आज़ादी का अमृत महोत्सव

विकसित भारत अभियान 1947 TO 2047

**राजीव गांधी विश्वविद्यालयRajiv Gandhi University**

**रोनो हिल्स, दोइमुखRono Hills, Doimukh**

No. Exam-3030/2009/UG (Vol.I) Dated the: 27th Nov, 2026

To,

1. The Director/Coordinator/ Head
   Department of
   AITS/ IUGS/ PG Centre, Pasighat/Anthropology/Sociology/Chemistry/Geography/Physics/ Mathematics/Commerce/Management/Botany/Zoology/CSE/Mass Communication/English/ Economics/Hindi/History/Political Science/Education/Physical education/Social Work/ECE/ Psychology/Agricultural Science/Sports Science/Fine Arts & Music/Geology/Law/NSS/ Statistics/Library Science/ and, RGU.

2. The Principals
   JNC, Pasighat/ DNGC, Itanagar/ IGGC, Tezu/GC, Bomdila/ DPGC, Kamki/RFGC, Changlang/WRGC, Deomali/ GC, Yachuli/GC, Seppa/ DBC, Jully (Itanagar)/SCC, Ziro/ DGC, Pasighat/SFSC, Aalo/ACC, Itanagar/GC, Daporijo/ GC, Doimukh/TTGC, Nyapin/MBLBC Namsai/Venerable Uktara Bethany College, Manmao, Namsai/ Govt. Model College, Geku, Upper Siang/Binni Yanga Govt. Women College, Lekhi/ Namdapha Degree College, Miao/JTGMC, Roing/DKGC, Tawang/GMC, Basar/GMC, Palin/ SRA, Pasighat T.T.C. Aalo/ HCTE, Lekhi and ALA Lekhi

Sub: **Instruction/SOP/Guidelines on Unfair Means-Reg.**

Sir/Madam,

Enclosed please find herewith a copy of instruction/SOP/guidelines on Unfair Means (UFM) adopted by students during examinations for your kind information and necessary action/compliance.

Yours sincerely

27/11/26

Enclo: As stated.

(Dr. Nani Tamang Jose)
परीक्षा नियंत्रकCONTROLLER OF EXAMINATIONS

Memo No. Exam-3030/2009/UG (Vol.I)/272 Date: 27th Nov, 2026

Copy to:

1. P.S to Vice-Chancellor for information.
2. P.S to Registrar for information.
3. P.S to Controller of Examinations for information.
4. Jt. Director (CC), for information with request to upload the Date sheet in the University website.
5. The Asst. Registrar (Exam) for information.
6. Office Copy

27/11/26

परीक्षा नियंत्रकCONTROLLER OF EXAMINATIONS

**ANNEXURE-I**

## INSTRUCTIONS AND STANDARD OPERATING PROCEDURE FOR USE OF UNFAIR MEANS IN EXAMINATION OF RAJIV GANDHI UNIVERSITY

As per provisions of Rajiv Gandhi University Act, 2006 and RGU Examination Ordinance related to Disciplinary control/punishment for indiscipline/disorderly conduct/act, use of unfair means/practices and prohibited/unlawful acts during examination process (Under section 6(ii), 31(g), 37) struct punitive measures shall be imposed on ay examinee found involved in dishonest practices, possession of prohibited materials, disorderly behavior, or any other act that violates the sanctity of examinations as per Clasue-7 of the said Ordinance. The respective departments/centers and all affiliated colleges of university shall ensure that detail dissemination of these information on unfair means (UFM) is provided to students, and Exam Centre Superintendent and invigilators are well abreast with guidelines, rules and SoP in this regard as university has zero tolerance with any kind of UFM.

1. The salient instructions for **conduct by a student in the Examination hall** should be prominently notified in all notice boards of Department/Institute/College/Centers and announce in examination hall before exam starts. Institute concerned may also conduct awareness/sensitization programme on unfair means. Following instruction may include (the list is not exhaustive):

**To Do List**

- **(i)** Student should be in the respective seats five minutes before the exams, failing which they shall be debarred entry after expiry of 15 minutes of exam.
- **(ii)** Students must bring ID and Admit card for examination and display it appropriately on demand. They shall be debarred from the examination without Admit Card.
- **(iii)** Students must leave all materials like slips papers/mobile phone/digital diaries/scientific calculators/ study material/ revision notes, bags, opaque pouch etc. outside the hall.
- **(iv)** Student should be seated as per seating plan displayed outside the halls or notified.
- **(v)** Student must sign their attendance slip and make all entries in answer booklet before leaving the Examination Hall.

