



**HEMWATI NANDAN BAHUGUNA UTTARAKHAND MEDICAL
EDUCATION UNIVERSITY**

Central Hopetown, Bayakhala, Selaqui, Dehradun, Uttarakhand – 248011

**GUIDELINES FOR PREVENTION AND ACTIONS AGAINST USE OF
UNFAIR MEANS**

- 1- No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations.
- 2- **Unfair means shall include the following:**
 - (1) During examination time having in possession or access to
 - (i) Any paper, book, note or any other unauthorised material which has relevance to the syllabus of the examination paper concerned.
 - (ii) Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying.
 - (iii) 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.
 - (iv) 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.
 - (v) 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 unauthorised 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.
- 3- Vice Chancellor shall appoint Unfair means prevention committee (UMPC) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the H.N.B UTTARAKHAND MEDICAL EDUCATION UNIVERSITY University.
- 4- UMPC will take all necessary steps, as deemed fit, for the prevention and redressal of **unfair means**. Chairperson, UMPC shall issue appropriate instructions **such as e-mails/notices** to students, faculty and staff for redressal of cases related to unfair means.
- 5- Action to be taken at examination hall;
 - (1) If an invigilator or authorized person identifies a student using unfair means, the student's answer book will be seized.
 - (2) Papers and other materials found in the student's possession, signed by the invigilator and Centre superintendent, must be tagged with the answer book in the student's presence.

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- (3) The superintendent should ask the student for a written statement explaining their conduct. If the student refuses, the superintendent will record the refusal, attested by at least one invigilator.
- (4) For practical tests or performance tests on PCs, the act of using unfair means should be recorded by the invigilator, and attested by at least one witness in the UFM form, signed by the invigilator/witness with their name, designation, department, and contact number.
- (5) Evidence such as soft copies, photocopies, or photographs should be submitted with the student's statement.
- (6) After completing these steps, the student will receive a new answer book to finish the examination. After the test session, these answer books, marked I and II, will be sent or delivered separately to COE along with a report.
- (7) UMPC will investigate cases of attempted unfair means. It will submit its recommendations, clearly identifying the category and nature of the offense as listed in the Regulations, to the COE for consideration and necessary action.

6- Categories of Unfair Means and Action To be Taken

(A) Category-I

- (i) A student talking to another student during the examination hours in the examination hall/Area.
- (ii) If during the examination hours, i.e., after receipt of the question paper and before handing over the Answer-book, a student is found to be talking to a person/student outside the examination hall while going to the urinals etc.
- (iii) Writing on any piece of paper except the answer-book during the examination.
- (iv) Changing seat in the examination hall without permission.

The invigilator/authorized person will issue a warning once. If the action is repeated, the answer-book will be cancelled and a fresh answer book will be issued.

Action to be taken against category-I: Second answer book to be evaluated.

(B) Category-II

- (i) Found in possession of relevant written or any printed material or notes written on any part of her/his body or clothing or instruments such as electronic diary, set-squares, calculator, scale etc. or having relevant notes written on chair, table, desk or drawing board, mobile phone or any other communication or storage device (that can be used for help), during the examination. This is applicable even if the student submits the material voluntarily, on announcement of otherwise, after commencement of examination. *However, Material surrendered before commencement of examination shall not attract any penalty. Further, scientific non-programmable calculator can be used in the examinations.*
- (ii) Found attempting to copy, caught copying or having found copied from any paper, book or notes written on any part of her/his clothing, body or table or desk or instruments like set squared or mobile phone or any other communication or storage device etc.

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- (iii) Found consulting notes or books while outside the examination hall (i.e., in urinals etc.) during examination hours.
- (iv) Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.

Action to be taken against category-II: The student will be awarded zero marks for the test in which he/she was found to have committed Unfair Means.

(C) Category-III

If a student:

- (i) Leaves the examination hall/room without delivering answer-book or tears it or disposes off.
- (ii) Communication with anyone by mobile phone or any other communicable device in the examination centre.
- (iii) Student found guilty of smuggling in an answer-book, or a continuation sheet, taking out or arranging to send out an answer-book or a continuation sheet. Writing deliberately another student's roll number in her/his answer book or a continuation sheet, found in possession of an answer-book not her/his own in any examination. Attaching graph or continuation sheet or relevant materials written on any extra sheet, to the answer book or evaluated answer book.
- (iv) Writing an answer book outside the examination hall for another candidate.
- (v) Use of force/threat/serious misconduct against the supervisory staff/student in the examination centre.
- (vi) Guilty of swallowing or destroying the material such as notes or paper found from her/him.
- (vii) Guilty of misconduct in the examination hall/centre or non-compliance with the instructions of the superintendent or any of the invigilators in the examination hall.
- (viii) If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is found tampering with the answer-book.
- (ix) Impersonating any candidate or getting impersonated by any person for taking the examination.

Action to be taken against category-III: The student will be declared Fail in that course and will be debarred to register in the next semester/year/professional. Further the course in which the candidate has been declared 'Fail', or has been debarred, will be offered in the corresponding semester/year only.

- 7- If it is found that any exam centre of the university is using unfair means in a collective or organized way, such an exam centre will be changed immediately or appropriate action will be taken to maintain the integrity of the examination. Such centre will be debarred from university examinations for next three years. The staff/faculty of the centre will be blacklisted for examinations related works of the university.

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Form No. - HNBUMU-UFM-02

Details of candidates found using Unfair Means or cheating in the examination
(centre-wise and shift-wise)

Note-

- 1- The Centre Superintendent will prepare this form in triplicate. One copy needs to be attached with the answer sheets parcel, the second copy needs to be sent to the Examination Controller, and the third copy is to be kept for future reference at the examination centre.
- 2- The Centre Superintendent should not mention the name of the examination centre/college in this form to avoid identification of the answer sheets related to a particular examination centre.

1- Examination Name	
2- Date and Shift	
3- Subject	
4- Paper	
5- Number of candidates appearing in the examination	
6- Number of candidates absent in the examination	

7- Enrolment numbers of candidates caught using unfair means

Sl Number	Enrolment numbers	Nature of case as per UMPC Guidelines

Note: This form should be prepared separately for each examination, subject-wise and shift-wise.

Signature of Centre Superintendent.