

Annexure – 20

(5.9)

**(Details of malpractice cases reported
during the last 3 years)**



P. K. UNIVERSITY

SHIVPURI (M.P.)

University Established Under section 2(F) of UGC ACT 1956 Vide MP Government Act No 17 of 2015

Ref. No.

Date.....

The Required information in *Proforma for submission of information by State Private Universities* which is asked under 5. Curriculum, Teaching Learning Process/Method, Examination/Evaluation System, 5.9 Mention the number of malpractice cases reported during the last 3 years and how they are dealt with.

The total number of malpractices is 153 in last 3 years and all the cases are dilated with the norms of UGC/MPPURC/Council through UFM committee meetings.

Copy of Malpractices Report is attached.

Vice Chancellor

P. K. University
Shivpuri (M. P.)
VICE CHANCELLOR
P.K. UNIVERSITY
SHIVPURI (M.P.)

Registrar

P. K. University
Shivpuri (M. P.)
REGISTRAR
P.K. UNIVERSITY
SHIVPURI (M.P.)

ORDINANCE No. 5, of 2016**THE CONDUCT OF UNIVERSITY EXAMINATIONS****GENERAL**

- 1.1 Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.
- 1.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- 1.3 He/She shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- 1.4 He/ She shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- 1.5 He/ She shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.
- 1.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.

EXAMINATION CENTERS AND MANPOWER

- 2.1 Controller of Examinations in consultation with the Registrar shall identify centres to conduct the University, Theory, Practical/ Clinical examinations in various institutions for different courses and obtain VC's approval.
- 2.2 The examination centres for Theory examinations shall have adequate space and furniture for making arrangement for seating Students allotted to the centre.
- 2.3 The examination centre for theory examination shall have provision of Secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.
- 2.4 The practical/Clinical examinations shall preferably held in the respective departments of the Institutions.
- 2.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 2.6 The Controller of Examinations shall appoint the manpower required to conduct theory, Practical/ Clinical examinations in various centre.
- 2.7 The persons whose relative is appearing for the examination, shall not be assigned any Responsibility of that examination or that Centre.

The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centres if it is satisfied that there has been a leakage of question paper/s or any other irregularity that warrants such a step.

- 2.8 The University may change the examination centre of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 2.9 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of an examiner, who is unable to write himself/herself on account of temporarily handicapped (who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 2.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 2.12 Subject to the provisions of this Ordinance, the Board of Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic bodies.
- 2.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 2.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 2.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehaviour, shall be liable for punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehaviour.
- 2.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in the manner.
- 2.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 2.18 The squad may consist of two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 2.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report the Controller for further action.
- 2.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- 2.21 Controller of Examinations shall appoint the Chief Superintendent of the ~~Centers~~ ^{Centers of formal} course-Head of the Institution) at each center for the purpose of conducting ~~Theory Practical /~~ Clinical examinations.

2.22 Authorized Manpower required conducting the theory examinations.

- 2.22.1 The Chief Superintendent for each centre.
- 2.22.2 Superintendent for the centre.
- 2.22.3 Chief Invigilator for each hall / room.
- 2.22.4 Invigilators-One invigilator for every 20 students.
- 2.22.5 Supporting staff.
- 2.22.6 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc
- 2.22.7 Clerk to help in sorting, packing and sealing of packets answer books.
- 2.22.8 of Water boys/ women - one each in Hall/ room.
- 2.23 Chief Superintendent shall appoint the personnel mentioned under 2.22.2 to 2.22.5 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the speciality of subject of examination and relatives of the examinees. Copy of appointment order shall be communicated to the Controller of Examinations.
- 2.24 Chief Superintendent shall appoint the personnel mentioned under 2.22-5 in the above list from among the non -teaching staff.
- 2.25 Persons not assigned any examination duty, shall neither involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.
- 2.26 Authorized Manpower required conducting Practical/clinical examinations.
- 2.26.1 The chief superintendent for each centre.
- 2.26.2 Internal and external examiners.(appointed by the Controller)
- 2.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc. as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.
- 2.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.
- 2.26.5 Not more than two attenders.

