

Misconduct and UFM Punishment during Examination(s)

These will be Unfair Means regulations of NIT Delhi, applicable to all the examinations (Mid Semester, End Semester, Re Mid, Make-up Supplementary Examinations etc.)

1. Action by the Invigilator on Detection of a Case of Unfair Means (UFM)

Upon detecting or suspecting the use of Unfair Means (UFM) during a theory or practical examination, the invigilator shall immediately report the matter to the Examination Section and take action in accordance with the following procedure:

I. Seizure of Answer Book and Incriminating Material

As soon as a student is suspected by the invigilator, a member of the Flying Squad, or any other authorized examination official of using or attempting to use unfair means, the invigilator shall immediately take possession of the student's answer book and any incriminating or prohibited material found in the student's possession.

II. Documentation and Sealing of Confiscated Material

All confiscated items, including but not limited to papers, notes, books, mobile phones, smart watches, electronic devices, or any other prohibited material, shall be listed in the prescribed Unfair Means (UFM) Form. The form shall be signed by both the student and the invigilator. The confiscated material shall thereafter be sealed and securely attached to the seized answer book in the presence of the student.

III. Recording of Evidence

- If any unauthorized material is found written on the body, clothing, or any other personal surface of a student, photographic evidence shall, wherever necessary, be obtained. *In the case of a female student, such photographs shall be taken only by a female invigilator or any other female staff member duly authorized by the Institute, ensuring the student's privacy, dignity, and decency are fully protected throughout the process.*
- Where the alleged misconduct involves acts other than possession of unauthorized material – such as communicating with another student, attempting to copy from another student, permitting another student to copy, exchanging information, or communicating with any person outside the examination hall – the invigilator shall record the nature of the alleged misconduct in detail in the prescribed UFM report.

IV. Issue of Fresh Answer Book

After completing the above formalities, the confiscated answer book shall be marked "Answer Book-I". The student shall then be issued a fresh answer book, marked "Answer Book-II", to enable completion of the remaining portion of the examination.

V. Refusal to Cooperate

If the student refuses to hand over the incriminating material or declines to complete and/or sign the prescribed UFM form or any other related documents, the invigilator shall record such refusal in the prescribed form. The refusal shall not invalidate the proceedings.

VI. No Additional Time

No additional time shall be granted to the student for completion of the examination on account of the time taken in carrying out the above procedure.

VII. Submission of Documents to the Examination Section

Immediately after the completion of the examination, the invigilator shall submit the following items to the Examination Section in a sealed envelope:

- The duly completed and signed Unfair Means (UFM) Form.
- Answer Book-I (confiscated answer book) and Answer Book-II (freshly issued answer book).
- All confiscated materials, including but not limited to mobile phones, smart watches, headphones, paper slips, notes, electronic devices, or any other prohibited articles recovered from the student.

1. Categories of Alleged Malpractice and Punishments

If, during a theory or practical examination, a student is found in possession of listed below, the following disciplinary action(s) shall apply: -

Sr. No.	Description of the Alleged Malpractice	Punishment(s)
1.	If during the examination (Theory/practical) a student is found in possession of any of the items listed below: I. Possession of any incriminating material inside the examination hall (whether used or not) For Example: <i>written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body, hall ticket, notes written on chair, table, desk or any other furniture items or room walls, floor etc.,</i> If during the examinations (Theory/practical) a student is found guilty of hiding/placing notes or books or any other aid anywhere inside or outside the examination hall.	All the examinations (Mid Semester Examination, End Semester Examination, etc.) of the concerned course (during which use of Unfair Means is established) will be awarded with "F" grade in that course.
	II. Possession of cell phones, programmable calculator, recording apparatus or any unauthorized electronic equipment. Copying from neighbour.	All the examinations (Mid Semester Examination, End Semester Examination, etc.) of the concerned course (during which use of Unfair Means is established) will be awarded with "F" grade in that course. Additionally, a penalty of Rs. 10,000/- which need to be paid within 30 days of issue of decision letter to student.
	III. Exchange of question papers and other materials with some answers IV. swallowing or destroying any note or paper or any other material found on/with him/her.	All the examinations (Mid Semester Examination, End Semester Examination, etc.) of the concerned course (during which use of Unfair Means is established) will be awarded with "F" grade in that course. Additionally, a penalty of Rs. 5,000/- which need to be paid within 30 days of issue of decision letter to student.
2.	If during the examination (Theory/practical) a student is found in possession of any of the items listed below: I. Possession of answer book of another candidate. Giving answer book to another candidate. II. Receiving help from or giving help to another student through some written material/ electronic device pertaining to the questions set in the paper concerned.	All the examinations (Mid Semester Examination, End Semester Examination, etc.) of the concerned course (during which use of Unfair Means is established) will be awarded with "F" grade in that course. Additionally, a penalty of Rs. 10,000/- which need to be paid within 30 days of issue of decision letter to student.

3.	If during the examination (Theory/practical) a student is found in possession of any of the items listed below: I. Misbehaviour in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials). Repeated involvement in malpractices 2 to 5 above. II. Physical assault to the invigilator or any examination officials.	• Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such student may be permitted to appear for makeup examinations of the previous semesters and Fine of Rs. 20,000/- will be imposed as well. • Fine of Rs. 25,000/- and rustication from the Institute for one year along with warning. In case of repeated instance, permanent rustication.
4.	If during the examination (Theory/practical) a student is found in possession of any of the items listed below: I. Verbal or oral communication with neighbouring students after one warning. II. whispering/talking to a person/another student outside the examination-hall while going to the urinal, for drinking water etc.	• Taking away of the answer sheet and asking the student to leave the hall.
5.	Taking or tearing out the pages of answer sheets used or unused answer booklets outside the examination room.	• Fine of Rs. 20,000/- per exam. In case of used answer booklets, in addition to the above fine, the candidate shall be awarded an "F" Grade in that subject.
6.	Cases of Impersonation	• Fine of Rs. 25,000/- and handing over the impersonator (outsider) to the police with a complaint to take appropriate action. • Also, cancelation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years or expulsion from the institute. • Fine of Rs. 25,000/- to both the student. Also, if a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years or expulsion from the institute
7.	Cases not covered by the above guidelines	• To be decided by the Director upon the recommendation of UFM committee.

2. Constitution of UFM committee

The UFM Committee will be appointed by the Director to enquire into the UFM cases. Composition of the committee shall be:

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| 1. Dean Academic | Chairman |
| 2. Controller of Examination | Convener |
| 3. Dean (Student Welfare) Member | Member |
| 4. Associate Dean Academic and Deputy Controller of Examination | Member |
| 5. HoD or Subject expert of the concerned department nominated by HoD | Member |
| 6. Concerned Invigilator(s)/ Member(s) of Flying Squad | Member |

3. Convening of UFM committee meeting

The UFM committee shall thoroughly examine the UFM cases on the basis of the material and documents placed and give hearing to the concerned student, the concerned invigilator(s) and other official(s), if any. It shall submit its recommendation after laying down clearly the nature of the offence to the Director for consideration and approval. Necessary orders will be issued to the student by Examination Section as per the decision of the UFM committee duly approved by the Director.

In case a student is not found guilty, his both answer sheets (marked I and II) will be released for evaluation and result will be declared.

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Controller of Examination