

Dr. AMBEDKAR INSTITUTE OF TECHNOLOGY

REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING EXAMINATIONS – JANUARY 2025

(Amended from the existing regulations)



BDA Outer Ring, Mallathahalli, Bengaluru - 560056

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I. PREAMBLE:

These Regulations shall be called as “Regulations Governing Malpractices by the students during Examinations” amended from the existing Regulations.

II. APPLICABILITY:

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

III. APPLICATION:

These Regulations shall apply to all the examinations held by the Institute to grant and confer Degrees (UG & PG) and other academic distinctions on persons who have pursued a course of study or have carried on research in the Institute.

IV. DEFINITIONS:

- a. ‘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.
- b. ‘Deputy Chief Superintendent (Internal)’ means, an internal faculty member nominated by the Dean (Examination) to assist him/her during the examination process.
- c. ‘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.
- d. ‘Examiner’ means a member of the teaching staff, appointed by the Institute to examine the answer scripts/ drawing sheets /Practical / Viva-Voce, Examinations.
- e. ‘Squad’ means, a team of members of the teaching staff from the college, appointed by the Dean (Examination) to oversee the conduct of examinations at the examination Centre.
- f. ‘Hall Ticket/Admission Ticket’ means, the document, with photo identification and duly certified by the Dean (Examination) of the college, given to the student to appear for a particular examination by the Institute.

- g. 'Malpractice' means, any act committed by a student during the course of the Examinations as specified under section V.
- h. 'Malpractice Cases Consideration Committee' (MPCCC) means, the committee appointed by the Institute to inquire into the malpractice cases registered during the Institute Examinations.
- i. 'Official' means, a person appointed for the conduct of examination related duties.
- j. 'Room Superintendent' means, faculty member in-charge of the Examination Hall during the examination.
- k. 'Student' means, a person enrolled in the Institute for taking up studies / research.
- l. 'Teaching Staff' means, a person appointed for the teaching position in the Institute.
- m. 'Unauthorized Material' means, that which is not permitted by the Institute to be carried in the examination hall.
- n. 'USN' means, a University Seat Number assigned to a student by the Institute.

V. MALPRACTICES:

Students taking an Institute 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 providing assistance to other student(s) within the Examination Hall.
- g. Making any request / representation / threat / inducement to any official for rendering favours in the Examination Centre.
- h. Approaching the officials / any member of the staff directly or indirectly for rendering favours in the examination.
- i. Students to be seated in their designated place only during exams.

- j. 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.
- k. Receiving any material from outside or inside the Examination Hall.
- l. Being in possession of an unauthorized material or matter in the Examination Hall.
- m. Copying or taking aid from any material or matter referred to in sub-clauses (d, j & k) above to answer in the examinations.
- n. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- o. Any other act of commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing any official.
- p. 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, scales, eraser etc.
- q. 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.

V(a).

- a. 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, shall be made responsible and the matter shall be referred to malpractice committee for appropriate action to all concerned.

However, where the MPCCC 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.

VI. PROCEDURE FOR REPORTING THE MALPRACTICE/S:

- a. Dean (Examination) shall consult Principal to appoint one or more Squad teams as may be required, to ensure proper conduct of examination and to discourage Malpractice(s) at all Examination Centres.
- b. The Squad shall inspect the Examination Centres assigned to them by the Dean (Examination), 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 Dean (Examination) 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) and report the same to the Dean (Examination) immediately as per the procedure laid down.
- e. The Squad shall report all the cases of Malpractices detected, to the concerned Dean (Examination) on a daily basis for action.

The detailed report of Malpractices committed, together with the relevant documents shall be submitted to the Dean (Examination) as per the procedure.

- f. When a malpractice is reported either by squad or by the room superintendent after a preliminary inquiry, shall submit a report to the Dean (Examination). 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 Dean (Examination). The statement of all concerned shall be in their 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 or box, to the Dean (Examination) on a day to day basis.
- 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 Squad/Deputy Dean (Examination)/Dean (Examination).
- h. The Squad shall report each Malpractice case separately, unless it is inter-related to any other case(s).
- i. When, a student is booked under Malpractice(s), the following steps shall be strictly adhered to:
 - 1. Prevent such student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
 - 2. Issuance of a memo instructing the student to attend the inquiry conducted by the Malpractice Cases Consideration Committee as per instructions of the Dean (Examination).

VII. PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:

1. Constitution of Malpractice Cases Consideration Committee (MPCCC)

The Principal shall nominate Dean (Academic), **as the Chairman of the Committee**. The other members of the committee to be nominated by the Principal shall be, Vice-Principal, Deans, Deputy Deans, Professors & Associate Professors, Institute Advocate as Legal Advisor and Dean (Examination) as Member Convener. The Committee shall have tenure of two years.

2. The MPCCC shall meet after the conclusion of each semester examination on the date fixed by the Dean (Examination) 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.
3. If a student remains absent for the inquiry committee shall take suitable decision.
4. If a student remains absent for the inquiry with prior permission, the student/parents will be contacted through telephone and inquiry committee shall take suitable decision.
5. The student shall present his/her case himself/herself and **shall not engage a legal practitioner** for the purpose.
6. 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.
7. The MPCCC shall examine the charges submitted by the college. After ascertaining the severity of the case, the MPCCC shall recommend suitable penalty and/or punishment. The severity of the case shall be categorized as follows:
 - a. 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.
 - b. 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.

- c. 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.
- d. 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.

