

University of Mumbai



Unfair Means Inquiry Unit,
Examinations Section,
M.J. Phule Bhavan,
Vidyanagari, Kalina,
Santacruz (E),
Mumbai-400 098.

No. Exam./UM/ 13 of 2019

CIRCULAR:-

The Directors/Heads of the University Departments, Conducted Institutions, Principals/Deans of the constituent/Recognized/Affiliated Colleges and Heads of the Recognized Post-Graduate Institutions are hereby informed that the University is appointing members on the Vigilance Squad to monitor the smooth conduct of examinations and curb the Unfair means/malpractices at the various examinations. They are, therefore, requested to extend their full co-operation and provide following facilities to members of the Vigilance Squad.

1. The Principal/Directors/Heads of the Institutions will be the Chief Conductor of the Examinations Centres who should not leave the centre without prior permission of the Hon'ble Vice-Chancellor.
2. The member of the Vigilance Squad should get an unit uninterrupted to the Examination Hall / Centre.
3. There should not be any obstacle for the Squad members to suddenly enter into any block of the examination centre.
4. No college staff should be allowed to move around the examination hall unless and until instructions are given by the squad members or under the exceptional circumstances prevailing at the time.
5. The member of the Vigilance Squad will prepare the visit report which will be shown to the Chief Conductor who will put his/her signature in token thereof with seal of the college and date to enable the Vigilance Squad to submit its report to the Vice-Chancellor.
6. Malpractices detected by the members of Vigilance Squad, be reported to the Chief Conductor in the format accompanied [one copy to be submitted to the University with Report] and the Chief Conductor/Sr. Supervisor/Principal will be responsible to complete the process under O.5050 and inform to the University accordingly.
7. The Chief Conductor/Principal should also issue certificate stating that the Squad has paid the visit at their Centre. (Format enclosed).
8. It may be noted that the Squad is permitted to make multiple visits even on the same day, if they desire and feel necessary.
9. Faculty Members appointed on Vigilance duty need not be asked to report to their respective Colleges during tenure allotted to them.
10. The members of the Vigilance Squad shall not be assigned any examination or any other work in the college and be relieved immediately to join the squad.
11. The Chief Conductor of the Examination Centre is also requested to keep record of the stock of Answerbooks/Supplements and make inventory of used and unused spoiled answerbooks systematically. Maintain a Register showing these particulars to the members of Vigilance Squad in the proforma prescribed.
12. Record of supplements issued to the students may be prepared in duplicate for every subject of the block of examination hall and one copy be enclosed with the block of subjectwise answerbooks.
13. While reporting the cases under 0.5050, a copy of question paper be enclosed. If possible, particular question number may be mentioned where the copy is suspected.
14. Appointment of Jr./Sr. supervisors may be made as per University rules and they should be issued proper appointment letters. The information of these appointments be made available to vigilance squad members and the **supervisors should display their identity for appointment to the work.**
15. To avoid inconvenience to disabled students, Principal should provide a list of such candidates in their respective centres, to the member of vigilance squad.

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16. While reporting the cases under O.5050 for use of electronic gadgets and instruments such as Mobile Phone, Smart Watch etc. or carrying Mobile Phone in the exam hall, the precaution is to be taken to mention, the Model and Model Number, Mobile Number, of the Phone Holder and the Name of Company of which the sim card is inserted.
17. Do not detach the candidates sheets (Part-I) of the answer book/s of the candidate/s who is found guilty of such candidates and arrange to send answerbooks resorting unfair means at the University Examination in the separate envelope mentioning thereon copying cases under O.5050 on the envelope alongwith all the necessary copying material confiscated at the examination centre.
18. **As per the new system of bar coded answer book which has been introduced for all the examinations held in First Half of 2019 and thereafter which will be made applicable to all the examinations to be held in future. In order to avoid administrative difficulties the Principal/Chief Conductors are advised to**
- 1. Sign and Mark the answerbook as "Suspected Unfair Means Case" by the Jr. Supervisor without confiscating it.**
 - 2. Allow the examinee to continue writing his exam in the same answerbook after taking his statement and undertaking in the given format.**
19. While reporting unfair means case/s The Principal/Chief Conductor is advised to ensure that the reports of the Jr. and Sr. Supervisor are diligently made stating the precise nature of the unfair means alleged and the time of the incidence alongwith the written statement and undertaking duly signed by the examinee alleged to have resorted to unfair means. The required formats for the same have been provided and/or available on the university website mu.ac.in.
20. The members of Vigilance Squad shall visit to centers about one to one and half hours of downloading of Question Papers.
21. The members of Vigilance Squad are expected to preferably visit a given exam centre about one and half hours prior to the beginning of the given exam and/or half an hour to the end of the given exam.
22. **"NO COPY BE HAPPY"** slogan be brought to the Notice of the candidates by giving wide publicity in **Class Room** as well as in **College Campus**.

The instructions given in the circular be scrupulously followed.

Mumbai – 400 098.
12th April, 2019


(Dr. Vinod Patil)
Director
Board of Examinations and Evaluation