

INDISCIPLINE AND MALPRACTICES AT THE EXAMINATION CENTRES

(Guidelines provided by Mandya University)

The rules regarding the Malpractice are given below:

The cases of alleged Malpractice committed by the Students are to be reported to the Registrar (Evaluation) by name.

- a. Any Student is liable to be charged with committing Malpractice in the following cases:
 - i. Having in his possession or accessible to him any papers, books or floes or chits with content related to the subject of the examination;
 - ii. Found receiving assistance from others or giving assistance to others;
 - iii. Copying from any paper, book or notes;
 - iv. Allowing any other student to copy from his/her Answer Booklet or found trying to copy from the others;
 - v. Found having any written matter on the person (palm, hand, leg, clothes, etc.)
 - vi. Attempting to use any unfair means;
 - vii. Disclosing identity by making peculiar mark while answering in the Answer Books.
 - viii. Using obscene or abusive language inside the examination premises.
 - ix. Writing any appeal in the Answer Booklet for more marks etc.,
 - x. Scribbling the points on Question Paper/Admission Ticket and/or passing on the same to their examinees.
 - xi. Tearing off or spoiling the sheets in the Answer Books.
 - xii. Destroying any evidence of Malpractice.

*Candidates who indulge in any of the above types of Malpractices or any other unfair means, after due enquiry by the Committee/officer appointed nominated by the Syndicate/ vice chancellor may be **debarred** by the Syndicate from taking any university examination for an appropriate period not exceeding **five years**.

- b. Any candidate found guilty of by deliberate previous arrangement, cheating in the examination by acts 'of **smuggling in another answer**' book or inserting **readymade answers or take away the answer** book/bundles with male fide intention, may be debarred by the Syndicate from taking any University examination for a period not exceeding **five years**.
- c. Similarly, any candidate/student found **committing impersonation**, may after due enquiry be debarred by the Syndicate from taking any University examinations for a period not exceeding **five years**. This punishment is applicable not only to the student who impersonates but also to the one on whose behalf the **other candidate impersonated**.
- d. Any candidate who indulges in intimidation, violent agitation, destruction of property, criminal assault, on fellow examinees or, the personnel employed in the conduct of examinations, after due enquiry, may, be debarred by the Syndicate from taking any University examination for a period not exceeding **seven years**.
- e. The decisions pertaining to Para (b), (c), and (d) above, may be communicated to all the Universities in the State and to any other University with which such reciprocal arrangement is existing.
- f. Enquiry under (b), (c) and (d) above is independent of the Criminal Proceedings in the appropriate Court of Law. In all the above cases the Syndicate may also decide to give the benefit of any examination the candidate had taken in the session for which the results have not been declared.
- g. Soon after a case of malpractice is detected in the examination hall the chief superintendent shall be called at once. In the meantime, the room superintendent shall prevent the candidate- to remove,

displace or destroy the material from which the candidate was found copying. Unless it is unavoidable, he shall not take possession of such material till the Chief Superintendent comes to the room.

- h. The candidate shall be taken out of the examination hall and he asked in the presence of a responsible witness such as Deputy Chief Superintendent or any supervisory staff, to give his statement. If the candidate refuses to give his statement, he shall be asked to record in writing his refusal. If he refuses to do even that, the fact shall be noted in the space provided in the Proforma of the report meant for the candidate, duly witnessed by two members of the supervisory staff, including the Deputy Chief Superintendent, wherever appointed.
- i. When a candidate in the Examination Hall is found in possession of some written matter, it should be clearly stated whether the material, was found on the person, in the pocket, in the hand or in his desk or wherever else as the case may be.
- j. When the cases are detected by any member of the Flying Squad of the University, such member shall also make a statement giving the details of the case.
- k. A sketch plan of the seating arrangement of the Examination, hall with all the Register Numbers in the Room and marking in red ink the Register Number of the candidate who indulged in Malpractice, has to be prepared. The sketch should clearly give the idea of the probable distance between the position of the Room Superintendent at the time of detection and the location of the candidate found committing malpractice. The sketch should also show by an arrow the direction at which the candidates were facing in the hall.
- l. The Chief Superintendent, the Deputy Chief Superintendent/Office Superintendent and Room Superintendent concerned shall invariably sign all the documents used in or relating to in the commission of Malpractice and also the other records such as sketch plan, admission ticket, answer book, invigilators diary, question paper of the candidate etc.
- m. The candidate, the Room Superintendent, Deputy Chief Superintendent (wherever available) member of the flying squad (if the case was detected by him) and the Chief Superintendent have to give their statement in the prescribed Proforma supplied by the University (Appendix XI - a and b). If the space provided in the printed Proforma is not sufficient, extra sheet may be used. These statements should always be full, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- n. The statement of all the concerned shall be in their own hand-writing.
- o. If and when the Chief Superintendent is fully convinced that the candidate has committed malpractice during the examination, he shall send the candidate out of the examination hall. The candidate shall not be allowed to take the subsequent papers/ Practical's/Viva-voce of any examination. In other words the Chief Superintendent shall on behalf of the University suspend him from taking part in any further examination both theory and practical. Suspension order should be issued by the Chief Superintendent.
- p. All the materials such as (a) various reports given in the Proforma (b) the answer book which was being used by the candidate (c) his/her admission ticket (d) his/her question paper; (e)the manuscript/printed material which was being used for copying (1) the sketch plan (g)Invigilator's diary etc., all witnessed and attested by the Chief, Deputy Chief Superintendent/Office Superintendent/Room Superintendent/or any other witnesses, are to be packed in a cloth cover and sent to the Registrar (Evaluation) by name on the same day or the next day in 'the event that the examination was held in the afternoon, duly super scribing in red ink as "Stray Answer Book - Malpractice case" on the Cloth Cover.
- q. The Chief Superintendent shall not forward more than one case in the same report, unless it is interrelated with another case. Each case has to be reported separately.

PRINCIPAL