

J.M.J.College for Women(Autonomous):Tenali

Malpractices Rules

- (i) The Principal shall refer the cases of malpractices in internal assessment tests and Semester-End Examinations, to a Malpractice Enquiry Committee, constituted by /her for the purpose. Such committee shall follow the approved scales of punishment, which are given below. The principal shall take necessary action, against the erring students basing on the recommendations of the committee.
- (ii) Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the provisions contained here under. The involvement of the staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records and documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examinations shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

	NATURE OF OFFENCE Semester –End Examinations	SCALE OF PUNISHMENT
1	The candidate found in possession of any material relevant to the subject of examination (even in a coded form), Written, typed or printed or matter relevant to the subject on clothes worn or possessed on any part of the body or pad or hall ticket or vanity bag or purse or any other instrument normally permitted into examination hall.	Expulsion from the examination hall, cancellation of performance of candidate in all papers at the current session of examinations.
2	Matter written on a desk or wall established to be in the hand writing of the candidate in the examination hall (with sufficient evidence) Even if the matter is in somebody's hand writing, taking into account the nearness and circumstantial	As above

	evidences that invigilating staff is empowered to book the case, however, substantiating the action taken.	
3	Possession of a calculator/Organizer/ Cell phone where its use is prohibited.	Expulsion from the examination hall and cancellation of performance of the candidate in the paper concerned.
4	Destruction or suppression of evidence in any way like swallowing, tearing or throwing out etc.,	Expulsion from the hall, cancellation of performance in all papers of the current examination and disqualification from appearing subsequent semester end examinations. Lighter punishment may be imposed when the attempt for destruction or suppression of evidence is not clearly established.
5	A candidate found copying or has copied from the forbidden material or is found assisting/ helping any one in copying or has been copying from another. (The copied portion in the answer book is to be marked and signed by the invigilator and chief superintendent)	Expulsion from the exam hall, cancellation of the performance in all papers of the current exams.
6	If the rendering of assistance is through transfer or exchange of answer book/ additional book, both candidates are to be punished whether copying has taken place or not.	Expulsion of both candidates from the hall, cancellation of their performance at the current exams, besides disqualification from appearing the subsequent Semester-End Examinations.
7	Impersonation cases ii. A candidate impersonating another or the one who gets impersonated. ii. Exchange of roll numbers on the answer scripts.	Expulsion from the hall and debarring for the rest of exams. Cancellation of performance at the current exams and disqualification from appearing any exams for 2 years and debarring from the college for 2 years.
8	Insertion of main or additional book detected during examination time/ valuation.	Expulsion from the hall, debarring from the rest of current examinations. Cancellation of performance of the candidate in all papers at the current exams and disqualification from appearing subsequent Semester-End

		Examinations.
	NATURE OF OFFENCE Semester –End Examinations	SCALE OF PUNISHMENT
9	Forbidden material found in the answer book during valuation whether used or not.	Cancellation of performance of all papers of the candidate at the current examinations.
10	Consulting books or papers or persons outside the hall before handing over the paper (Eg. Going on the plea of easing etc.)	Expulsion from hall, debarring from the rest of current exams and cancellation of performance of all papers at the current examinations.
11	Candidate writing irrelevant matter or making markings or writing names/initials Regd. No., on the additional books etc. Making request to award pass etc. detected during valuation.	Cancellation of the performance of the paper concerned.
12	A. Writing objectionable language in the answer script found during invigilation/valuation. B. Writing abusive language in the answer book found during invigilation /valuation.	Expulsion from the examination hall and cancellation of performance in all papers at the current exams. Expulsion from the examination hall, cancellation of performance of all papers at the current examination and disqualification from appearing the subsequent Semester-End Examinations.
13	Influencing examiner/Examination personnel directly or through agents to get undue benefit.	As in Case 12.B.
14	Taking away the answer book (even if it is returned later) or leaving the hall without handing over the answer script or tearing away the answer book or part of it.	Expulsion from the hall, cancellation of performance in all papers of current exams and disqualification from appearing subsequent Semester-End Examinations.
15	Sending out or throwing out question paper or a paper on which some questions or answers are written with the intention of getting or giving help.	Expulsion from the hall, cancellation of performance in all papers of current exams and disqualifications from appearing subsequent Semester-End Examinations.

