

# **SHRI GURU RAM RAI UNIVERSITY**

(Estd. By of Uttarakhand, vide Shri Guru Ram Rai Act No. 03 of 2017)

Patel Nagar Dehradun-248001, Uttarakhand.



## **Guidelines for University Examination – UFM**

**(As per provision of the SGRR University Act,  
Chapter no.-05 under Section 30)**



**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

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# SHRI GURU RAM RAI UNIVERSITY

Form No: SGRRU /EXAM/COND-004-T

## DEHRADUN (UTTARAKHAND) (Format for Unfair Means) (CONFIDENTIAL)

Form for reporting cases or acts of unfair means during exams (*To be filled in by the Invigilator and passed on to the Controller of Examinations on the very day of the detection of the case*)

1. Name of the Examination-End-Sem./Supplementary.....
2. Subject Name : ..... Subject Code: .....
3. Programme: .....Semester: .....
4. Date and exact time of detection of the case under report:  
Room No : .....Date: ..... Time: .....
5. Name of the Student: ..... Father's Name : .....
6. Roll No.: .....
7. Permanent address of the student: .....  
.....
9. Total No. of incriminating papers recovered:
  - a) No. of printed pages
  - b) No. of handwritten pages
  - c) Torn book pages
  - d) Communication device

*(Note: The Detector should sign the recovered objectionable material)*
10. The Material was recovered from the student under reference as indicated below.  
(Please strike out columns not applicable)
  - i) in student's hand;
  - ii) in student's pockets;
  - iii) in student's shoes or socks;
  - iv) under clothes worn by the students;
  - v) on student's table/desk;
  - vi) in student's answer book(s);
  - vii) under student's question paper;
  - viii) under his feet;
  - ix) under student's answer book;
  - x) near his seat on the ground at a distance of .....
  - xi) any other place;
11. Possession of any communication device such as Mobile phone.
12. Detector / Invigilator Report
  - i) Whether the material recovered was related to the subject?
  - ii) Extent to which the student has used the material and advantage gain.



13. The student with Enrolment No. .... was found giving/ receiving help from student, Enrolment No..... sitting just in front/behind/left or right of the student having Enrolment No.....

14. Misconduct, if any

15. Any other mode of use of unfair means.

**Center Superintendent Report**

(Punishment Recommended)

.....  
.....

**Signature of the Detector**

**Name:** .....

**Designation:**.....

**Date:**.....

**Signature of the Student with date**

In case of his refusal to sign, signature of other Invigilation staff certifying the above:

**Name:**..... **Designation:** .....

**STATEMENT OF THE STUDENT AT THE EXAMINATION CENTRE TO BE RECORDED BY THE EXAM. CENTRE SUPDT.**

.....  
.....  
.....

**Note:** The UFM committee may give a chance for personal hearing to the student if the committee considers sufficient ground for such hearing. If the student refuses to make any statement; this fact will be recorded by the committee.

.....  
.....  
.....

Name(s) of Invigilators on Duty

Student's Signature

Signature of Centre Superintendent

**Decision:** .....

.....  
.....

Controller of Examination

Vice Chancellor/ Pro Vice Chancellor



# SHRI GURU RAM RAI UNIVERSITY DEHRADUN (UTTARAKHAND)

**Form for obtaining Report from Member(s) of Flying Squad**  
(To be sent to the controller of Examination and can be marked confidential, if required)

(Name of Examination :.....)

**Flying Squad Sl. No.....**

1. Name of the Exam. Centre Visited: .....
2. Date: ..... Session:.....
3. Time of Arrival:..... Time of departure: .....
4. Name and designation of the Flying Squad member: .....
5. Name of the Centre Superintendent: .....
6. Nos. of students appearing in Exam: ..... Nos. of Halls.....
7. General condition in the Examination halls: .....
8. Whether C.C. Cameras were installed in all the examination halls? if, No, mention the hall numbers : .....
9. Unfair Means (UFM):
  - i. Number of malpractice detected and reported: .....
  - ii. Roll Nos. of the malpractice cases:.....
  - iii. No. of malpractice reported by Invigilators: .....
  - iv. No. of malpractice reported by the Centre Superintendent: .....
  - v. No. of malpractice cases reported by the Flying Squad: .....
10. Whether Invigilators performing duties properly : .....
11. Whether college was cooperative in letting the squad carry out its duties : Yes/No

Signatures of the Flying Squad Members

.....  
.....  
.....  
.....  
.....

