

CONTROLLER OF EXAMINATION

Standard Operating Procedure

FOR

***Dealing with Unfair Means and
Mass Copying Cases***



Controller of Examination
Controller of Examination
CT University
Ludhiana



Registrar
CT University
Ludhiana (Punjab)



Vice Chancellor
Vice Chancellor
CT University
Ferozpur Road, Ludhiana

CONTROLLER OF EXAMINATION


STANDARD OPERATING PROCEDURE FOR DEALING WITH THE CASES OF UNFAIR MEANS AND MASS COPYING

Examination is a normal activity in the life of a student. The examination should be taken as per the rules and regulations fixed for the purpose. No attempt should be made to use unethical practices during the examination as that will expose the candidate to face penalties which are quite stringent besides carrying a stigma throughout life. The students are, therefore, cautioned about this prior to the start of the examination.

A candidate found indulging in any of the following activities shall be deemed to have used unfair means and his/her examination result shall be withheld. The decision of the UMC Committee in imposing penalty for the offence committed by the student shall be final and binding on him/her.

UNFAIR MEANS ACTIVITIES DURING THE EXAMINATION


1. Writing name, roll number or putting signatures at a place other than the space provided for or putting any other mark in the Answer Book which may disclose, in any way, the identity of the candidate.
2. Appearing in an Examination Centre other than the allotted one without the permission of Controller of Examination.
3. Possessing book(s), notes, papers or any other like material related in any way with the examination.
4. Receiving or giving assistance in copying or in any form during the course of the examination.
5. Smuggling in or out of the examination hall an answer book, etc. and tearing leaf/leaves from the answer book or tampering with the answer book in any way.
6. Using abusive/derogatory language orally or in the Answer Book/against the Controller of Examination/Examiner/Invigilator or threatening/using violence towards Invigilators or Controller of Examination.
7. Impersonation, i.e. sending some other person to take the examination on his/her behalf.
8. Communicating with the Examiner or any other person connected with the Examination, with the objective of unduly influencing him in any way.
9. Any other type of misconduct or a deliberate previous arrangement to indulge in unfair practices in the examination.
10. Writing questions or answers on any paper other than the Answer Book.
11. Possessing cell phones OR other associated devices during the examination. .
12. Any other unethical and unlawful activity observed by the Controller of Examination.
13. Any other case of Unfair Means detected at any stage during or after the examination.
14. Refusing to cooperate with the invigilation staff, in any way.
15. Using abusive/ unparliamentary language/ misconduct in the Examination Hall.
16. Any type of Intoxication is not permitted.
17. Possessing weapon of any kind in the Examination Hall.


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A. **PROCEDURE TO BE FOLLOWED BY THE CONTROLLER OF EXAMINATION IN BOOKING UMC CASES.**

1. **Issuance of Second Answer Book**

As soon as any case of unfair means comes to the notice of the Controller of Examination, he shall take possession of the Answer Book of the candidate along with paper or other material found in his/her possession and immediately provide the student a second Answer Book. The words "Second Answer Book" should be superscribed on the top of second answer book. The Controller of Examination shall record on the first Answer Book the time when the case was brought to his notice. He shall also record the time of issue on the second Answer Book.

2. **Explanation of the candidate**

While issuing the second Answer Book, the student shall be asked by the Controller of Examination to submit his/her explanation in writing. In case the student refuses to give his/her statement, he/she 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 be attested by the Controller of Examination along with UMC proforma.

3. **Statement of the Invigilator**

The Invigilator, who detects the use of UMC by a student, shall also record his statement which shall be verified and signed by the Controller of Examination.

4. **Material recovered from the student**

As far as possible precise information as to from where the material was recovered (in the pocket, desk, shoes, etc.) should be mentioned in the statement of the Invigilator/s. The copying material so confiscated by an Invigilator should also be signed by the Invigilator and countersigned by the Controller of Examination on each page and the total number of pages detected should be mentioned on the title of the Answer Book duly signed by the Invigilator and Controller of Examination.


5. **Procedure to be followed in case of smuggling out an Answer Book**

In case a candidate has smuggled out an Answer Book, the Controller of Examination should call for 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 in the given format **Annexure B** and a copy of the FIR be sent to the Examination Branch along with the statement of the Invigilator present in the room and also of the student. The statement of the peon/police constable, etc., if any should also be forwarded.

