

Shri. Gopinath Mahadeo Vedak Pratishthan's
G. M. VEDAK COLLEGE OF SCIENCE
Tala-Raigad, Affiliated to University of Mumbai
NAAC Reaccredited B (2024)

GUIDELINES FOR THE UNFAIR MEANS INQUIRY COMMITTEE (UMIC)

Examination Unfair Means Policy

1. Name of the Committee

Unfair Means Inquiry Committee (UMIC)

2. Rationale

The Unfair Means Inquiry Committee (UMIC) shall function as the institutional body responsible for conducting an inquiry into alleged cases of unfair means and malpractice committed by students during Internal, External and Practical examinations.

The Committee shall conduct the inquiry by following the applicable procedures and guidelines prescribed by the University of Mumbai under Ordinance 5050, along with the examination policy of the College. The Committee shall ensure that every case is dealt with in a transparent, unbiased and systematic manner, while providing the concerned student an opportunity to present his/her explanation.

3. Objectives of the Committee

- To investigate cases of students allegedly involved in unfair means during examinations and reported by the Examination Committee.
- To conduct a fair, transparent and unbiased inquiry into every reported case.
- To examine the evidence and circumstances associated with the alleged unfair practice.
- To provide the concerned student an opportunity to appear before the Committee and present his/her explanation.
- To recommend appropriate action, wherever necessary, to the Principal in accordance with the applicable provisions of University of Mumbai Ordinance 5050.
- To counsel students involved in unfair means so as to prevent recurrence of such practices.
- To act as an investigative body in complaints concerning alleged unfair practices by Junior Supervisors, Paper Setters or any other person directly or indirectly involved in examination work.

4. Acts Constituting Unfair Means

The following acts by a student during an examination may be treated as unfair means/practices:

- Possession or use of a mobile phone.

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- Possession of earphones/Bluetooth devices.
- Possession of a smart watch or any other smart gadget.
- Possession of written or printed material, notes, chits or similar material.
- Keeping unauthorized material in close proximity, including in a drawer, shoes, socks or other places.
- Writing answers, information or other material on the palm, hand or other parts of the body.
- Writing on clothes, desk, wall or any surrounding surface for the purpose of unfair assistance.
- Exchange of question papers or examination material with other students.
- Talking or communicating with another student during the examination.
- Looking over another student's shoulder.
- Reading from another student's answer script.
- Failing to properly cover one's written material in a manner that allows another student to read it.
- Not occupying the seat allotted according to the roll number.
- Creating any kind of disturbance in the examination room.

5. Preventive Measures Before the Examination

- Junior and Senior Supervisors shall announce the rules regarding unfair means and the applicable consequences before commencement of the examination.
- Notices regarding unfair means and their consequences shall be displayed in the relevant classrooms/ examination areas.
- Students shall be appropriately counselled regarding examination discipline and the consequences of adopting unfair practices.

6. Reporting of an Unfair Means Case

- The incident shall be reported in writing by the Junior Supervisor/Supervisor to the Senior Supervisor and Chief Conductor.
- The Junior Supervisor shall collect and preserve the relevant evidence or material associated with the case.
- Where a student is found copying or is caught in a copying case, the Junior Supervisor shall provide the student with a fresh answer script and allow the student to continue writing the examination without any additional time.

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- The matter and available evidence shall be handed over to the appropriate examination authority for further action.
- The Chief Conductor/Examination Committee shall hand over the unfair means case to the UMIC for inquiry.

7. Evidence and Documentation

The Committee shall consider the available evidence and documentation associated with the alleged case, which may include, as applicable:

- Seized unauthorized material.
- Mobile phone, smart watch or other prohibited gadget.
- Written/printed notes or chits.
- Answer scripts and examination-related material.
- Written report of the Junior/Senior Supervisor.
- Statements or explanations of persons concerned.
- Any other evidence officially submitted with the case.

The evidence shall be maintained as part of the case record.

8. Notice to the Student

- After receiving an unfair means case from the Examination Committee, the UMIC shall issue a formal notice/letter to the concerned student regarding the inquiry meeting.
- The notice shall communicate the requirement for the student to appear before the Committee.
- The student shall be given an opportunity to explain the circumstances relating to the alleged unfair means.

9. Inquiry by the UMIC

The Committee shall conduct the inquiry in a transparent and unbiased manner. The general procedure shall be:

- Reporting of alleged unfair means.
- Handover of case and evidence to UMIC.
- Issue of notice to student.
- Appearance/inquiry of student before UMIC.

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- Examination of evidence and student's explanation.
- Decision regarding the case.
- Recommendation as per Ordinance 5050 and institutional examination policy.
- Submission of recommendation to the Principal/competent authority.
- Communication of decision/action to concerned authorities and student.

10. Decision of the Committee

A. Student Found “Guilty”

Where the Committee finds the student guilty of the alleged unfair means, the Committee shall recommend appropriate action in accordance with the applicable provisions of University of Mumbai Ordinance 5050 and the institutional examination policy.

