



MOOGAMBIGAI CHARITABLE AND EDUCATIONAL TRUST

# Rajarajeswari College of Engineering

**An Autonomous Institution**

(Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi, Govt. of Karnataka)  
#14, Ramohalli Cross, Kumbalgodu, Mysore Road, Bengaluru – 560074

**Office of the Controller of Examinations**



**Regulations governing the malpractices**



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## **21. REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING EXAMINATIONS (SEE) [As per REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING UNIVERSITY EXAMINATIONS – 2021 amended from the existing Regulations under Chapter VIII of 32 of VTU Act of 1994 approved by the Executive Council at its meeting dated 13.09.2021.]**

### **21.1. PREAMBLE:**

These Regulations shall be called “Regulations Governing Malpractices by the Students during Semester End Examinations (SEE) ” formed based on the Visvesvaraya Technological University Regulations.

### **21.2. APPLICABILITY:**

These Regulations shall come into force from the date of its approval by the Executive Council.

### **21.3 ACADEMIC APPLICATION:**

These Regulations shall apply to all the examinations held by the Institution to grant and confer Degrees and other academic distinctions by the University on persons who have pursued a course of study or have carried out research in the institution.

### **21.4 DEFINITIONS:**

21.4.1. ‘Act’ means the Visvesvaraya Technological University ACT of 1994, amended from time to time.

21.4.2. ‘Answer script’ means a booklet/ Drawing sheet containing the handwritten / Computer printout sheets with answers to questions asked in an examination and answered by a student in the Examination Hall.

21.4.3. ‘Chief Superintendent’ means, any competent person appointed by the Registrar (Evaluation) of the University, to be in overall control of the Examination Centre. Generally the Principal of the institution / Senior Professor nominated by the Principal with the approval of the Registrar (Evaluation).

21.4.4. For the purposes of these regulations, "Institution" refers to any institution recognized by the University, which includes University Departments, Constituent Institution(s), Affiliated Institutions, and Extension Centres.



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21.4.5. 'Deputy Chief Superintendent' means an internal faculty member nominated by the Chief Superintendent to assist him/her during the examination process.

21.4.6. 'Deputy Chief Superintendent' to support the Chief Superintendent in the smooth conduction of SEE.

21.4.7. 'Examination Centre' means, premises in a institution centre for the conduct of examinations.

21.4.7. '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.

21.4.8. 'Examiner' means a member of the teaching staff, appointed by the Institution to examine the answer booklets/scripts/ drawing sheets /Practical / Viva-Voce, Exams.

21.4.9. 'Academic Council' means, the Academic Council of the Institution.

21.4.10. 'Squad' means, a team of members of the teaching staff from the Institution appointed by the Principal to oversee the conduct of examinations at the examination centres.

21.4.11. 'Hall Ticket' means the document, with photo identification and duly certified by the Principal of the institution, given to the student to appear for a particular examination by the institution.

21.4.12. 'Malpractice' means, any act committed by a student during the SEE

21.4.13. 'Malpractice Committee' (MPC) means, the committee appointed by the Institution to inquire into the malpractice cases registered during the SEE.

21.4.14. 'Official' means, a person appointed for the conduct of examination-related duties.

21.4.15. 'Room Superintendent' means, a faculty member in charge of the Examination Hall during the examination.

21.4.16. 'Student' means, a person enrolled in the Institution for taking up studies/research

21.4.17. 'Teaching Staff' means, a person appointed for the teaching position in the



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institution.

21.4.18. 'University' means, Visvesvaraya Technological University.

21.4.19. 'Unauthorized Material' means, that which is not permitted by the Institution to be carried in the examination hall.

21.4.20. 'USN' means, an Unique "University Seat Number" assigned to a student by the University.

### 21.5 MALPRACTICES:

Students taking a SEE may be charged with malpractice (s) if they are found to have committed any one or more of the following acts:

21.5.1. Committing misbehavior, with words or actions, against officials in the examination centre.

21.5.2. Writing on the Question Paper / Admission Ticket or passing on the same to the other students(s) in the examination hall.

21.5.3. Disclosing his/her identity through certain words/markings/symbols or by any other means in the answer booklets.

21.5.4. Possession of electronic devices in the Examination Hall, such as mobile phones, Bluetooth devices, programmable calculators, smartwatches, pen-drives, or other storage or communication devices

21.5.5. Communicating with any other student(s) or any other person(s) inside or outside the Examination with a view to take assistance or aid to write answers in the examination.

