



**EAST  
POINT**

**COLLEGE OF ENGINEERING &  
TECHNOLOGY**

An Autonomous Institution Affiliated to Visvesvaraya Technological University (VTU) Belagavi Approved by  
All India Council for Technical Education (AICTE), New Delhi, Recognized by Govt. of Karnataka,  
UG Programs Accredited by National Board of Accreditation (NBA) : CSE, ECE & ISE  
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## **REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING SEMESTER END EXAMINATIONS – 2024**

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## **REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING SEMESTER END EXAMINATIONS – 2024**

### **I. PREAMBLE:**

These Regulations shall be called as “Regulations Governing Malpractices by the students during the Semester End Examinations”, formed based on the Visvesvaraya Technological University Regulations.

### **II. APPLICABILITY:**

These Regulations shall come into force from the date of its approval by the Academic Council.

### **III. APPLICATION:**

These Regulations shall apply to all the examinations held by the Institution to grant and confer Degrees and other academic distinctions by the University on persons who have pursued a course of study or have carried out research in the institution’

### **IV. DEFINITIONS :**

- a. ‘Act’ means, the Visvesvaraya Technological University ACT of 1994, amended from time to time.
- b. ‘Answer script’ means a booklet/ Drawing sheet containing the hand written / Computer printout sheets with answers to questions asked in an examination and answered by a student in the Examination Hall.
- c. ‘Chief Superintendent’ means, any competent person appointed by the Registrar (Evaluation) of the University, to be in overall control of the Examination Centre. Generally the Principal of the college / Senior Professor nominated by the Principal with the approval of the Registrar (Evaluation).

- d. For the purposes of these regulations, "Institution" refers to any institution recognized by the University, which includes University Departments, Constituent Institution(s), Affiliated Institutions, and Extension Centres.
- e. 'Deputy Chief Superintendent' means, an internal faculty member nominated by the Chief Superintendent to assist him/her during the examination process.
- f. 'Examination Centre' means, premises in a institution centre for the conduct of examinations.
- g. 'Examination Hall' means, a room, hall, laboratory, workshop or any other premises such as drawing hall etc., in the Examination Centre identified for the conduct of examinations.
- h. 'Examiner' means a member of the teaching staff, appointed by the Institution to examine the answer booklets/scripts/ drawing sheets /Practical / Viva-Voce, Exams.
- i. 'Academic Council' means, the Academic Council of the Institution.
- j. 'Squad' means, a team of members of the teaching staff from the Institution appointed by the Principal to oversee the conduct of examinations at the examination centres.
- k. 'Hall Ticket' means the document, with photo identification and duly certified by the Principal of the institution, given to the student to appear for a particular examination by the institution.
- l. 'Malpractice' means, any act committed by a student during the SEE.
- m. 'Malpractice Committee' (MPC) means, the committee appointed by the Institution to inquire into the malpractice cases registered during the SEE.
- n. 'Official' means, a person appointed for the conduct of examination related duties.
- o. 'Registrar (Evaluation)' means, as defined in the Act.
- p. 'Room Superintendent' means, faculty member in-charge of the Examination Hall during the examination.
- q. 'Student' means, a person enrolled in the Institution for taking up studies/research.

- r. 'Teaching Staff' means, a person appointed for the teaching position in the Institutions.
- s. 'University' means, Visvesvaraya Technological University.
- t. 'Unauthorized Material' means, that which is not permitted by the Institution to be carried in the examination hall.
- u. 'USN' means, an Unique University Seat Number assigned to a student by the University .

## **V. MALPRACTICES:**

Students taking a semester end examination may be charged with malpractice (s) if they are found to have committed any one or more of the following acts:

- a. Committing misbehavior, with words or actions, against officials in the examination center.
- b. Writing on the Question Paper / Admission Ticket in the examination hall.
- c. Disclosing his/her identity through certain words / markings /symbols or by any other means in the answer script.
- d. Possession of electronic devices in the Examination Hall, such as mobile phones, Bluetooth devices, programmable calculators, Smart watches, Pen-drives, or other storage or communication devices
- e. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- f. Copying from the material or matter or answer(s) of another student(s) and / or providing assistance to other student(s) within the Examination Hall.
- g. Making any request / representation / threat / inducement to any official for rendering favours in the Examination Centre.
- h. Approaching the officials / any member of the staff directly or indirectly for rendering favours in the examination.
- i. Smuggling in or smuggling out the answer scripts, tearing pages off and/or inserting them written outside the examination hall, and adding the same into the answer scripts.
- j. Receiving any material from outside or inside the Examination Hall.

