**  
→ **Permanent Expulsion from the University**, with cancellation of all examination results obtained till date and/or Registration of FIR with Police.

## **Mandatory Escalation & Interpretation Rules**

The following rules shall be applied mandatorily while dealing with Unfair Means (UFM) cases, to ensure uniformity, fairness, and legal certainty:

1. **Possession Constitutes UFM**

Mere possession of any unauthorised material, device, or aid inside the examination hall or during an online assessment **shall constitute Unfair Means**, irrespective of whether such material was actually used.

2. **Calculator Memory Rule**

Presence of any stored data, formulae, text, symbols, programmes, or retrievable content in a permitted calculator **shall be deemed as use of unauthorised material**, even if the candidate claims non-usage.

3. **Technology Bypass Rule (Online Examinations)**

Any attempt to bypass, disable, manipulate, or interfere with proctoring software, examination systems, or monitoring mechanisms **shall be treated at par with actual misuse**, regardless of whether answers were successfully submitted.

4. **Multiple Violations Rule**

Where a candidate commits more than one UFM activity in the same examination or assessment, the **highest applicable Offence Level and corresponding penalty** shall be imposed.

5. **No Defence of Ignorance**

Claims of ignorance regarding examination rules, calculator features, device memory, software behaviour, or technological configurations **shall not be accepted as a defence**.

6. **Authority to Inspect**

The Examination Superintendent, Invigilator, Flying Squad, or authorised examination official **shall have the power to inspect** calculators, electronic devices, and examination workstations before, during, or after the examination.

7. **Continuity of Proceedings**

Detection of UFM at any stage—**before, during, or after the examination, including during evaluation or result processing**—shall be valid and actionable under these regulations.

## **ARTICLE 8. MALPRACTICE DURING CONTINUOUS EVALUATION**

8.1 The **NDU Campus Head** concerned shall examine cases arising during:

- Internal tests/Mid Semester;
- Assignments;
- Practical or laboratory evaluations.

8.2 Serious cases shall be referred to the **UFMC**.

## **ARTICLE 9: APPEALS AND FINALITY**

**9.1. Right to Appeal:** A student aggrieved by

- i. the decision of the **NDU Campus Head concerned** in cases arising out of **continuous evaluation**, or
- ii. the decision of the **Unfair Means Committee (UFMC)** in cases arising out of **end-semester / University examinations**,

may prefer an appeal to the **Vice-Chancellor** within **ten (10) working days** from the date of communication of the decision.

**9.2** The appeal shall be submitted in writing in the prescribed format (**Annexure 6**) along with supporting documents. **No appeal filed after the stipulated period shall be entertained**, except with the approval of the Vice-Chancellor for reasons to be recorded in writing.

**9.3. Review:** The Vice-Chancellor may uphold, reduce, or set aside the penalty if new evidence is presented or if procedural lapses are found.

**9.4. Finality:** The decision of the Vice-Chancellor shall be final and binding. No further appeals shall be entertained in any forum.

## **ARTICLE 10: STUDENTS' GRIEVANCE REDRESSAL**

10.1 A student may submit a **written grievance within 7 days** of the examination.

10.2 Such grievances shall be examined by the **Students' Grievance Committee** constituted by the Vice-Chancellor.

10.3 Decision of the Vice-Chancellor shall be **final and binding**.

## **ARTICLE 11: RECORD MAINTENANCE**

### **11.1. Establishment of Digital Registry System**

The University shall **design, develop, and operationalise a dedicated Digital Examination Management System / Digital Registry** for recording, monitoring, and archiving all cases of Unfair Means (UFM) and penalties imposed thereon.

### **11.2 Record Retention Period**

The records of UFM cases shall be preserved in digital and/or physical form for the following minimum periods:

- a) **Level 1 (Moderate) Offences**
  - **Five (5) years** from the date of final order.
- b) **Level 2 (Serious) Offences**
  - **Ten (10) years**, whichever is longer.
- c) **Level 3 (Critical) Offences**
  - **Permanent retention**, including inquiry proceedings, evidence, and final orders.