**Not to Do List**

- **(i)** Do not get late.
- **(ii)** Do not carry unauthorized materials inside the examination hall:
  - **(a)** Short notes,
  - **(b)** Loose papers,
  - **(c)** Notebooks,
  - **(d)** Mobiles,
  - **(e)** Digital diary/scientific calculator,
  - **(f)** Do not write anything on admit card, transparent pouch, answer booklet cover.
  - **(g)** Do not bring any intoxicant items, *gutka*, cigarette, etc.
- **(iii)** Student shall not leave the hall before completion of 30 Minutes from start of paper.
- **(vi)** Do not copy, talk or indulge in unfair means. The report provided by the Invigilator is final. No excuses of any kind will be accepted.
- **(vii)** Any contravention of these instructions and the use of any unfair means will render the student liable for punishment

2. **Actions by the Invigilator and Exam Centre Superintendent on Detecting Unfair Means Case during Examination.**

(a) Exam Coordinators/Centre Superintendents of the respective the Departments/Institutes/Colleges are to strictly monitor and conduct frisking at the entry points of examination halls.

(b) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student. In case student is found to have written something on the body part a photo of same may be taken on the web cam available etc., if possible. In case student indulges in UFM other than possession of unauthorized material like talking to fellow student, attempting to copy from fellow student, allowing fellow student to copy, discussing answer with fellow student outside the hall etc., the nature of offence must be duly recorded by the invigilator.

(c) The Invigilator charge shall get the prescribed form (attached in **ANNEXURE-II**) for unfair means filled and signed by the student and give his / her comments on the same, in prescribed place.

(d) If the student does not hand over the relevant UFM material and / or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, another Invigilator on duty may sign as a witness to the event.

(e) No extra time will be given for completing the Examination as a result of the procedure where only Warning (W) action is taken by the Invigilator with filling of details in the form.

(f) After Examination is over, these answer books duly marked as confiscated answer booklet copy along with the material found in possession and the prescribed form duly filled and signed by the Exam Centre Superintendent and counter signed by the Invigilator shall be submitted separately along with a Report to the Controller of Examination, RGU through the Head of the Department Principal/Director-cum-Dean, etc.

3. **What constitutes an UFM**

A student necessarily need not be actively involved in cheating to be viewed as a case of UFM. Willful or even unintentional mistake of non-compliance of instructions/guidelines for the examination may also be charged as UFM. The details of what constitutes an UFM is provided in details in Ordinance as attached in **ANNEXURE-III**

Controller of Examinations.
Rajiv Gandhi University

**Annexure-II**

**Proforma - UFM-1**

**FORM FOR UNFAIR MEANS**

1. Enrolment & Roll No. : _____
2. Name of Student : _____
3. Programme & Subject : _____
4. Year of Admission : _____
5. Examination Centre (Hall No.) : _____
6. Date of Examination : _____
7. Time : From _____ To _____
8. Course & Paper Code : _____
9. Course & Paper Title : _____
10. Name of Invigilator(s) : _____

**Details of Seized Material (Pl. Attach):** (All these materials should be signed by the Invigilator and Centre Superintendent of the Examination and the Student). Mobile phone confiscated shall be deposited with HoD/Principal/Director and returned back after downloading incriminating data in the presence of the Student.

1.
2.
3.

**Statement of the Student:**

Signature of Student

Date _____ Time _____

**Statement of Invigilator:** (Record circumstances of offences in brief; the statement should be definite and unambiguous.)

Certified that the statement by the student was made in my presence OR the student declined to give any statement. (Cut whichever not applicable)

Name: _____ Signature of Invigilator Date: _____ Time _____

_____ Counter signed **Exam Centre Superintendent** (Name with date)