21.5.6. Copying from the material or matter or answer(s) of another student(s) and/or providing assistance to other students (s) within the Examination Hall.

21.5.6. Making any request/representation/threat/inducement to any official for rendering favors in the Examination Centre.

21.5.7. Approaching the officials / any member of the staff directly or indirectly for rendering favors in the examination.

21.5.8. 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



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answer scripts.

21.5.9. Receiving any material from outside or inside the Examination Hall.

21.5.10. Being in possession of an unauthorized material or matter in the Examination Hall.

21.5.11. Copying or taking aid from any material or matter referred to in sub-clauses (21.5.4, 21.5.9 & 21.5.10) above to answer in the examinations.

21.5.12. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.

21.5.13. Any other act of commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving, or inducing any official.

21.5.14. Possession of written matter on supporting hardboard, calculator, instrument box, drawing instruments, any part of the body, clothing, handkerchief, Identity Card, Hall Ticket, etc.

21.5.15. 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.

21.5.16. Where it is reported by an authorized person that a large number of students are found carrying material to the examination hall, it shall be presumed that, the Room Superintendent, External Deputy Chief Superintendent and the Chief Superintendent also shall be made responsible and the matter shall be referred to the malpractice committee for appropriate action to all concerned.

However, where the MPC finds that there is involvement of concerned officials in the conduct of said examinations, the matter shall be referred to the Institutional Malpractice Committee for appropriate action.

21.5.17. Where repeatedly, the Principal and other officials in an Institution are found to be encouraging copying or allowing students to carry material to the examination hall for copying etc., the matter shall be referred to the Institutional Malpractice Committee for appropriate action.



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## **21.6. PROCEDURE FOR REPORTING THE MALPRACTICE/S:**

21.6.1. The Principal/ Controller of Examinations, conducting surprise visits as necessary, to ensure strict adherence to the established will designate one or more Squad teams as needed to uphold the proper conduct of examinations and deter any instances of malpractice in all Examination halls.

21.6.2. The Squad will regularly inspect the Examination halls assigned to them by the Principal/ Controller of Examinations, conducting surprise visits as necessary, to ensure strict adherence to the established procedures and arrangements for conducting examinations, which must be foolproof.

21.6.3. The Squad initiate action regarding any malpractices committed by candidates as covered in section 20.5 and reports the same to the Chief Superintendent and to the Principal/ Controller of Examinations for appropriate measures.

21.6.4. If a Malpractice Case is identified by the Room Superintendent, Squad, or any other official, they must confiscate any incriminating materials and the answer script(s), and promptly report the incident to the Chief Superintendent immediately as per the procedure laid down.

21.6.5. The Squad will report all detected cases of malpractice to the respective Chief Superintendent and Principal/ Controller of Examinations on a daily basis for necessary action. The detailed report of malpractices committed, together with the relevant documents shall be submitted by the Chief Superintendent and also to the Principal/ Controller of Examinations on a daily basis for action.

21.6.6. Upon receiving a report of a malpractice case from either the Squad or the Room Superintendent, the Chief Superintendent will conduct a preliminary inquiry in the presence of the External Deputy Chief Superintendent, after reviewing reports from the Room Superintendent/Squad member. The reports will be presented to the candidate, who will be directed to voluntarily submit their statement, which will be authenticated by the Chief Superintendent and External Deputy Chief Superintendent. All statements must be handwritten and signed by the concerned individuals.



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After considering all evidence, the Chief Superintendent will submit a factual report of the malpractice along with answer scripts, incriminating materials, and relevant documents in a sealed cover to the office of the Controller of Examinations on daily basis.

21.6.7. However, subsequent answer scripts of students involved in malpractice cases will be sent directly to the valuation center without marking them as Malpractice Committee. These answer scripts will be evaluated, but the results will be withheld pending a decision by the MCC. If the student refuses to hand over 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 handover the incriminating materials(s) or the students refuses to give statement. If he / she refuses to do even that, the facts shall be recorded, duly witnessed by the External Deputy Chief Superintendent.

21.6.8. The Chief Superintendent shall report each Malpractice case separately, unless it is interrelated to any other case(s).

