

Lady Shri Ram College for Women  
Lajpat Nagar, New Delhi

December 8, 2025

**NOTICE**

**FOR STUDENTS REGARDING SMOOTH CONDUCT OF EXAMINATIONS**

For the smooth conduct of examinations, students are required to keep the following in mind:

1. A SIGNED AND STAMPED Admit Card is mandatory to be allowed to take your exams. Please DO NOT wait for the morning of your exam to collect your admit card.
2. The College follows a strict zero tolerance policy towards use of unfair means. Please read the University's guidelines on UFM (Unfair Means), the details are attached herewith.
3. Please report on time for your examination. For a three-hour paper, you may enter up to 30 minutes after the exam begins, for a two-hour paper up to 20 minutes, and for a one-hour paper up to 10 minutes after commencement. Late entry beyond the limit will not be permitted.
4. Read instructions given on page 2 of the answer booklet carefully before starting the exams. Please do not write your name anywhere on the answer book.

Wishing you all the best for the upcoming examinations!

Best wishes



Convenor,  
Examination Committee  
Lady Shri Ram College for Women



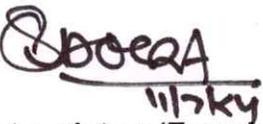
Prof. Kanika K. Ahuja  
Acting Principal  
Lady Shri Ram College for Women  
Acting Principal  
Lady Shri Ram College for Women  
(University of Delhi)  
Lajpat Nagar, New Delhi-110024

Copy to:

- Students Union Notice Board
- The website of the College

**PUNISHMENT:II**

<b>CLAUSE</b>	<b>ACT/CONDUCT</b>	<b>Punishment for the programs having Semester/Professional Examinations.</b>
A	<ol style="list-style-type: none"><li>1. Talking to any person inside or outside the Examination Hall during the examination hours, without the permission of the Supervisory staff.</li><li>2. Writing text, figures, etc. on the current question paper.</li><li>3. Deliberately disclosing his/her identity or making any distinctive mark in the answer book for that purpose in contravention of any instruction in this regard.</li><li>4. Tearing off the answer book or a continuation sheet or a part thereof unintentionally.</li><li>5. Keeping in possession of papers, books or notes; 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; any material with notes written on them; any electronic device (mobile phone, smart watch, blue tooth, micro-scanner, micro-phone, micro-camera, micro-speaker, memory-based modules, Wi-Fi enable modules, etc.) or programmable calculator, which could be helpful or of assistance to him/her in answering the paper but the candidate has <u>not used for copying himself/herself or not given any assistance to any other candidate from such material or device.</u></li><li>6. Committing breach of any other instruction given to candidates in the Examination Hall.</li></ol>	<p><b>Cancellation of the particular paper where the student has committed such act/conduct.</b></p> <p>Declaration of the <b>result on the basis of the performance of the candidate in the remaining papers.</b></p> <p><b>The candidate shall be deemed to have secured <u>zero mark</u> in the paper so cancelled.</b></p>

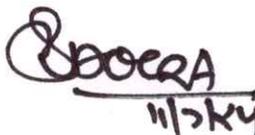
  
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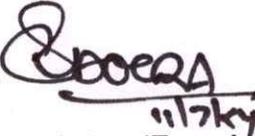
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CLAUSE	ACT/CONDUCT	Punishment for the programs having Semester/Professional Examinations.
B	<ol style="list-style-type: none"> <li>1. Misbehaving in connection with the examination with the Superintendent, the Invigilator on duty or any other staff working at the Examination Centre before, during or after the examination.</li> <li>2. Leaving the Examination Room before expiry of half an hour from the commencement of the examination without the permission of the Invigilator/Superintendent of the Examination and/or without signing the attendance sheet.</li> <li>3. Keeping in possession of papers, books or notes; written notes on any material (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); any electronic device (mobile phone, smart watch, blue tooth, micro-scanner, micro-phone one, micro-camera, micro-speaker, memory-based modules, Wi-Fi enable <i>modules</i>, etc.) or programmable calculator, if the candidate has made actual <b><u>use of such material or electronic device as unfair means to himself/herself or given assistance thereof to any other candidate during the examination.</u></b></li> <li>4. The statement of invigilator/superintendent of the examination alone will be considered as evidence along with circumstantial evidence.</li> </ol>	<p><b>Cancellation of all the papers taken by the candidate in the current Semester/Professional examination.</b>  (Including all essential repeat <b><u>except improvement papers</u></b>, if any).</p>

  
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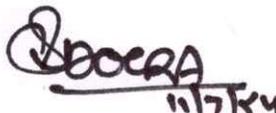
  
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B	<p>5. Where the candidate takes assistance or attempts to take assistance from other candidate or any other person or from any book, paper, notes or other material (including exchange of answer book, question paper, admit card, electronic device, unauthorized material, etc.) in answering the question paper during the examination.</p> <p>6. Where the answer book of the candidate show or otherwise established that he/she has received/given any help from/to another candidate in a malafied manner during the examination.</p>	<p><b>Cancellation of all the papers taken by the candidate in the current Semester/Professional examination.</b> (including all essential repeat <u>except improvement papers</u>, if any).</p>
C	<p>1. Leaving the examination room without handing over the answer book to the Invigilator.</p> <p>2. Gross misbehavior 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>3. Intentionally tearing off the answer book or a continuation sheet or a part thereof.</p> <p>4. Using abusive or obscene language in the answer book.</p> <p>5. Where the candidate disturbs the examination or attempts to do so.</p>	<p><b>Cancellation of all the papers taken by the candidate during the current Semester/Professional examination.</b></p> <p>Further he/she shall be debarred from <b>appearing in any examination of the University</b> till the end of next subsequent Semester/Professional <b>examination.</b></p> <p>The candidate may reappear in the same Semester/Professional examination (in which UFM case was registered) <b>conducted by the university during next subsequent <u>Academic Session at the earliest.</u></b></p>