### **11.3 Retention in Case of Litigation, Appeal, or Audit**

Where any UFM case is subject to **appeal, judicial proceedings, RTI requests, vigilance inquiry, or statutory audit**, all records related thereto **shall be preserved until final disposal of such proceedings and for a minimum of five (05) years thereafter**, notwithstanding the retention periods specified above.

### **11.4 Data Security, Integrity, and Access Control**

The Digital Registry shall incorporate **audit trails, tamper-evident logs, role-based access control, secure backups, and data-protection safeguards**, and access shall be restricted to authorised officers of the Examination Wing, Controller of Examinations, UFM Committee, and other competent authorities as notified by the University.

**11.5. Character Certificate:** Serious UFM penalties (Level 2 and 3) shall be noted in the student's internal character record.

## **ARTICLE 12: POWER TO REMOVE DIFFICULTIES**

In cases not specifically covered under these rules, the Vice-Chancellor shall have the power to take decisions consistent with the spirit of academic integrity and the Acts, Statutes and Ordinances of the University.

## **ARTICLE 13: SUPREMACY OF STATUTORY REGULATIONS**

In case of conflict with:

- UGC / AICTE / Statutory Body Regulations; the provisions of the statutory authority shall prevail.

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**CANDIDATE STATEMENT**

*(To be obtained at the time of detection of alleged Unfair Means)*

**NIELIT DEEMED TO BE UNIVERSITY**

**Office of the Controller of Examinations**

**UFM Case Registration No.:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / 20\_\_

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

**Examination Details**

- Name of Examination: \_\_\_\_\_
- Programme / Course: \_\_\_\_\_
- Semester / Year: \_\_\_\_\_
- Subject & Paper Code: \_\_\_\_\_
- Examination Date: \_\_\_\_\_
- Examination Centre / Mode (Physical / Online): \_\_\_\_\_

**Student Details**

- Name of Student: \_\_\_\_\_
- Enrolment / Roll No.: \_\_\_\_\_
- Registration No. (if any): \_\_\_\_\_
- Examination Centre (Physical) / IP & Device ID (Online): \_\_\_\_\_

**Statement of the Student**

I hereby **admit** that I was in possession of / used unauthorised material / device / method during the above-mentioned examination, as reported. I understand that the same constitutes Unfair Means under the Rules & Regulations of NIELIT Deemed to be University.

**OR**

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**Declaration**

I have read and understood the contents of this statement. I am aware that this statement shall form part of the official record of the Unfair Means case and shall be considered by the Unfair Means Committee (UFMC) while deciding the matter.

**Signature / Thumb Impression of Student:** \_\_\_\_\_

**Name (in block letters):** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_

**Certification by Examination Staff**

**Name of Invigilator:** \_\_\_\_\_

**Signature of Invigilator:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_

**Name of Examination Superintendent / Authorised Officer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Official Seal:** \_\_\_\_\_

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**In case of Refusal**

The student **refused to sign / record** the statement.

The fact of refusal was explained to the student and is hereby recorded.

**Signature of Invigilator:** \_\_\_\_\_

**Signature of Examination Superintendent:** \_\_\_\_\_

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**Notes (for Official Use)**

- Issuance of Second Answer Book (Yes / No): \_\_\_\_\_
- First Answer Book marked "Under Investigation" (Yes / No): \_\_\_\_\_
- Seized material attached (Yes / No): \_\_\_\_\_

**INVIGILATOR INCIDENT REPORT (UNFAIR MEANS CASE)**

*(To be completed immediately upon detection or suspicion of Unfair Means)*

**NIELIT DEEMED TO BE UNIVERSITY**

**Office of the Controller of Examinations**

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**UFM Case Registration No.:** \_\_\_\_\_

*(To be allotted by Examination Wing)*

**Date of Incident:** \_\_\_ / \_\_\_ / 20\_\_

**Time of Detection:** \_\_\_\_\_

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**A. Examination Details**

- Name of Examination: \_\_\_\_\_
- Programme / Course: \_\_\_\_\_
- Semester / Year: \_\_\_\_\_
- Subject & Paper Code: \_\_\_\_\_
- Date & Session of Examination: \_\_\_\_\_
- Examination Centre Name & Code (Physical): \_\_\_\_\_
- Mode of Examination:  Physical  Online  Hybrid