B. Student Found “Not Guilty”

Where the Committee finds the student not guilty, the Committee shall record the finding accordingly and process the answer script/result as prescribed in the Examination Policy.

11. Treatment of Answer Scripts

- Irrespective of whether the UMIC subsequently finds the student “guilty” or “not guilty,” the first answer script shall be treated as null and void and shall not be considered for evaluation.
- Where the UMIC finds the student guilty, the second answer script shall also be treated as null and void and shall not be considered for evaluation.
- Where the UMIC finds the student not guilty, the marks obtained in the second answer script shall be considered for declaration of the result for that particular course.

12. Consequences in Case of Guilty Finding

- The second answer script shall be treated as null and void and shall not be considered for evaluation.
- The student shall be required to appear for the end-term supplementary examination for that particular course.
- The student shall pay a fine of ₹1,000/- for each unfair means practice.

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- There shall be a drop of grade in the particular course after the actual grade received from the supplementary examination.
- The student's Mark Sheet shall be indicated with a “+” sign.

Note: The above consequences shall be implemented subject to the applicable University of Mumbai rules/Ordinance 5050 and the prevailing institutional examination regulations.

13. Recommendation to the Principal

After completing the inquiry, the Convener of the UMIC shall prepare and submit the Committee's findings and recommendations in writing to the Principal/competent authority.

- Details of the case.
- Nature of alleged unfair means.
- Evidence considered.
- Student's explanation.
- Committee's finding.
- Recommended action, wherever applicable.

14. Communication of the Decision

- The decision/recommendation shall be communicated to the concerned student through an official letter.
- The Examination Committee shall be informed of the decision/action.
- Necessary records shall be maintained by the concerned examination authority.
- A copy of the UMIC meeting minutes/findings shall be maintained and forwarded to the designated examination authority as prescribed by the institutional policy.

15. Counselling of Students

The Committee may counsel students involved in unfair means to:

- Understand the seriousness of examination malpractice.
- Avoid repetition of such conduct.
- Follow examination rules and discipline.
- Understand the academic consequences of unfair practices.

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16. Confidentiality and Fairness

- Maintain confidentiality of unfair means cases and inquiry proceedings.
- Ensure impartiality while examining each case.
- Maintain transparency in the inquiry procedure.
- Ensure proper documentation of evidence and decisions.
- Apply the applicable rules and regulations consistently.

No student shall be treated differently on the basis of personal considerations. The inquiry shall be based on the evidence, explanation and applicable regulations.

17. Record Maintenance

- Report of the Junior/Senior Supervisor.
- Details of the examination and course.
- Details of the concerned student.
- Evidence/material seized or submitted.
- Copy of notice issued to the student.
- Student's statement/explanation.
- Minutes/proceedings of the UMIC inquiry.
- Committee's finding.
- Recommendation submitted to the Principal/competent authority.
- Final decision/action.
- Copy of communication sent to the student and Examination Committee.

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18. Responsibility Matrix

Stage	Responsible Authority/Person	Action
Before examination	Junior/Senior Supervisor	Announce rules and consequences
During examination	Junior Supervisor/Supervisor	Detect and report malpractice
During examination	Junior Supervisor	Collect/preserve evidence and provide fresh answer script where applicable
Case submission	Chief Conductor/ Examination Committee	Handover case to UMIC
Notice	UMIC	Issue notice to concerned student
Inquiry	UMIC	Examine evidence and student's explanation
Decision	UMIC	Record guilty/not guilty finding
Recommendation	UMIC/Convener	Recommend action as per applicable rules
Approval/action	Principal/Competent Authority	Take further course of action
Communication	UMIC/Examination Committee	Communicate decision to student and concerned authorities
Record	Examination Authority/UMIC	Maintain case records

19. Overall Process Flow

- Preventive announcement & display of rules
- Detection of alleged unfair means
- Written report by Junior Supervisor
- Collection/preservation of evidence
- Fresh answer script issued, where applicable
- Handover of case to UMIC
- Notice issued to student
- Student appears before UMIC
- Inquiry and examination of evidence
- Student's explanation considered
- Finding: Guilty / Not Guilty

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- Recommendation as per Ordinance 5050 and institutional policy
- Submission to Principal/Competent Authority
- Decision communicated to student and Examination Committee
- Records maintained

20. Key Principles of UMIC

Prevention → Proper Reporting → Evidence → Notice → Fair Hearing → Impartial Inquiry → Reasoned Finding → Appropriate Recommendation → Communication → Record Keeping

These Guidelines integrate the preventive practices, reporting mechanism, inquiry procedure, decision-making process and consequences contained in the Examination Policy and Unfair Means Inquiry Committee documents supplied for preparation of this institutional guideline.

Important: Wherever there is any inconsistency between these institutional guidelines and the prevailing rules/regulations of the University of Mumbai, the applicable University provisions shall prevail.

Incharge,
Unfair Means Inquiry
Committee

Controller of Examination

Principal