Duties and Responsibilities of Chief Superintendent

- 2.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.
- 2.27.2 He / She shall be responsible and custodian of the Seal of the Institution.
- 2.27.3 He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets, ~~boards~~ proformas etc.

- 2.27.4 He/she is authorized to appoint the personnel as mentioned in Section 2.22.2 to 2.22.5.
- 2.27.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.
- 2.27.6 He / she shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.
- 2.27.7 He / she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.
- 2.27.8 He/she shall ensure-proper and timely distribution of Answer books and. Question papers to the examinees in each hall/room.
- 2.27.9 He/ She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- 2.27.10 He / She shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.
- 2.27.11 He / She shall ensure that the practical / clinical examinations are held in fair as per the stipulations and within prescribed time.
- 2.27.12 He / She shall ensure that the stationery including answer books, mark award sheets for practical / clinical examinations are provided to the internal examiner.
- 2.27.13 He / She shall ensure that the answer sheets of practical/ clinical examinations arranged in order and sealed in tamper proof bags.
- 2.27.14 He / She shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.
- 2.27.15 He / she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- 2.27.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behaviour of the examinees.
- 2.27.17 He She shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Centre as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- 2.27.18 He She shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money, if received, and expenditure incurred in connection with the conduct of the examinations.
- 2.27.19 The Centre Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: -
- 2.27.19.1 That the examinee created a nuisance or serious disturbance at the examination centre.
- 2.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the Exams. work
- 2.27.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidate is expelled, the Controller of Examination shall be informed immediately.
- 2.27.20 unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, Provided that teacher of the subject of the written;

Examination at any session shall not. Be an Invigilator at such session of the examination.

- 2.27.21 it shall be the duty of the Centre Superintendent to ensure that an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

2.28. Duties and Responsibilities of Superintendent.

- 2.28.1 Shall carry out the tasks as assigned by the Chief Superintendent.
- 2.28.2 He / she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

2.29 Duties and Responsibilities of Chief Invigilator

- 2.29.1 He / she shall be overall responsible for disciplined and fair conduction of examinations in his/her hall/ room.
- 2.29.2 He / she shall ensure that examinees occupy their allotted seats within the stipulated time.
- 2.29.3 He / she shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.
- 2.29.4 He/She shall ensure that No student carries with him/her any prohibited material like Mobile phones, IPods, lap tops, palm discs, etc. Calculators shall not be permitted unless permitted by the examination protocol.
- 2.29.5 He / she shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines
- 2.29.6 He / she shall ensure that the examinees do not talk either with other students or with invigilator.
- 2.29.7 He / she shall ensure that no examinee enters the hall or room after 30 minutes and no examinee leaves before end of stipulated 30 minutes from commencement.
- 2.29.8 He / she shall permit the examinee to leave the hall after 30 minutes only, if the examinee does not wish to continue writing. However their answer book and question paper shall be retained.
- 2.29.9 2.29.9 He / she may permit the student for attending nature calls once for not more than 5 minutes.
- 2.29.10 He / she shall ensure supply of drinking water within the hall/room.

- 2.29.11 He / she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 2.29.12 He / she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 2.29.13 He / she shall ensure that the students' sign in attendance sheets and entries of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.
- 2.29.14 He / she shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.
- 2.29.15 In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.
- 2.29.16 He / She shall follow any other guidelines issued by the Chief Superintendent from time to time.

2.30 Examiners

- 2.30.1 There shall be two categories of examiners. Internal and External.
- 2.30.2 Internal Examiner shall be a full time faculty member working in Constituent Institutions of the P.K. University.
- 2.30.3 External Examiner shall a full time teaching faculty from Universities other than the P.K. University.
- 2.30.4 Both Internal and External examiners shall possess the minimum qualification and experience as prescribed by the respective Regulatory Bodies.

2.31 Panel of Examiners

- 2.31.1 The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies. There shall be a minimum of 15 examiners in external panel in each subject. Such panels can be reviewed each year by additions and deletions as required.
- 2.31.2 Controller of Examinations shall get the list of panel of examiners approved by the VC.
- 2.31.3 Controller shall short list the names of examiners for practical/ clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.
- 2.31.4 Such panel also shall be approved by Vice Chancellor.