**B. Student Details**

- Name of Student: \_\_\_\_\_
- Enrolment / Roll No.: \_\_\_\_\_
- Seat No. / Room No. / System ID: \_\_\_\_\_
- Device ID / IP Address (Online Examination, if applicable): \_\_\_\_\_

**C. Nature of Alleged Unfair Means**

*(Tick and elaborate as applicable)*

- Possession of unauthorised written/printed material
- Possession/use of electronic or digital device
- Calculator with stored memory / programmable features
- Copying from another candidate
- Allowing another candidate to copy
- Communication with outsiders or other candidates
- Tampering with answer script / OMR / barcode
- Impersonation / suspected impersonation
- Smuggling or attempt to smuggle answer script
- Online manipulation / proctoring violation
- Any other (specify): \_\_\_\_\_

**D. Detailed Description of Incident**

*(Narrate facts objectively, without assumptions or conclusions)*

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**E. Material / Evidence Seized or Observed**

*(Attach additional sheets if required)*

- Description of material/device: \_\_\_\_\_
- Quantity / Pages / Make & Model (if device): \_\_\_\_\_
- Place from where recovered (pocket, desk, screen, system log, etc.):  
\_\_\_\_\_
- Condition of material at seizure: \_\_\_\_\_

Physical material attached

Digital evidence attached (logs, screenshots, recordings)

**F. Immediate Action Taken**

*(Tick and fill as applicable)*

- First Answer Book seized and marked "Under Investigation"
- Second Answer Book (Book-II) issued
- Statement of Admission/Denial obtained from student
- Student refused to give statement (recorded separately)
- Student allowed to continue examination provisionally
- Online session sealed and fresh secured session initiated

**G. Witnesses (if any)**

- Name & Designation: \_\_\_\_\_
- Signature: \_\_\_\_\_

**H. Statement of Invigilator**

I hereby certify that the facts stated above are **true, correct, and recorded contemporaneously** at the time of detection of the alleged Unfair Means. The incident has been reported without disruption to the examination process and in accordance with the Rules & Regulations of NIELIT Deemed to be University.

**Signature:** \_\_\_\_\_

**Name of Invigilator:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_

**I. Countersignature by Examination Superintendent / Authorised Officer**

I have examined the above report and **certify the correctness of the facts recorded**. The seized material and documents have been sealed and shall be forwarded to the Controller of Examinations as per prescribed procedure.

**Signature & Official Seal:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** Examination Superintendent / Authorised Officer

**Date & Time:** \_\_\_\_\_

Ref. No.: NIELIT/NDU/UFM/\_/20\_\_

Date: \_\_\_ / \_\_\_ / 20\_\_

**NOTICE FOR INTIMATION OF UFMC COMMITTEE MEETING****To**

Name of the Student: \_\_\_\_\_

Enrolment / Roll No.: \_\_\_\_\_

Programme &amp; Semester: \_\_\_\_\_

Examination Centre (if applicable): \_\_\_\_\_

**Subject: Notice for intimation of UFMC committee meeting for decision on alleged use of Unfair Means by you in University Examination**

Whereas, it has been reported that you appeared in the **[Name of Examination / Semester / Subject / Date]** conducted by NIELIT Deemed to be University, and during/after the said examination, **a case of alleged use of Unfair Means (UFM)** was reported against you.

2. Based on the written report(s), material evidence, and records received, the following allegations have been made against you:

**Brief Description of Alleged UFM:**

(Describe the incident concisely – e.g., possession of unauthorised material, use of electronic device, copying, impersonation, online manipulation, etc.)

3. The above acts, if proved, constitute violation of the following provisions of the **Rules & Regulations Governing Examination Malpractices (Unfair Means)** of NIELIT Deemed to be University
4. The following documents/materials are proposed to be relied upon in the matter:
- Invigilator / Proctor Report dated \_\_\_\_\_
  - Seized material / digital logs / screenshots (if any)
  - Answer script / evaluation report (if applicable)
  - Any other relevant record
5. **You are hereby called upon to show cause** as to why disciplinary action should not be taken against you under the **Rules & Regulations Governing Examination Malpractices (Unfair Means)** of NIELIT Deemed to be University.

