



CIRCULAR:-

No. Exam./UM/2507of 2020

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 has appointed Vigilance Squad to monitor the smooth conduct of examinations and curb 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 and that should not leave the centre without prior permission of the Hon'ble Vice-Chancellor.
2. The member/s of the Vigilance Squad should get easy and quick access to the Examination Hall / Centre.
3. There should be no obstacle for the Squad members while entering 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 that time.
5. The member/s 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, will 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 visited their Centre. (Format enclosed).
8. The Squad is permitted to make multiple visits even on the same day, if they desire and feel necessary.
9. Faculty Members appointed for Vigilance duty need not 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 requested to keep record of the stock of Answerbooks/Supplements and make inventory of used and unused spoiled answerbooks systematically. A Register should be maintained showing these particulars to the members of Vigilance Squad in the proforma prescribed.
12. Record of supplements issued to the students is to be prepared in duplicate for every subject every block of examination hall and one copy be enclosed with the block of subjectwise answerbooks.
13. Appointment of Jr./Sr. supervisors 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 appointed for the examination work should display their identity when asked.**
14. While reporting the cases under O.5050, a copy of question paper be enclosed. If possible, particular question number may be mentioned where the copy is suspected.
15. To avoid inconvenience to disabled students, Principal should provide a list of such candidates in their respective centres, to the members of vigilance squad.

University of Mumbai

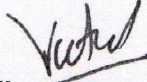


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16. While reporting the cases under O.5050 for use of Mobile Phone or carrying Mobile Phone in the exam hall, the precaution is to be taken to mention, the Model of Mobile Phone its Model Number and Mobile Number of the Phone Holder and the Name of Company of which the sim card is inserted.
17. Do not detach the answer sheets (Part-I) of the answer book/s of the candidate/s who is are found guilty and arrange to send such answerbooks to Unfair Means section of the University in a separate envelope mentioning thereon "copying case/s under O.5050" on the envelope alongwith all the necessary copying material confiscated at the examination centre.
18. **As per the new system bar coded answer books which have been introduced for all the examinations from First Half of 2020 will be made applicable and continued for all the examinations to be held in future. In order to avoid administrative difficulties the Principal/Chief Conductors are advised to check-**
1. Jr. Supervisor a signed and Mark on the answerbooks "Suspected Unfair Means Case" without confiscating it.
 2. Allow the examinee to continue writing the exam in the same answerbook after taking his statement and undertaking in the given format.
19. While reporting unfair means cases. The Principal/Chief Conductor is advised to ensure that the reports of the Jr. and Sr. Supervisors 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 is also available on the University website – www.mu.ac.in.
20. **"NO COPY BE HAPPY"** slogan should be brought to the Notice of the candidates by giving wide publicity in **Class Room** as well as in **College Campus**.
21. The members of Vigilance Squad may also visit centers at time of downloading of Question Papers i.e. 9.15 AM and 1.15 PM.

The instructions given in the circular be scrupulously followed.

Mumbai – 400 098.
३१ January, 2020


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