

Indian Institute of Information Technology Allahabad

Date – 15/2/2024

UFM Transitory Policy 2024

IIITA EXPECTS its students to uphold the academic standards of honesty and probity, of highest levels and therefore TREATS “Unfair Means” (UFM) as a purposeful attempt to gain the marks / grades by way of deceiving The Assessors / Examiners, Assessing / Examining System and indirectly admitting one’s inability to score, as a just person would do in normal circumstances.

All matters of UFM shall be treated in line with the above underlying philosophy w. e. f. the date this policy is issued.

Accordingly, while the Institute is in the process of framing detailed guidelines on UFM and related issues, following transitory rules shall be enforceable on all students of Undergraduate, Postgraduate and Doctoral students / candidates of IIITA with immediate effect, until revised.

1. All the students are required to be seated in their assessment room at least 10 (Ten) minutes before the commencement of the scheduled assessment in accordance with their seating plan. In no case, a student will be allowed to enter into the assessment room after 10 (ten) minutes of the commencement of the assessment. Students are not allowed to change their allotted seats unless so permitted by the Invigilator.
2. Every Student is required to ensure on their own that their pockets contain only the Institute issues legible Identity Card and they should not carry any copying material / slips in wallet / purse / bag, etc., into the assessment hall. Any type of books, papers, manuscripts, electronic gadgets, bags must be left at the entrance of the assessment room else this will be booked as a case of adopting Unfair Means (UFM).
3. Students are not permitted to carry any mobile phone / electronic gadgets / high-end scientific calculator in the assessment hall. During the assessment, if the invigilator / flying squad finds any such gadget / instrument / article with any student or around any student, the UFM case will be registered against the student.
4. Plagiarism is also treated as an Unfair Means Usage, for the present purpose.
5. Writing of notes, hints, formulae etc. on the dresses worn by student, shall also be treated as usage of UFM.
6. Frisking of students will take place on entering the assessment hall to curb the attempts of bringing mobile phone, electronic gadgets, high-end scientific calculator, electronic wrist watches, books, notes, chits, and other such objectionable items / articles in the assessment hall.
7. Each student will have to produce his / her original identity card (valid and verifiable) in each assessment on demand by the Invigilator / Observer. If the identity card is expired / lost, then the student will be required to produce a valid authorization as Admit Card issued by AAA Section to allow his / her identity to be verified for the sake of assessment on that date.
8. If use of any unfair means by the students is found, at any time during the assessment, by the Invigilators / Observers / Instructors, then it will be reported, along with all the supporting documents, to the Office of HOD and later by HOD to Dean Academics for necessary action.
9. Any kind of misbehaving / threatening / non-cooperation with the Invigilators / Observers / Instructors / Flying Squad members will come under the category of gross misconduct. The case will be judged by the Chief Proctor for further disciplinary proceedings. Such case may include penalties / punishments / fines as for UFM also, along with.