- k. Being in possession of unauthorized material or matter in the Examination Hall.
- l. Copying or taking aid from any material or matter referred to in sub-clauses (d, j & k) above to answer in the examinations.
- m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- n. Any other act of commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing any official.
- o. Possession of written matter on supporting hard board, calculator, instrument box, drawing instruments, any part of the body, clothing, hand kerchief, Identity Card, Hall Ticket, etc.
- p. Destroying any evidence of Malpractice, such as, tearing or mutilating any material / answer script(s) or running away along with the answer script(s) from the Examination Hall.

V(a).

- a. Where it is reported by an authorized person that a large number of students are found carrying material to the examination hall, it shall be presumed that, the Room Superintendent, External Deputy Chief Superintendent and the Chief Superintendent also shall be made responsible and the matter shall be referred to malpractice committee for appropriate action to all concerned.

However, where the MPC finds that, there is involvement of concerned officials in the conduct of said examinations, the matter shall be referred to the Institutional Malpractice Committee for appropriate action.

- b. Where repeatedly, the Principal and other officials in an institution are found to be encouraging copying or allowing students to carry material to examination hall for copying etc., the matter shall be referred to the Institutional Malpractice Committee for appropriate action.

## **VI. PROCEDURE FOR REPORTING THE MALPRACTICE/S:**

- a. The Principal/ Controller of Examinations shall appoint one or more Squad teams as may be required, to ensure proper conduct of examination and to discourage Malpractice(s) in all Examination rooms.
- b. The Squad shall inspect the Examination rooms assigned to them by the Controller of Examinations, frequently through surprise visits, to ensure that the arrangements made and procedures established for the conduct of examination(s) are strictly followed and are fool-proof.
- c. The Squad shall initiate action with respect to the Malpractices committed as covered in Section V and report the same to the Chief Superintendent and Controller of Examinations for appropriate action.
- d. Where a Malpractice Case is detected by the Room Superintendent/Squad / or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the Principal/ Controller of Examinations immediately as per the procedure laid down.
- e. The detailed report of Malpractices committed, together with the relevant documents shall be submitted by the Controller of Examinations to Principal/ Chief Superintendent on a daily basis for action .
- f. Upon receiving a report of a malpractice case from either the Squad or the Room Superintendent, the Chief Superintendent will conduct a preliminary inquiry in the presence of the External Deputy Chief Superintendent, after reviewing reports from the Room Superintendent/Squad member. The reports will be presented to the candidate, who will be directed to voluntarily submit their statement, which will be authenticated by the Chief Superintendent and External Deputy Chief Superintendent. All statements must be handwritten and signed by the concerned individuals. After considering all evidence, the Chief Superintendent will submit a factual report of the malpractice along with answer scripts, incriminating materials, and relevant documents in a sealed cover to the office of the Controller of Examinations on daily basis.

However, answer script(s) of subsequent papers of students who have been booked for Malpractice, shall be sent directly to the valuation centre along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere. The answer scripts of such students shall be evaluated and the results shall be kept in abeyance, until the decision of the Executive Council.

- g. However, subsequent answer scripts of students involved in malpractice cases will be sent directly to the valuation center without marking them as Malpractice Committee. These answer scripts will be evaluated, but the results will be withheld pending a decision by the MCC. If the student refuses to hand over the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to handover the incriminating materials(s) or the students refuses to give statement. If he / she refuses to do even that, the facts shall be recorded, duly witnessed by the External Deputy Chief Superintendent. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by the External Deputy Chief Superintendent.
- h. The Chief Superintendent shall report each Malpractice case separately, unless it is inter-related to any other case(s).
- i. A sketch Plan of the seating arrangements at the Examination Hall with location of doors/windows, and with all the University Seat Numbers in the hall and marking in red ink the USN of the student who has indulged in Malpractice, shall be prepared. Further, the CCTV footage of the entire duration of the session, in the concerned examination hall shall also be submitted as part of the records dealing with the malpractice.
- j. When, a student is booked under Malpractice(s), the following steps shall be strictly adhered to:
  - 1. Prevent such student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
  - 2. Issuance of a memo instructing the student to attend the inquiry conducted by the Malpractice Cases Consideration Committee as per instructions of the Controller of Examinations.



3. Send the answer script of that particular paper directly to the Controller of Examinations, along with other relevant documents. It shall be super scribed on the left-hand corner of the facing sheet as MPC. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script.

