

Examination Manual: Malpractices and Punishments

Clause	Sub-Clause	Nature of Malpractice	Recommended Punishment
1)	a)	Introduction and/or possession of any non permissible material relevant to the examination, to the examination hall: Materials like bit(s) of papers, hall ticket with matter written on it, scribbling on hall ticket, and materials written on calculator, handkerchief, data book/handbook, instrument box, identity card, scales, clothing, chappals, socks, masks or in any part of the body. Such similar malpractices.	Debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-
	b)	Writing on the question paper and passing the same to other student(s) in the examination Hall	
	c)	Copying from neighbour's answer scripts with mutual consent, by peeping into the other's answer-script.	
	d)	Purposefully sitting on a wrong seat with the intention of cheating in examinations.	
	e)	Threatening/requesting the neighbour to show the answer-script	
	f)	Helping neighbours to answer questions	
	g)	Writing register number, name, name of college or other identifying marks within the answer book	
	h)	Writing appeals to the examiners, in the answer scripts	
	i)	Refusing to hand over question paper when leaving the hall during the examination hour.	
	j)	Using filthy language in the answer-scripts	
	k)	Passing of answers from outside	
	l)	Disobeying the invigilator/other officials or resistance to instruction from authority.	

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2)	a)	Possessing two copies of hall tickets with written matter on one of them. Adding additional printed pages with materials, in the code/data book. Found texts written in answer-sheets verbatim from the textbook, Lot of Questions answered by the candidate were the same as those obtained from Google search.	Debar for two chances for the course concerned and also debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-.
	b)	Possessing non-permissible materials in large quantities (more than 5 bits or sheets)	
	c)	Possession of non-permissible materials in the form of reduced photocopies	
	d)	Resisting to hand over non-permissible material brought to the examination hall to the invigilator	
	e)	Copying from any material and resisting the instructions or warnings of the invigilator.	
	f)	Purposefully tampering/overwriting barcodes and Alpha-Numeric Code of the answer sheets	
	g)	Deliberately changing/replacing register numbers	
	h)	Purposefully tampering answer books, removing pages	
	i)	In possession of Xerox copies of textbook, printed material, Xerox copy of notes, or Notebook	
	j)	Copying from neighbour's answer scripts with mutual consent, by exchanging or handing over the answer sheet to the neighbour	
	k)	Destroying the evidence of malpractice. i.e. Actions like tearing, mutilating the answer scripts, refusing to hand over the answer	

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		scripts or running away with the answer scripts from the examination hall	
3)		Possession of mobile phones, tab, pen camera, smart watch, Bluetooth or wired headsets or any such other electronic/communication /storage gadgets	Confiscation of prohibited item and Debar for two chances for the course concerned and also debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-.
4)	a)	Impersonation	Permanent debarring, with the case referred to the police
	b)	Manhandling or threatening the invigilator/ officers or any authority of the University	
	c)	Tampering with the answer books of other candidates	
	d)	Communicating answers from outside or sending question papers to outside through electronic media. Using any form of electronic or cyber media for cheating in examinations.	
	e)	Smuggling question papers or other examination materials	
5)		Copying from neighbour's answer scripts (more than 2 students involved).	Debar for two chances for the course concerned and also debar all registered courses in that

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			examination definition and also imposition of a penalty of Rs. 2,000/-. An enquiry regarding any involvement of the institution may be conducted. The issue will be dealt with as detailed in Section related to mass copying (3.4.4.6)
6)		Repeating malpractice - second time. One time earlier, any type of malpractice.	Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs. 10,000/-
7)		Repeating malpractice - Third time. Two times earlier, any type of malpractice.	Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs. 20,000/-
8)		Repeating malpractice - Fourth time. Three times earlier, any type of malpractice.	Permanent debarring. Penalty: Rs. 30,000/- to be paid for issuing Migration certificate.
9)		Threatening/bribing invigilators, evaluators, officials and examiners in person or through the answer books.	Based on gravity, minimum penalty shall be debarment for 2 chances,

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			for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 10,000/-
10)	a)	Disturbing the candidates by entering the examination hall from outside.	Based on gravity, minimum penalty shall be debarment for 2 chances for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 20,000/-.
	b)	Disturbing the candidates from outside the examination hall	
	c)	Tampering/Stealing answer books	
	d)	Breaking open the closed examination halls.	
11)	Purposefully tampering arrangements for conduct of examinations.		Based on gravity, minimum penalty shall be debarment for 2 chances,

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			for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all the courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 20,000/-
12)		All the above punitive actions are applicable for Practical Examinations also.	
Punishment for malpractice cases which is not of the nature listed above shall be decided by the Disciplinary committee.			