**Personal Hearing**

You are afforded an opportunity of **personal hearing** before the **Unfair Means Committee (UFMC)** as per details given below:

- **Date:** \_\_\_\_\_
- **Time:** \_\_\_\_\_
- **Mode:**  Physical  Video Conferencing
- **Venue / Link:** \_\_\_\_\_

You may present your case personally. **No legal practitioner or third-party representative shall be permitted** to appear on your behalf.

Non-appearance at the scheduled hearing without valid justification **shall not stall the proceedings.**

**Important Instructions**

- Mere possession of unauthorised material shall constitute Unfair Means, irrespective of usage.
- Ignorance of rules or device functionality shall not be accepted as a defence.
- The decision of the Competent Authority, based on the recommendation of the UFMC, shall be final and binding, subject to appeal provisions, if any.

**Issued with the approval of the Competent Authority.**

**Controller of Examinations**  
NIELIT Deemed to be University  
(Signature & Seal)

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**Acknowledgement**

I, \_\_\_\_\_ (Name), Enrolment/Roll No. \_\_\_\_\_, hereby acknowledge receipt of this UFMC Committee Meeting Notice on \_\_\_ / \_\_\_ / 20\_\_.

Signature of Student: \_\_\_\_\_

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

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

## UNFAIR MEANS COMMITTEE (UFMC) – HEARING PROCEEDINGS FORMAT

NIELIT DEEMED TO BE UNIVERSITY  
Office of the Controller of Examinations

UFMC Case Registration No.: \_\_\_\_\_

Date of Hearing: \_\_\_ / \_\_\_ / 20\_\_

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

Mode of Hearing:  Physical  Video Conferencing

Venue / VC Link: \_\_\_\_\_

## A. Constitution of the UFMC (Present)

S. No.	Name	Designation	Role
1			Chairperson
2			Member
3			Member
4			Member
5			Member Secretary

(Quorum verified: Yes / No)

## B. Case Particulars

- Name of Student: \_\_\_\_\_
- Enrolment / Roll No.: \_\_\_\_\_
- Programme / Course & Semester: \_\_\_\_\_
- Subject(s) & Paper Code(s): \_\_\_\_\_
- Date(s) of Examination: \_\_\_\_\_
- Examination Mode:  Physical  Online  Hybrid

## C. Allegation(s) of Unfair Means

(Brief statement of alleged UFM with reference to Articles / Clauses violated)

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## D. Record of Notice

- Date of issue of UFMC Committee Meeting Notice: \_\_\_\_\_
- Mode of service:  Email  Portal  Registered Post  Other
- Any reply received from student:  Yes  No
  - If Yes, date of receipt: \_\_\_\_\_

**E. Presence of Student**

- Student appeared for hearing:  Yes  No
- If No, reason (if any): \_\_\_\_\_

*(Proceedings conducted ex-parte where applicable.)*

**F. Submissions Made by the Student**

*(Record summary of oral submissions made during the hearing; do not paraphrase opinions)*

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**G. Examination of Evidence by the Committee**

The UFMC examined the following records/evidence:

- Invigilator Incident Report
- Candidate Statement
- Seized material / answer scripts
- Digital evidence (logs, screenshots, recordings)
- Proctoring / system audit reports
- Any other document(s): \_\_\_\_\_

**Observations of the Committee:**

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**H. Findings of the UFMC**

After due consideration of the facts, records, and submissions, the UFMC records the following findings:

- Allegation **Proved**
- Allegation **Not Proved**
- Allegation **Partly Proved**

**Reasons for Findings (brief and reasoned):**

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**I. Classification of Offence**

- Applicable Article(s) / Clause(s): \_\_\_\_\_
- Offence Level:  Level 1  Level 2  Level 3
- Whether Repeat Offence:  Yes  No
  - If Yes, previous case reference: \_\_\_\_\_

**J. Recommendation of the UFMC**

The UFMC unanimously / by majority **recommends the following penalty** in accordance with the Rules & Regulations:

\_\_\_\_\_

(Effective date of penalty, if approved: \_\_\_\_\_)

**K. Signatures of UFMC Members**

Name	Designation	Signature	Date
	Chairperson		
	Member		
	Member		
	Member		
	Member Secretary		

**L. Forwarding**

The above proceedings and recommendations are forwarded to the **Competent Authority** for approval and issuance of final order.

