



*An Autonomous Institution Affiliated to Visvesvaraya Technological University (VTU), Belagavi  
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UG programs Accredited by National Board of Accreditation (NBA): CSE, ECE & ISE, NAAC 'A' Grade*

# **MALPRACTICE MANUAL**

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## **ACTS OF MALPRACTICES**

Every student appearing for the CIE & SEE Examinations is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

- a) Misconduct towards officials or any form of rude behavior in or around the examination hall, including the use of abusive or inappropriate language.
- b) Writing on the Question Paper / Admission Ticket &/or passing on to the other student(s) in the Examination Hall.
- c) Disclosing his/her identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the specified place in the answer scripts.
- d) Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive, smart watches, Nano-Ipods or such other storage devices in the Examination Hall.
- 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 or from similar aid or assistance rendered by another student within the Examination Hall.
- g) Making any request of representation or offer of any threat for induce mentor bribery to Room Superintendent and / or any other official for favours in the Examination Hall or in the answer script.
- h) Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.

- i) Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- j) Receiving material from outside or inside the Examination Hall, for the purpose of copying.
- k) Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- l) Copying or taking aid from any material or matter referred to in sub-clauses (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) Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- o) Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand kerchiefs, clothing, socks, instrument box, Identity Card, Hall Ticket, Scales etc.,
- p) Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

**Any other activity student indulges in, which in the opinion of the authorities of EPCET constitutes malpractice that will be construed as malpractice.**

# **PROCEDURE FOR REPORTING MALPRACTICES**

## **SEMESTER END EXAMINATIONS (SEE)**

- a) The Controller of Examinations (CoE) in consultation with Principal shall appoint a team of Squad Members to ensure proper conduct of Examinations and prevent malpractices.
- b) If the malpractice case is detected, the room superintendent/Squad Member will seize the incriminating materials and the answer script(s), and report the same to the CoE immediately as per the procedure outlined in Annexure 1-4.
- c) When malpractice is brought to his/her notice of the CoE either by Squad Members/the Room Superintendent, he/she shall hold a preliminary inquiry and take on record the report of the Room Superintendent, the statement of the student concerned. Only then he/she will forward malpractice report along with the answer script(s) and other incriminating material and other enclosures in a sealed cover to the Controller of Examinations. However, answer scripts of subsequent papers of such student booked under malpractice shall be sent directly to the valuation centre along with other answer script and shall not be marked as malpractice case anywhere.
- d) The student, the Room Superintendent, the concerned Squad Member (if the case was detected by the squad member) shall be required to give their statement in the proforma supplied by the Controller of Examinations (Annexure 1-4). These statements shall always be concise, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- e) The statement of all concerned shall be recorded in their own handwriting.

- f) If the student refuses to handover the incriminating materials 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 will be recorded by the Deputy Chief Superintendent and/or the Squad Member.
- g) The student(s) booked under malpractice shall be allowed to write the subsequent papers. Having allowed appearing for the papers after booking the case under malpractice, the student/s shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under malpractice shall be evaluated and the results shall be kept in abeyance, until such time the Principal approves the recommendations of the malpractice committee.
- h) When, a student booked under malpractice the following steps shall be strictly adhered to:
- Debar the student from writing that particular paper, in which he/she has been booked under alleged malpractice.
  - Issue a memo instructing the student to attend the meeting of the malpractice committee as per the instruction of Controller of Examinations.
  - Send the answer script of that particular paper directly to the Controller of Examinations, along with 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.
  - Admission Ticket shall not be confiscated.
  - Permit student to write the subsequent papers of the examination and such answer scripts shall be sent to the valuation centre along with other answer scripts without being marked as MPC anywhere.

## **CONTINUOUS INTERNAL EVALUATION(CIE)**

- a) The Controller of Examinations(COE) in consultation with Principal shall appoint a team of Squad Members to ensure proper conduct of Examinations and prevent malpractices.
- b) If the Malpractice case is detected by the Room superintendent / Squad Member or any other official he/she shall seize the incriminating the materials and the answer script(s) and report the same to the Controller of Examinations immediately. The Room Superintendents / Squad Member or any other official shall record their statement along with the statement by the student in the blue book itself.
- c) If the student refuses to handover the incriminating materials 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 will be recorded by the Room Superintendent and / or the Squad Member.
- d) Do not confiscate the Identity Card (ID).
- e) Permit the student to write the subsequent papers of the examinations, if any.

