



**INTEGRAL
UNIVERSITY**
— LUCKNOW - INDIA —



(Office of the Controller of Examination)

MANUAL/GUIDELINES

Unfair Means, Misconduct & Malpractices

during the Examinations

and

Disciplinary Action/ Punishment / Penalty

(Implemented in 2004 and modified in 2009, 2010, 2013, 2017, 2019 & 2025)

MANUAL / GUIDELINES

Unfair Means, Misconduct and Malpractices during Examinations and Disciplinary Action/ Punishment / Penalty

Guidelines for Prevention of Unfair Means:

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with any examinations. Here “Candidate” means an examinee taking an examination. Examination means, Mid Semester/Continuous Assessments, Improvement, Carryover (Mid Semester or End Semester), End Semester, Assignments, Quizzes, Practical which are considered as part of assessment/ evaluation by the instructor while awarding grades/marks in a subject. Cases of unfair means will be dealt with as per the guidelines mentioned in this manual of Integral University.

1. Misconduct and Malpractices in Examination by Candidates:

In the Examination room the candidate shall be under the disciplinary control of the invigilators and he/she shall obey the instructions of invigilators. No candidate shall use unfair-means or indulge in disorderly conduct or malpractice during, or in connection with the examinations.

1.1 Misconduct:

A candidate indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.

- 1.1.1** Candidate blatantly disobeying the instructions of the center Superintendent (CS/ACS)/ invigilators flying squad member or any other university appointed officials on examination duty.
- 1.1.2** Candidate exhibiting insolent/ violent behavior with the invigilators or other examination staff or other examinees. Unruly behavior in or near the examination room.
- 1.1.3** Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other candidates from entering the room, misbehavior with the supervising staff etc.
- 1.1.4** Bringing dangerous weapons/ articles into the examination center/ room on any pretext.
- 1.1.5** Any acts by candidates that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination.
- 1.1.6** Tearing off or mutilating an answer booklet or any part thereof.
- 1.1.7** Talking with neighbors, showing signs or signals to others in the hall/ verandah.
- 1.1.8** Writing the examination even after the final bell despite several calls to stop writing.
- 1.1.9** Causing damage to the belongings of Examiners, as an act of vengeance.
- 1.1.10** Arranging outside persons to terrorize the examination staff.
- 1.1.11** Causing damage to examination material/ records.
- 1.1.12** Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice.
- 1.1.13** Writing filthy/ indecent/ vulgar words or sketching obscene figures etc. in the answer-booklet or black board, walls or furniture at the examination center.
- 1.1.14** Tampering with the particulars, including register number, written on another candidate's answer-book and/ or writing wrong particulars, including register number on one's own answer-booklet.
- 1.1.15** Refusing to be searched by the invigilators/ CS/ACS any other member of the supervisory staff, or obstructing or hindering such search in the examination room, Verandah, etc.

1.2 Malpractices:

Manual for Unfair Means cases, Misconduct & Malpractices during the Examinations, Integral University, Lucknow

A candidate indulging in any of the following acts in the examination room will be considered as committing malpractice(s) in the examination and booked for the same:

- 1.2.1 Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, or any other matter not permissible to be brought into the Examination Hall.
- 1.2.2 Possession of Tables, Hand books, Code books etc. which are not permitted for the day's examination.
- 1.2.3 Possession of Programmable Calculators, Mobile Phones, Smart watches/ Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc. with/ without matters related to the day's examination stored in them.
- 1.2.4 Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination room.
- 1.2.5 Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, admit Card etc. which may have relevance to the syllabus of the examination-paper concerned.
- 1.2.6 Exchange of admit Cards, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to the day's examination written on them with neighboring candidates.
- 1.2.7 Showing the answer-booklet/ question paper to the neighbors or allowing them to copy.
- 1.2.8 Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbor for copying.
- 1.2.9 Copying from any printed or hand-written material or answer-booklet of another candidate.
- 1.2.10 Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc. Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
- 1.2.11 Communicating or attempting to communicate with the staff of the University or any person connected with the conduct of examination or with any paper-setter, with the object of finding out the name and address of the paper setter or finding out the questions.
- 1.2.12 Making any request or representation or offers any threat or inducement to CS/ACS/invigilators or/ and any other official or officer of the University in the Examination room or to the Examiner in the answer book.
- 1.2.13 Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favor in the examination or valuation.
- 1.2.14 Writing the roll number anywhere in the answer-booklet other than in the fly slip of the Front Page.
- 1.2.15 Revealing identity in any form in the answer written or in any other part of the answer-booklet by the examinee at the University examination
- 1.2.16 Writing the examination without valid admit Card or obtaining admission to the examination on a false representation.
- 1.2.17 Striking off all the pages including the correct answers written by him/ her in the answer-booklet, when being caught for any act of malpractice.