**Detail of Visit**

S.no.	Date & Time of Visit	Name of Center	Observation	No. of UFM cases registered by the squad

**Opinion about conduct of exam**

(e.g. Security of Question Paper, Unused Answer Scripts, Invigilation performance, adherence to procedures)

Name of Center	Observation





**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

**(Duties and Responsibilities of Flying Squad)**

1. The Flying Squad shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the examinees.
2. The Flying Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
3. The Flying Squad shall inspect the examination centre assigned by COE quickly, surprisingly and frequently preferably daily at different timings to ensure whether the arrangements made at different centers for the conduct of examinations are proper and adequate.
4. The Flying Squad shall initiate action to curb malpractice like copying, possession of in discriminatory materials related to the examinations.
5. After the inspection the Flying Squad will enter his observations in the end will submit the same along with consolidated report to COE after the examination is over.
6. The Flying Squad shall report the cases of malpractice detected to the CS for necessary action and subsequently inform the same to COE.
7. The Flying Squad shall carry out any other duties assigned by the COE from time to time for the smooth conduct of examinations and to curb the number of malpractice cases at any centre.
8. The Flying Squad shall not release any press statement under any circumstances.
9. The Flying Squad shall ensure utmost care to take the CS into confidence in the process of execution of his/ their duties and not to use improper language.
10. The Flying Squad shall not create unnecessary obstructions to the examinees by unnecessarily shouting while handling the cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking into the CS office without further enquiring in the hall & disturbing the others for a prolonged period.
11. The Flying Squad may contact COE for any clarification/ guidance/ assistance whenever needed.
12. The Flying Squad to collect authorization letter from the COE before visiting examination centre.

Sd/-

Controller of Examination



**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

**PUNISHMENT FOR ADOPTION OF UNFAIR MEANS IN EXAMINATION**

Whenever a case of adoption of unfair means in an Examination is brought to the notice of the Controller of Examinations by an invigilator (through the Centre Superintendent) or by a Centre Superintendent, the Controller of Examinations shall take cognizance of the matter. The Controller of Examinations shall on every such occasion enquire into the matter and bring all incidents of unfair means in writing with relevant documents, wherever possible, to the Examination Disciplinary Committee constituted by the Vice Chancellor.

The constitution of the Examination Disciplinary Committee shall be as follows:

- (i) Dean/Professor of a Constituent College/ or their nominee      Chairman
- (ii) Course Coordinator; and *Hod.*      Member
- (iii) Nominee of Office of Controller of Examinations      Member Secretary



The Examination Disciplinary Committee may take further action under the following broad guidelines:

Nature of unfair means adopted	Punishment to be awarded
<p>A. (a) When incriminating material has been found in the possession of the examinee which was unrelated or related to the question paper but not copied and the student hands over the material when challenged and accepts the fault in writing, if directed to do so.</p> <p>(b) When a student tries to copy from other Student's answer book, talks to other students, tries to exchange answer books/question papers/calculators, tries to pass on information in any form and does accepts the fault in writing, when challenged.</p>	<p>A. Examination in that subject shall be cancelled. In the event of the unfair-means being adopted in an End-Semester Examination the student(s) may be allowed to clear the subject by appearing in the Supplementary Examination.</p> <p>In the event of the unfair-means being adopted in a Supplementary Examination the student shall be declared failed in the Examination.</p>
<p>B. (a) When incriminating material related to the question paper has been found in the possession of an examinee he/she copied it in part or full or when the examinee refused to be searched, if so desired by the Center Superintendent/Invigilator.</p> <p>(b) When a student tries to copy from other students' answer books, talks to other students, tries to exchange answer books/question papers/calculators, or tries to pass on information in any form and does not accept the fault when challenged and/or enter into arguments with the invigilator(s).</p>	<p>B. Examination in the subject as also in all other subjects of the semester shall be cancelled and the student shall be declared failed in all the subjects of the Semester.</p> <p>In the event of the unfair-means being adopted in an End-Semester Examination the student may be allowed to clear the semester by appearing at special Examination in all the subjects.</p> <p>However, in the event of the unfair-means being adopted in supplementary Examination.</p>