10. Students are advised to check their desk that nothing is written on top or elsewhere. Nothing should be written on anywhere except the enrollment number on the question paper. If noticed later on, this will be deemed as use of unfair means by the respective student sitting on that seat and shall be dealt with as per UFM rules.
11. The candidates must check immediately after receiving the question paper that the Question Paper contains the same number of questions as indicated in the instructions at the top. If any deficiency is noticed in the Question Paper, the Invigilator may be requested to replace the same immediately.
12. Students should maintain total silence during assessments and they are not permitted to talk / consult / network among each other by way of voice / gestures / electronic media etc., while in the assessment hall or in common areas like washrooms, galleries, etc.
13. Student may leave the hall for Wash Room or drinking water but not before one hour after the commencement of the assessment and should not carry question paper or any other paper with him / her and while in availment of such facilities, shall maintain the decorum as prescribed above for Assessment Halls.
14. Upon enquiry, if it is established that a group of students were coercing for use of common UFM, all the involved students, shall be liable for penal actions, both singularly as well as severally.
15. Providing / receiving help by another fellow student assessee in any form / manner will also be an offence to be dealt with as use of UFM.
16. It is the responsibility of student to put their signature at all the required places. As and when the attendance sheet is produced before assessment the student will properly fill up and sign the attendance sheet in the presence of the Invigilator(s) and reply to the questions, if any, put to them by the Invigilator ON DUTY OR Flying Squad members.
17. No student should leave the assessment hall without handing over the answer scripts to the Invigilator. Once the answer book is handed over to the Invigilator, the same cannot be taken back by the student.
18. Students should not take with them any answer book or supplement while leaving the assessment hall else their assessment will be cancelled.
19. Additionally, if the Assessing Instructor, is able to identify that copying or some other kind of mischief has taken place amongst students, indicating usage of UFM, after going through the answerscript(s), which even though not caught during the assessment activity, shall also be dealt with in the same manner as having been caught red-handed. For the purpose, assessment refers to the entire period, from the start of the respective declared assessment till the award of the Degree.
20. Usual actions taken by UFM committee against a student on valid cases range from imposing a monetary fine, cancellation of concerned paper, award of F grade, withdrawal of scholarship, expulsion from Institute, etc. The parents of the concerned student will also be informed through telephone and / or letter.
21. The Institute though follows relative grading policy, but in case any student from a class is held under UFM, and the enquiry proceedings are in progress, his alone result shall be affected. The result of rest of the class shall not be withheld for want of such student's marks / grades.

Procedural:

- a) Invigilator(s) / Flying Squad members shall be duly empowered to catch the erring students on site.
- b) Immediately upon being caught involved in use of UFM, the student shall be required to hand over the answerscript(s), UFM Object(s) to the invigilator / Flying Squad member(s) and leave

the assessment hall immediately, without any further argument. The invigilator / Flying Squad member(s) shall make a brief and to the point noting of the incident then and there, attach the UFM used alongwith (Any electronic device including the cellphone, etc., shall be taken into possession), seal the answerscript with the assistance of nearest HOD Office staff and submit the same to Office of HOD. The HOD will later submit the matter to the Dean Academics Office. No fresh answerscript shall be allowed to be given to such student after being caught using UFM.

- c) The noting of Invigilator / Flying Squad shall be final.
- d) Flying Squad shall be formed by the Dean Academics.

Penal Actions:

In case, any student is found indulging in use of any UNFAIR MEANS, during any component of assessment viz. Faculty Assessments, Mid Semester OR End Semester OR Back Paper Examinations, the respective component (Faculty Assessments, Mid Semester OR End Semester OR Back Paper Examinations) **SHALL be zeroed** and so uploaded onto the students' academic lifecycle management system by the respective instructor. **In case End Semester is zeroed, the student shall be stopped from appearing in the Backpaper assessment, and will have to re-register in that Course.**

In case Backpaper is zeroed, the student will be treated as dropped and will have to re-register for that Course.

As a consequence, the result sheet of the respective student shall reflect the respective student to have dropped that particular affected Course.

Remedies available to Student caught in UFM:

- A. The concerned student may opt to prefer an appeal to the Dean Academics, in the matter.
- B. The student shall be allowed to register the same course (in which s/he is caught under UFM).

General Notes:

1. The NEP Ordinance 2020 permits students to DROP a Course / Semester, in case one is not confident or feels that s/he has more to learn, before appearing in the assessment. In case s/he wishes to drop a particular course for certain reasons/situations/conditions OR if the student doesn't attain minimum cutoffs defined for 3 parts viz. Midsem, Endsem, faculty assessment.
2. It is also important to bring to the fore that once blemished with the usage of UFM, the concerned student is automatically barred from being considered for a Medal / Merit Certificate etc. decoration by the Institute. Depending upon the gravity of the case, Institute may even withhold issuing a Good Character Certificate.