2.32 Theory Question Papers

- 2.32.1 The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.
- 2.32.2 Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question paper.
- 2.32.3 He /She shall get three full question papers from above three papers setters.
- 2.32.4 He / She shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood) are appearing for the examination or not.
- 2.32.5 He / She Shall make arrangement to procure adequate number (Three Minimum) of sets of question papers 6 months in advance of commencement of each examination to maintain availability of adequate number sets of question papers as reserve.

2.33 Scrutiny and Moderation of Theory Question papers

- 2.33.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice- Chancellor.
- 2.33.2. He / She shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.
- 2.33.3 The responsibility of Moderator is to scrutinize the question paper of his / her subject.
- 2.33.4 Moderators shall not carry personal bags/ briefs, and any writing materials while entering the room of moderation.
- 2.33.5 Moderator can correct the spellings; ensure that framing of questions within the prescribed syllabus. Ensure proper distribution marks and questions in sections.
- 2.33.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.
- 2.33.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- 2.33.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.

- 2.33.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- 2.33.10 Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.
- 2.33.11 One set, preferably from older lot shall be used for each examination.
- 2.33.12 These are replaced by new sets of Question papers from time to time.

2.34 Printing of required number of Question papers at the time of Theory Examination.

- 2.34.1 Printing of question papers in all the subjects of each Examination shall be done 4 to 6 days prior to the commencement of respective Examination,
- 2.34.2 One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself /herself or in charge functionary, if Controller is on leave.
- 2.34.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.

2.35 Printing and safe custody of question papers

- 2.35.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers.
- 2.35.2 Pack of 10-20 question papers shall be sealed in the pre-labelled envelopes for distribution to the respective Institutions later.
- 2.35.3 All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centres.

2.36 Answer Books and additional sheets.

- 2.36.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical / Clinical examinations required in the process of University examinations.

- 2.36.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and not coded system of examination.
- 2.36.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to-conduct Examinations.
- 2.36.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Vigilance squad etc shall be made readily available in stock in advance.
- 2.36.5 Controller shall be responsible for distribution and proper accounting of stationary in various constituent institutions.

2.37 Notification of schedule of registration for the examinations.

- 2.37.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.
- 2.37.2 The H.O.I shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.
- 2.37.3 The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date.
- 2.37.3.1 List A - The list shall contain all the eligible candidates with attendance of 75% and above 75%.
- 2.37.3.2 List B - The list shall contain the candidate's attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice Chancellor may consider condemnation of shortage of attendance, if he/she is convinced that the reasons of shortage are genuine and Condonable. The candidates, whose shortage is condoned, shall be permitted to appear in the examinations.
- 2.37.3.3 List C - The list shall contain the candidates with attendance of less than 65%. Such Candidates shall not be permitted to appear in the examinations.

- 2.373.4 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 2.373.5 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.

2.38. Malpractices and Unfair Means

- 23.8.1 Malpractices and unfair means in examinations are grouped in different categories, depending on the nature of offence and groupings may help in determining the quantum of penalty.
- 2.38.1 Group A - Talking and consulting with others in examination hall/room, such candidates shall be warned to behave properly and the candidate shall be expelled from examination hall repetition of the offence and report the matter the Chief Superintendent.
- 2.38.2 Group B- Creation of a nuisance or serious disturbance at the examination centre and showed serious aggressive attitude towards invigilator or member of staff entrusted with examination work. Such candidate shall be expelled and debarred from writing the examination in one or more papers, by the Chief Superintendent. Controller shall be informed of offence and action taken in writing.
- 2.38.3 Group C- Revealing the personal identity in the answer book, by writing name, initials, religious marks, registration number in other places than earmarked for the purpose, using pressure while writing registration number to create impression on next page, notes to the examiners, and inserting sheets or papers, tearing of papers, and damaging the answer book.
- 2.38.4 Group D- Indulging in malpractice and unfair means like copying and possessing of weapons in the hall/room. Such candidates may book for malpractice and the matter may be reported to the Controller for further enquiry and action.

