

MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY
(Autonomous College affiliated to APJ Abdul Kalam Technological University)

MBT/PO/GA/2024/165


Date 21.10.24

Notice

Sub: Academic Matters - Disciplinary Action - Malpractice during ESE

In order to ensure that the examinations are conducted in a fair manner, the College has implemented strict measures against malpractice. The details of Disciplinary Actions against malpractices related to End Semester Examinations (ESE) are attached. Students shall be aware of the guidelines and strictly desist from malpractice of any kind during examinations.




Principal
21.10.2024

To

Chairman DAC

All students through Departments

Copy to: Director, Finance Officer, Deans, IQAC Coordinator, Controller of Examinations, HoDs, Office Superintendent, Accounts, Library, Information

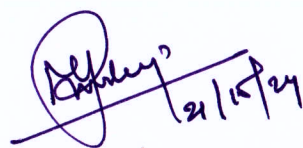
Revised policy regarding disciplinary action against act of malpractice

Disciplinary action against act of malpractice during End Semester Examinations have been revised with effect from November 2024. The details of disciplinary action are tabled below.

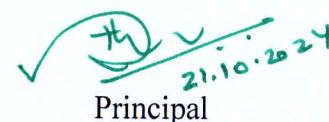
Sl. No.	Type of Malpractice / Offence	Revised Disciplinary Action
1.	<p>a. Possession of any non-permissible material relevant to the examination, to the examination hall: Materials like bit(s) of papers, contents written on calculator, handkerchief, data book/hand book, instrument box, identity card, scales, clothing, chappal, socks, masks or in any part of the body or such similar malpractices</p> <p>b. Writing on the question paper and passing the same to other student(s) in the Examination Hall</p> <p>c. Copying from neighbour's answer scripts with mutual consent or by peeping into the other's answer-script.</p> <p>d. Purposefully sitting on a wrong seat with the intention of cheating in examinations.</p> <p>e. Threatening/requesting the neighbour to show the answer script</p> <p>f. Helping neighbours to answer questions</p> <p>g. Writing register number, name, or other identifying marks within the answer book</p> <p>h. Writing appeals to the examiners, in the answer-scripts / revealing CA Marks</p> <p>i. Refusing to hand over question paper when leaving the hall during the examination hour</p> <p>j. Using filthy language in the answer-scripts</p> <p>k. Passing of answers from outside</p> <p>l. Disobeying the invigilator/other officials or resistance to instruction from authority.</p>	Debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-
2.	<p>a. Possessing additional printed pages with materials, in the code/data book. Found texts written in answer-sheets verbatim from the textbook, Lot of Questions answered by the candidate was the same as those obtained from Google search.</p> <p>b. Possessing non-permissible materials in large quantities (more than 5 bits or sheets)</p> <p>c. Possession of non-permissible materials in the form of reduced photocopies</p> <p>d. Resisting to hand over non-permissible material brought to the examination hall to the invigilator</p> <p>e. Copying from any material and resisting the instructions or warnings of the invigilator.</p> <p>f. Purposefully tampering/overwriting barcodes and Alpha-Numeric Code of the answer sheets</p> <p>g. Deliberately changing/replacing register numbers</p> <p>h. Purposefully tampering answer books, removing pages</p> <p>i. In possession of photocopies, textbook, printed material, photocopy of Notes, or Notebook</p>	Debar for two chances for the course concerned and also debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-.

Sl. No.	Type of Malpractice / Offence	Revised Disciplinary Action
	j. Possession of mobile phones, tab, pen camera, smart watch, bluetooth or wired headsets or any such other electronic, communication or storage gadgets k. Copying from neighbour's answer scripts with mutual consent, by exchanging or handing over the answer-sheet to the neighbour l. Destroying the evidence of malpractice. i.e., Actions like tearing, swallowing, mutilating the answer scripts, refusing to hand over the answer scripts or running away with the answer scripts from the examination hall	
3.	a. Impersonation b. Manhandling or threatening the invigilator/ officers or any authority of the College c. Tampering answer booklets of other candidates d. Communicating answers from outside or sending question papers to outside through electronic media. Using any form of electronic or cyber media for cheating in examinations. e. Smuggling question papers or other examination materials	Permanent debarring, with the case referred to the police
4.	Repeating malpractice - second time. One time earlier, any type of malpractice	Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs.10,000/-
5.	Repeating malpractice - third or more instances. Two times earlier, any type of malpractice.	Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs.20,000/-
6.	Repeating malpractice - Fourth time. Three times earlier, any type of malpractice.	Permanent debarring. Penalty: Rs. 30,000/-
7.	Any type of malpractice, but students did not attend the DAC meeting	To give the student one more chance for appearing before DAC. If the student fails to attend the DAC again, appropriate suo motu recommendations can be proposed by the respective DAC by following the prescribed guidelines, assuming that the student has committed the alleged malpractice.
8.	Did not produce proper ID card	DAC shall check whether impersonation has occurred and if found so action shall be taken as per norms in clause 3.a.

Sl. No.	Type of Malpractice / Offence	Revised Disciplinary Action
9.	Threatening/bribing invigilators, evaluators, officials and examiners in person or through the answer books.	Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs.10,000/-
10.	a. Disturbing the candidates by entering the examination hall from outside. b. Disturbing the candidates from outside the examination hall c. Stealing answer books d. Breaking open the closed examination halls.	Based on gravity, minimum penalty shall be debarment for 2 chances for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs.20,000/-.
11.	Purposefully tampering arrangements for conduct of examinations	Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/ Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also, imposition of a penalty of Rs.20,000/-

 21/10/24

Controller of Examinations

 21.10.2024
Principal