



UNIVERSITY OF KAMALIA

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Phone No. 046-3411191

Email: info@ukm.edu.pk

No. UKM/EXAM/09

Dated: 17-11-2025

All Chairperson of Academic Departments,
University of Kamalia, Kamalia

Subject: **UMC PROFORMA AND GUIDELINES**

Kindly find attached the UMC (Unfair Means Case) Proforma, which is to be implemented with immediate effect. The following guidelines must be followed while reporting and processing UMC cases:

1. At the time of reporting a UMC, any cheating material (such as mobile phones, slips, or other prohibited items) must be confiscated and retained by the invigilator.
2. On the answer sheet, clearly mark "CHEATING" up to the point where the violation occurred, and allow the student to complete the remaining portion of the paper.
3. All confiscated material must be attached to the UMC report.
4. When a mobile phone or any confiscated item is returned to the student, a written acknowledgment must be obtained from the student confirming that they have received their belongings.
5. Once the UMC decision is finalized, the examination coordinator will ensure that:
 - i. The student is promptly informed of the decision.
 - ii. Any fine or penalty is collected from the student in a timely manner.
 - iii. The fine challan / receipt is properly filed and secured in the department.

CONTROLLER OF EXAMINATIONS

C.C:

1. PA to Vice Chancellor, UKM Kamalia
2. PS to Registrar, UKM Kamalia
3. Office File

UNIVERSITY OF KAMALIA, KAMALIA



UNFAIR MEANS CASE

Name of Student _____ Father's Name _____ Roll No _____

Registration No. _____ Session _____ Semester _____

Program _____ Examination _____ Paper Title _____

Name of Course Instructor _____

Student Home Address _____

Student's Phone Number _____

Contact Details of Student's Father/Mother _____

Statement of Student

Signature of Student

Statement of Invigilator

Date

Signature of Invigilator

Signature of Chairperson (Parent Department)