2.39 Procedure to book malpractice/ copy cases.

- 2.39.1 If any student is found to possess any written slips, papers, books, printed matter, any written matter on admit card, or on any part of body, or answer sheets of other students, he/she shall be booked for indulging in unfair means and malpractice.
- 2.39.2 If the answer sheet of any other is found in possession of offender, both the students shall be booked for malpractice.
- 2:39:3 He she shall be made to stop writing further and place all the material on the desk. Inform the Chief Superintendent about the case.

2.39.4 The Chief Invigilator shall instruct the student to give written statement on his/or action on paper. The statement shall include number and nature of material in possession and whether he/she has copied from the same,

2.39.5 The candidate shall not be allowed to continue in the examination. However he/she may be permitted to write remaining papers on subsequent days.

2.39.6 The answers books, material found in possession, and the written statement shall be sealed in separate envelop and handed over to the Chief Superintendent for onward transmission to the Controller.

2.40 Enquiry on such malpractice cases falling in Group D and other serious offences.

2.40.1 Controller with prior approval of VC shall constitute enquiry committee, consisting of 2-3 senior faculty members, for the purpose to conduct enquiry within the prescribed time framework.

2.40.2 Enquiry committee may summon the offender student, invigilators and others who are witness to the incident and wish to record their statement.

2.40.3 While deciding on gravity of malpractice and quantum of penalty the enquiry committee shall examine whether the student has used the material to copy in his/her answers. If so how much.

2.40.4 Gravity and nature of Malpractice shall be decided by the committee and may recommend the penalty.

2.40.5 If found guilty of charges by the enquiry committee, penalty shall be decided by the VC. In general penalty may include

2.40.5.1 Penalty recommended by the committee.

2.40.5.2 Cancellation of all the papers in the examinations.

2.40.5.3 Debar from appearing in examination for 1-2 years.

2.40.5.4 Any other as deemed fit by the VC.

2.41 Coding and Decoding

2.41.1 Controller shall appoint Coders from among the teaching staff of the University, on temporary basis as and when required to code the theory papers.

2.41.2 Controller shall arrange to code the answer books ~~received~~ from the Chief Superintendents of various centres to ~~maintain~~ the secrecy of Identity of the examinee.

- 2.41.3. The coder shall make bundles containing 25 answer books, one question paper and mark award sheets in each sealed bundle for valuation.
- 2.413 The coder shall arrange answer books in bundles as required in the subject/course.
- 2.41.4 The sealed bundles shall be sent to the Chief Superintendents of respective centres well before commencement of practical/clinical examinations for valuation by the authorized examiner/examiners.
- 2.41.5 Chief Superintendents of centres shall get the answer books valued by the examiners in a common centre earmarked for confidential work like valuation of theory papers.
- 2.41.6 The Chief Superintendents shall arrange to send the valued answer books in sealed bundles and their marks award list in separate sealed envelope to the controller.
- 2.41.7 Coder then shall decode the codes to registration numbers in mark award list for compiling and computing the results.

2.42 Tabulations and Preparation of results

- 2.42.1 The Controller shall arrange to compile results in computer section by compiling the marks awarded in various sections of examination, like internal assessment marks, written, VIVA, and practical/clinical examinations.
- 2.42.2 Controller shall furnish the detailed scheme of examination in various subjects including maximum and minimum pass marks in sections, grace marks and marks to declare pass/ first/ Distinctions etc to the central computer section.
- 2.42.3 Central computer section shall prepare the results based on all the parameters furnished by Controller.
- 2.42.4 Controller shall nominate 2 senior teaching faculties in the course to scrutinize and approve the Result as per the stipulated regulations.
- 2.42.5 Controller shall declare and upload the result on website after due approval of VC. He/She shall send a copy of result sheet to the respective Institution.
- 2.42.6 Controller shall also arrange for printing and lamination of mark cards of individual students and send the same to the respective Institutions.

