



पत्रांक सं० : ए०के०टी०यू०/प०नि०का०/2024/ 781

दिनांक: फरवरी, 2024

सेवा में,

निदेशक/प्राचार्य/समस्त छात्र/छात्रायें,

डॉ० ए०पी०जे० अब्दुल कलाम प्राविधिक विश्वविद्यालय, उत्तर प्रदेश,

लखनऊ से सम्बद्ध समस्त संस्थायें।

विषय: शैक्षिक सत्र 2023-24 के विषम सेमेस्टर के प्रथम चरण की परीक्षाओं में कतिपय परीक्षार्थियों द्वारा उत्तर-पुस्तिका पर अपना मोबाइल नं०, पता एवं कोई भी अन्य पहचान अंकित होने पर कार्यवाही किये जाने के सम्बन्ध में।

महोदय,

उपरोक्त विषय के सम्बन्ध में अवगत कराना है कि शैक्षिक सत्र 2023-24 के विषम सेमेस्टर के प्रथम चरण की परीक्षायें दिनांक 09 जनवरी, 2024 से दिनांक 09 फरवरी, 2024 के मध्य सम्पन्न कराई गई हैं। उक्त के सन्दर्भ में सूचित करना है कि विश्वविद्यालय द्वारा उत्तर-पुस्तिकाओं की स्कैनिंग के समय यद्यपि पाया गया है कि कतिपय छात्र/छात्राओं द्वारा परीक्षा के दौरान अपनी उत्तर-पुस्तिका पर अपना मोबाइल नम्बर, पता एवं अन्य पहचान अंकित की जा रही है, ऐसे सभी छात्र/छात्राओं को विश्वविद्यालय नियमानुसार अनुचित साधन (UFM) की श्रेणी/अन्तर्गत रखा गया है, तथा ऐसे सभी छात्र/छात्राओं के विरुद्ध नियमानुसार आवश्यक कार्यवाही की जा रही है।

उक्त के क्रम में आपसे अपेक्षा है कि विश्वविद्यालय सेमेस्टर परीक्षाओं में प्रतिभाग करने वाले अपने संस्थान के छात्र/छात्राओं को शिक्षित करने का कष्ट करें कि छात्र अपनी उत्तर-पुस्तिका पर मोबाइल नम्बर, पता एवं कोई भी अन्य पहचान अंकित नहीं करें। अन्यथा की स्थिति विश्वविद्यालय ऐसे छात्रों के विरुद्ध यू०एफ०एम० (UFM) नियमावली के बिन्दु संख्या B (05) (Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc or to contact the examiner directly or through any representative for his/her favor.) अन्तर्गत कार्यवाही बाध्यता होगी, जिसके लिए छात्र स्वयः उत्तर दायी होगा।

अतः आप से अनुरोध है कि उपरोक्त विषय से सम्बन्धित छात्र/छात्रा को सूचित करते हुए आवश्यक कार्यवाही करने का कष्ट करें।

भवदीय  
07/03/2024  
(प्रो० राजीव कुमार)  
परीक्षा नियंत्रक

पृष्ठांकन संख्या व दिनांक: उपरोक्त।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।


1. कुलसचिव/वित्त अधिकारी ए०के०टी०यू०, लखनऊ।
2. अपर/संयुक्त/उप परीक्षा नियंत्रक, ए०के०टी०यू०, लखनऊ।
3. स्टाफ आफिसर, कुलपति, ए०के०टी०यू०, लखनऊ को मा० कुलपति महोदय के अवलोकनार्थ।

(प्रो० राजीव कुमार)  
परीक्षा नियंत्रक

## INSTRUCTIONS AND PENALTY FOR USE OF UNFAIR MEANS

Procedure to be followed by the invigilator / centre superintendent / observer in case of unfair means:

1. As soon as any case of unfair means comes to the notice of the Invigilator, he/she shall bring it to the notice of the Examination Center Superintendent of the examination centre as well as the Observer appointed by the University.
2. The invigilator shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and immediately provide the candidate a second Answer Book.
3. The Superintendent shall record the time when the case was brought to his notice. He shall also record the time of issue on the second Answer Book. "(A): UFM-Main Answer Script" should be written on the page cover of the main answer script and "(B): UFM-Second Answer Script" on the cover page of the second answer book.
4. The Invigilator, who detects the use of UFM by a candidate, shall also record his statement about the UFM case on specified UFM format.
5. Centre Superintendent shall also give his statement in specified UFM format.
6. The statements of Invigilator and Centre Superintendent shall be in presence of the observer and shall also submit his / her statement about the incident on the specified format.
7. In case the candidate refuses to give his statement, he should NOT BE forced to do so, only the fact of his refusal and the time of occurrence of the incident should be recorded by the Invigilator/s on duty. The statement of the candidate if any and the statement of the Invigilator/s are attested by the Centre Superintendent and countersigned by the observer.
8. The Examination Center Superintendent / Observer shall also provide the details of the UFM case to the control room of the University through E-mail ONLY.
9. In case a student is found to have written something on the body part a photo of same may be taken on the web cam available etc., if possible.
10. No extra time will be given for completing the Examination as a result of this procedure.
11. After the Examination is over, both of the answer books marked as A (confiscated copy) and B (freshly issued copy) along with the material found in possession and COMPLETELY filled and signed the prescribed FORM and COUNTERSIGNED BY THE OBSERVER SHALL BE SEND IN SEPARATE ENVELOPE MARKED UFM TO THE OFFICE OF THE CONTROLLER OF EXAMINATION OF UNIVERSITY.
12. In case a candidate has smuggled out an Answer Book, the Centre Superintendent should call the student directly and try to secure the Answer Book. In case of non availability of the Answer Book, the matter should be reported to the police and a copy of the FIR are sent to the office of the Controller of Examination along with the statement of the

  
A  
B  
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Invigilator present in the room, statement of the observer and also of the candidate (if candidate is available).

13. In case of impersonation, the Centre Superintendent shall report the matter to the POLICE. Center superintendent shall also report the incident to the Controller of Examination of the University along with the detailed report with necessary documents duly countersigned by the observer.
14. In cases of misconduct of serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the other concerned (e.g. Security person etc.) may be obtained and sent to the office of the Controller of Examination.
15. In case of electronic gadgets, the clear photocopy of that from front and back, and the enlarged photocopy of the screen shot / the printout of the material stored in the electronic gadgets duly signed by the candidate, invigilator, Center Superintendent, and countersigned by observer MUST be attached with UFM report. The electronic gadgets need NOT to be sent to the University.

**CONVENING OF COMMITTEE ON UNFAIR MEANS:**

A Committee (Standing Committee) appointed by the Vice-Chancellor shall enquire into cases of unfair means in the Examination. The student who is involved in UFM cases will be given a chance to submit their representation to the committee, if they want, during a period as specified via circular by the office of the Controller of Examination. The Committee shall thoroughly examine the cases on the basis of the material / documents placed and student report (if any). The committee shall submit its recommendations after laying down clearly the nature of the offence to the Vice Chancellor for consideration and necessary orders.

**TABLE SHOWING PUNISHMENT DETAILS FOR UNFAIR MEANS W. E. F. FROM EVEN SEMESTER OF SESSION 2017-18 OF THE UNIVERSITY:**

A	1. Doesn't follow the instructions given by the Center Superintend / Invigilator.	Warning will be issued to the candidate not to repeat in future. If repeated, CONCERNED PAPER will be awarded ZERO marks or "F" grade.
	2. Communicates with another examinee or try to pass on information even after a word of caution from the invigilator or any competent authority.	
	3. Any sort of writing on the question paper except the Roll No. at the given space.	
	4. Any exam relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as ascertained by the Center Superintend / Observer / invigilator.	
	5. Use of indecent or abusing words in the answer book.	
	6. Attempts to remove Encrypted code / Bar Code or any sticker from the answer book.	
	7. Indulges in writing the matter relevant to subject before commencement of examination	


