

UNIVERSITY OF DELHI

INSTRUCTIONS FOR THE CANDIDATES APPEARING IN UNIVERSITY EXAMINATIONS.

- Each Candidate must show his/her "Admission Ticket" to the Superintendent of Examination at the time of examination(s) and may be required to produce the same at any time during the course of the examination.
- Candidates are admitted to the examination under the conditions laid down in the relevant Ordinances and Regulations of the University.
- Candidates are not allowed to take with them any unauthorized material, including **book, notes written on any material, non-programmable calculator** (except in examinations where its use has been permitted), **electronic device (such as mobile phone, smart watch, blue tooth, micro-scanner, micro-phone, micro-camera, micro-speaker, memory based modules, wi-fi enable modules, programmable calculator, etc.), etc.** to the examination hall. These will be treated as unauthorized materials.
- Candidates must reach the examination centre at least half an hour before the commencement of the examination. Candidate/s will not be allowed to enter into the examination hall after half an hour of the commencement of the examination.
- No Candidate shall be allowed to leave the examination hall before half an hour of the **completion** of the examination.
- The Superintendent of Examination, the Invigilation Staff, **and** the Members of the Visiting Team/s are free to do physical search of the candidates at any time during the course of examination or before entering into the examination hall to ensure that they do not have any unauthorized material in their possession.
- The cases of the candidates booked for use of unfair means and/or for resorting to disorderly conduct in University examinations shall be dealt in accordance with the University rules, the extracts of which are given below:

Part	Offence	Current Punishment for various categories	Proposed Punishment for the programs having Semester Examinations	Proposed Punishment for the programs having Annual Examinations
A	(i) Talking to another candidate or any person inside or outside the Examination Hall during the examination hours, without the permission of a member of the supervisory staff. (ii) Written text, figures, etc. on the current question paper. (iv) Intentionally tearing off the answer book or a part thereof or a continuation sheet. (v) Deliberately disclosing his/her identity or making any distinctive mark in the answer book for that purpose in contravention of any general rules in this behalf. (vi) Using abusive or obscene language in the answer book. (vii) Committing breach of any other instruction given to candidates.	Cancellation of the examination in the paper of the day of incident only and declaring the result on the basis of the performance of the candidate in the remaining papers subjects. The candidate shall be deemed to have secured zero mark in the paper so cancelled.	Cancellation of the examination in the paper of the day of incident only and declaring the result on the basis of the performance of the candidate in the remaining papers. The candidate shall be deemed to have secured zero mark in the paper so cancelled.	Cancellation of the examination in the paper of the day of incident only and declaring the result on the basis of the performance of the candidate in the remaining papers. The candidate shall be deemed to have secured zero mark in the paper so cancelled.
B	(i) Keeping in possession papers, books or notes or is found having written notes on the admit card, old question paper or on any part of the clothes worn by him/her or on any part of his/her body or table or desk or is found in possession of any material with notes written on them or programmable calculator , and which could be helpful or of assistance to him/her in answering the paper but the candidate has not attempted to take any assistance himself/herself or not given give any assistance to any other candidate from such material. (v) Misbehaving in connection with the examination with the Superintendent, the Invigilator on duty and the other staff working at the Examination Centre before, during or after the examination. (vi) Leaving the examination room before expiry of half an hour without the written permission of the Superintendent of the Examination and/or without signing the attendance sheet. (vii) Submission of answer-script after keeping money inside it. (viii) Keeping in possession any electronic device (including mobile phone, smart watch, etc.), but the candidate has not attempted to take any assistance himself/herself or not given any assistance to any other candidate using such device. In cases of using electronic device as unfair mean by the candidate, the statement of invigilator/superintendent of the examination alone will be considered as evidence.	Cancellation of the entire examination	Cancellation of all the papers taken by the candidate in the current semester examination.	Cancellation of 50% of the papers taken by the candidate in the current annual examination and declaring the result on the basis of the performance of the candidate in the remaining papers. The candidate shall be deemed to have secured zero mark in the paper so cancelled. The number of papers to be cancelled (50% of the papers taken in the current annual examination) will be rounded off to the next higher integer. The papers to be cancelled will include the paper of the day of the incident along with papers attempted by the student immediately preceding and succeeding the paper of the day. (Starting with immediately preceding paper, one each from immediately preceding and succeeding papers will be identified to constitute 50% of the papers taken by the student for cancellation.)