# **PROCEDURE FOR IMPOSING PENALTIES &/OR PUNISHMENTS**

## **SEMESTER END EXAMINATIONS (SEE)**

- a) A committee (Malpractice Committee) appointed by the Principal, consisting of the Controller of Examinations (COE) as the Chairman, Academic Director, and the HOD's of the departments to which the candidates resorted to malpractice belong shall be constituted into the malpractices during the Examinations.
- b) The above committee shall meet after the conclusion of each SEE on the dates fixed by the COE and inquire on all matters connected with the students booked under malpractices. After detailed inquiry, the committee shall prepare a Report giving its recommendation on the penalties and/or punishments to be imposed, for the consideration of the Principal.
- c) In the case of failure by the student to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and/or punishments.
- d) The student shall present his/her case him-self/her-self and shall not engage a legal practitioner for the purpose.
- e) The student is awarded punishment only once though he/she may have indulged in malpractices in several papers. This punishment will be decided taking into consideration all malpractices during the semester end examinations.
- f) The malpractice committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the malpractice committee shall recommend suitable penalties and/or punishments on the student. The severity of the case shall be categorized as follows.

- Possession of Electronic Gadgets with any material(s) or matter, materials(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are not relevant to the paper the student is writing.
- Possession of Electronic Gadgets with accessible memory or retrievable by any other means containing materials related to the subject / Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.
- Possession of Electronic Gadgets with the materials related to the subject / Materials or matter on hand, palm, calculator etc. / written, printed matter or scanned/Xerox copy thereof, which is/are relevant to the paper the student is writing and are particularly prepared for the purpose of copying.
- Possession of Electronic Gadgets with the materials 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 and/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.

- Repeated Malpractices during the Examinations.
- Threatening with weapons and impersonation.

## **CONTINUOUS INTERNAL EVALUATION(CIE)**

- a) The committee will consist of the Controller of Examinations (COE), Director Academic, the Squad Member and/or the Room superintendent concerned. The committee will meet and decide the penalty and punishment.
  
- b) These variety of the cases will be the same as mentioned for SEE.

**GUIDELINES FOR RECOMMENDING PENALTIES AND/OR PUNISHMENTS:**

<b>Nature of Malpractice</b>	<b>Penalty and/or Punishment to be imposed</b>
1. Misbehavior with officials or any kind of rude behavior in and around Examination Hall using obscene or abusing language	<p align="center"><b>SEMESTER END EXAMINATIONS[SEE]</b></p> <p><b>Based on the severity of the nature of malpractice, any one of the following shall be imposed :</b></p> <p>P1) Value the answer script of the particular paper in which the student booked under malpractice and announce the result in the normal way.</p> <p>P2a) Denial of Benefit of performance of that particular paper in which the student is booked under malpractice and allowed to write the course as backlog.</p> <p>P2b) Denial of benefit of performance of that particular paper in which the student is booked under malpractice and allowed to re-register in the summer semester.</p> <p>P3) Denial of benefit of performance of that particular examination (all the subjects for which the student</p>
2. Writing on the Question paper/Admission Ticket or passing it to the other student in the Examination Hall.	
3. Disclosing identity by writing any words or by making any distinct marks or by writing USN on the pages other than the space specified in the answer scripts while answering.	
4. Possession of Electronic devices like Mobile, Programmable Calculator, Pen-drive, Smart Watch/ Nano IPods or any other electronic devices / storage devices in the examination hall.	
5. Communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination. Having any written matter on scribbling pad, calculator, palm, hand, leg, hand kerchiefs, clothes, socks, Instrument box, Identity card, Hall ticket, Scales etc.	

**11.Repeated Indulgence in malpractice in the same examination or in subsequent examinations**

Nature of Malpractice	Penalty and/or Punishment to be imposed
6. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another within the Examination Hall.	has registered for the examinations excluding labs). P4) Denial of benefit of performance of that particular examination (all the subjects for which the student has registered for the examinations including labs).
7. Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and / or any other official for favours in the Examination Hall or in the answer script.	P5)Debarring the student from appearing for one more subsequent examination.
8. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence or influence upon them for favour in the examination.	P6)Debarring the student from appearing for two more subsequent examinations. P7) Debarring the student from appearing for three more subsequent examinations.
9. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.	P8)Denial of grade review in any subject of that examination. P9) Denial of Make-Up Examination benefit for any subject of that examination.
10. Receiving material from outside or inside the Examination Hall for the purpose of copying.	P10)Rusticate the student from college. College authorities are not responsible of the mobiles confiscated during examinations and they will not be returned to students.