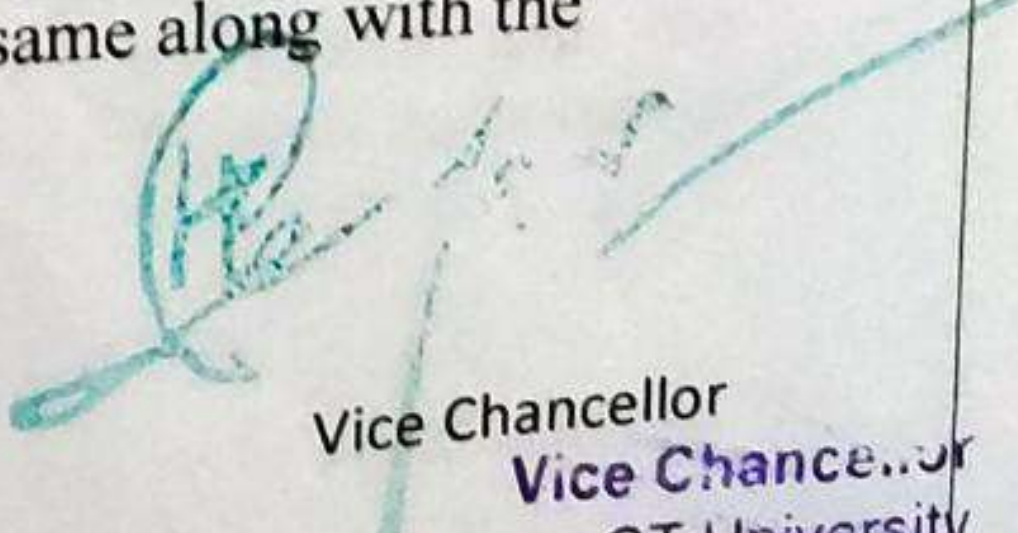
6. **Other Cases of Unfair Means**

a) **Impersonation:**

In case of impersonation, the Invigilator should send to the office of Controller of Examination, the statement of the person found to be impersonating, the Invigilator/s and the actual student, if possible. He may also report the matter to the police in the given format in **Annexure B** and shall arrange for taking photographs of the impersonator from 3 angles (front, left and right) and send the same along with the case.


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b) Misconduct:

In cases of misconduct of a serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the peon/policeman concerned may be obtained and sent to the office of Controller of Examination for further necessary action.

7. Documents required to be sent in UMC cases

All cases of UMC should be recorded in the Form for reporting UMC cases as given in **Annexure A**. The form shall be accompanied by the following documents:

- a) First and Second Answer Books
- b) Explanation of the student
- c) Statement of the Invigilator
- d) Objectionable material found from the candidate

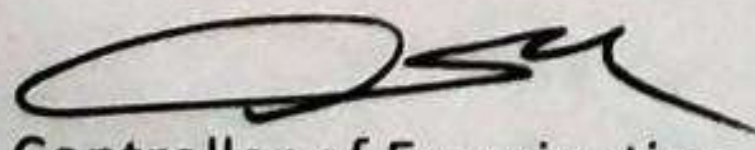
Note: All the columns of the proforma must invariably be filled in properly in order to strengthen the case, complying with the instructions given in the proforma.


8. Despatch of UMC Cases

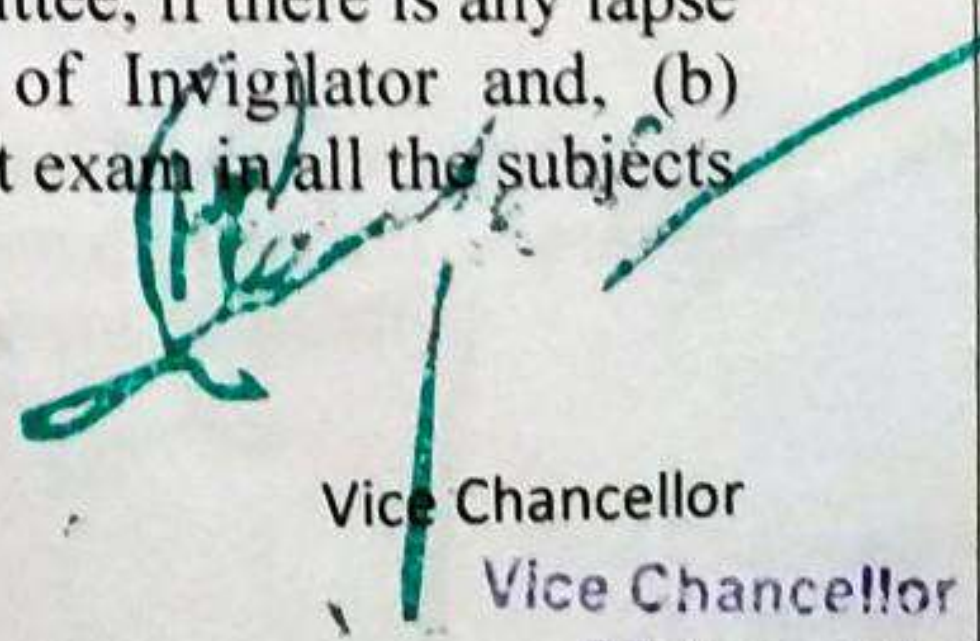
A separate sealed cover should be sent to the office of Controller of Examination with the prescribed proforma in each case booked daily under UMC with a Covering Proforma as per **Annexure C**.

Penalties for Different Types of Offences under UMC

Unfair Activity	Penalty
1. Copying material in his/her possession but did not use it.	Current examination in the subject concerned to be cancelled and the candidate be debarred from appearing in the next October/April examination (and upto March/September in case of On Demand Exam) in the subject concerned.
2. Copying material brought in examination hall and used.	Entire current examinations in all the subjects to be cancelled and the candidate be debarred from appearing in the next October/April examination in any subject (and up to March/September in case of On Demand Exam).
3. Running away with answer book or decamped with the answer book.	(a) Action against the Invigilator to be initiated on the recommendation of UMC Committee, if there is any lapse on the part of Invigilator and, (b) Entire current exam in all the subjects


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4. Impersonation
5. Use of abusive language in answer book or at the exam centre, threatening the staff and indulgence/involvement in violence during examination.
6. Swallowing/ destroying evidence including tearing of any answer book and also other examination material.
7. Change of examination hall of his/her own
8. Mass copying or indulging in any other group activity leading to Unfair Means.
9. Mass/Group copying booked on the basis of Special Evaluation.
10. The answer book is not written in candidate's own handwriting.
11. Any other Unfair Means not covered above which jeopardize the sanctity of CT University examination.

of the student cancelled and debarred from appearing in the next three examinations. Matter to be reported to the nearest Police Station in writing under proper receipt.