2.43 Rebottling and revaluation of written papers

- 2.43.1 Provision of system of Re-totalling and revaluation is available for written papers in UG courses only. The provision is not available in Practical or Clinical and VIVA examination.
- 2.43.2 Students who wish to apply for retotaling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 7 days from the date of declaration of results,
- 2.43.3 Students who have failed can apply for retotaling and/or revaluation.
- 2.43.4 Students who have passed the examination can also apply for retotaling and/or revaluation for any revision and improvement in their marks / class. However their original marks and result become VOID and will be replaced by new marks and result after revaluation.
- 2.43.5 All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.
- 2.43.6 Office of the controller shall complete the process of Re-totalling and Revaluation within one month from the last date of receipt of applications.
- 2.43.7 Controller shall notify the time and dates of retotaling to enable the students to attend the same.
- 2.43.8 Student shall be made to view the answer books individually and totalling shall be done by the University official in the presence of candidate. Old and new marks shall be entered on the marks sheet prepared for candidates who have applied for retotaling. Signature of students shall be obtained. Results shall be modified, if the total is found different in re-totalling.
- 2.43.9 Answer books for revaluation shall be coded again and marks entered in the answer books shall be hidden/ covered with opaque tape.
- 2.43.10 Revaluation of answer books shall be done by two external examiners other than original valuer.
- 2.43.11 Revaluation shall be arranged by deputing University official in person or by sending the paper in secured and sealed envelope by courier.
- 2.43.12 The average of marks obtained in revaluation by two examiners, if is more than 10% of marks secured by the candidate earlier, then only shall be taken for recasting the results.
- 2.42.1 If the average marks obtained in revaluation by two examiners, is more than 20% of marks secured by the candidate earlier, then shall be revaluated by third examiner, for recasting the results.
- 2.43.1 Fresh results of all the students who have applied, shall be recomputed and notified by the controller after due approval by Vice- Chancellor and revised mark sheet will be issued.



P.K. UNIVERSITY
SHIVPURI (M.P.)

SUMMARY REPORT LAST THREE SESSION FOR UFM CASES

(SESSION - 2021 TO 2024)

[ODD, EVEN, ANNUAL & ATKT]

S.No.	SESSION	No. OF UFM CASE					TOTAL
		ANNUAL	EVEN	ODD	ATKT/ BACK	TOTAL	
01	2023 - 24	06	03	16	02	27	
02	2022 - 23	47	08	17	06	78	
03	2021 - 22	26	17	04	01	48	
	TOTAL	79	28	37	09	153	

ASSISTANT CONTROLLER
OF EXAMINATION
P.K. UNIVERSITY
SHIVPURI (M.P.)



REGISTRAR
P.K. UNIVERSITY
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DEPUTY CONTROLLER
OF EXAMINATION
P.K. UNIVERSITY
SHIVPURI (M.P.)



P.K. UNIVERSITY
SHIVPURI (M.P.)

Even Semester Examination, May - June 2024

UFM Case list

Duration : 22 May To 19 June 2024

Exam Venue : Dr. M.S.Shrinathan, Agricultur Block, P.K.University Campus - Shivpuri (M.P.)

S.N.	Date of Exam	Course/Sem	Subject Name	Paper Code	Inrollment/	Roll No.	Case Detail	Invigilator Name	Remark
01	15/06/2024	Diploma in Mechanical	Machanical Engg.	DMECHME	230100087	231211838	Copy	Mr. Sunil Prajapati &	
02		Engg. - IVth	Drawing	- 404	230100090	232474475		Exchange	Mr. Kuldip
03						223445357	230100438		
Total No. of UFM Cas		03							



ASSISTANT CONTROLLER
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DEPUTY CONTROLLER
OF EXAMINATION
P.K. UNIVERSITY
SHIVPURI (M.P.)

P.K.UNIVERSITY – SHIVPURI (M.P.)

