



Rayat Shikshan Sanstha's

Loknete Ramsheth Thakur Arts, Science and Commerce College, Mokhada

Examination Section

Unfair Means Policy

1. Objective

To ensure fair, transparent and disciplined conduct of all College and University examinations and to prevent, detect and appropriately deal with unfair means in accordance with University of Mumbai Ordinance O.5050, Circular No. UG/139 dated 23 April 2001, and subsequent University amendments/circulars.

2. Scope

This policy applies to all students appearing for:

Internal and Semester examinations

University examinations

ATKT/additional examinations

Practical, oral, viva, project and dissertation examinations etc.

3. Unfair Means

The following shall constitute UFM, subject to University regulations:

- Possession or use of unauthorized written material
- Copying or attempting to copy
- Giving/receiving assistance or communicating with other candidates
- Possession/use of mobile phones, smart watches, Bluetooth or other unauthorized electronic devices
- Mutual/mass copying
- Possession, exchange or removal of another candidate's answer book
- Insertion/smuggling of written material or answer books
- Impersonation
- Forgery/tampering of examination documents
- Bribery, threats, abusive behaviour or violence towards examination personnel
- Revealing identity or writing unauthorized material on the body/clothes
- Any other malpractice specified by the University.

4. Examination Hall Responsibilities

Students shall:

- Follow all instructions of the supervisor.
- Carry only permitted stationery/material.
- Keep unauthorized material and electronic devices outside the examination hall.
- Not communicate or exchange material with other candidates.
- Maintain discipline throughout the examination.

5. Procedure for Suspected UFM

The supervisor shall:

- Detect and report the suspected malpractice immediately.
- Secure the relevant evidence/material.
- Record the incident in the prescribed UFM report.
- Obtain necessary signatures/statements.
- Forward the complete case to the Examination Cell/Chief Conductor.
- The evidence and examination records shall be securely preserved.

6. UFM Inquiry Committee

The Principal shall constitute a UFM Inquiry Committee comprising senior faculty members and an Examination Cell representative.

The Committee shall:

- Examine the supervisor's report and evidence.
- Issue a Show Cause Notice to the student.
- Provide the student a reasonable opportunity to submit an explanation and be heard.
- Examine the defence and determine the facts.
- Recommend action strictly according to the applicable University regulations.

7. Punishment

Punishment shall be imposed strictly in accordance with the latest applicable University of Mumbai regulations, particularly O.5050 and Circular No. UG/139 dated 23 April 2001.

Depending upon the nature and gravity of malpractice, punishment may include:

- Annulment of performance in the concerned examination.
- Exclusion from one or more subsequent examinations.
- Enhanced punishment for repeat offences.
- Fine or other action where prescribed by the University.
- The College shall not independently alter or dilute the University-prescribed punishment.

8. Final Decision

The UFM Committee shall submit its findings and recommendation to the Principal/Competent Authority, who shall issue the final order in accordance with University regulations. The decision shall be communicated to the student in writing.

9. University Reporting

UFM cases relating to University examinations shall be forwarded to the University of Mumbai wherever required, using the prescribed University format/procedure.

10. Confidential Records

The Examination Cell shall maintain a confidential UFM record containing:

- UFM report
- Evidence
- Student's explanation
- Inquiry proceedings
- Committee recommendation
- Final order
- University correspondence, wherever applicable.

11. Prevention

The Examination Cell shall ensure:

- Prior briefing of students and supervisors.
- Display of UFM rules.
- Proper seating arrangements.
- Strict examination-hall supervision.
- Proper accounting and secure handling of answer books.
- Regular updating of UFM procedures according to University circulars.

12. Governing References

University of Mumbai, Ordinance O.5050 – Unfair Means in Examination. University of Mumbai Circular No. UG/139 dated 23 April 2001 – Unfair Means and Quantum of Punishment. Subsequent University of Mumbai circulars, ordinances, regulations and instructions issued from time to time.

In case of any conflict between this College policy and the latest University of Mumbai regulation/circular, the University regulation shall prevail.