

CIRCULAR

MALPRACTICE RULES - INTERNAL EXAMINATIONS

Nature of malpractice	Recommended Punishment
<ul style="list-style-type: none"> • 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/hand book, instrument box, identity card, scales, clothing, chappals, socks, masks or in any part of the body. Such similar malpractices • Possession of mobile phones, tab, pen camera, smart watch, bluetooth or wired headsets or any such other electronic, communication or storage gadgets • Writing on the question paper and passing the same to other student(s) in the examination Hall • Copying from neighbour's answer scripts with mutual consent, by peeping into the other's answer-script • Copying from neighbour's answer scripts with mutual consent, by exchanging or handing over the answer sheet to the neighbour • Purposefully sitting on a wrong seat with the intention of cheating in examinations • Threatening/requesting the neighbour to show the answer-script • Helping neighbours to answer questions • Passing of answers from outside • Disobeying the invigilator/other officials or resistance to instruction from authority • Resisting to hand over non-permissible material brought to the examination hall to the invigilator • Destroying the evidence of malpractice. i.e. Actions like tearing, mutilating the answer scripts etc. • Writing appeals to the examiners, in the answer scripts • Using filthy language in the answer-scripts • Purposefully tampering answer books, removing pages • Peeping into neighbour's answer scripts with or without mutual consent • Copying from neighbour's answer scripts with or without mutual consent 	<p>Answer sheet will be confiscated and the student is not allowed to continue writing the particular exam.</p> <p>The mark will be zero for the exam and no retest is allowed for the particular exam.</p>
<ul style="list-style-type: none"> • Manhandling or threatening the invigilator/ or any authority of the college • Tampering with the answer books of other candidates • 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 • Smuggling question papers • Stealing answer books • Breaking open the closed examination halls. • Purposefully tampering arrangements for conduct of examinations 	<p>Barring from all the examinations of the particular internal exam. Proceed for the procedures of disciplinary action.</p>
<ul style="list-style-type: none"> • Repeating malpractice – Second time 	<p>Debar from all examinations of the particular internal examination and proceed for procedures of disciplinary action</p>




PRINCIPAL

Copy to: Dean, HoDs, To be shared in all S1 B. Tech/M. Tech/ MCA Student and Parent Groups,

Controller of Examiners office, Office Manager, File.