  
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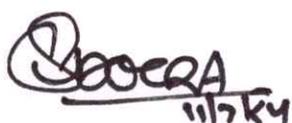
  
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C	<p>6. Where the candidate on being challenged or searched during the course of examination by the Superintendent or by Invigilator or by any member of the examination staff on duty, swallows an unauthorized material (such as note/paper etc.) or runs away with it 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 will be considered as sufficient evidence.</p> <p>7. Offering money directly or indirectly to any person connected with the examination.</p> <p>8. Keeping of money in the answer book.</p>	<p>Cancellation of all the papers taken by the candidate during the <b>current</b> Semester/Professional examination.</p> <p>Further he/she shall be debarred from <b>appearing in any examination of the University</b> till the end of next subsequent Semester/Professional <b>examination</b>. The candidate may reappear in the same Semester/Professional examination (in which UFM case was registered) <b>conducted by the university during next subsequent <u>Academic Session at the earliest.</u></b></p>
D	<p>1. Where the candidate brings in the examination room unauthorized answer book or continuation sheet.</p> <p>2. Where the candidate sends out an answer book or paper thereof or a continuation sheet or the question paper or any material concerning thereto during examination.</p> <p>3. 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 answer book, page or continuation sheet.</p>	<p><b>Cancellation of all the papers taken by the candidate in current Semester/Professional examination.</b></p> <p>Further he/she shall be debarred from appearing in any examination of the university till the end of next <b>Three subsequent Semester/Professional examinations.</b></p> <p>The candidate will reappear in the same Semester/Professional examination (in which UFM case was registered) conducted by the university during the subsequent <b><u>Second Academic Session at the earliest.</u></b></p>

  
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D	<p>4. Where the candidate communicates or attempts to communicate directly or through a relative, guardian, friend or any other person with any examination staff or an examiner with an object of influencing him/her in tampering of the answer book or the award of marks.</p> <p>5. Where the candidate tampers or replaces or gets replaced an answer book or any of its page or continuation sheet after the examination or manages to write or gets written an answer book/ continuation sheet, of an answer to any of the questions which he had not written earlier during the examination.</p>	<p><b>Cancellation of all the papers taken by the candidate in current Semester/Professional examination.</b> Further he/she shall be debarred from appearing in any examination of the university till the end of next <b>Three subsequent Semester/Professional examinations.</b> The candidate will reappear in the same Semester/Professional examination (in which UFM case was registered) conducted by the university during the subsequent <b>Second Academic Session at the earliest.</b></p>
E	<p>1. Where the candidate is guilty of gross misbehavior 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.</p> <p>2. Where the candidate has also extended to such person a threat of violent action with a weapon of offence.</p> <p>3. Where the candidate has impersonated at the Examination. The impersonator so impersonating, (if a student of the university of any course or a candidate for any examination) shall also be liable to the same punishment.</p>	<p><b>Cancellation of all the papers taken by the candidate in current Semester/Professional examination.</b> Further he/she shall be debarred from appearing in any examination of the University till the end of next <b>FIVE subsequent Semester/Professional examinations.</b> The candidate may reappear in the same Semester/Professional examination (in which UFM case was registered) conducted by the university during the subsequent <b>Third Academic Session at the earliest.</b></p>



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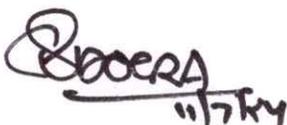
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F	<ol style="list-style-type: none"> <li>1. Where the candidate incites others to leave the examination room to disrupt the examination or attempts to do so.</li> <li>2. Where the candidate is guilty of gross misbehavior in connection with the examination with the Superintendent/ Invigilator on duty or the other staff working at the examination and assault or inflicts any injury by use of any weapon of offence or otherwise, on such person.</li> <li>3. Where candidate is guilty of forging the signatures of an authority on the record book or any material 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.</li> </ol>	<p><b>Cancellation of all the papers taken by the candidate in current Semester/Professional examination.</b></p> <p>Further he/she shall be debarred from <b>appearing in any examination of the university till the end of next <u>Nine subsequent semester examinations.</u></b></p> <p>The candidate may reappear in the same Semester/Professional examination (in which UFM case was registered) conducted by the university during the <b>subsequent <u>Fourth Academics Session at the earliest.</u></b></p>

**Note:**

- (i) Having once made use of UFM or indulged in disorderly conduct in the examination, if the candidate repeats the act/conduct in any examination of the university of Delhi, thereafter, he/she shall be awarded the next higher punishment than the one prescribed for such act/conduct, keeping in view the severity of the act and or the number of times it has been committed.
- (ii) Cases of use of UFM or disorderly conduct of the examination, for *charges* not covered by the foregoing provisions shall be decided by the Examination Disciplinary Committee on individual merits basis.
- (iii) In case of UFM related with usage of Electronic device or where the evidence has been destroyed by the candidate, the statement of Invigilator and Superintendent of examination will be considered as sufficient evidence.
- (iv) The loss of academic year(s) of a student due to debarring from appearing in examination under UFM punishment will not be included for counting the Span period of his/her respective program/course of study.
- (v) Cases not falling under the ambit of UFM would be taken out of the purview of UFM rules and would be dealt with administratively.

  
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