<p>11.1 Two times Possession of Electronic devises like Mobile, Programmable Calculator, Pen-drive, Smart Watch/ Nano IPods or any other electronic devises / storage devises in the examination hall.</p>	<p>11.1 11.1.1) Without any relevant examination material, penalty of Rs.2500/- shall be imposed. 11.1.2) With any relevant examination material, the result of that particular course shall be denied and penalty of Rs.2500/- shall be imposed.</p>
<p>11.2 Found two times communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination. Found two times having any written matter on scribbling pad, calculator, palm, hand, leg, hand kerchiefs, clothes, socks, Instrument box, Identity card, Hall ticket, Scales etc.</p>	<p>11.2 Penalty of Rs.5000/- and one of punishments P1 to P10(page no. 11&amp; 12).</p>
<p>11.3 More than two times Possession of Electronic devises like Mobile, Programmable Calculator, Pen- drive, Smart Watch/ Nano IPods or any other electronic devises / storage devises in the examination hall.</p>	<p>11.3 11.3.1) Without any relevant examination material , penalty of Rs.5000/- shall be imposed. 11.3.2) With any relevant examination material, the result of that particular course shall be denied and penalty of Rs.5000/- shall be imposed.</p>
<p>11.4 Found more than two times communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination. Found more than two times having any written matter on scribbling pad, calculator, palm, hand, leg, hand kerchiefs, clothes, socks, Instrument box, Identity card, Hall ticket, Scales etc.</p>	<p>11.4 Penalty of Rs.10000/- and one of punishments P1 to P10(page no. 11&amp; 12).</p>

<p>12. 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.</p>	<p style="text-align: center;"><b>CONTINUOUS INTERNAL EVALUATION [CIE]</b></p> <p>P1) Awarding Zero marks for that component of CIE in which malpractice was detected.</p> <p>P2) Awarding NE Grade in the subject in which malpractice was detected.</p> <p>P3) Same as P1 or P2, but the punishment extended to one or more subjects the candidate has registered in that semester.</p>
<p>13. Copying or taking aid from any material or matter referred to in sub-clauses of Acts of Mal Practices to answer in the examinations.</p>	
<p>14. Having any written matter or scribbling pad, calculator, palm, hand, leg or any other part of the body, hand kerchiefs, clothing, socks, instrument box, identity card, Hall Ticket, Scales etc.,</p>	
<p>15. Destroying any evidence of malpractice, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination hall or premises.</p>	
<p>16. 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.</p>	
<p>17. Repeated indulging in malpractice.</p>	
<p>18. Impersonating or allowing any other person to impersonate to answer in his/she place in the examination hall.</p>	
<p>19. Threatening with weapons of any other means to the Room Superintendent, Members of the Flying Observers, Officers, and Officials of the Examination Centers / College.</p>	

**STATEMENT OF THE CANDIDATE**

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

**Signature of the Candidate**

**Name:**..... **USN:**.....

**Semester:**..... **Branch:**.....

**Attested by Examination official:**

Signature:

Name:

Designation:

**REPORT OF THE ROOM SUPERINTENDENT**

Before the distribution of the question paper I had read out to the candidates, the contents of important Instructions.

**STATEMENT**

When I was supervising in room No:.....Block:.....on(date)

.....at about(time).....I found this case of malpractice in

My room. The candidate's name is

USN:

.....

**Nature of Malpractice involved by the Student****Name and signature of the Room Superintendent**

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

When I was on rounds on(date).....at about(time).....

I found ..... this case of malpractice in Room No.

.....The ..... candidate's ..... name ..... is

..... and USN is ..... below

given are the details of the case.

**Name and Signature of the Squad Member**

**MEMO**

**Mr./Ms.**

.....

**bearing USN.....booked under malpractice  
during CIE/SEE Exams [month/year]**

**In the Course.....**

**Code                    is hereby directed to appear before the malpractice  
committee convened on Date.....Time.....**

**Venue .....**

**If you fail to appear before the committee, decision will be taken.**

**Controller of Examinations**

**To,**

**Mr./Ms.....**

**Signature of the candidate for having received the memo**

.....

**ADDITIONAL INFORMATION:**

- 1. The punishment shall be uniform and commensurate with the offence for all students committing similar offences.**
- 2. Malpractice and punishments imposed on the students shall invariably be intimated to the concerned parents in writing by the Controller of Examinations through the Principal.**
- 3. Rejection of performance of the examination shall not be permitted for the students who are punished for malpractice(s).**
- 4. The student punished under malpractice(s) shall not be eligible to take admission to the next higher semester, till the redeeming the punishments imposed on him/her.**

**AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS:**

The principal will be the authority for approving or modifying the recommendations of the malpractice committee.

**OTHER MATTERS:**

Also, the Examiners shall, if he/she suspects malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosure, such as currency, shall return the answer script with reasons in writing to the Controller of Examinations and by name detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the Controller of Examinations.

**Controller of Examinations**

**Principal**