

Regulations Governing Malpractices By The Students During Semester End Examinations

- I. **PREAMBLE:** These Regulations shall be called as “Regulations Governing Malpractices by the students during Semester End Examinations – 2024” approved by the Academic Council.
- 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 Institute to grant and confer Degrees, Diplomas and other academic distinctions on persons who have pursued a course of study or have carried on research in the Institute.
- IV. **DEFINITIONS :**
 - a. ‘Act’ means, the Visvesvaraya Technological University ACT of 1994, amended from time to time.
 - b. ‘University’ means the Visvesvaraya Technological University, Belagavi, Karnataka.
 - c. ‘Institute’ means Maharaja Institute of technology Mysore, an Autonomous Institution Affiliated to the University.
 - d. ‘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.
 - e. ‘Chief Superintendent’ means, any competent person appointed by the Principal of the Institute, to be in overall control of the Examination Centre.
 - f. ‘Deputy Chief Superintendent (Internal)’ means, an internal faculty member nominated by the Chief Superintendent to assist him/her during the examination process.
 - g. ‘Examination Centre’ means, premises in a college for the conduct of examinations as notified by the Institute.
 - h. ‘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.
 - i. ‘Examiner’ means a member of the teaching staff, appointed by the Institute to examine the answer scripts/ drawing sheets /Practical / Viva-Voce, Examinations.
 - j. ‘Academic Council’ means, the Academic Council of the Institute.
 - k. ‘Squad’ means, a team of members of the teaching staff of the Institute, appointed by the Principal, to oversee the conduct of examinations at the examination centres.

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- l. 'Hall Ticket' means, the document, with photo identification and duly certified by the Principal of the college, given to the student to appear for a particular examination by the Institute.
- m. 'Malpractice' means, any act committed by a student during the course of the Examinations as specified under section V.
- n. 'Malpractice Committee' (MPC) means, the committee appointed by the Institute to inquire into the malpractice cases registered during the Examinations.
- o. 'Official' means, a person appointed for the conduct of examination related duties.
- p. 'Controller of Examinations' means, as defined in the Service Rules of the Institute.
- q. 'Room Superintendent' means, faculty member in-charge of the Examination Hall during the examination.
- r. 'Student' means, a person enrolled in the Institute for taking up studies / research.
- s. 'Sitting Squad' means, a faculty member appointed by the Institute to ensure proper conduct of examination at a particular centre.
- t. 'Teaching Staff' means, a person appointed for the teaching position in the Institute.
- u. 'Unauthorized Material' means, that which is not permitted by the Institute to be carried in the examination hall.
- v. 'USN' means, a 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 centre.
- 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

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providing assistance to other student(s) within the Examination Hall.

- g) Making any request / representation / threat / inducement to any official for rendering favors' in the Examination Centre.
- h) Approaching the officials / any member of the staff directly or indirectly for rendering favors' 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 an 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 favor 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.

VI. PROCEDURE FOR REPORTING THE MALPRACTICE/S:

- a) CoE shall appoint one or more Squad teams as may be required, to ensure proper conduct of examination and to discourage Malpractice(s).
- b) The Squad shall inspect the Examination Halls assigned to them by the COE, 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 to the CoE 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)

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and report the same to the Chief Superintendent immediately as per the procedure laid down.

- e) The Sitting squad shall report all the cases of Malpractices detected, to the concerned Chief Superintendent and also to the CoE on a daily basis for action. The detailed report of Malpractices committed, together with the relevant documents shall be submitted by the Chief Superintendent to the CoE as per the procedure.
- f) When a malpractice case is reported to the Chief Superintendent, either by the Squad or by the Room Superintendent, he/she shall hold a preliminary inquiry, after taking on record of the reports by the Room Superintendent/Squad member. The reports thus submitted shall be shown to the candidate and directed to submit his/her statement voluntarily and the same shall be authenticated by the Chief Superintendent and the Deputy Chief Superintendent. The statement of all concerned shall be in own handwriting with signatures. On consideration of all these, he/she shall submit the factual Report of malpractice along with the answer script(s), other incriminating materials and enclosures in a sealed cover, to the COE. 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 Academic Council.
- g) 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 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:

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- a) Prevent such student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
- b) Issuance of a memo instructing the student to attend the inquiry conducted by the Malpractice Cases Consideration Committee as per instructions of the CoE.
- c) Send the answer script of that particular paper directly to the Office of the CoE, 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:

- a) **Constitution of Malpractice Cases Consideration Committee:** The Principal shall nominate the Committee as follows; HoD of the department where in the student booked in Malpractice Case is pursuing his degree, FY Coordinator shall be the Member Representing the Institute as member of MPC for such of those cases booked during examination conducted for first year examinations, Dean – Academics shall be the Member Representing the Academic Council of the Institute, Legal Advisor of the Institute shall be the Member invited depending on the gravity of the Case and Controller of Examinations shall be the Member Convener of MPC. The Committee shall have tenure of two years.
- b) The MPC shall meet after the conclusion of each semester examination on the date fixed by the CoE 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.
- c) 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 CoE. 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 and statements made therein.
- d) The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- e) 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.
- f) The MPC shall examine the charges submitted by the college. After ascertaining the

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severity of the case, the MPC shall recommend 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.
- g)** At the conclusion of the inquiry, the MPC shall submit a Report to the CoE 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. PENALTIES & PUNISHMENTS FOR MALPRACTICES COMMITTED BY THE STUDENTS

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

S/L	Nature of Malpractice	Penalty/Punishment to be imposed
I	1. Writing on the Question Paper / Admission Ticket &/or passing it to the other student in the Examination Hall. 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. 3. Possession of Electronic devices like mobile, Programmable Calculator, Pen-drive and any other electronic devices / storage devices in the examination hall. 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.,) 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.	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. a) Fine not less than Rs.5000/- b) Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice c) Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.