16	Abuses, threats, disrespect to invigilating and supervising staff within the premises or outside.	Expulsion from the hall, debarring for the rest of exams and disqualification from appearing any exams for 1 or 2 years depending on the nature of misconduct.
17	Physical assault on examination personnel or supervising staff.	Cancellation of performance in all papers of current examinations, debarring from appearing any exams in future. Police complaint may be lodged.
18	Instigation to boycott examination.	Cancellation of performance of all papers at the current session.
19	Presentation of records of another candidate at the practical examination.	Cancellation of performance of all the papers at the current examinations (Theory and practical).
20	A candidate found guilty for more than one time at the current or earlier examinations.	Cancellation of performance of all papers at the current examinations, disqualification from appearing subsequent Semester-End Examinations. He/she shall not be promoted to subsequent class.
21	Involvement of any staff member in the leakage of question paper or meddling with answer books, selling or giving examination stationery for use outside the hall or assisting the candidate in the examination hall, or instigating one student to help others.	Recommending suspension from service and disciplinary action depending on the seriousness of offence.
22	Obstruction of the examination personnel or squad from doing its duty by any employee at the exam center.	Recommending loss of increment with entry in the service register of the person causing obstruction.
23	Other malpractices, if any, not covered above.	The Malpractice Enquiry committee is to make specific recommendations taking into account, the circumstantial evidences and the gravity of offence.
24	<p><u>INTERNAL ASSESSMENT TESTS</u></p> <p>A. Possessing forbidden material, copying, destruction of evidence.</p> <p>B. All other offences</p>	<p>Expulsion from the examination hall, debarring from taking the rest of the current tests, cancellation of performance of all the papers of the current internal assessment tests.</p> <p>Expulsion from the examination hall, debarring from the</p>

	rest of tests during the semester, cancellation of performance in all the internal assessment tests of the current semester.
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NOTE: In respect of internal assessment tests depending upon the nature and gravity of the offence the Malpractice Enquiry Committee can impose the punishment.

In all cases the candidate or the candidates involved shall be sent out of the hall forthwith and kept out from writing the paper on the day but before the candidate or candidates actually leaves or leave the premises, her or their explanation shall be taken in writing and forwarded to the Controller of examinations along with the report setting forth in detail all the material evidence. The address to which further communications are to be made is to be obtained from the candidate.

In case the candidate refuses to give a statement she is not to be forced to do so, only the fact of her refusal shall be reported by squad member/invigilator duly endorsed by Chief Superintendent.

In the case of a person who commits the offence under any of these rules but is not a candidate for any examination, the Chief Superintendent may hand over the case to the police.

Where a candidate/staff member is alleged to have employed/promoted unfair means/violated examination rules he/she shall be asked through a letter to explain the misconduct or violation of examination rules. If such explanation is not received within the stipulated period, the authorities shall proceed with the case as per the accepted legal provisions.

Under any circumstances the candidate shall not be allowed to continue writing the paper. However, the chief superintendent may permit her for the rest of the papers on subsequent days at the current session of examinations only when the candidate is not involved in serious offences such as copying from the forbidden material, inserting papers with answers written by others or written by him outside, involving in impersonation case, exchanging answer papers in the hall, showing disrespect towards or assaulting the supervising personnel or acting in any manner that her presence is not

conducive in maintaining discipline in the examination hall. The permission given by Chief superintendent to appear at subsequent examinations does not guarantee the candidate that her answer scripts will be valued or result announced which is, however, subject to the final decision of the Malpractice Enquiry Committee in the case already booked.

It is often complained that other candidates in the hall have thrown the incriminating material onto innocent candidates or to their nearby places on sensing the approach of supervising staff or squad. In such cases, the person booking the case has to declare if he/she has clearly seen while the alleged candidate is throwing it out to fall within the hall or outside or if she is suspecting on the basis of tally of handwriting although he/she could not identify who has actually thrown it out. In the case of typed/printed matter where it is difficult to establish the identity of the person responsible for its origin, and also material found in the veranda when the act of throwing out from the hall is not clearly seen, the benefit of doubt should be passed on to the candidate. However, when the forbidden material is found in the desk or in the folds of answer book or question paper, or on the body or clothes of the candidate, the case may be processed in the normal way, considering the concealing not amounting to an act of suppression of evidence.

Where it is possible to send the articles carrying the forbidden material eg. Handkerchief, pad, hall ticket etc., they may be produced as exhibits before the committee. In case of any matter on the unwieldy objects or things that cannot be directly produced as pieces of evidence before the committee, the matter transcribed onto a paper signed by the candidate, attested by invigilators, squad and countersigned by the Chief Superintendent, shall be forwarded. Where it is difficult to transcribe the matter completely or partially onto a paper because of illegibility or use of a code language or because of large extent, the Chief Superintendent, shall certify to the same effect while forwarding the case.

The invigilator/squad member who detected the case shall give in writing a full description of the forbidden material (size, place where written etc) and countersigned by Chief Superintendent.

The signature of the candidate shall also be taken on the transcription paper or papers describing the material when transcription could not be done. The Chief Superintendent/squad member/Invigilator should include in his/her remarks why the transcription could not be done in such an event.

If the committee comes to the conclusion basing on circumstantial evidences that a person has resorted to malpractice despite some procedural lapses in reporting by the concerned supervising staff, the case is to be decided according to the rules prescribed above.