

**VELS INSTITUTE OF SCIENCE, TECHNOLOGY AND ADVANCED STUDIES**

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

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**NORMS FOR AWARD OF PUNISHMENT IN CASES OF EXAMINATION  
MALPRACTICES AND MISCONDUCT**

<b>Clause</b>	<b>Nature of Misconduct/Malpractice</b>	<b>Quantum of Punishment</b>
1	Appeal for favorable consideration /marking any identification in the answer book	Written warning and Regret letter from the candidate
2	Misbehaving/Refusing to obey the legitimate orders of Invigilator/Chief Superintendent/Observer.	Written warning to the student and Intimation of fact to the parent/legal guardian stating that the candidate acted with impropriety with a copy Head of the Institution
3	Changing the seat without permission or occupying the seat not allocated to him/her	
4	Writing of Candidate's Name/Register Number in the answer booklet other than in the earmarked spaces/ any other special marking, using colour pencils or sketch pens or shades/ tearing off or spoiling the stationery supplied by the University	Cancellation of the performance in that subject only (which includes theory, practical/clinical and oral in the case Medical & Nursing candidates)
5	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him/her to award pass marks	
6	Willfully writing wrong Register Number in the answer booklet	
7	Talking to or communicating in any manner with other candidates (inside/outside exam hall) during the examination, including through gestures, signals, mobile phones etc. inside or outside the exam hall.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved (which includes theory, practical/clinical and oral in the case Medical & Nursing candidates)
8	Helping others to copy or getting help from others in the examination hall in the form of writings on the question paper/showing answer(s) from the answer booklet	
9	Carrying or possession of papers, books, notes or any material relating to the examination such as writings	<u>Case(1): Material(s) relevant to the examinations</u>

	on the desk/any part of the body/writings on scale, programmable calculator, handkerchief, hall ticket or any other electronic storing devices like electronic watches, mobile /smart phones, palm computers etc.	Cancellation of all the Examinations taken up in that session  <u>Case(2): Material(s) not relevant to the examinations</u> Cancellation of the performance in that subject only
10	A candidate on permission to visit the toilet during the examination is found reading or possesses some incriminating material relevant to the syllabus of the paper in the Verandah/toilet etc.	Cancellation of the performance in that subject only
11	Student involved in malpractice at Practical examination /Dissertation /Project report at UG/PG level /Project	Cancellation of the performance in that subject only
12	Mass copying by candidates	Cancel the entire examination of all the candidates concerned for that session
13	Attempting to or concealing, destroying, disfiguring, rendering illegible, swallowing, running away with answer script, notes paper or other material or device, used or attempted to be used for assistance in answering a question	Cancellation of all the examinations taken up in the semester/year
14	Any insertion in answer booklet including currency notes/bank cheques/other material in an attempt to bribe any of the Person(s) connected with the conduct of examinations	
15	Passing of answer booklet or any incriminating materials to another candidate and / or Possession of another candidate's answer booklet	Cancellation of all the examinations taken up in the semester/year and debar both the candidates for one Next semester/year examinations
16	Smuggling into the examination hall an answer book or a continuation sheet /arranging to send an answer book / replacing or attempting to get the answer book or continuation sheet replaced, during or after the examination with or without the help of any person or in connivance with any other person connected with the	a) If the person concerned is a candidate taking the examination, Cancel all the examinations taken up in the semester/year b) If the person concerned is a student not taking the examination, the matter shall be referred to the Head of the Institution for necessary action c) If the person concerned is a staff of the Institution, disciplinary action shall be

	examination or through any other agency	initiated against him/her by Head of the Institution and he/she may be debarred from examiner ship permanently. d) If the person concerned is an outsider the Police may be informed for necessary action
17	Impersonating any candidate to take/appear for the theory/ practical/ clinical and oral examinations conducted by the University.	a) Cancellation of the results of the entire examinations in all the subjects (which includes theory, practical/clinical and oral) taken in that session in respect of the concerned examinee for whom impersonation was done and also debarring him/ her from appearing for the University Examinations for two years. b) If the person who impersonates is a student of the University, suitable action will be taken against such student by the Dean of Faculties. c) If the person who impersonates is an outsider, suitable action will be taken by the Dean of Faculties to inform the Police, after obtaining permission of the Vice Chancellor.
18	Using obscene language / violence/threat at the Examination/Evaluation centre by a candidate(s) before/during/after the university examination toward Invigilator/Chief Superintendent/ Examiner/Person(s) concerned with University Examinations	Cancellation of all the examinations taken up in the semester/year and debar for the next two semester examinations.
19	Injuring Chief Superintendent/ Invigilator(s)/ officials connected with the examinations	Cancellation of all the examinations taken up in the semester/year and debar for the next three years examinations.
20	Indulging in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the college/university campus/	
21	Engaging in any other act which has the tendency to disrupt the orderly conduct of the examination	

22	Smoking, possessing and using drugs/alcoholic items in the examination hall.	Cancellation of the results of the whole examinations in all the subjects (which includes theory, practical/clinical and oral) taken by the candidate(s) concerned in that session and also debarring him/her from appearing for the subsequent university examinations for one year/two semesters.
23	In the case of Tampering in Spelling, Name/Initial in the Certificates issued by other bodies	Cancel the admission
24	In the case of Tampering in the Date of Birth in the Certificate issued by other Bodies.	The Candidate not to be permitted to appear for any Examination of this University for a period of Two years from the Date of production of the forged documents.
25	Tampering in the Grade Certificate or any other Certificate issued by this University	The tampered certificate to be retained in the University and duplicate not to be given for Five Years from the Date of presentation of document.
26	Forged Official Communication with regard to correction/re-totaling of marks	Cancel the Whole Examination taken in the Semester/ and Debar for Next Two year i.e., Four Semester / Examination.
27	A Candidate who is apprehended more than once with incriminating materials	Cancel the Whole Examination taken in the Semester/ and Debar for Next Two Years i.e., Four Semester/ Examination.

Note: The above rules are only intended to guide the committee. The committee is empowered either to enhance or to reduce the punishment depending upon the severity of the individual offence, considering extenuating circumstances, if any.

Accordingly, the existing scale of punishment to the students, who have committed malpractices in the examinations, is place before the Executive council for its consideration and approval.

Any other act or commission or omission on the part of examinee, including but not limited to list provided herein above may also be dealt with appropriate punitive action.

Sd/-

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