U.F.M. CASE LIST

ANNUAL EXAMINATION, MARCH 2024

(ARTS, SCIENCE, COMMERCE & PHARMACY – Ist, IInd & IIIrd YEAR)

DURATION :- 12/03/2024 TO 22/03/2024

EXAM VENUE – Dr. M. S. S. (AGRICULTURE BUILDING)

SN	Date	COURSE	YE AR	SUB.NAME	SUB.CODE	EN./ROLL NO.	CASE DETAIL	COMMITTEE INVITATION DT.	FINAL DECISION	REMA RKS
01	14/03/2024	D.PHARMA	II	Biochemistry & Clinical Pathology	ER20-23T	161891016528	Having mobile during exam			
02	14/03/2024	D.PHARMA	II	Biochemistry & Clinical Pathology	ER20-23T	161891016533	Having mobile during exam			
03	14/03/2024	D.PHARMA	II	Biochemistry & Clinical Pathology	ER20-23T	161891016534	Having mobile during exam			
04	16/03/2024	B.COM.	II	DESKTOP PUBLISHING	UDESCKP205	220100805	One page torn and missing in main copy			
05	19/03/2024	B.COM.	II	Corporate Accounting	UCORPCM208	220100881	Having mobile during exam			
06	21/03/2024	B.A.	III	SOCIAL DEMOGRAPHY	USOCISO 317	161860615818	Having mobile during exam			

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P.K UNIVERSITY

U.F.M LIST MAIN EXAMINATION DEC 23 & JANUARY - 2024

S.N	DATE	ENROLMENT NO	STUDENTS NAME	PAPER CODE	PAPER NAME	DEPARTMENT
1	21/12/2023	2301100103	RAHUL KUMAR	BP-102T	PHARMACEUTICAL ANALYSIS - I	B PHARMA
2	21/12/2023	230100028	NITIN SHARMA	BP-102T	PHARMACEUTICAL ANALYSIS - I	B PHARMA
3	21/12/2023	230100005	KROSHNAGOPAL	BP-102T	PHARMACEUTICAL ANALYSIS - I	B PHARMA
4	22/12/2023	220100040	SATENDRA KUMAR	BP-303T	PHARMACEUTICAL MICROBIOLOGY	B PHARMA
5	22/12/2023	220101032	AAFTAB KHAN	BP-303T	PHARMACEUTICAL MICROBIOLOGY	B PHARMA
6	22/12/2023	220100060	SUMEET KUMAR	BP-303T	PHARMACEUTICAL MICROBIOLOGY	B PHARMA
7	21/12/2023	161870112212	ANKIT RAJAK	BP-702T	Industrial Pharmacy-II	B PHARMA
8	22/12/2023	230100409	RAVI PRAKASH	MPH-103T	MODERN PHARMACEUTICS	B PHARMA
9	21/12/2023	230100377	RAHUL KURMI	UENVICH302	ENVIRONMENTAL POLLUTION MONITORING AND CONTROL	B TECH
10	21/12/2023	230100230	PAWAN VASULE	UENVICH302	ENVIRONMENTAL POLLUTION MONITORING AND CONTROL	B TECH
11	22/12/2023	230100259	ABHISHEK	UJMECHCH303	MECHANICAL OPERATION	B TECH
12	22/12/2023	230100200	VISHWAKARMA VISHAL	UJMECHCH303	MECHANICAL OPERATION	B TECH
✓13	18/12/2023	220100274	TARANG KUMAR	UCOMP-305	COMPANY LAW	LAW
✓14	14/12/2023	161811114809	AGRAWAL SHIVAM TIWARI	ULAWR-502	Law Relating to Criminal Procedure	LAW
15	21/12/2023	220106635	REETESH KUMAR	MINIEMG202	INTERNATIONAL BUSINESS MANAGEMENT	MBA
✓16	22/12/2023	220100372	MANEERAM PAL	MCOMMPH303		MSC PHYSICS

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Committee for UFM Cases odd Semester Examination December 2023-24

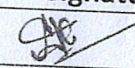
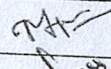

Date: 03/01/2024

Minutes of Meeting

Agenda-Recommendation for UFM Cases

Meeting over UFM Cases odd Semester Examination was called at vice-chancellor office as suggested honorable Vice-Chancellor and committee member action will be taken against the student:

1. The Committee decided 10 Marks deducted those students used written paper for cheating during the examination.
2. 5 Marks deducted for those students used the electronic gadgets as unfair during examination
3. The Following Members Where U.F.M. Committee.