Entire Current examination to be cancelled in all the subjects and debarred from appearing for the next three years. Matter may be reported to the nearest Police Station in writing under proper receipt. If the Invigilator/Staff member is found involved in impersonation, FIR against the person concerned to be filed.

Current examination to be cancelled as a whole and disqualified from appearing in the next two examinations. Matter may be reported to the nearest Police Station in writing under proper receipt

Examination to be cancelled as a whole and disqualified to appear in next two consecutive examinations.

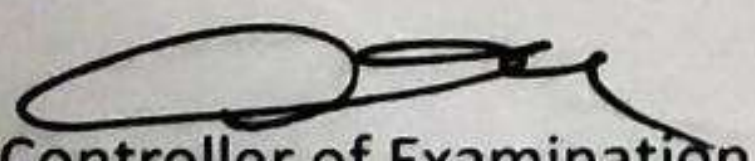
Action against the Invigilator and disqualifying the candidate for that examination as a whole.


Penalty to be decided by the Unfair Means Committee.

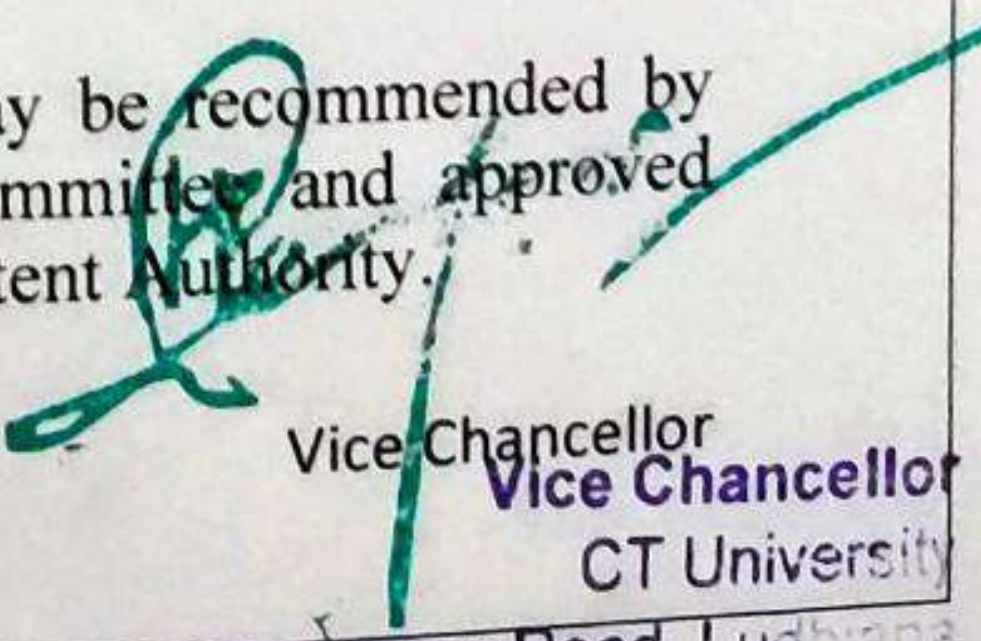
Current examination result in the subject concerned is cancelled and allowed to appear in the next examination.

Cancellation of the current examination as a whole and to debar him/her for the next three examinations.

Penalty as may be recommended by the UMC Committee and approved by the Competent Authority.


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IMPORTANT NOTES

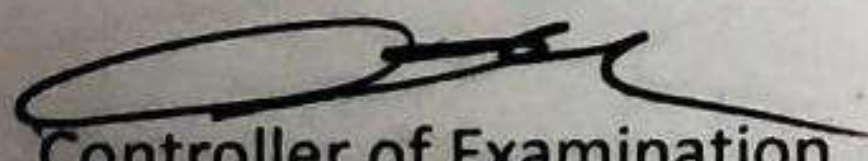
1. The roll number of the student booked under UMC on a particular day should be recorded in the attendance sheet as well as in the statement to be submitted to Controller of Examination.
2. The student booked under UMC is not to be expelled from the examination centre in the paper of that particular examination.
3. Student found using any of the UMC are not to be debarred from appearing in the remaining papers of that particular examination.
4. Student can be physically searched by the Invigilators/Member of the team of Observers deputed by the Controller of Examination before or during the examination at any time. A female student should be searched by a female member only.
5. When a student goes to use toilet, etc. the invigilators must ensure that the Answer Book and Question Paper of the student has been left on his seat in the examination hall.
6. At the end of the examination, no student should be allowed to leave the room till all the answer books are collected, counted and found correct. If a candidate forces his way out with the answer books, the complete statement explaining the circumstances under which the student had left with the answer book should be made out. **In no case, this provision should be used to cover up the loss of Answer Book.** The statement should also contain the time of the incident and details of the case as to how the student took away the Answer Book/efforts made to recover the Answer Book should also be stated.
7. In respect of the cases detected by the members of the team of observers, the Invigilator should forward the same to the office of Controller of Examination after giving an opportunity to the student concerned to give his explanation. For these cases also requisite proforma should be used.
8. Proper procedure must be followed while reporting the UMC cases.
9. In order to curb UMC/Mass copying, the staff on examination duty at the examination centre must display their I-card indicating that the individual is on examination duty to check the entry of outsiders. Similarly, the team of the observers will also carry their I-cards/Authority letter for disclosing their identity at the examination centre.