- e. Repeated Malpractices during the Examinations
- f. Threatening with weapons and impersonation.

VIII. PENALTIES & PUNISHMENTS FOR MALPRACTICES COMMITTED BY THE STUDENTS

The penalties & punishments to the students Involved In Malpractices during Examinations shall be imposed as below:

Sl. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	<ol style="list-style-type: none"> 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 phones, Bluetooth devices, Smart Watches, 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. 	<p>The MPCCC 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"> a. Fine not less than Rs.5000/- b. Student is barred from the appearance in that examination 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 for One year. d. Students involved in habitual offence will be debarred for Two years to appear for the exam.

II	<ol style="list-style-type: none"> 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(I) 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, Erasers etc., 	<p>The MPCCC 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"> a. Fine not less than Rs.5000/- b. Student is barred from the appearance in that examination 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 for One year.
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III	<ol style="list-style-type: none"> 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 favour 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 favours in the examination hall or to the Examiner in the answer script. 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>The MPCCC 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"> a. Fine not less than Rs.5000/- b. Student is barred from the appearance in that examination of that particular paper in which the student is booked under Malpractice. c. 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 years.
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IV	Repeated indulgence in malpractice in the same examination or in subsequent examinations.	<ul style="list-style-type: none"> a. Fine not less than Rs. 10,000/- b. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). c. Debarring the student from appearing for subsequent examinations extending up to two years.
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.	<p>The MPCCC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <ul style="list-style-type: none"> a. Fine not less than Rs. 15,000/- and b. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). c. Debarring the student from taking exams for three years.
VI	Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusive language.	<p>Fine not less than Rs. 25,000/- and</p> <ul style="list-style-type: none"> 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 exams for two years.

VII	Threatening the Room Superintendent, members of the Squad, officers/officials of the Institute with weapons or other means	<p>a. Fine not less than Rs. 25,000/- and</p> <p>b. Rusticate the concerned student from Institute.</p> <p>c. However, the concerned student shall be handed over to the police by the Principal.</p>
VIII	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	<p>a. Fine not less than Rs. 25,000/- for both the students and</p> <p>b. Rusticate the concerned student from Institute.</p> <p>c. Where the impersonator is also a student of the Institute, he/she shall also be rusticated from the Institute.</p> <p>d. However, both the concerned students shall be handed over to the police by the Principal.</p>
IX	Absentees	<p>a. Fine not less than Rs. 10,000/-</p> <p>b. Any other punishment taken by the MPCCC.</p>

In General:

1. The students shall accompany with their parent/'s before the MPCCC on the day of the meeting.
2. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
3. Examination performance rejection is not permitted for students who have been punished for malpractice(s).
4. 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.

Other penalties may include:

1. Not allowing the MPC students for Campus Placement pool.
2. Denial of benefit of performance of two or more subjects for the students who are repeated offenders
OR
Not to allow the subject under MPC for two or more years (At present, for first time MPC students, they are allowed to appear for the subject under MPC after one academic year)
3. No relaxation for final year (or final semester or job-placed) students to take the next immediate summer/parallel exam (At present, the committee members show some mercy or courtesy during the review meeting for these students, although it is not mentioned in the guidelines)

- IX. **Disposal of all confiscated materials: All the confiscated material shall not be returned to the students.**

Maahira V. Nandi
DEAN (EXAMINATION)
DEAN (Examinations)

Anthe. K. V.
DEAN (ACADEMIC)
Dean (Academic)
Dr. Ambedkar Institute of Technology

M. Appababu
PRINCIPAL

REPORT OF THE DEAN (EXAMINATIONS)

Name of the Candidate : USN:

Exam Center:

Date : Exact Time:

Subject: Sub Code:

Nature of Malpractice: Chits/Written matter on Calci/Palm/Kerchief/bringing Mobile / pen drive
..... (Mention the reason for booking the case).

Case Detected by:

Permanent address of the Candidate:
.....
.....

Name of the Room Superintendent:

Department & Mobile number of the Room Superintendent:
.....

Brief Report of Malpractice:

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.....
.....
.....

Signature of the Dean (Examinations).

STATEMENT OF THE CANDIDATE

The Dean (Examinations) shall obtain the statement of the candidate. The candidate shall be asked to give the statement in the presence of responsible witness like Deputy Chief Superintendent 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 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 Deputy Chief Superintendent.

STATEMENT OF THE CANDIDATE

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.....
.....

Signature of the Candidate

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 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.

STATEMENT

When I was supervising on (date) at about (time) I Found, this case of malpractice in my block.

The Candidate's Name & USN is
.....Below given are the details of the case
.....
.....
.....
.....

Signature of the Room Superintendent

REPORT OF THE DEPUTY CHIEF SUPERINTENDENT/ASSISTANT DEAN (EXAMINATIONS)

.....
.....
.....

Signature of the DCS/DD(E)

REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD MEMBER)

.....
.....
.....

Signature of the Squad member

MEMO TO THE CANDIDATE

Mr. /Ms.....Bearing
USNBooked under Malpractice during
.....College Exams in the subject
.....onYou are hereby directed to **appear along with
your parents before the Mal-Practice Cases Consideration Committee** Meeting scheduled
on.....at.....

Furthermore, you are required to report along with your parents on and be
prepared to stay for the entire day (with your own expenses), if necessary. Failure to appear before the
committee will result in expert decision being taken in your absence, which will be final and binding.

Dean (Examinations)

To,

Mr./Ms......

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