**Member Secretary, UFMC**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**FINAL ORDER / PENALTY COMMUNICATION**  
(Issued after approval of the Competent Authority)

**NIELIT DEEMED TO BE UNIVERSITY**  
Office of the Controller of Examinations

Ref. No.: NIELIT/NDU/UFM/\_/20\_\_

Date: \_\_\_ / \_\_\_ / 20

**To**

Name of Student: \_\_\_\_\_

Enrolment / Roll No.: \_\_\_\_\_

Programme & Semester: \_\_\_\_\_

**Subject: Final Order in Unfair Means (UFM) Case – Examination \_\_\_\_\_**

Whereas, you appeared in the **[Name of Examination / Semester / Subject(s) / Date(s)]** conducted by NIELIT Deemed to be University, and a case of alleged use of **Unfair Means (UFM)** was reported against you.

2. Whereas, a **UFMC Committee Meeting Notice** vide Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ was issued to you, calling upon you to appear for personal hearing before the **Unfair Means Committee (UFMC)**.
3. Whereas, the UFMC, after examining all relevant records and evidence, including but not limited to the invigilator's report, seized material / digital evidence, your written explanation, and your oral submissions during the hearing held on \_\_\_\_\_, recorded its findings and recommendations.
4. Whereas, the findings of the UFMC were placed before the **Competent Authority**, who has duly considered the matter.

**Findings**

After due consideration, it is hereby held that:

- The allegation(s) of Unfair Means against you are **proved**
- The allegation(s) of Unfair Means against you are **not proved**
- The allegation(s) of Unfair Means against you are **partly proved**

The findings are based on the **preponderance of probabilities**, as applicable to disciplinary proceedings.

**Classification of Offence**

- Applicable Article(s) / Clause(s): \_\_\_\_\_
- Offence Level:  Level 1  Level 2  Level 3
- Nature of Offence: \_\_\_\_\_
- Whether Repeat Offence:  Yes  No

**Order**

In exercise of the powers vested under the **Rules & Regulations Governing Examination Malpractices (Unfair Means)** of NIELIT Deemed to be University, and pursuant to the approval of the Competent Authority, **the following order is hereby passed:**

**Penalty Imposed**

*(Tick and specify as applicable)*

- Cancellation of the examination in the specific paper(s)
- Cancellation of all examinations of the current semester
- Debarment from appearing in University examinations for a period of \_\_\_\_\_
- Permanent expulsion from the University
- Any other penalty (specify): \_\_\_\_\_

**Effective from:** \_\_\_ / \_\_\_ / 20\_\_

**Consequential Directions**

- a) The examination result(s) shall be regulated accordingly;
- b) The penalty imposed shall be entered in the University’s UFM Digital Registry;
- c) The concerned academic and administrative units shall ensure compliance with this order.

**Right to Appeal**

As provided under the Rules & Regulations, you may prefer an **appeal** against this order within \_\_\_\_\_ **days** from the date of receipt of this communication, in the prescribed manner. Failure to file an appeal within the stipulated period shall render this order **final and binding**.

**Communication**

This order is being communicated to you through official University channels. A copy of this order is also being placed in the official records.