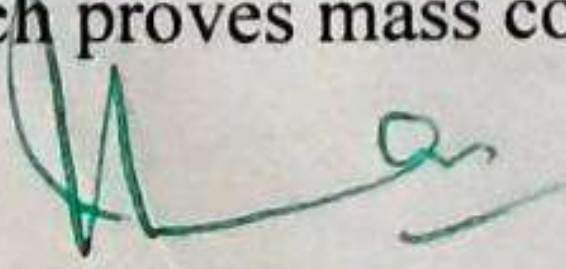
B. Cases of Mass Copying

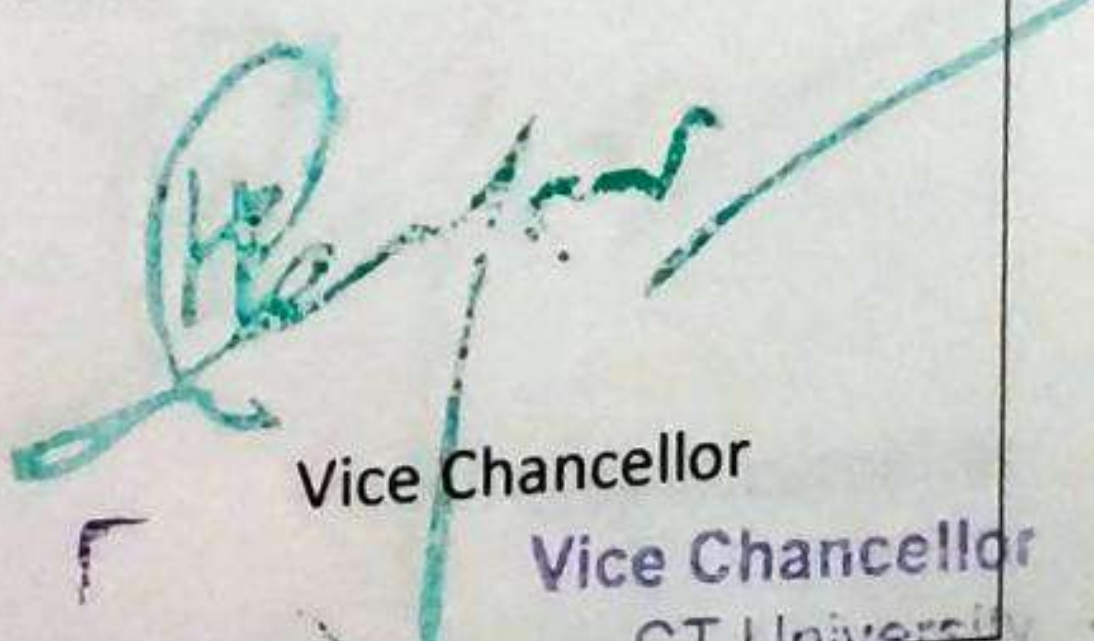
Mass copying is different from the individual UMC cases. It is a group activity resorted to Unfair Means in the examination detected or reported at any stage during or after the examination.

Broad areas of the mass-copying are as under:-

- i) Copying from the printed/ photostat sheet circulated in the examination hall.
- ii) Displaying copying material on the blackboard.
- iii) Use of loud speaker or public address system from outside.
- iv) Dictating answers by the Invigilators, etc.
- v) Any other evidence which proves mass copying.


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Cases of Mass Copying:

- 1) All Answer Books will be given Fictitious Roll Numbers and kept separately.
- 2) The Answer Book will be got evaluated by the evaluators and signed by the team leaders.
- 3) The evaluators will also prepare their report in the proforma as given in **Annexure F** about
- 4) the details of the question numbers, Enrolment no. of cases of copying and not copied roll nos. as per **Annexure G**. The Evaluators will identify specifically the question numbers in
- 5) which the Mass Copying has taken place and also type of Mass Copying like diagram
- 6) language, etc. found by them from various Answer Books.
- 7) All Answer Books along with the Reports of the Evaluators should be sent to the Director (Evaluation) after the evaluation work is completed in the spot evaluation centre in the
- 8) prescribed proforma for forwarding mass copying cases as **Annexure H**.

D. ACTION BY THE UMC COMMITTEE IN DEALING WITH UMC/MASS COPYING CASES.


- 1) All cases of UMC and Mass copying will be examined separately course/subject wise.
- 2) There will be second evaluation by different set of subject experts to confirm the report of the evaluators on the first evaluation received from the Evaluation Centre.
- 3) Keeping in view the number of students booked under individual UMC/Mass Copying they will be sent a Show Cause Notice and asked to present themselves before the UMC Committee on different dates or send their written statement of defence as per **Annexure I**.
- 4) Results of the clear cases will be declared immediately on the receipt of recommendation of the UMC Committee and the students will be given suitable time to register themselves for the next examination subject to his/her eligibility for the same.
- 5) Approval of the Registrar, will be obtained on the recommendation of the UMC Committee for implementation.
- 6) Details of the Institutions booked under Mass Copying and penalty imposed in individual UMC cases, if any, will be sent to the AI's and Regional Centres for their information.
- 7) In the event of the following happenings in examination hall, strict action will be taken against the Invigilator as well:


The candidate decamps with the Answer Book.

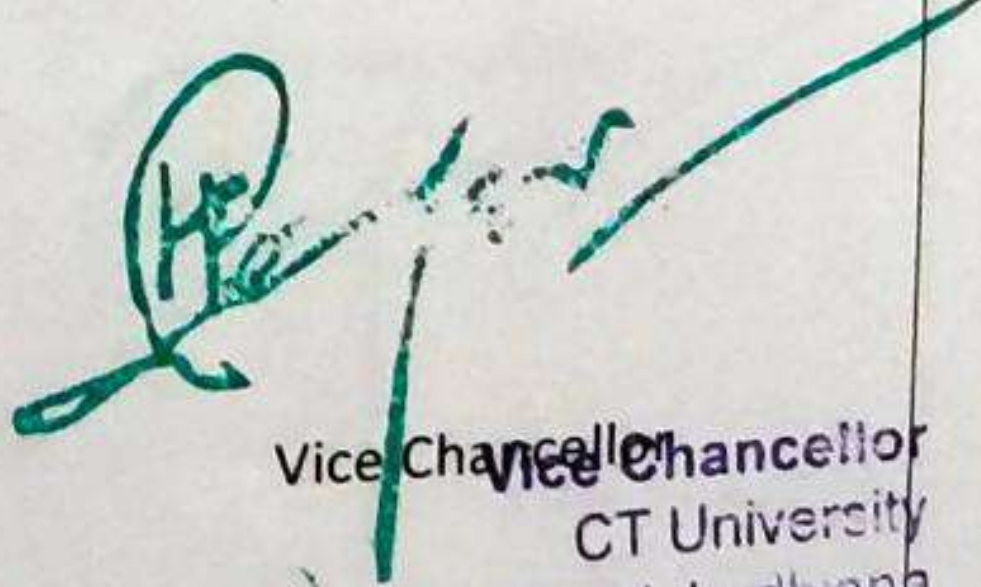
Missing Answer Book vis-à-vis, the number of students present.

Allowing candidate of other examination hall to appear in the examination without the written permission of Controller of Examination.

Involvement in cases of mass copying.


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Annexure 'J'

Ref: No. _____

Dated _____

To _____

Roll No. _____

Subject: _____

Sub : Use of Unfair means in the CT University Examination held in May/December-
(Practical/Mid Term/End Term)

Dear Student,

A case of Unfair means has been registered during the Examination held on May/December in which there is allegation against you. The UMC Committee of CT University will scrutinize the charges and impose suitable penalty, if proved.

Or

During the process of Special evaluation/scrutiny of Answer Books, a case of use of unfair means (involved in Mass/Group Copying) subjects mentioned above was reported against you. The UMC Committee of CT University will scrutinize the charges and impose suitable penalty, if proved.

Or

A case of Unfair means has been registered during the CT University Examination held in May/December in which there is an allegations that you have appeared unauthorized in the examination centre other than the allotted one. The UMC committee will securitize the charge and impose suitable penalty, if proved.


CT University is considering your case under its rules, but before any decision is taken in this regard, you are hereby given an opportunity to appear in person and explain you conduct for above alleged unfair means in Exam before the Unfair means Committee on _____ at _____ at _____

If you are unable to appear before the committee on said date and time personally, you may send your written statement so as to reach this office by _____ positively for consideration of Unfair means Committee. No other person shall be allowed to represent you in the matter. You have to show your 'identity card and this letter before the committee. You may also send your representation through E-mail.

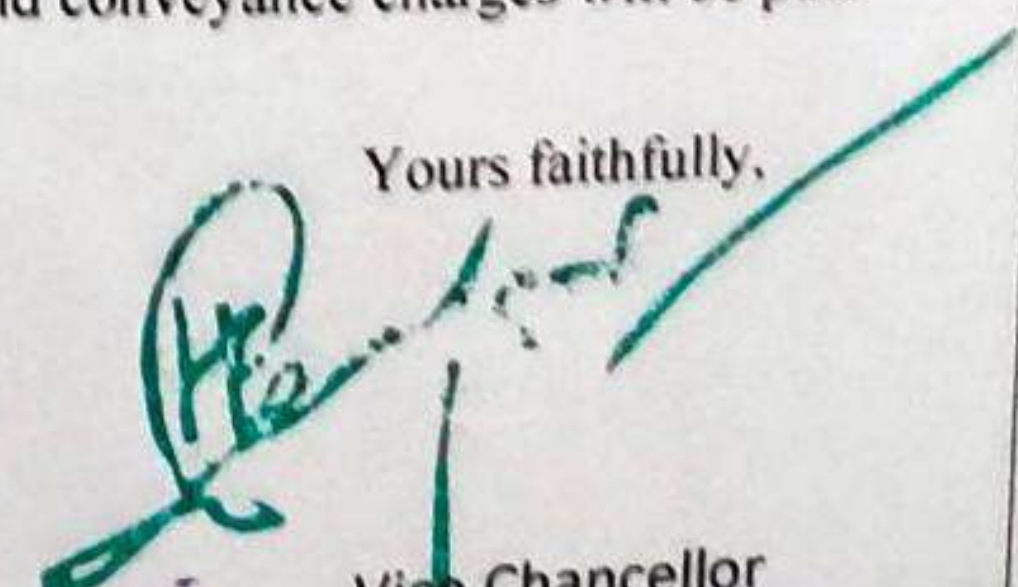
Please note that if you fail to present yourself or send your written statement by the said date, no further opportunity will be given to you and it will be presumed that you are not interested in challenging the allegations and a decision shall be taken by the Unfair Means Committee on merit without any further reference to you which shall be final and binding on you.

Please quote complete Reference No, Serial No., Roll No, Subject(s) etc. mentioned above in the matter. You have to bear the cost of Travel and other expenses at your own. No TA/DA and conveyance charges will be paid by CT University.

Yours faithfully,


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ANNEXURE - A

UMC PROFORMA

Name of the Candidate _____

Registration. No: _____

Branch/Semester: _____

Subject/Subject code: _____

Date: _____ Time: _____

Invigilator(s): _____

Caught by: _____

Room No.: _____

Detail of material found with location: _____

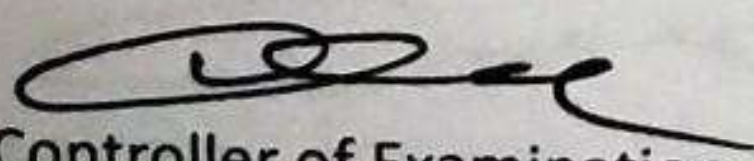
Signature of Student with date and comments (if any):

Name and signature of person(s) who found the material (if student refuses to sign) with comments (If any):


Signature of invigilator(s) with date

Remarks of COE _____

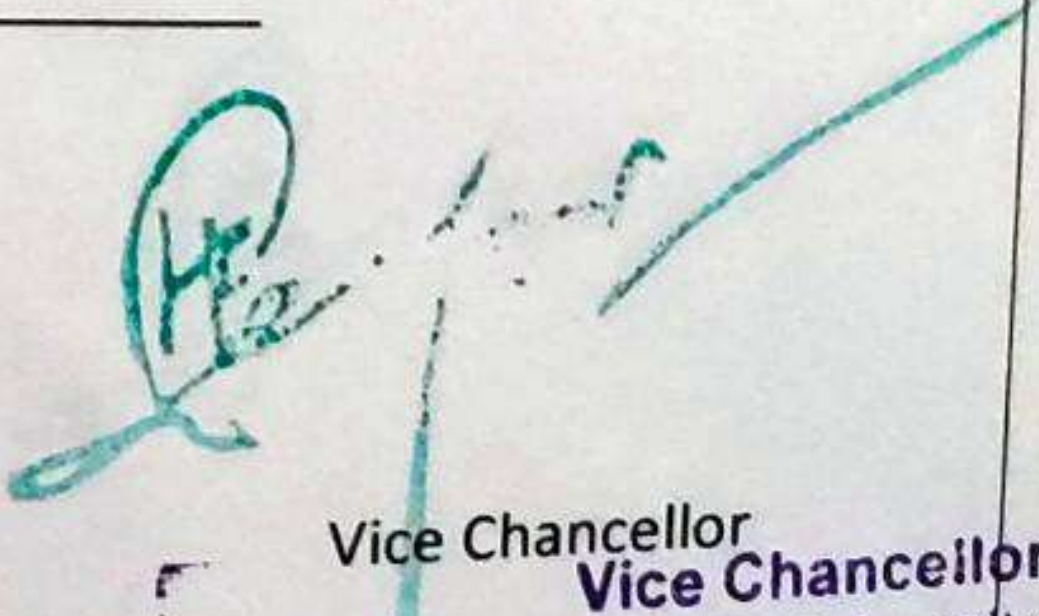
Signature


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1. Please make the report and attach with the answer book of the candidate and submit to the office of COE the same day for necessary action.
2. If the candidate is caught copying, please encircle the portion copied in the Answer Book as well as in the copying material and mention its page no. on the top of the Answer Book and the copying material.
3. The 2nd Answer book should be issued 'to the candidate immediately and the candidate should not be debarred from taking the future examinations. If the candidate refuses to accept the 2nd Answer book please . write down this fact in para 6 above and on the cover page of the first Answer Book of the candidate.
4. The Flying Squad/Invigilator should record the Roll No. of the candidate on the material recovered and sign after numbering it.
5. The Invigilator should record on the Answer Book the fact and brief details of the UMC case.



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ANNEXURE-B

SPECIMEN OF APPLICATION TO LODGE F.I.R. TO THE POLICE

Reference No. _____

Date _____

The Station House Officer

SUBJECT: USE OF UNFAIR MEANS (UMC) IN THE EXAMINATION OF CT UNIVERSTY
ROLL NO _____

Dear Sir/Madam,

_____ (Name) Roll No. _____ is appearing in the
Examination of CT University being held in our Centre. Today the
_____ in subject _____
(Day) (Date)

This candidate has resorted to use of Unfair Means by:

- I. Misbehaving with the Invigilator/Undersigned;
- II. Tearing off the answer-book and running away from the Centre;
- III. Not depositing the answer-book and running away with the answer book.
- IV. Allowing other person to take examination in his place.
- V. Any other misconduct (please specify)

You are requested to look into the matter and take necessary action as per the law of the land.

Yours faithfully,

Name _____

Designation _____

Address _____

Examination Hall No _____

OTHER PARTICULARS OF THE CANDIDATE ARE :

Name _____

Address _____

Examination Hall No _____



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ANNEXURE - C

SPECIMEN FORM FOR FORWARDING THE CASES OF UNFAIR MEANS CASES

1. Name of the candidate _____
2. Roll No. _____
3. Exam Centre no. _____
4. Date _____
5. Subject & Paper _____
6. Time of the Incident _____
7. Circumstances under which caught _____
8. Unfair aids recovered _____
9. Whether Statement obtained from the candidate? _____
10. Whether 2nd Answer Book was issued? _____
11. Whether Statement of Invigilator obtained? _____

Remarks of COE:

Sig. of Centre
 COE _____
 Name of COE _____

Address _____

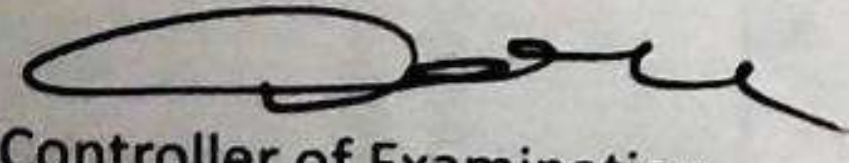
Exam Centre No. _____


Date _____

ENCLOSURES:

- | | |
|---------------------------------------|-----------------------------|
| 1. First/Second Copies of Answer Book | 1/2 Copies _____ |
| 2. Statement of Candidate | Enclosed/not enclosed _____ |
| 3. Statement of Invigilator | Enclosed/not enclosed _____ |
| 4. Unfair aids/materials recovered | Pages _____ |
| | Enclosed _____ |

(Note: **Please** use separate proforma for each case)


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PROFORMA FOR REPORTING UMC CASES

Annexure (D)

Name of Expert _____
Residential Address _____

Subject Code/Subject _____
Course Sec./Sr. Sec./Vocational _____

S.No.	Roll No.	Centre No.	Name of Candidate	Marks Obtained		Whether the candidate has copied material. If yes, record your observation and encircle the copied portion in the answer book as well as on the UMC material giving the Question No. Page No. of the material and the answer-book	Additional remarks, if any
				1 st Copy	2 nd Copy		

Registrar

Vice Chancellor

Signature of the Evaluation Expert

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PROFORMA FOR FORWARDING UMC CASES COURSE-WISE

ANNEXURE (E)

Region _____

S.No.	Centre No.	Fictitious/Enrolment No. of the Candidate	Subject	No. of Answer Book	Marks Obtained	Report of the Evaluator/Team Leader	Material forwarded 1. Answer Books 2. Statement of the Candidate 3. Statement of the Invigilator 4. Details of material sent. 5. Copy of F.I.R., if any.

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Signature of the Evaluation Expert



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ANNEXURE (I)

PROFORMA FOR FORWARDING CASES OF MASS COPYING (COURSE-WISE) SECONDARY/SENIOR SECONDARY/VOCATIONAL

Region _____

S.No.	Centre No.	Subject Code	Subject	No. of Cases booked	No. of cases found copying	No. of cases not found copying	Material forwarded 1. Report of the Evaluator/Team Leader 2. Award List 3. No. of Answer Books

Regional Director

A. e.

R. Registrar
CT University
Ludhiana (Punjab)

[Signature]
Vice Chancellor
Vice Chancellor
CT University

[Signature]

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ANNEXURE(F)

Report of the Expert Committee

Report of the Expert Committee for review of Answer Books in respect of Examination Hall No. _____ in the subject of _____ (code No. _____) for Secondary/Sr. Secondary Examination held in _____

An Expert Committee consisting of the following experts met on _____ checked and scrutinized the Answer Books of all the candidates in respect of the above examination hall in the subject _____ (Code _____)

The Expert Committee compared and checked all the individual Answer Books of each candidate to verify the truth in the alleged mass copying at the above centre. The Committee after checking all the individual Answer Books is of the view:

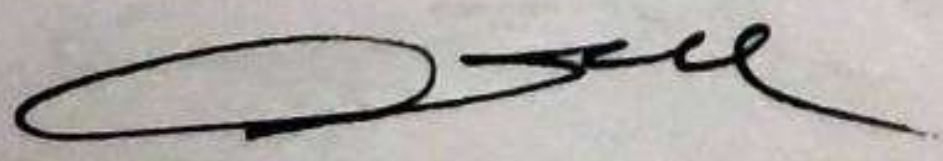
- 1. that there was copying/mass copying at the above mentioned exam centre as enclosed letter.
- 2. that there was no copying/mass copying at the above mentioned exam centre. Such cases are treated as normal case.

Details of the cases reviewed by the committee are given below:

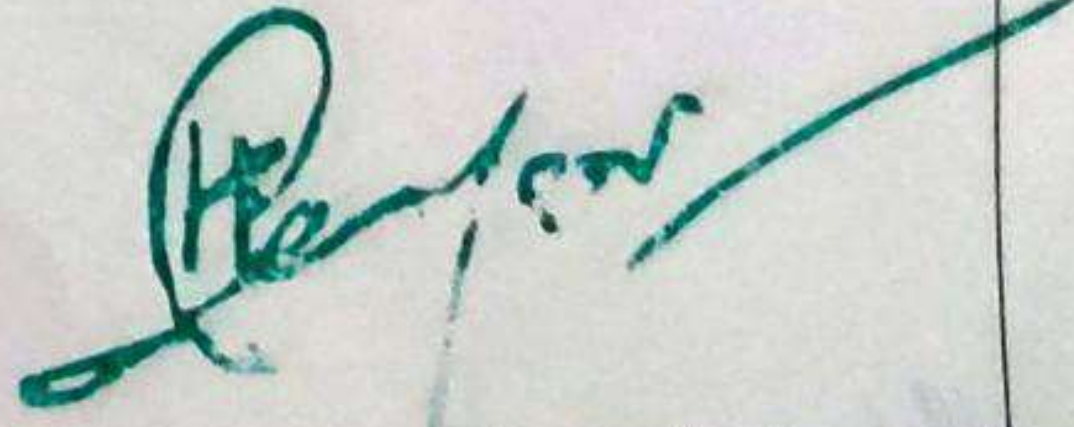
Total No. of candidates =
Proven cases of mass copying
Normal cases =

Signature of the subject experts

- 1.
- 2.
- 3.
- 4.


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Vice Chancellor
Vice Chancellor
CT University
Ferozpur Road, Ludhiana

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Details of cases revised by expert committee

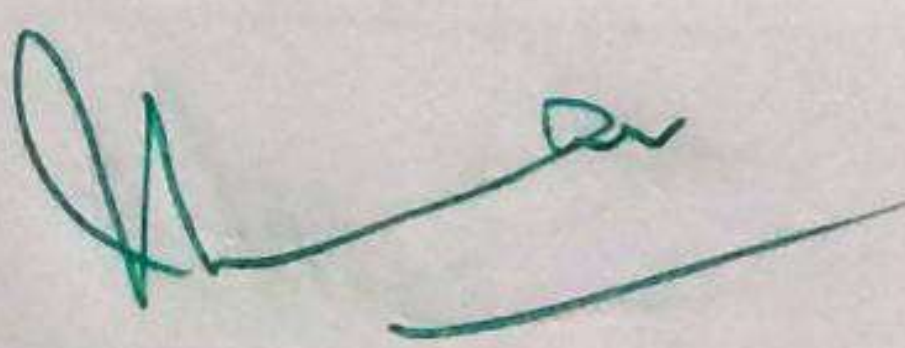
Centre No. Enrolment No.	Subject Name	Page Observation of the subject experts Question Number Copied/Not copied	Remarks

Name & Signature of Experts:

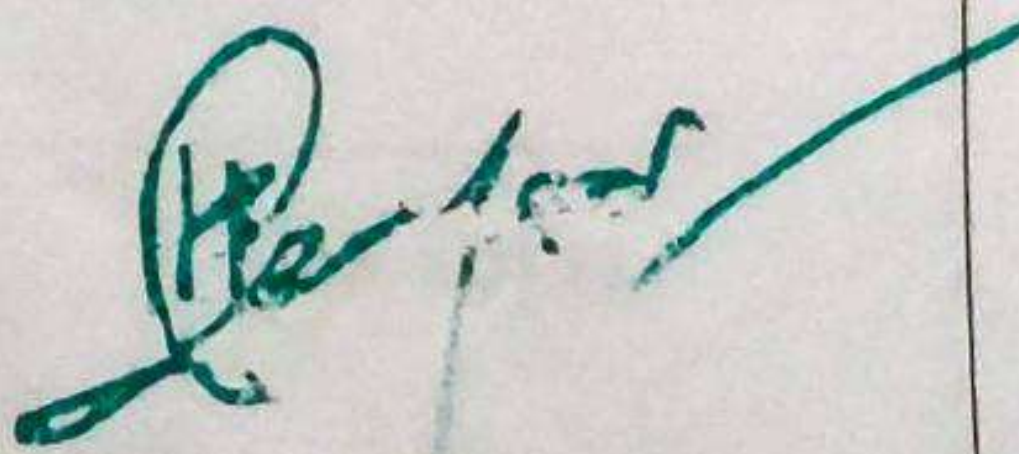
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ANNEXURE - H

Exam Hall No. _____
Page.

Enrolment No.	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Subject 6


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Proforma for forwarding Cases of Mass Copying (Course-wise)

Region _____

S.No.	Centre No.	Subject Code	Subject	No. of Cases booked	No. of cases found copying	No. of cases not found copying	Material forwarded 1. Report of the Evaluator/Team Leader 2. Award List 3. No. of Answer Books

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