- 1.2.18 Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-booklet.
- 1.2.19 Smuggling-in blank or written answer-booklet and forging signature of the invigilators /CS/ACS thereon.
- 1.2.20 Replacing the answer-booklet supplied in the hall by pre-prepared answer-booklet brought by the candidate himself/ herself or obtaining from external sources.
- 1.2.21 Presenting to the examiner a practical or class-work-notebook which does not belong to him/her.
- 1.2.22 Forging the signature of the teacher anywhere in the Practical Record book.
- 1.2.23 Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
- 1.2.24 Helping another candidate in answering any question orally or by transmission of material or information.
- 1.2.25 Giving or receiving assistance in answering the question papers or from any other candidate/ person in the examination hall or outside during the examination hours.
- 1.2.26 Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall.
- 1.2.27 Mutual/ Mass copying by candidates in the examination hall.
- 1.2.28 Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
- 1.2.29 Taking away with him/her the answer booklet, without handing over the same to the invigilators or trying to take away or damage another candidate's answer-booklet/ script.
- 1.2.30 Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing/swallowing/ erasing/ throwing away the bits, materials etc.
- 1.2.31 Destroying or attempting to destroy a note or paper or any other material, or causing disappearance or destruction of any such material either by himself/herself or with the assistance of any other person etc. during the examination hours.
- 1.2.32 Interfering with or counterfeiting of University/ Institution seal, or answer-booklets or office stationery used in the examinations.
- 1.2.33 Making a false representation pertaining to the eligibility of the candidate to appear in the examination.
- 1.2.34 Committing any act(s) intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University.
- 1.2.35 Forging another person's signature in any of the examination documents.
- 1.2.36 Any other similar act(s) of commission and/or omission(s) which may be considered as Malpractice by the competent authority.

1.3 **Handling and Reporting Misconduct, Malpractice during the Examinations:**

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair-means or involved in malpractice or misconduct in connection with the examinations:

- 1.3.1** Where a candidate is suspected of using unfair means as defined above, the invigilator or the centre superintendent or any other member of the invigilators or flying squad search the candidate and/or his belongings. Where any written or printed material is found in his possession as a consequence of the search, the matter is taken to the notice of the CS/ACS. The candidate answer booklet (A) shall be confiscated along with the material recovered. Second Answer booklet (B) shall be issued.
- 1.3.2** The CS/ACS/flying squad shall thereafter obtain a statement/ undertaking with details of the candidate on the prescribed form. The invigilator/s shall provide his/her report too on the same form. CS/ACS/flying squad shall countersign on the report/form. The candidate shall be made to affix his/her signature on the incriminating materials used in the malpractice. Answer scripts of all such cases are packed separately.
- 1.3.3** If the candidate refuses to give a statement, the facts shall be noted on the prescribed form and duly witnessed by invigilating staff/flying squad.
- 1.3.4** If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted on the prescribed form duly witnessed by the invigilating staff/flying squad and the matter should be reported to the CS/ACS immediately.
- 1.3.5** In case of Misconduct/insolent behavior (i.e. verbal or nonverbal e.g. gestures), the invigilator/flying squad shall record the facts in writing on the prescribed form and shall report the same to the Controller of Examinations.
- 1.3.6** The answer scripts (A&B), relevant question paper(s), filed prescribed form with statement of the errant-examinee and the signed incriminating materials confiscated shall be packed in a separate packet and labeled. It is reiterated that these Answer scripts should NOT be packed with the other Answer scripts. They should be placed in a separate packet and sealed. It is the responsibility of the ACS to ensure that the malpractice related bundle is securely dispatched to the COE with appropriate labeling.