**By Order of the Competent Authority**

**Controller of Examinations**  
NIELIT Deemed to be University  
(Signature & Seal)

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**Acknowledgement**

I, \_\_\_\_\_ (Name), Enrolment/Roll No. \_\_\_\_\_, **hereby acknowledge receipt of this Final Order on \_\_\_ / \_\_\_ / 20.**

Signature of Student: \_\_\_\_\_

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

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

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**FORMAT FOR SUBMISSION OF APPEAL AGAINST UFM PENALTY / DECISION**


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**NIELIT DEEMED TO BE UNIVERSITY**

Office of the Controller of Examinations

**APPEAL APPLICATION**
*(Under Rules & Regulations Governing Examination Malpractices (Unfair Means))*
**1. Student Details**

- Name of Student: \_\_\_\_\_
- Enrolment / Roll No.: \_\_\_\_\_
- Programme / Course: \_\_\_\_\_
- Semester / Year: \_\_\_\_\_
- Department / School: \_\_\_\_\_
- Mobile No.: \_\_\_\_\_
- Official Email ID: \_\_\_\_\_

**2. Details of Examination / Assessment**

- Type:  End Semester Examination  Continuous Evaluation  Other
- Subject / Paper Name & Code: \_\_\_\_\_
- Date of Examination / Assessment: \_\_\_\_\_
- Examination Centre / Mode:  Physical  Online  Hybrid
  - Centre Name/Code / Platform Name: \_\_\_\_\_

**3. Details of Order / Decision Appealed Against**

- Name of Authority:  Dean/Director (Continuous Evaluation)  UPMC (University Examination)
  - Order / Decision Reference No.: \_\_\_\_\_
  - Date of Order / Decision: \_\_\_ / \_\_\_ / 20\_\_
  - Date of Communication to Student: \_\_\_ / \_\_\_ / 20\_\_
  - Penalty Imposed / Decision Taken:
- 
- 

**4. Grounds of Appeal**
*(Tick one or more, and provide details in Section 5)*

- Procedural irregularity / violation of prescribed procedure
- Evidence relied upon is insufficient / incorrect
- Misidentification / incorrect attribution of malpractice
- Disproportionate penalty
- New material / evidence not considered earlier
- Any other ground (specify): \_\_\_\_\_

**5. Detailed Statement of Appeal (in student's own words)**

*(Use additional sheets if required; each sheet must be signed and dated)*

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**6. Relief Sought**

The appellant respectfully requests that the Vice-Chancellor may kindly:

- Set aside the penalty / decision
- Reduce or modify the penalty (specify): \_\_\_\_\_
- Order re-hearing / re-examination of the case
- Any other relief deemed appropriate: \_\_\_\_\_

**7. List of Enclosures / Supporting Documents**

- Copy of UFMC Committee Meeting Notice issued to candidate
- Copy of written reply submitted earlier
- Copy of UFMC Hearing Proceedings (if provided)
- Copy of Final Order / Penalty Communication
- Any additional evidence / representation
- Any other document(s): \_\_\_\_\_

**8. Declaration**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that submission of false or misleading information may invite disciplinary action.

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

**Date:** \_\_\_ / \_\_\_ / 20\_\_

**Signature of Student:** \_\_\_\_\_

**Name (in Block Letters):** \_\_\_\_\_

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**For Office Use Only**

- Appeal Received on: \_\_\_ / \_\_\_ / 20\_\_
- Diary / Receipt No.: \_\_\_\_\_
- Within Time Limit (10 working days):  Yes  No
- Documents Verified:  Yes  No
- Remarks: \_\_\_\_\_

**Dealing Assistant:** \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name)

**Section:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / 20\_\_

**NIELIT DEEMED TO BE UNIVERSITY**

Office of the Controller of Examinations

*(For uniform registration, tracking, center-wise reporting & future retrieval of UFM cases)***CASE NUMBERING PROTOCOL – UFM CASES****1. Purpose**

This protocol prescribes a standard format for allotment of **UFM Case Registration Numbers**, to ensure easy identification, retrieval, center-wise monitoring, and reporting to the Competent Authority, UPMC, and Vice-Chancellor.