21.6.9. A detailed seating arrangement plan of the Examination Hall, including the positions of doors/windows and all University Seat Numbers (USNs) in the hall and marking in red ink the USN of the student who involved in malpractice, shall be prepared. Additionally, the CCTV footage covering the entire duration of the session, in the relevant examination hall will be also be submitted as part of the records dealing with the malpractice incident.

21.6.10. When, a student is booked under Malpractice(s), the following steps shall be strictly adhered to:

21.6.10.1. Prevent such student from writing that particular paper, in which he/she has been booked under alleged Malpractice.

21.6.10.2. Issuance of a memo instructing the student to attend the inquiry conducted by the Malpractice Cases Consideration Committee as per instructions of the Controller of Examinations



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21.6.10.3. Send the answer script of that particular paper directly to the Controller of Examinations, 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.

### **21.7. PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS CONSIDERATION:**

21.7.1. Malpractice Committee (MPC) shall be constituted by the Principal. The Principal shall nominate one of the Professors in the Academic Council, as the Chairman of the Committee. The other members of the committee to be nominated by the Principal shall be, one among the Senior Professor, Legal Advisor and Controller of Examinations as Member Convener. The Committee shall have a tenure of two years.

21.7.2. The MPC shall meet after the conclusion of each semester examination on the date fixed by the Controller of Examinations 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.

21.7.3. 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 Controller of Examinations. 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 by the Institution and statements made therein.

21.7.4. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.

21.7.5. 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.

21.7.6. The MPC shall examine the charges submitted by the institution. After ascertaining the severity of the case, the MPC shall recommend a suitable penalty and/or punishment. The severity of the case shall be categorized as follows:





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21.7.6.1 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.

21.7.6.2. 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.

21.7.6.3. 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.

21.7.6.4. 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.

21.7.6.5. Repeated Malpractices during the Examinations

21.7.6.6. Threatening with weapons and impersonation.

21.7.7. At the conclusion of the inquiry, the MEC shall submit a Report to the Controller of Examinations 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.



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## 21.8 GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS TO THE STUDENTS INVOLVED IN MALPRACTICE DURING THE SEE EXAMINATIONS

The penalties & punishments to the students involved in Malpractices during the SEE shall imposed as per the norms of Visvesvaraya Technological University, Belagavi

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



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<ol style="list-style-type: none"><li>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.</li><li>2. Receiving material for copying from outside or inside the examination hall.</li><li>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.</li><li>4. Copying or obtaining assistance from any material or matter referred to in clause 21.7.6.4 in order to answer questions in the examinations</li><li>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.,</li></ol>	<p>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.</p> <ol style="list-style-type: none"><li>a. Fine not less than Rs.5000/-</li><li>b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice</li><li>c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.</li></ol>
<ol style="list-style-type: none"><li>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.</li><li>2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the Institution.</li></ol>	<p>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.</p> <ol style="list-style-type: none"><li>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</li><li>b. Fine not less than Rs.5000/-, and</li></ol>



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<p>3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the University/Institution for favours in the examination hall or to the Examiner in the answer script.</p> <p>4. Approaching directly or indirectly the teachers, officers, officials or examiners or bringing about undue pressure or undue influence upon them for favour in the examination.</p>	<p>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.</p>
<p>Repeated indulgence in malpractice in the same examination or in subsequent examinations.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p> <p>Fine not less than Rs.10,000/- and</p> <p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>b. Debarring the student from taking two more subsequent exams</p>



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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
Threatening the Room Superintendent, members of the Squad, officers/officials of the Examination centers with weapons or other means	Rusticate the concerned student from the institution. However, the concerned student shall be handed over to the police by the Chief Superintendent with an intimation to the institution.
Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	Rusticate the concerned student from Institution. Where the impersonator is also a student of the University, he/she shall also be rusticated from the institution. However, both the concerned students shall be handed over to the police by the Chief Superintendent with an intimation to the institution.

### In General:

1. The punishments shall be uniform and commensurate with the offense for all students committing similar offenses.
2. Examination performance rejection is not permitted for students who have been punished for malpractice(s).



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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.

### **21.9. Disposal of confiscated materials:**

The confiscated material electronics gadgets only shall be returned to the students after the MPC meeting and proceedings. The copy of the order of punishment and act committed by the student shall be send to the parents for information.

Visvesvaraya Technological University Web link: REGULATONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING EXAMINATIONS

<https://vtu.ac.in/en/examination/regulatons-governing-the-malpractices-by-the-students-during-university-examinations-2022/>