

Office of the Controller of Examinations

MALPRACTICES AND PUNISHMENTS

Every student is required to observe discipline and decorous behaviour in the examination hall. Any act of indiscipline, misbehaviour and unfair practice in examinations shall be punishable according to nature of offence committed by the student.

Nature of malpractice and the corresponding punishment are given below:

NATURE OF MALPRACTICES AND PUNISHMENT

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/hand book, 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 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.		
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 scripts verbatim from the text book, 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
	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.	of a penalty of Rs. 2,000.
	e	Copying from any material and resisting the instructions or warnings of the invigilator.	
	f	Purposefully tampering/overwriting barcodes and alphanumeric code of the answer scripts.	
	g	Deliberately changing/replacing register numbers.	
	h	Purposefully tampering answer scripts, removing pages.	
	i	In possession of copies, text book, printed material or note book.	
	j	Possession of mobile phones, tab, pen camera, smart watch, Bluetooth or wired headsets or any such other electronics, communication, storage gadgets.	
	k	Copying from neighbour's answer scripts with mutual consent, by exchanging or handing over the answer sheet to the neighbour.	
	l	Destroying the evidence of malpractice, ie. Actions like tearing, mutilating the answer scripts, refusing to hand over the answer scripts or running away with the answer scripts from the examination hall.	
3	a	Impersonation.	Permanent debarring, with the case referred to the Police.
	b	Manhandling or threatening the invigilator/officers or any authority of the institution.	
	c	Tampering with the answer books of other candidates.	
	d	Communicating answers from outside or sending question papers to outside through electronics media. Using any form of electronic or cyber media for cheating in examinations.	
	e	Smuggling question papers or other examination materials	
Clause	Nature of malpractice		Recommended Punishment
4	Copying from neighbour's answer scripts (more than 3 students involved)		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.
5	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.
6	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.
6A	Repeating malpractice – fourth time. Three times earlier, any type of malpractice.		Permanent debarring.
			Penalty: Rs.20,000/- to be paid to the institution to complete the formalities. Penalty: Rs.30,000/-to be paid to the university for issuing migration certificate.
7	Any type of malpractice, but students did not attend meetings as part of investigation.		To give the student one more chance for appearing before the committee. If the student fails to attend again appropriate recommendation can be proposed by the committee assuming that the student has committed malpractice.
8	Did not produce proper ID card.		Check whether impersonation has occurred.
9	Threatening/bribing invigilators, evaluators, officials and examiners		Based on gravity, minimum penalty shall be debarment for 2 chances, for the course

	in person through the answer books.		concerned and also debarment to 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/.
Clause	Sub-Clause	Nature of malpractice	Recommended Punishment
10	a	Disturbing 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 to 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 candidates from outside the examination hall.	
	c	Stealing answer books.	
	d	Breaking the lock of examination hall.	
11	Purposefully tampering arrangements for conduct of examinations.		Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment to 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/.
12	All the above punitive examinations are applicable for practical examinations also. If a candidate is caught for malpractice, he/she may be permitted to attend the remaining examinations for all the courses listed in the hall ticket concerned. For the same course, a fresh answer book shall be issued for writing the examination during the remaining period.		