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<p>C</p>	<p>(i) Keeping in possession papers, books or notes or is found having written notes on the admit card, old question paper or on any part of the clothes worn by him/her or on any part of his/her body or table or is found in possession of any material with notes written on them or programmable calculator, and if the candidate has made use of such material himself/herself or given assistance thereof to any other candidate during the examination.</p> <p>(ii) Assisting or attempting to assist in any manner whatsoever (including exchange of answer book, question paper, admit card, unauthorized material, etc.) any other candidate in answering the question paper during the examination hours. (This appears to be the part of 'A' above]</p> <p>(iii) Where the candidate takes assistance or attempts to take assistance from to other candidate or any other person or from any book, paper, notes or other material (including exchange of answer book, question paper, admit card, electronic device, unauthorized material, etc.) in answering the question paper during the examination. [This appears to be the part of ;A; above].</p> <p>(iv) Where the answer book of the candidate shows or otherwise established that he/she has received or attempts to receive any help from any other candidate or any source in a malafide manner or has given help or attempted to give help to another candidate in a malafide manner during the examination hours.</p> <p>(v) Leaving the examination room without handing over the answer book to the Invigilator.</p> <p>(v) Gross mis-behaviour i.e. threatening with physical force in connection with the examination with the Superintendent, or the Invigilator on duty or any other staff working at the Examination Centre or with any other candidate in or around the Examination Centre, before, during or after the Examination.</p> <p>(vi) Where the candidate disturbs the examination or attempts to do so</p> <p>(vii) Where the candidate on being challenged or searched during the course of examination by the Superintendent or any 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.</p> <p>(viii) Keeping in possession any electronic device (including mobile phone, smart watch, blue tooth, micro-scanner, microphone, micro-camera, micro-speaker, memory based modules, Wi-Fi enable modules, etc.), and if the candidate has made use of such device himself/herself or given assistance thereof to any other candidate during the examination In such cases of using electronic device as unfair mean (including online/wireless</p>	<p>Cancellation of the entire examination taken by the candidate during the year and further debarring him/her from appearing at any examination of the University within a span period of one year (12 months).</p>	<p>Cancellation of all the papers taken by the candidate the current semester examination and further debarring him/her from appearing in any examination of the University till the end of next subsequent semester examination. The candidate will reappear in the same semester examination (in which UFM case was registered) conducted by the university during next subsequent academic session.</p>	<p>Cancellation of all the papers taken by the candidate in the current annual examination. The candidate will reappear in the same annual examination (in which UFM case was registered) conducted by the university during next subsequent academic session.</p>
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D	<p>(i) Where the candidate brings in the examination room unauthorized answer book or continuation sheet.</p> <p>(ii) Where the candidate sends out an answer book or paper thereof or a continuation sheet or the question paper or any material concerning thereto.</p> <p>(iii) Where the candidate replaces or gets replaced during the course of the examination his/her answer book or any page or continuation sheet with any other unauthorized book, page or continuation sheet.</p> <p>(iv) Where the candidate communicates or attempts to communicate directly or through a relative, guardian, friend or any other person with an examiner with an object of influencing him/her in the award of marks..</p> <p>(v) Where the candidate replaces or gets replaced an answer book or its any page or continuation sheet after the examination or manages to write or gets written an answer book including the continuation sheet, if an answer to any of the questions which he had not written earlier during the examination.</p>	<p>Cancellation of the entire examination taken by the candidate and further debarring him/her from appearing at any examination of the University during a span of two years (24 months).</p>	<p>Cancellation of all the papers taken by the candidate in current semester examination and further debarring him/her from appearing in any examination of the University till the end of at next three subsequent semester examinations. The candidate will reappear in the same semester examination (in which UFM case was registered) conducted by the university during the subsequent second academic session.</p>	<p>Cancellation of all the papers taken by the candidate in the current annual examination and further debarring him/her from appearing in any examination of the University till the end of next subsequent annual examination. The candidate will reappear in the same annual examination (in which UFM case was registered) conducted by the university during the subsequent second academic session.</p>
E	<p>(i) Where the candidate is guilty of gross misbehaviour in connection with the examination with the Superintendent/the Invigilator on duty or the other staff working at the Examination Centre, before or during or after the examination and has also extended to such person a threat of violent action with a weapon of offence.</p> <p>(ii) Where the candidate has impersonated at the Examination.</p> <p>(iii) The impersonator so impersonating, (if a student of any course or a candidate for any examination) shall also be liable to the same punishment.</p>	<p>Cancellation of the entire examination taken by the candidate and further debarring him/her from appearing at any examination of the University during a span period of three years (36 months).</p>	<p>Cancellation of all the papers taken by the candidate in current semester examination and further debarring him/her from appearing in any examination of the University till the end of next five subsequent semester examinations. The candidate will reappear in the same semester examination (in which UFM case was registered) conducted by the university during the subsequent third academic session.</p>	<p>Cancellation of all the papers taken by the candidate in the current annual examination and further debarring him/her from appearing in any examination of the University till the end of next two subsequent annual examinations. The candidate will reappear in the same annual examination (in which UFM case was registered) conducted by the university during the subsequent third academic session.</p>
F	<p>(i) Where the candidate incites others to leave the examination room to disrupt the examination or attempts to do so.</p> <p>(ii) Where the candidate is guilty of gross misbehaviour in connection with the examination with the Invigilator on duty or the other staff working at the examination and is also guilty of assault or inflicting any injury on such person.</p> <p>(iii) Where candidate is guilty of forging the signatures of an authority on the record book presented as a part of practical examination or of invigilator/staff on the answer book or on any document required in connection with the examination.</p>	<p>Cancellation of the entire examination taken by the candidate and further debarring him/her from appearing at any examination of the University during a span of five years (60 months).</p>	<p>Cancellation of all the papers taken by the candidate in current semester examination and further debarring him/her from appearing in any examination of the University till the end of next seven subsequent semester examinations. The candidate will reappear in the same semester examination (in which UFM case was registered) conducted by the university during the subsequent fourth academic session.</p>	<p>Cancellation of all the papers taken by the candidate in the current annual examination and further debarring him/her from appearing in any examination of the University till the end of next three subsequent annual examinations. The candidate will reappear in the same annual examination (in which UFM case was registered) conducted by the university during the subsequent fourth academic session.</p>

Note :

- (1) Having once made use of dishonest or unfairmeans or having once indulged in disorderly conduct in the examination, if the candidate again makes use of dishonest or unfairmeans or indulges in disorderly conduct in the same examination, he/she shall be awarded punishment prescribed in that sub-clause which is next to the one in which his/her case falls or any higher punishment.
- (2) Cases of use of unfairmeans or disorderly conduct of the examination, for charges not covered by the fore-going provisions shall be decided by the Executive Council on individual merits of the case.

(3) In case of unfair means related with usage of Electronic device or where the evidence are destroyed by the candidate, the statement of Invigilator and Superintendent of examination will be considered as evidence.

(4) The loss of academic year(s) due to debarring from appearing in examination under UFM punishment will not be included for counting the Span period of the respective program/course of study.

DEAN (Examinations)