  
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	8. Attempts oral communication with another examinee	
	9. Indecent behavior at the examination centre or in the examination hall	
B	1. If the examinee is found in possession notes, chits, answer book of any other examinee, etc. however he/she has not written from the said material in his/her answer book	Cancellation of result of CONCERNED PAPER and will be awarded ZERO marks or "F" grade in that paper.
	2. Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book which may reveal his identity.	
	3. Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings	
	4. Brings any electronic gadgets (except memory less scientific calculator if permitted in that paper) in the examination hall.	
	5. Attempts to bribe the examiner by mentioning address, contact detail, <u>Mobile No.</u> etc. or to contact the examiner directly or through any representative for his/her favor	
	6. Any sort of writing on the question paper regarding solution of the questions.	
C	1. Examinee has copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including in mobile-phone.	Cancellation of result of the CONCERNED PAPER and two other paper in which the candidate has secured the minimum marks percentage among the rest of the papers except the paper in which candidate has UFM. That is total three papers will be awarded ZERO marks or "F" grades.
	2. Examinee has indulged in exchange of answer book with other examinee.	
	3. Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in exam hall.	
	4. If the examiner find some written/printed papers etc. of exam related material from the answer book of an examinee	
	5. Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act	
	6. Examinee is found to throw away his answer book, supplementary, question paper, practical job or part thereof	
	7. If examinee is found to have torn the answer book, question paper, any other exam related material or part there of his/her own or other examinee	
	8. If the examiner reports that in the examinee's	

  
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	answer book is written with more than one type of hand writing	
	9. If the examiner reports about missing pages or additional pages in the answer book of examinee	
	10. If the examinee obstructs the process of conducting the examination in any way.	
	11. If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination	
	12. If the examinee attempt to bribe by way of Keeping currency notes in his/her answer book	
	13. If the examination committee is satisfied from the report of the examiner that the candidate has copied from one another or from any other sources or involving in mass copying during the examination.	
	14. Possess any sort of exam relevant material written/printed compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone in the examination hall or even outside the examination hall like lobby etc.	
D	1. If the examinee obstructs/threatens orally or assaults the invigilator or any competent authority on exam duty.	Cancellation of result of the all the theory papers in that semester (all the theory papers in that semester will be awarded ZERO marks or "F" grades).
	2. Tries to bring duly written answer book or supplementary from outside	
	3. If the examinee is found with bulk material like book, note book, and short notes etc. related with the concerned paper.	
E	1. If person impersonates as examinee and if this is detected during or after the examination.	Cancellation of result of the all the theory papers and practical examination in that semester will be cancelled. (All the theory and practical papers will be awarded ZERO marks or "F" grades in that semester).
	2. If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall.	
	3. Leaves the examination hall without submitting his answer book or tries to destroy it.	
	4. If the examinee is not appearing in that particular examination but who is a candidate of other examination of the university behaves in an indiscipline manner during particular examination or helps other examinee in using unfair means	
F	1. Possesses Gun, Revolver, Knife or any other prohibited weapon in or around exam hall.	Cancellation of result of the all the theory papers and practical examinations (i.e the papers and practical examination will be awarded ZERO marks or "F" grades) in that YEAR and candidate has to repeat that session
	2. Physically assaulting invigilator or any competent authority on exam duty.	
G	1. (In a Carryover Paper). If unauthorized material is	The candidate shall be awarded

	found with the candidate in bulk such as books, huge cheating material, etc. which shows the clear intention of copying.	zero marks or 'F' grade in that Carryover paper and will not be allowed to appear in that paper for next one year.
H.	1. If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in A to G as above and which has been bearing on the examination or result of the examinee and/or any other examinee.	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned on case to case basis.

*The result of the student will be declared after implementation of the decision of examination committee.*

Anura Gupta  