Sr.No	Name of Officer	Designation	Member	Signature
1	Dr.Aiman Fatima	Dean Academics	Member	
2	Prof. Dr. Mahalaxmi Johri	HOD	Member	
3	Dr.Ajeem Khan	HOD	Member	

Counter Signature

Deputy Controller of Examination



Registrar

03/01/2024

Vice-Chancellor

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Ref. No.

Date:- 23.02.2023

COMMITTEE FOR UFM CASES MAIN EXAMINATION ODD SEMESTER -2022-23 Minutes of meeting (MoM)

Agenda:- Recommendation for UFM Cases.

A Committee is constituted by Hon'ble Vice-Chancellor on 22 Feb. 2023 to look in to the matter & Send recommendation on unfair Means on resuest of Examinaton Cell.

The committee constituted by following members:-

S.N.	Name of Committee Members		Signature
1	Dr. Mahalaxmi Johri	Member	
2.	Mr. Sunil Kumar	Member	
3.	Dr. Prabhakar Kumar	Member	
4.	Mr. Manoj Khare	Member	
5.	Mr. Hirdayveer	Member	
6.	Mr. Praveen Kumar	Member	
7.	Dr. Bhaskar Nalla	Member	

The Meeting of the following members held on 23th Feb. 2023 in wich committee gone through each eveary cases.

The committee after details deliberation came to the following conclusion :

1. All students involved have been found guilty in the UFM case as per the list provided by the exam cell.
2. All Students as per the list should get 'Back" in their respective papers in semester examination help in Odd Semester Examination 2022-23

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COMMITTEE FOR UFM CASES BACK AND YEARLY/ SEMESTER 2021-2022

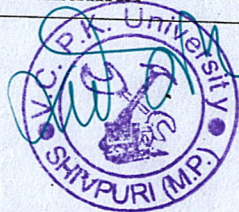
Minutes of Meeting (MoM)

Agenda: - Recommendation for UFM Cases.

Meeting over UFM cases back Examination was called at vice-chancellor office as suggested honb'le Vice-chancellor sir and the committee members following action will be taken against the students.

1. Ten marks to be deducted for the students using slips unfair meaning during exam.
Students Details- 1. Ikra Kahan – 161870215935 (1 Copy)
2. Five marks deduction for students using mobile as unfair meaning during exam.
Students Details – 1. Alim Ibrahim - 161870511244 (1 Copy)
2. Anil Rajpoot - 161870114705 (1 Copy)
3. Sanjay Kushwaha – 161870215911 (1 Copy)
3. Reappear / Back in All the subject was suggested against the students who took supplementary copy and attached in seen in next exam.
Students Details- 1. Monalisha – 161870215960 (6 Copy)
2. Venues Chaudhary – 161891013054 (4 Copy)
4. The following members where UFM Committee :-

1	Prof. Mahalaxmi Johri	Member
2	Dr. Somesh Bhambi	Member
3	Mr. Sunil Kumar	Member



Member

Member

Member

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COMMITTEE FOR UFM CASES SPECIAL EVEN SEMESTER 2021-2022

Minutes of Meeting (MoM)

Agenda: - Recommendation for UFM Cases.

A committee is constituted by Hon'ble Vice Chancellor on 14th April 2022 to look into the matter & send recommendation on Unfair Means on request of Examination Cell.

The committee constituted by the following members:-

1	Prof. Mahalaxmi Johri	Member
2	Dr. Susanta Das	Member
3	Dr. Sushant Kaushik	Member

- ❖ The Meeting of the following members held on 20th June 2022 in which committee gone through each and every case.
- ❖ The committee after detail deliberation came to the following conclusion :
 1. All students involved have been found guilty in the UFM Case as per the list provided by the Exam Cell.
 2. All student as per the list should get "Back" in their respective paper in semester examination held in Even Semester Examination 2021- 2022.



M
Member

S
Member

Sshant
Member

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University Established Under section 2F of UGC ACT 1956 Vide MP Government Act No 17 of 2015

COMMITTEE FOR UFM CASES SPECIAL ODD SEMESTER & YEARLY 2022 Minutes of Meeting (MoM)

Agenda: - Recommendation for UFM Cases.

