



**SARVAJANIK
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

SARVAJANIK UNIVERSITY
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Circular

Subject: Implementation of the modified Unfair Means (UFM) norms

This is to inform all constituent colleges, principals, and concerned departments that the **modified Unfair Means (UFM) norms** for handling examination-related UFM cases have been approved in the **19th Academic Council meeting held on 22nd August 2025 by Resolution No. AC19_15.**

Henceforth, if any student is found indulging in UFM during University examinations, the **Unfair Means Committee (UFMC)** will conduct an inquiry and decide the punishment as per the approved rules.

All colleges and principals are hereby requested to strictly implement these guidelines and ensure that students are made aware of the same.

With Regards,

SU/20250825/0688
Dt. : 25/08/2025




I/c. Registrar
Sarvajani University,
Surat.

Encl: The modified Unfair Means (UFM) norms.



Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
1	Possession by a candidate or having access to books, notes (on any paper, question paper, hall ticket, ruler or on the person), paper, another student's answer book or any other material, whether written, inscribed, engraved or electronic or any other devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment, smart watches etc., which could be of help or assistance to him in answering any part of the question paper	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs. (Two thousand Five Hundred Rupees) shall be imposed.
2	A student is found writing text, figures etc. on question paper and deliberately reveal his/ her identity or intentionally makes irrelevant symbols, sketches etc. in answer book.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs (Two thousand Five Hundred Rupees) shall be imposed.
3	Found copying using any of the material mentioned in 1 above.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. 2. Candidate would NOT be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 4000 Rs (four Thousand Rupees) shall be imposed.





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4	The behavior of a student on being caught is unsatisfactory/no cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions. (1. A student attempts to discard, destroy and throw away his/her supplementary, question paper or any examination related prohibited material upon being caught. 2. A student deliberately found leaving the examination hall without submitting the answer book to block supervisor.)	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Candidates would NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10000 Rs. (Ten Thousand Rupees) shall be imposed for all the students found copying. 4. Depending on the gravity of the offence, the case may be referred to the Police and permanent debarment from exams may be considered on the recommendation of the UFM committee.
5	Possession of another student's answer book or answer sheet with evidence of copying. (Student impersonates any other student in connection during examination.)	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidate found copying would NOT be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. The other candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 4. A fine of INR 5000 Rs. (Five Thousand Rupees) shall be imposed for both the students.





Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
6	Possession of another student's answer book or answer sheet. 1. A student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours.	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidates would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 5000 Rs. (five Thousand Rupees) shall be imposed for both the students.
7	Found having written request for favors in answer paper.	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 1000 Rs. (One Thousand Rupees) shall be imposed.
8	Tampering/ interfering/ scratching with University Seal, or answer book or other stationery used in the examinations at any stage. A student changes contents of the evaluated answer scripts or adds contents in the evaluated answer script or changes marks assessment inside and or outside of answer script or forges signature of the Course Instructor/Invigilator while showing answer script to the student after evaluation.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. The student will NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10,000 will be imposed on all students found copying. 4. Depending on the seriousness, the case may be referred to the Police and permanent debarment from exams may be considered, based on the UPMC's recommendation.





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9	Impersonation in any form at the University/College/Institute exam	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Candidates would NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance.
10	Smuggling in/out of blank answer book/ answer sheet 1) To use as copying material. 2) Written answer book sheet based on the question paper set at the examinations. 3) Written outside exam hall and inserting it with other answer book or any other insertions in the answer book. 4) Written answer book sheet and forging the signature of the invigilator thereon	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would not be allowed to appear for the examination of the cancelled paper in the subsequent chance two chances. 3. A fine of INR 5000 Rs. (Five Thousand Rupees) shall be imposed.
11	Identical answers in the answer books reported by the Chairman/ Chief Examiner during valuation.	1. Annulment of the performance of both students in the particular paper at the University/College/Institution exam in full. 2. Candidates found copying would NOT be allowed to appear for the examination of the cancelled paper in the immediate subsequent chance. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed for all the students found copying.





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12	Insertion of currency notes in exam paper or attempting to bribe any official of the University	1. Annulment of the performance of the student in the particular paper at the University/College/Institution exam in full. 2. The candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 4,000 will be imposed, and the currency recovered would be deposited into the University account.
13	Repeat instances of involvement in UFM.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Debarment from exams would be decided by the UPMC. 3. A fine of INR 10,000 shall be imposed.
14	Involvement in multiple types of UFM in the same instance	1. Punishment in terms of annulment and debarment to be decided by the UPMC. 2. A fine would be imposed totaling the applicable fines for all applicable types of malpractices for which the candidate has been found guilty.
15	UFM in case of practical exam/dissertation/project	To be dealt with at par with punishments of the theory exams.





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16	If a student is found guilty of plagiarism of a thesis/dissertation/project work during the period of assessment	1. Resubmission of thesis/ dissertation/ project work in case of Ph.D/ Masters students, with the entire process of review conducted a fresh. 2. Reduction in grade awarded would be decided by the UPMC. 3. Deferment of submission would be decided by the UPMC.
17	If a Candidate who is awarded PhD from the University is found guilty of plagiarism by the University	The degree awarded shall be withdrawn by the University.
18	If a student is found guilty of influencing supervisor or any member of adjudication committee or panel for viva voce or resorting to any UFM.	1. Reduction in grade awarded would be decided by the UPMC. 2. Punishment and fine would be decided by the UPMC.
19	Combination of more than 5 all the above UFM Norms.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. The student will NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10,000 will be imposed on all students found copying. 4. Depending on the seriousness, the case may be referred to the Police and permanent debarment from exams may be considered, based on the UPMC's recommendation.