1.4 Post-Examination:

The Controller of Examinations (COE) or Deputy Registrar (Examinations) shall present such cases separately to the respective examiner/evaluator for the assessment of both Answer Scripts (A and B). The examiner shall evaluate both scripts, record the extent of use of incriminating material, and enter the marks obtained by the student in each script separately. A statement shall also be recorded by the examiner on the prescribed form, bearing the names and signatures of both the examiner and the Head Examiner.

If, during evaluation, the examiner suspects a prima facie case of malpractice by the examinee, they must immediately report the matter to the COE/Deputy Registrar. The concerned answer script shall be returned along with a detailed report on the prescribed form prepared and signed by the examiner/evaluator, and countersigned by the Head Examiner, in a confidential sealed envelope marked "Suspected Malpractice Case." The Head Examiner shall then forward the sealed envelope to the COE/Dy. Registrar with their remarks and signature. In such cases the marks shall not be entered on the OMR sheet or included in the general marks list. Instead, they shall be recorded on a separate list, sealed, and submitted to the COE/Deputy Registrar.

All such cases shall be placed before the Examination Sub-Committee along with all relevant materials and records for appropriate disciplinary action as per the guidelines laid out in this manual.

1.5 Punishments for Malpractice

If the candidate is found guilty, one or more punishments may be imposed in accordance with the norms prescribed in this manual and based on the Examination Sub-Committee's assessment of the nature and severity of the malpractice, misconduct, or use of unfair means (UFM). The recommended punishment(s) shall be subject to review and/or moderation by the Vice-Chancellor.

1.6 Examination Sub Committee (ESC) - Constitution, Powers and Functions:

1.6.1 The Examination Sub Committee (ESC) shall be appointed by the Vice-Chancellor.

1.6.2 The ESC constituted by the university shall be the competent authority to enquire the act of misconduct(s)/ malpractice(s)/ UFM and recommend appropriate disciplinary action in accordance with the guidelines specified in this manual.

1.7 The Protocol and Procedure for Enquiry of Errant Examinee/ Candidate during Examinations:

1.7.1 The Examination Sub-Committee (ESC) shall be convened by the Controller of Examinations (COE) and shall meet at the venue specified in the notice issued for the purpose of conducting the enquiry.

1.7.2 Upon receipt of a prima facie report of misconduct, malpractice, or use of unfair means (UFM) from the COE, the ESC shall conduct a summary enquiry for each case individually. It shall review all relevant documents and evidence while ensuring adherence to the principles of natural justice.

1.7.3 The ESC shall serve as a recommendatory body and, upon conclusion of its proceedings, shall submit its findings along with recommended actions in the form of an Action Taken Report (ATR) to the Vice-Chancellor through the COE.

1.7.4 The ESC's recommendations shall detail the nature of the offence, the proposed punishment, and the quantum of penalty, if any, in accordance with the guidelines specified in this manual.

1.7.5 The Controller of Examinations shall present the ATR to the Vice-Chancellor, who, as the Competent Authority, may approve, modify, or set aside the ESC's recommendations and impose or waive the penalty (including exoneration), as deemed appropriate.