A committee is constituted by Hon'ble Vice Chancellor on 14th April 2022 to look into the matter & send recommendation on Unfair Means on request of Examination Cell.

The committee constituted by the following members:-

1	Prof. Dinesh Babu Gautam	Dean Academics
2	Prof. Mahalaxmi Johri	Member
3	Dr. Susanta Das	Member

- ❖ The Meeting of the following members held on 21st April 2022 in which committee gone through each and every case.
- ❖ The committee after detail deliberation came to the following conclusion :
 1. All students involved have been found guilty in the UFM Case as per the list provided by the Exam Cell.
 2. All student as per the list should get "Back" in their respective paper in semester examination held in Special Odd Semester Examination & Yearly Examination 2021- 2022.



Dean Academics

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21/4/22
Member

Member
21/4/22
DEPUTY CONTROLLER
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Date: - 12/02/2022

To,
The Vice Chancellor
P.K. University Shivpuri

Subject: - For Recommendation and Committee making for UFM cases.

Respected Sir,

During semester Examination January 2022 some student doing Unfair means, so sir for those cases please recommend a committee which make decision on those cases.

[Signature]

Deputy Registrar (Sec.)
P.K. University Shivpuri



[Signature]

Assistant Registrar (Exam. Opera.)
P.K. University Shivpuri

Assistant Registrar (Exam. Sec.)
P.K. University Shivpuri

Enclosure :- List of UFM cases

A committee of following may look into the matter & send recommendation for the same.

1. Dr. Sush Bala
2. Dr. Shashank Bala
3. Dr. Mahalaxmi Joshi

[Signature]

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COMMITTEE FOR UFM CASES DECEMBER - JANUARY 2022

Minutes of Meeting (MoM)

Agenda: - Recommendation for UFM Cases.

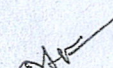
A committee is constituted by Hon'ble Vice Chancellor on 12th February 2022 to look out the matter & send recommendation on Unfair Means on request of Examination Cell.

The committee constituted by the following members:-


1	Prof. Dinesh Babu Gautam	Dean Academics
2	Prof. Mahalaxmi Johri	Member
3	Dr. Susanta Das	Member


- ❖ The Meeting of the following members held on 15th February 2022 in which committee gone through each and every case.
- ❖ The committee after detail deliberation came to the following conclusion :
 1. All students involved have been found guilty in the UFM Case as per the list provided by the Exam Cell.
 2. All student as per the list should get "Back" in their respective paper in semester examination held in January 2022.


Dean Academics



Member


Member


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Ref.No.

Date: 25/04/2023

Minutes of Meeting of Main Annual Examination March 2023
UFM Committee

A meeting of unfair means committee was held on **26.04.2023** at **10:00 am** in the examination branch of the P.K. University. Minutes have been approved by Hon'ble Vice-Chancellor to discuss the various issues of unfair means during main annual examination March 2023.

The following members were present in the meeting:

S.No	Name of Committee Members	Member	Signature
1	Dr.G Pawan Kumar	Member	
2	Mr.Sunil Kumar	Member	
3	Dr.Maha Laxmi Johri	Member	
4	Dr.Ashish Vishwakarma	Member	
5	Mr.Praveen Kumar	Member	

Agenda:

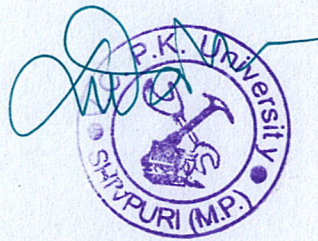
To Discuss and Decide on the punishment of UFM cases.

1. If a student is found with unfair material related to the subject
2. If a student tear the main examination answer copy
3. If a student is found to have copied from the caught material.
4. If a candidate is found with mobile phone in the examination hall.
5. If a student is caught with violence behaviour in examination hall with the person in the invigilation duty.
6. If the behaviour of the student on being caught is unsatisfactory.

Decision

Copy to:-

1. The Management
2. The Director Administrative
3. Deans
4. All HODs
5. Concern Faculty Members
6. Registrar office
7. Vice-Chancellor office
8. Examination cell office



Controller of Examination

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