## **VII. PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:**

1. Malpractice Committee (MPC) shall be constituted by the Principal. The Principal shall nominate one of the Professors in the Academic Council, as the Chairman of the Committee. The other members of the committee to be nominated by the Principal shall be, one among the Senior Professor, Legal Advisor and Controller of Examinations as Member Convener. The Committee shall have a tenure of two years.
2. The MPC shall meet after the conclusion of each semester examination on the date fixed by the Controller of Examinations to inquire into all matters connected with the students booked under Malpractices. After a detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Academic Council.
3. If a student remains absent for the inquiry with prior permission, one more opportunity shall be given to him/her to appear before the committee as per the date fixed by the Controller of Examinations. If he/she remains absent during the second meeting of the inquiry committee, an ex-parte decision shall be taken by the committee based on the documents submitted by the Institution and statements made therein.
4. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
5. Even if a student commits malpractice in multiple papers, he will only be punished once. This punishment will be decided by taking into consideration all malpractices committed during the said examination.
6. The MPC shall examine the charges submitted by the institution. After ascertaining the severity of the case, the MPC shall recommend a suitable penalty and/or punishment. The severity of the case shall be categorized as follows:
  - i. Possession of Electronic Gadgets without any material(s) or matter. Material(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are unauthorized.
  - ii. Possession of electronic gadgets containing subject-related material; materials or matter on hand, such as palms, calculators, etc.; written, printed, or copied matter relevant to the paper the student is writing.
  - iii. Possession of electronic gadgets containing subject-related material; materials or matter on hand,

such as palms, calculators, etc.; written, printed matter or a copy thereof, relevant to the paper the student is writing and specifically prepared for copying.

- iv. Possession of Electronic Gadgets with the material related to the subject / Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken into consideration to decide the severity of the case.
- v. Repeated Malpractices during the Examinations.
- vi. Threatening with weapons and impersonation.
- vii. At the conclusion of the inquiry, the MPC shall submit a Report to the Controller of Examinations with findings and the charges together with all the documents and the recommended penalties and punishments that may be imposed, to be placed before the Academic Council.

### VIII. GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS TO THE STUDENTS INVOLVED IN MALPRACTICE DURING THE SEMESTER END EXAMINATIONS

The penalties & punishments to the students involved in Malpractices during Semester End Examinations shall be imposed as below:

Sl. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	<ol style="list-style-type: none"><li>1. Writing on the Question Paper / Admission Ticket &amp; or passing it to the other student in the Examination Hall.</li><li>2. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.</li><li>3. Possession of Electronic devises like mobile, Programmable Calculator, Pen-drive and any other electronic devises / storage devises in the examination hall.</li><li>4. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,)</li><li>5. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.</li></ol>	<p><b>The MPC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> <ol style="list-style-type: none"><li>a. Fine not less than Rs.5000/-</li><li>b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice</li><li>c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.</li></ol>

II	<ol style="list-style-type: none"> <li>1. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall.</li> <li>2. Receiving material for copying from outside or inside the examination hall.</li> <li>3. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall.</li> <li>4. Copying or obtaining assistance from any material or matter referred to in sub-clause V(l) in order to answer questions in the examinations</li> <li>5. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,</li> </ol>	<p><b>The MPC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> <ol style="list-style-type: none"> <li>a. Fine not less than Rs.5000/-</li> <li>b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice</li> <li>c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.</li> </ol>
III	<ol style="list-style-type: none"> <li>1. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.</li> <li>2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the College.</li> <li>3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the College for favours in the examination hall or to the Examiner in the answer script.</li> <li>4. Approaching directly or indirectly the teachers, officers, officials or examiners or bringing about undue pressure or undue influence upon them for favour in the examination.</li> </ol>	<p><b>The MPC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> <ol style="list-style-type: none"> <li>a. Fine not less than Rs.5000/- and denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice</li> <li>b. Fine not less than Rs.5000/-, and denial of the benefit of the performance of that Particular Paper and debarring the student from appearing for that particular paper in which the student is booked under Malpractice up to three more subsequent examinations.</li> </ol>

IV	Repeated indulgence in malpractice in the same examination or in subsequent examinations.	<p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>b. Debarring the student from appearing for subsequent examinations extending up to three more examination.</p>
V	Smuggling in or out or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.	<p><b>The MPC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> <p>Fine not less than Rs.10,000/- and</p> <p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p><b>b. Debarring the student from taking two more subsequent exams</b></p>
VI	Misbehavior with officials or any kind of rude	Fine not less than Rs.10,000/- and
	behavior in or near the Examination Hall using obscene or abusive language.	<p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>b. Debarring the student from taking two more subsequent examinations.</p>
VII	Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers/College with weapons or other means	<p>Rusticate the concerned student from College.</p> <p>However, the concerned student shall be handed over to the police by the Chief Superintendent with an intimation to the Institution.</p>