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II	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. 2. Receiving material for copying from outside or inside the examination hall. 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. 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 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.,	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. d) Fine not less than Rs.5000/- e) Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice f) Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.
III	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. 2. Committing any other act or omission intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the Institute. 3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the Institute for favors' in the examination hall or to the Examiner in the answer script.	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. 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 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.
IV	Repeated indulgence in malpractice in the same examination or in subsequent examinations.	a) Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b) Debarring the student from appearing for subsequent examinations extending up to three more examination.

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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.	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. Fine not less than Rs.10,000/- and a) Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b) Debarring the student from taking two more subsequent exams
VI	Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusive language.	Fine not less than Rs.10,000/- and. a) Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b) Debarring the student from taking two more subsequent examinations.
VII	Threatening the Room Superintendent, members of the Squad, officers / officials of the Examination centers with weapons or other means.	Rusticate the concerned student from Institute. However, the concerned student shall be handed over to the police by the Chief Superintendent with intimation to the University.
VIII	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	Rusticate the concerned student from Institute. Where the impersonator is also a student of the Institute, he/she shall also be rusticated from the Institute. However, both the concerned students shall be handed over to the police by the Chief Superintendent with intimation to the University.

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 academic council is the authority for imposing penalties & punishments:

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

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ANNEXURE I

Format for Consolidated Report by the Squad

To,

The Deputy Chief Superintendent

Semester End Examination- February 2024

MIT Mysore

Name of the Squad:

Designation and Department:.....

Examination

(CIE/SEE,

DD/MM/YY):.....

Inspection Reports (Inclusive of visits paid, block Nos., time etc.) :

.....

.....

.....

Malpractice Cases booked if any with particulars :

1.

2.

Other findings if any :

1.

2.

Remarks :

.....

SIGNATURE OF THE SQUAD WITH DATE

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To,

Controller of Examinations

MIT Mysore,

Mandya-571477

Sir,

Subject: Malpractice Case

I am sending herewith a case of Malpractice by
Mr./Ms..... Son/Daughter of
.....and has appeared for the Semester of Branch
with USN

The case was detected on at AM/PM.

All the relevant documents and materials are enclosed herewith.

Enclosures:

- Answer Paper of the candidate along with Question Paper.
- The materials seized from the candidate attested by RS/DCS
- Copy of Admission ticket of the candidate.
- Plan of seating arrangement indicating the sitting position of the candidate in the block/hall.
- The statement of the candidate.
- The report of the concerned Room Superintendent.
- The report of the Deputy Superintendent.
- The report of the Deputy Chief Superintendent.
- The report of the Squad.
- Copy of the Memo issued to the candidate to attend the meeting of the MPCCC.

Yours faithfully

Deputy Chief Superintendent

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REPORT OF THE DEPUTY CHIEF SUPERINTENDENT/HOD

Name of the Candidate:

.....

USN :.....

Date:.....

Exact Time:.....

Subject:.....

Sub Code:.....

Nature of Malpractice: Chits/Written matter on Calculator /Palm / Kerchief / bringing

Mobile/ e-gadgets

(Mention the reason for booking the case) Case Detected by:

.....

Details of the Room Superintendent:

Name:

Department:

Contact Number:

Brief Report of Malpractice:

Signature & Name of the DCS/HOD

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Annexure II

The Deputy Chief Superintendent shall obtain the statement of the candidate. The candidate shall be asked to give the statement in the presence of some responsible witness like Coordinator or Senior Staff member. It shall be in the handwriting of the candidate and shall be signed by him / her and attested by the examination officials.

If the candidate refuses to give the statement, he / she be asked to state the same in writing. If he/she refuses to do this also, the same shall be recorded duly, witnessed by two members of the Supervisory Staff and one of them will be a faculty of the cadre of Professor.

Statement of the Candidate

Name and Signature of the Candidate

Witness:

Name & Designation:

Signature

1.

2.

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Annexure - III

Report of the Room Superintendent

This statement given by me is based on my personal knowledge of the case. Before the distribution of the Question Papers, I had warned the candidate “All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes or e-gadgets 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.

When I was supervising on (date) at about (time)... : I found, this case of malpractice in my block.....: The Candidate's name is: bearing USN.....:

Below given are the details of the case

Signature of the Room Superintendent

Report of the Deputy Superintendent

Signature of the Deputy Superintendent/HOD

Report of the Squad (If Detected by the Squad Member)

Signature of the Squad Member(s)

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Date:

MEMO

Mr./Ms..... bearing USN ,.....
booked under Malpractice during SEE/CIE in the
subject..... on..... is
hereby directed to appear before the Mal- Practice Cases Consideration Committee Meeting on at ...
preferably along with your parent or local guardian. If you fail to appear before the committee, ex parte
decision will be taken.

Chief Coordinator/Deputy Chief Superintendent

To,

Mr./Ms.....

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

Copy FWC's to:

The,

1. COE, MITMysore, Mandya
2. Principal
3. Office Copy

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To,

Controller of Examinations

MIT Mysore

Mandya

Sir,

Subject: Malpractice Case

I am sending herewith a case of Malpractice by Mr/ Ms.....

Son/Daughter of and has appeared for the

..... Semester of Branch with USN

The case was detected on at AM/PM.

All the relevant documents and materials are enclosed herewith.

Enclosures:

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by RS/HOD
3. The statement of the candidate.
4. The report of the concerned Room Superintendent.
5. The report of the Head of the Department
6. The report of the Squad.
7. Copy of the Memo issued to the candidate to attend the meeting of the MPCCC.

Regards,

Head of the Department