1.8 Disciplinary Action/ Punishment / Penalty for all the theory Regular/Carryover courses during Semester-End Examination:

S.No.	Case	Disciplinary Action/ Punishment / Penalty
1.	Unauthorized material is found in the possession of the student while writing the examination but <u>is not utilized</u> by him/her but was related to question paper.	Cancellation of the concerned examination paper.
2.	Unauthorized material is found in the possession of the student while writing the examination but <u>is not utilized</u> by him/her and also was not related to question paper.	May be exonerated with warning/undertaking
3.	Unauthorized material is found in the possession of the student while writing the examination and is also <u>utilized</u> by him / her	<p>In the semester system, if a student is found using unfair means in an examination, the number of theory papers cancelled as punishment shall be equal to the maximum permissible limit of carryover papers, as per the relevant ordinance of their program of study. The cancelled papers will include:</p> <ol style="list-style-type: none">1. The specific paper in which the unfair means were detected.2. Additional papers in which the student has secured the lowest marks, until the total reaches the permissible carryover limit. <p>However, the student will be allowed to appear in the practical examinations.</p> <p>In the annual examination system, two theory</p>

		papers will be cancelled as punishment: 1. The paper in which the student was caught using unfair means. 2. One additional paper in which the student obtained the lowest marks among all attempted papers.
4.	Unauthorized material is found in the possession of the student while writing the examination and the above material is also utilized by him/her and he/she also misbehaves with the invigilating staff.	As an exemplary punishment, the entire academic year's examination shall be cancelled, irrespective of whether the student is enrolled in a semester or annual system. i.e. <ul style="list-style-type: none"> • If the student is caught using unfair means during the odd semester, he will not be permitted to appear in the even semester examination of the same academic year. • If the student is caught during the even semester, his odd semester of same academic year result shall be declared annulled.
5.	A candidate is found guilty under point-3 given above and is caught red handed in any subsequent forthcoming End Semester Examination.	He/she may be debarred from the university.
6.	Unauthorized material is found in the possession of the student while writing the carryover/supplementary (End Semester) examination but <u>is not utilized</u> by him/her.	Cancellation of the concerned examination paper.
7.	Unauthorized material is found in the possession of the student while writing the carryover/supplementary (End Semester) and <u>is utilized</u> by him/her as examination material.	All Papers of the concerned exam may be cancelled.

1.9 Disciplinary Action/ Punishment / Penalty for Continuous Assessment (CA)/CA-Reassessment Examination of all the theory courses excluding courses conducted by HMS&R:

S.No.	Case	Disciplinary Action/ Penalty
1.	Unauthorized material is found in the possession of the student while writing the continuous assessment examination but <u>is also utilized/not utilized</u> by him/her as examination material.	Cancellation of the concerned examination paper and can only appear in the Improvement examination for that paper with requisite fee/fine.
2.	Unauthorized material is found in the possession of the student while writing the CA-reassessment examination but is also utilized/not utilized by him/her as examination material.	Cancellation of the concerned examination paper and can only appear in the CA-reassessment examination again for that paper with requisite fee/fine in the next semester.

1.10 For Practical examinations:

S.No.	Case	Disciplinary Action/ Penalty
1.	Unauthorized material is found in the possession of the student during Practical examination but <u>is not utilized</u> by him/her as examination material.	Cancellation of the concerned examination paper.

2.	Unauthorized material is found in the possession of the student while Practical examination but <u>is also utilized</u> by him/her as examination material.	Cancellation of the concerned examination paper.
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2 Guidelines for UFM Cases of Integral Institute of Medical Sciences & Research (IIMS&R)

2.1 Malpractice / Unfair Means

The following shall be treated as acts of malpractice or unfair means during examinations:

- 2.1.1 Possession of any electronic devices, chits (including blank paper), books, or any information related to the examination in any form (hard copy or digital), including material concealed on the student's body, clothing, or other belongings.
- 2.1.2 Copying or attempting to copy from another candidate.
- 2.1.3 Talking to or communicating with other candidates in any manner during the examination, including through gestures or signals.
- 2.1.4 Helping or attempting to help another candidate during the examination, inside or outside the examination venue.
- 2.1.5 Any form of cheating before, during, or after the examination.