VIII	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	<p>Rusticate the concerned student from Institution..</p> <p>Where the impersonator is also a student of the University, he/she shall also be rusticated from the Institution..</p> <p>However, both the concerned students shall be handed over to the police by the Chief Superintendent with an intimation to the Institution..</p>
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**In General:**

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Examination performance rejection is not permitted for students who have been punished for malpractice(s).
3. The student who has been punished for malpractice (s) will be eligible for admission to the next higher semester and will only be able to appear for higher semester examinations.

IX. The executive council is the **AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS:**

X. **Disposal of confiscated materials:** The confiscated material shall not be returned to the students.

To,  
**The Principal**  
East Point College of Engineering & Technology  
BANGALORE.-560049

Sir/Madam,

Subject: Report of Malpractice Case- reg.

I am reporting herewith a case of Malpractice by (names).....Son  
/ Daughter of ..... Who has been a student of  
..... College and has appeared for the ..... Semester of  
..... Branch / Course examination from this centre  
with USN. .... The case was detected on .....

All the relevant documents and materials are enclosed herewith.

**Factual Report of the Chief Superintendent after preliminary inquiry as per clause VI of these regulations:**

.....  
.....  
.....  
.....T

Thanking you,

Yours faithfully,

**Chief Superintendent**

Enclosures:

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by Chief Superintendent and the Room Superintendent.
3. Copy of the admission ticket of the candidate.
4. **Plan of seating arrangement indicating the sitting position of the candidate in the block to be signed by Room Superintendent authenticated by DCS (External) and Chief Superintendent.**
5. The statement of the candidate.
6. The report of the concerned Room Superintendent.
7. The report of the Deputy Chief Superintendent.
8. The report of the Chief Superintendent.
9. The report of the Flying Squad.
10. Copy of the Memo issued to the candidate to attend the meeting of the MPCC.



**ANNEXURE – I**

**DETAILS OF THE MALPRACTICE CASE**

Name of the Candidate	:		USN:	
Exam Centre	:			
Date	:		Exact Time :	
Subject:	:		Sub Code :	
Nature of Malpractice	:	Chits/Written matter on Calci /Palm / Kerchief / bringing Mobile / pen drive / blue tooth device/sim card etc. ... ..... ..... ..... (Mention the reason for booking the case)		
Case Detected by	:	Room Suptd./DCS (Ext)/DCS (Int)/Relieving Suptd./Squad/Chief Suptd.		
Permanent address of the Candidate with Contact Number	:			
Name of the Room Superintendent	:			
Mailing address of the Room Superintendent	:			
Statement of the Candidate	:	<div align="right"><b>Signature of the candidate</b></div>		
Statement made and signed before me	:	Chief Superintendent	Deputy Chief Superintendent (Internal)	

ANNEXURE - II

**REPORT OF EXAMINATION OFFICIALS AT COLLEGE**

Instructions given to the student before the distribution of question papers: Before the distribution of the Question Papers, Room Superintendent had warned the candidates as “All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes and if you find any, keep them outside the examination hall before you start answering the paper”. This warning was given to the latecomers also.

The Candidate .....USN.....  
booked under malpractice during the examinations on ..... at .....while writing  
the subject .....subject code..... the case was detected by  
.....and the details of the case are  
.....  
.....  
.....  
.....

**Signature of the Room Superintendent.**

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**REPORT OF THE DEPUTY CHIEF SUPERINTENDENT**

I do agree with the statement of Room Superintendent

**OR**

I do not agree with the statement of the Room Superintendent for the reasons given hereunder:

.....  
.....  
.....  
.....

**Signature of the Deputy Chief Superintendent**

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**REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD)**

.....  
.....  
.....  
.....

**Name and Signature of the Squad Member/s**

## MEMO

Mr./Ms.....bearing University Seat No.....,  
booked under Malpractice during ..... Semester End Exams in the  
subject .....on..... is  
hereby directed to appear before the Mal-Practice Cases Consideration Committee Meeting convened  
on ..... at ..... Further, you are  
required to report on.....with a preparation to stay for a day. If you fail to  
appear before the committee, ex parte decision will be taken.

(Chief Superintendent)

**To,  
Mr./Ms.**

.....

Copy FWC's to:

1. The Principal(EPCET) , for information & needful.
2. File.

Signature of the candidate for having received the Memo.....