Nature of unfair means adopted	Punishment to be awarded
<p>C. (a) When incriminating material has been found in the possession of an examinee who was found guilty of using unfair means on an earlier occasion; or</p> <p>(b) When incriminating material has been found in the possession of an examinee the examinee having been caught for use of unfair means on earlier occasion of the same End-Semester/Special Examination; or,</p> <p>(c) When the incriminating material comprises answer book/additional answer sheet stolen earlier and/or when the examinee tries to destroy the material, and/or when the examinee tries to tear the answer book, and/or instigate/disturb others in the Examination hall to support his cause.</p>	<p>C. Examination in all papers of the Semester shall be cancelled and the student shall be declared failed in the Examination. In addition the student shall be rusticated for a period of One year. In the event of the unfair-means being adopted in an End-Semester Examination the student shall not be allowed to appear in the Special Examination.</p>
<p>D. When use of unfair-means has been attempted or where incriminating material has been found in the possession of the examinee, and the examinee has misbehaved with the faculty or staff on Examination supervision duty.</p>	<p>D. Examination in all papers of the semester shall be cancelled and the student shall be expelled from the University.</p>

1 The Unfair Means Committee will examine each case referred to it by the Controller of Examination and make recommendations for appropriate punishment to the Dean/Vice Chancellor as the case may be.

2 Notwithstanding anything contained in the broad guidelines as above, the Board may, at its own discretion, award more severe punishment with or without imposition of a fine. When a fine is contemplated to be imposed, the Board shall decide the amount of the fine on a case to case basis. Board may also recommend rustication of the student from the rolls of the University, in case of repeated violation, or if student has a past history of other disciplinary violations or misconducts.



In case a student:

- a) is found lifting some other(s) work and inserting it in his/her project, seminar, dissertation etc. without proper acknowledgement, credit and reference or plagiarizing the dissertation/project report etc such penal action will be taken by the University as may be necessary to uphold the sanctity and integrity of the examination system and the credibility of the University.
- b) All such cases will be taken cognizance by the Examination Disciplinary Committee of the University. After giving an opportunity to the concerned student to explain the conduct/defend the charge, the Examination Disciplinary Committee shall take appropriate action including imposition of appropriate penalty including award of 'F' grade.

**A) Appointment of Flying Squads →**

- a. Flying Squads shall be appointed Controller of Examinations from a panel of names approved by the Vice-Chancellor.
- b. The members of the Flying Squads will be appointed from among the Officers and Faculty of the University who are Associate Professor or above with at least one female member in it. In case, female Associate Professor is not available then other senior faculty may be appointed for the same.
- c. The constitution of the flying squads will be kept confidential and members will be informed at short notice.
- d. The member of the Flying Squads shall makes their own arrangements for travel and shall not reveal details of their visits to anyone except their fellow members on the squad and Controller of Examinations.



Panel of Flying Squad for ESE- to be held at

S.No.	Name of member	Designation	College	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Controiler of Examination

Approved

Hon'ble Vice Chancellor





**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

Ref. : SGRRU/COE(05)2019-

Dated : 21 /02/2019

To,

(Convener)  
(Member)  
(Member)

**Subject: Appointment as Convener/Member of Flying Squad for .....examination**

Sir/Madam,

We are pleased to inform you that you are appointed as **Convener/Member of Flying Squad for ..... examination with the approval of Hon'ble VC Sir.** The details are as under for your ready reference please:-

- (a) Examination dates –
- (b) Exam session –
- (c) Name of Center Supdt. –
- (d) Control Room- –

Feel free to contact Controller of Examination/Dy. Controller of Examination in case of any query. Your co-operation in conducting the University Examination will be highly appreciated.

Regards,

Controller of Examination

Copy to :

Hon'ble Vice Chancellor – for info please.  
Hon'ble Pro Vice Chancellor – for info please.

Encl: **Duties and Responsibilities of Flying Squad**