



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI
Examination Wing

File Ref. No. DU/Exam-V/UFM/Policy Circular/1/2024

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CIRCULAR

Sub: Important Instructions to Students/Examinees for prevention of Disorderly Conduct/Misconduct & use of UFM (UNFAIR MEANS) & Malpractices during University of Delhi Examinations - Reg

The University of Delhi wishes to maintain global academic standards in its education system and hence does not tolerate any form of academic dishonesty. All violations of academic honesty in course of Examinations shall constitute disorderly conduct and use of Unfair Means (UFM). Unfair means/misconduct/malpractice rules and regulations are governed by the Ordinance XA contained in the University of Delhi Act 1922 (as amended from time to time) and any other relevant ordinances governing academic conduct during examinations. The following instructions have to be read in conjunction with the Ordinance- XA of the University Ordinances and routine Instructions issued from Examination Branch including instructions/advice displayed on the websites of the University/Colleges/Departments/Faculties etc and Instructions written on the Answer Sheets/ Answer Booklets etc.

2. Instructions to the students/examinees

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

- i. Student flagrantly violating orders from the Exam Superintendent (ES), Invigilator (s), Flying Squad, or any other university-appointed personnel conducting the exam.
- ii. The student acting objectionably or violently towards the invigilator, exam superintendent, other staff members, or other candidates.
- iii. Making threats or using violence, causing commotion within or outside the exam room, blocking other candidates from entering, acting inappropriately around the any other university-appointed personnel conducting the exam etc.
- iv. The student introduces weapons or dangerous materials into the examination area or room without authorization.
- v. Leaving the examination room without handing over the answer book to the Invigilator. This shall invite penal action as per law.
- vi. Intentionally tearing off the answer book or a continuation sheet or a part thereof.
- vii. Using abusive or obscene language in the answer book.
- viii. Where the candidate disturbs the examination or attempts to do so
- ix. Where the candidate on being challenged or searched during the course of examination by the Superintendent or by Invigilator or by any member of the examination staff on duty, swallows a note or paper or runs with any unauthorized material or is guilty of causing disappearance or destroying any such material with the intention of obliterating the evidence of his/her having possessed unauthorized material. In such cases, the statement of invigilator/superintendent of the examination alone will be considered as evidence.
- x. Any behaviour on the part of students that prevents personnel from performing their duties.

b. A student necessarily need not be involved in cheating to be viewed as a case of UFM/Malpractices. Intentional act or even unintentional mistake of noncompliance of instructions/guidelines for the examination will be considered as UFM/Malpractices. A candidate will be reported for examination malpractice(s) if they engage in any of the following in the examination hall/ examination room:-



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- i. 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/examination room.
- ii. Possession of tables, hand books, code books etc. which are not permitted for the day's examination.
- iii. 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.
- iv. Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
- v. Seeking help from anyone during examination and/or helping someone else during the examinations.
- vi. 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, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.
- vii. To exchange with nearby students any hall tickets, question papers, scales, calculators, instrument boxes, etc. that have any formulas, answers, sketches, or hints relating to the day's exam written on them.
- viii. Showing the answer-sheet/question paper to the neighbours/nearby students or allowing them to copy.
- ix. Giving/ Receiving the main answer-booklet or other information carrying material to/ from neighbour/ nearby student for copying.
- x. Copying from any printed or hand-written material or answer-booklet of another student includes Copying (verbatim or in/with modification) in any form – from phrases to paragraphs.
- xi. 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.
- xii. Writing the register number anywhere in the answer-booklet other than in the fly slip of the front page
- xiii. Revealing one's identity in any way in the response that was provided or in another area of the answer sheet by the student.
- xiv. Writing the examination without valid hall ticket or obtaining admission to the examination room on a false representation.
- xv. 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.
- xvi. Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer-sheet.
- xvii. Replacing the answer-sheet supplied in the hall by pre-prepared answer-sheet brought by the candidate himself/ herself or got from external sources.
- xviii. Impersonation is when a student arranges another person to take the examination on their behalf or tries to take the test in someone else's place.
- xix. Taking away with him/her the Answer sheet, without handing over the same to the Invigilator or trying to take away or damage another candidate's answer-sheet/ script.
- xx. Insertion of currency notes or any other valuables inside the answer booklet/additional sheets.
- xxi. Any other similar act(s) of commission and/ or omission(s) which may be considered as malpractice by the competent authority.

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3. The University reserves the right to enforce these instructions and take appropriate action against any student found violating the guidelines herein. Such actions may include but are not limited to disciplinary measures, academic penalties, and legal proceedings in accordance with the Ordinances & Statutes of the University & prevailing laws of India. By participating in examinations conducted by the University of Delhi, students acknowledge their understanding and acceptance of the regulations outlined in this circular and other relevant policies and guidelines issued by the University from time to time. The University shall not be held liable for any consequences arising from the failure of students to adhere to the instructions provided herein. Students are solely responsible for their conduct during examinations and shall indemnify the University against any claims, damages, or liabilities resulting from their actions or omissions.

4. The University reserves the right to modify, update, or amend the instructions provided in this circular as deemed necessary to maintain academic integrity and uphold the standards of education at the University of Delhi. Any such modifications shall be communicated through official channels, and it is the responsibility of students to stay informed about changes to the guidelines. This Circular is intended to safeguard the rights and interests of the University of Delhi and to ensure the fair and transparent conduct of examinations. Students are advised to adhere strictly to the instructions provided herein and to uphold the principles of academic integrity and honesty in all their academic endeavours.

(Controller of Examinations)

Copy to:

- i. All Principals/Departments/Faculties – for information and dissemination of the Circular
- ii. DUCC – for hoisting on the University website