**2. Standard UFM Case Registration Number Format**

Format

NDU/CPS/UFM/YYYY/EXAMTYPE/SESSION/CENTRECODE/MODE/####

Example

NDU/AUR/UFM/2026/ES/DEC/C02/P/0017

**3. Meaning of Each Component**

Component	Meaning	Example
NDU	NIELIT Deemed to be University	NDU
CPS	First three character of campus	AUR
UFM	Unfair Means	UFM
YYYY	Year of Examination	2026
EXAMTYPE	Examination Type	ES
SESSION	Exam Session/Month	DEC
CENTRECODE	Examination Centre Code	C02
MODE	Mode of Exam	P
####	Running Serial No. (Centre-wise)	0017

**4. Approved Codes****4.1 NDU Campus Code (CPS)**

- First three character of campus

**4.2 Examination Type (EXAMTYPE)**

- **ES** = End Semester Examination
- **MS** = Mid Semester Examination
- **CE** = Continuous Evaluation
- **ENT** = Entrance Examination
- **PR** = Practical / Viva / Lab Examination

**4.3 Session (SESSION)**

Session shall be recorded as **Month or Exam Window Identifier**, e.g.:

- **DEC, MAY, APR, OCT**  
(or any standard code notified by the CoE)

#### **4.2 Centre Code (CENTRECODE)**

- As allotted by the **Controller of Examinations (CoE)**

#### **4.2 Examination Mode (MODE)**

- **P** = Physical (Offline/OMR/Written)
- **O** = Online (Remote/CBT/Proctored)
- **H** = Hybrid

### **5. Serial Numbering Rule**

- a) The running serial number (####) shall be maintained **Centre-wise**, starting from **0001** for each exam session and exam type.
- b) The serial shall be allotted by the **Controller of Examinations (CoE)** / authorised Examination Wing official upon receipt and registration of the case.
- c) Separate serial tracking may be maintained for **physical and online cases**, if required; however, numbering shall remain unique within the centre for the session.

### **6. Optional Extension (Not Mandatory)**

If required for internal analytics, the Offence Level may be appended as a suffix:

**NDU/UFM/2026/ES/DEC/C02/P/0017/L2**

*(This shall not replace the standard case number and shall not be used as the primary identifier.)*

### **7. Recording & Reference**

- a) The UFM Case Registration Number shall be quoted on:
  - UPMC Meeting Notice for student
  - UPMC Hearing Proceedings
  - Final Order / Penalty Communication
  - Appeal documents and records
  - Digital Registry entries
  - Centre-wise summary reports
- b) No UFM case shall be processed without generation of a UFM Case Registration Number.

**NIELIT DEEMED TO BE UNIVERSITY**  
Office of the Controller of Examinations

## UFM SOP Examination Superintendent Quick Guide

### 1. Your Role (ES)

You are the **Centre-level authority** responsible for:

- Ensuring smooth conduct of examination;
- Preventing and handling UFM incidents fairly;
- Certifying and forwarding UFM cases to CoE;
- Maintaining discipline without disrupting the examination.

### 2. Before the Exam Starts (Mandatory ES Checklist)

Ensure the following arrangements before entry of candidates:

- **Briefing of Invigilators**
  - Explain what constitutes UFM (Article 3).
  - Explain immediate actions (Article 4.2 & Annexures).
- **Candidate Instructions Announcement**
  - No mobile phones/smart devices allowed.
  - Calculator permitted only if non-programmable + memory cleared (Article 3.1(c)).
  - Any possession itself is UFM (Mandatory Interpretation Rule).
- **Inspection Readiness**
  - Ensure the invigilators are ready to inspect calculators randomly.
  - Ensure discipline near gates, washrooms, corridors.

### 3. Ensure Immediate Seizure & Safety

The invigilator must:

- Seize Book–I and material/device immediately (Article 4.2).
- Mark Book–I as “**Under Investigation – UFM Case**” with time/date.
- **Seize candidate question paper also** (Article 4.3).

ES must supervise this without disturbance.

### 4. Ensure Paper Continues Smoothly

UFM action must not disrupt other students.

**Do NOT expel the student**, except in:

- Impersonation
- Violence / intimidation
- Destroying evidence (Article 4.3-F)

Rules Regulations UFM 2026 ver ...

### 5. Book–II (Opportunity to Continue) – Only End Semester (3 Hours)

This applies only to **End Semester exams (180 min)** and only if time is sufficient:

**Book–II can be issued only if:**

- UFM detected **within first 120 minutes**, i.e., **more than 60 minutes remain** (Article 4.3-D)

**Book–II should NOT be issued if:**

- UFM detected after **120 minutes**, unless ES records written reasons.

ES must ensure:

- Book–II is stamped “**Book–II (Issued after UFM detection)**”
- Time of issue is recorded.

## **6. Mandatory Documentation**

ES must ensure each UFM case includes:

1. **Statement of Admission/Denial (Annexure 1)**
2. **Invigilator Incident Report (Annexure 2)**
3. Seized material/device + sealed envelope
4. Book-I and Book-II (if issued)
5. Candidate's seized question paper

If the student refuses to sign statement → refusal recorded + ES countersigns.

## **7. Sealing and Forwarding to CoE**

Same-day forwarding is mandatory (Article 4.5):

- Seal Book-I separately
- Seal Book-II separately (if issued)
- Seal material/device + question paper
- Pack in confidential sealed cover

## **8. Special/Urgent Cases (Immediately Inform CoE)**

If any of the following occur, **inform CoE urgently**:

- Impersonation
- Violence / intimidation
- Smuggling answer scripts
- Any hacking/proctoring bypass evidence
- Mass/organized cheating suspicion

**NIELIT DEEMED TO BE UNIVERSITY**  
**Office of the Controller of Examinations**

**UFM SOP Invigilator Quick Guide**

**1. Your Responsibility**

You are responsible for:

- Monitoring candidates;
- Detecting UFM early;
- Recording facts objectively;
- Preserving evidence properly.

**2. Common UFM Indicators You Must Watch**

**Student-related (Physical Exam)**

- Notes/crib sheets or any loose paper (even unrelated).
- Calculator memory not cleared / programmable calculator.
- Talking, gestures, exchanging slips.
- Copying / showing answer script to another.
- Attempt to tear or destroy answer script.

**Technology-related**

- Mobile phone / earphones / smartwatch.
- Bluetooth device / hidden camera.
- Online: VPN/VM/screen-sharing/AI tools.

**3. What to Do Immediately on UFM Detection**

**Step 1: Seize Material & Book-I**

You must immediately:

- Seize Answer Book (Book-I)
- Seize UFM material/device
- Mark Book-I: **“Under Investigation – UFM Case”** with time/date
- **Seize candidate’s question paper also** (Article 4.3)

**Step 2: Get Student Statement (Admission/Denial)**

- Ask student to sign **Annexure 1**
- If student refuses → record refusal and take ES countersignature.

**Step 3: Fill Invigilator Incident Report**

Fill **Annexure 2 (Incident Report)** clearly:

- What was found
- Time/place of detection
- Where recovered from (pocket/desk/shoe etc.)
- How the incident occurred

**Write only facts, not assumptions.**

**4. Book-II Rule for End Sem (3 Hours)**

Book-II may be issued ONLY if:

- UFM detected **within first 120 minutes** of the exam

Book-II is NOT normally allowed if:

- Detected after 120 minutes  
(unless ES approves with written reasons)

If Book-II is issued:

- Write clearly on Book-II:  
**“Book-II (Issued after UFM detection)”**
- Record time of issue.

### **5. Do Not Humiliate Student**

Even if UFM is clear:

- Do not shout or create panic
- Do not expel the student (unless serious misconduct)
- Maintain dignity (Article 4.10)

### **6. Special Case: Student Tears Answer Script**

If student tears/destroys any part:

- Immediately seize all pieces
- Record it in report
- Treat as serious UFM (Article 3.5 + Article 4.1 note)

### **7. End of Exam – Sealing Evidence**

At the end:

- Ensure Book-I sealed separately
- Book-II sealed separately (if issued)
- Material + seized question paper sealed
- All cases handed to ES for same-day forwarding to CoE

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## **Quick “DOs and DON’Ts” (One Page Summary)**

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### **DO**

- Seize material immediately
- Take admission/denial statement
- Maintain calm and discipline
- Record time/date clearly
- Seal evidence properly

### **DON’T**

- Delay reporting
- Allow UFM material to remain with candidate
- Destroy evidence
- Allow candidate to leave with question paper/answer book
- Make subjective comments like “intentional cheating” (only record facts)