2.2 Misconduct / Misbehavior

The following shall be treated as misconduct or misbehavior by a student during examinations:

- 2.2.1 Failure to follow the prescribed rules of the examination.
- 2.2.2 Non-compliance with instructions of the invigilator or examiner.
- 2.2.3 Intimidation, misbehavior with, or assault/attempt to assault an invigilator or examiner, whether inside or outside the examination venue.
- 2.2.4 Damage or attempt to damage articles or property of the examination hall, institution, invigilator, or examiner.
- 2.2.5 Creating disturbances of any kind in the examination venue.

2.3 Action to be Taken:

- 2.3.1 Cancellation of the concerned subject paper for all acts under Malpractice / Unfair Means and Misconduct / Misbehavior.
- 2.3.2 Cancellation of both the concerned subject papers and practical examinations for any acts under Malpractice / Unfair Means and Misconduct / Misbehavior with proven evidence of copying the answer in the answer sheet.
- 2.3.3 In both clauses (2.3.1) and (2.3.2), students shall be permitted to appear in the supplementary/year back examination.
- 2.3.4 In case a student's paper is cancelled due to charges of unfair means and the student is permitted to appear in the supplementary examination, the internal assessment marks already awarded shall remain unchanged and will be carried forward.
- 2.3.5 Cancellation of the Practical Examination of concerned subjects for all acts under Malpractice / Unfair Means and Misconduct / Misbehavior.

- 2.3.6 Cancellation of the concerned examination (Theory/Practical) in case of destruction of evidence by the student (e.g., swallowing of paper chits).

Note:

- All procedures regarding documentation, communication, and reporting shall be carried out in accordance with the Integral University Rules and Regulations.
- The final approval and implementation of these rules shall be at the discretion of the Examination Sub Committee/Controller of Examinations, Integral University.

3. Guidelines for UFM Cases of Integral Institute of Agricultural Sciences & Technology (IIAST):

S.No.	Case	Disciplinary Action / Punishment / Penalty
1.	Unauthorized material is found in the possession of the student while writing the examination but <u>is not utilized</u> by him/her as examination material.	Cancellation of the concerned examination paper.
2.	Unauthorized material is found in the possession of the student while writing the examination and <u>is also utilized</u> by him / her.	Five papers (including Theory & Practical) shall be cancelled as punishment. The cancelled papers will include the paper in which the examinee has been caught using Unfair Means and the remaining papers will be those having minimum credits in that particular Semester. In case the minimum credits of the papers are same then those papers will be considered in which the candidate has secured minimum marks in that particular Semester.
3.	Unauthorized material is found in the possession of the student while writing the examination and the above material <u>is also utilized</u> by him/her and he / she also <u>misbehaves</u> with the invigilating staff.	His/her whole year examination shall be cancelled as exemplary punishment (whether Semester system or annual system), i.e. if the examinee has been caught using unfair means in Odd Semester, he / she will not be allowed to appear in the Even Semester Examination of the same academic year. If he/she was caught in Even Semester, his/her Odd Semester result of the same academic year shall stand cancelled.
4.	A candidate is found guilty under point-3 given above and is caught red handed in any subsequent forthcoming End Semester Examination.	He/she may be debarred from the University.

Undertaking by the students after the Exoneration

UNDERTAKING

(Candidate Carrying prohibited items in the Examination Hall / Room))

Date: _____

To,
The Controller of Examinations,
Integral University,
Lucknow

Sub.: Undertaking not to bring any prohibited items in the Examination Hall / Room.

Respected Sir,

With due respect I,son/daughter of, a student of Program..... in Semester/Year.....with Enrollment No., hereby submit this undertaking in reference to the incident during the Semester End (Odd/Even) Examination, on Date.....in room number..... shift.....

1. I acknowledge that I brought prohibited material and is recovered from my possession during the said examination.
2. I fully understand the gravity of offence and pledge not to engage in any unfair practices in the future.
3. I assure the university authorities that I will maintain the highest standards of integrity and honesty in all my academic pursuits.
4. I apologize for my actions and violating the university's examination rules. I am grateful to the Examination Sub-Committee for considering my case and exonerating me.
5. I understand that repeated offence will lead exemplary punishment as per rules.

Yours sincerely,

Name & Signature
Contact No.:
e-mail ID: