

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ  
**MANGALORE UNIVERSITY**



(Accredited by NAAC with 'A' Grade)

ಕ್ರಮಾಂಕ/No. : MU/ACC/CR.4/2023-24/A2

ಕುಲಸಚಿವರ ಕಛೇರಿ

ಮಂಗಳಗಂಗೋತ್ರಿ - 574 199

Office of the Registrar

Mangalagangothri - 574 199

ದಿನಾಂಕ/Date: 26.06.2024

**NOTIFICATION**

Sub: Ordinance Governing the Acts of Indiscipline and Malpractice  
in the University Examinations.

Ref: 1. Approval of the Academic Council Meeting vide agenda

No.: ಎಸಿಸಿ/ಸಾ.ಸ.6:13 Dated 12.10.2023

2. Approval of the Syndicate Meeting vide agenda No.: ಎಸಿಸಿ/ಸಾ.ಸ.2:44

(2024) dated 07.06.2024

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The revised Ordinance governing the Acts of Indiscipline and Malpractice in the University Examinations which is approved by the Academic Council and Syndicate at its meeting held on 12.10.2023 and 07.06.2024 respectively is hereby notified for implementation with effect from the academic year 2024-25 and onwards.

Copy of the said Ordinance shall be downloaded from the University Website ([www.mangaloreuniversity.ac.in](http://www.mangaloreuniversity.ac.in)).

  
**REGISTRAR**

To:

1. The Registrar (Evaluation), Mangalore University
2. The Deans of all faculties, Mangalore University
3. The Chairmen of the P.G. Departments /Co-ordinators for all the P.G. programmes, Mangalore University, Mangalagangothri, Mangalore.
4. The Principals of the Constituent/Affiliated colleges offering UG & PG Programmes.
5. The Director, University Computer Centre, Mangalore University - for display in the University Web portal,
6. Guard File.

**MANGALORE UNIVERSITY**

**ORDINANCE**

**ORDINANCE GOVERNING THE ACTS OF INDISCIPLINE AND  
MALPRACTICE IN THE UNIVERSITY EXAMINATIONS**

**(As per Section 42(1)( E&L) of K.S.U. Act 2000)**

**TITLE AND COMMENCEMENT:**

- i) This Ordinance shall be called the Ordinance governing the cases of Indiscipline/ Malpractice in the University Examinations.
- ii) This Ordinance shall come into effect from such date as Syndicate may direct.

**PART-I : GENERAL**

On the specified written rules of the University:

1. The Chief Superintendent of the examination center shall be responsible for the proper conduct of the examinations and the safe custody of the question papers and answer books, used as well as unused and other examination materials.
2. The Deputy Chief Superintendent shall assist the Chief Superintendent in all matters related to the conduct of the examinations.
3. The Chief Superintendent, in case of necessity, shall seek police assistance for the smooth conduct of the examinations.
4. In the event of the law and order situation going out of control, the Chief Superintendent shall contact the nearest Police Station and if necessary, Senior Police Officials and seek their help and assistance to deal with the situation. In all such cases the Chief Superintendent shall also appraise Registrar (Evaluation) of the situation and the actions taken and send a detailed report at the earliest.
5. The Room Invigilators shall do the invigilation work diligently and carry out the instructions pertaining to the conduct of the examinations, issued / communicated by the Chief Superintendent/Deputy Chief Superintendent from time to time.
6. The Principal / Head of the Institution shall provide all the assistance needed for the smooth conduct of the examinations.

**A. Instructions to the Chief Superintendent/ Deputy Chief Superintendents.**

1. After receiving the written answer scripts from the concerned invigilators, count and tally the actual number of used answer scripts with the total number of candidates appeared for the examination (First tally the number of answer scripts room wise as per the entries made in the invigilators dairy/ nominal roll). Verify the correctness of the entries on the answer sheet with the data available on the nominal roll. After ensuring the correctness, he/she shall prepare the packets of answer scripts as per the instructions issued from the University from time to time. All the packets have to be inserted in a cover provided along with one question paper, Mark list, invigilator's diary, Absentees statement etc., shall be stitched and sealed appropriately. The sealed packets of answer books shall be placed in the cloth bag/s provided by the University and arrangements are to be made to deliver the answer book bundles to the office of the Registrar (Evaluation) or at a designated place or center of evaluation as notified by the University before 7 PM on the day of examination itself and necessary acknowledgement for delivering the answer book packets shall be obtained.
2. Registration Numbers of the candidates who remained absent pertaining to the respective session shall be mentioned on each cover, without fail.

The following information shall be provided on the cloth cover without fail.

- 1) Name of the valuation center.
- 2) Semester
- 3) Subject[R]/Programme
- 4) Course code, Course Name/Number
- 5) Programme
- 6) Date and time of examination
- 7) Total numbers of scripts
- 8) Total number of packets
- 9) Signature and seal of the Chief Superintendent

(The Contents of the bundle shall be in accordance with the information given in the Marks List).

3. He/she shall ensure that the answer scripts/packets are not mixed and the address of the valuation center and other details to be written on the cloth bags are written clearly and legibly as per the directions of the University.
4. He/she shall send the detailed statement of accounts (in a prescribed format given by the University) related to answer scripts used for that examination to the Registrar (Evaluation)/Deputy Registrar (Evaluation) by name.
5. He/she shall submit absentee statement to the Registrar(Evaluation)/ Deputy Registrar

(Evaluation) by name within three days. The envelope containing this statement should be superscribed as “Consolidated Absentee Statement”.

6. He/she shall arrange to collect the marks list of the practical/clinical/viva-voce examination in sealed covers from the examiners and send all the marks lists relating to his/her center subject-wise/paper-wise in a sealed cloth cover to the Registrar (Evaluation)/Deputy Registrar (Evaluation) by name, soon after the completion of such examinations. The cloth cover shall be superscribed with the following information.

- 1) Name of the center
- 2) Examination and semester
- 3) Subject[R]/Course/Paper of the practical/clinical/viva-voce
- 4) Total number of packets.

Marks List/forms shall be sent in separate packets for each Course.

7. He/she shall send two copies of consolidated statement of work-done by the examiners to the Registrar (Evaluation)/Deputy Registrar (Evaluation) in the Proforma given below within three days after the completion of the practical examination in each course.

The statement of work done in connection with the practical examination of \_\_\_\_\_  
20 \_\_\_\_\_ Examination Center  
Date & Time Batch No. Name of the Setter  
Name of the Examiner  
Registration No. Assigned:                      Registration No. of Absentee:

The Chief Superintendent shall send to the Registrar (Evaluation) by name, the consolidated statement of absentees.

8. He/she shall be responsible for maintenance and proper accounting of all the stationery, answer books, additional books, and cloth bags etc., required for the conduct of examinations.
9. He/she shall render accounts of advance drawn on A.C Bills within two weeks of the completion of all examinations at his/her center. The statement of accounts shall be supported by vouchers utilized amount. Any unutilized amount shall be credited to the University funds promptly. Separate accounts shall be furnished for stamps, approved contingent expenditure, practical examinations, answer books, cloth bags and articles of stationery etc.
10. He/she shall maintain all relevant records such as invigilators diaries etc., concerning the examination.
11. The Principal / Chief Superintendents, Room Superintendents /Invigilators and other

staff other than those drawing salary as per UGC pay scale, engaged for examination work shall be entitled to remuneration and other allowances, if any, as per the rates of remuneration fixed by the university. The Chief Superintendent shall submit the consolidated work done statement in the prescribed format along with receipts of examination expenses, if any, as permissible under relevant rules, soon after completion of the examinations to the Finance Officer, so as to enable the university to arrange for payment of the same.

12. Further, the Principal/s of the colleges under the University shall ensure that teachers / valuers appointed for valuation work must attend the work without fail. If any teacher / valuer remains absent for the valuation work and the Principal fails to report, he/she shall be liable for a penalty as specified in the schedule of penalties.

#### **B. Instructions to the Room Invigilators:**

1. Room Invigilators shall read out the instructions to the candidates before the commencement of the examination and declare that he/she has done so.
2. Room invigilator shall be inside the examination hall for the entire duration of the examination except when relieved officially through documentation.
3. Room invigilator shall strive to see that no one in the room indulges in the malpractice. If the squad finds more than 10% of the candidates in the room are indulging in malpractice/copying, it reflects on the inefficiency of the invigilator or compliancy with the malpractice.
4. Similarly, if mass copying is detected or if more than 10% of the candidates are involved in malpractice in more than one examination halls, it cannot be considered as stray cases, but reflect on the institution and the Chief/Deputy Chief superintendents are to be held responsible.
5. The Room Invigilator's responsibility continues till the answer scripts and other relevant documents are handed over to the Chief Superintendent.

#### **C. Instructions to the Students: [To be read by the invigilators]**

Students appearing for the University examination shall be present in the examination center and occupy their seats ten minutes before the commencement of examination. On confirming the presence of the students-

**The invigilator shall read the following 'Instructions to the Students' in the**

**examination hall without fail:**

1. Please check the furniture you occupy and if anything relevant to the subject of the examination is written on the furniture/table, please bring it to my notice.
2. If anybody has any material, relevant to the subject of the examination, keep them outside the examination hall.
3. If anybody has anything that is not expected to be brought to the examination hall, keep it outside the examination hall.
4. Writing anything on hall ticket / palm or any other part of the body including clothes or scribbling anything on the question paper is prohibited.
5. Copying from others or allowing others to copy from you is prohibited.
6. Do all your rough work only on the rough sheet of the answer book.
7. Writing obscene words, pictures, threats, appeals etc. in the answer book is prohibited.
8. Any unusual marking/statements in the answer book that would reveal your identity is prohibited.
9. Carrying mobile phones/modern gadgets / laptops or any other electronic/wireless device and smart watches, other than the ones mentioned in the question paper is prohibited.
10. Write your Registration number only in the space provided for it on the question paper and answer book.
11. You are liable for penalty as per rules of the University if you indulge in any act of indiscipline / malpractice in the examination or if you don't follow the instructions given by me or instructions given in the answer book.

**After reading “the instructions to students” in the examination hall the Invigilator should obtain the signature/s of three students taking the examination on the copy of “the instructions to students” read in the hall and should sign a declaration to that effect.**

## **PART-II: ACTS OF INDISCIPLINE/ MALPRACTICE**

### **1. Acts of Indiscipline / Malpractice on the Part of Institution / Room Invigilators / Examiners**

The following shall be construed as acts of indiscipline/ malpractice in the context of the University examinations on the part of the room ivigilators/institutions/examiners;

- a) Room Invigilators failing to read out the instructions to the candidates before the commencement of examination .
- b) Invigilators not being inside the examination hall during the examination except when relieved officially through relieving superintendent's diary.
- c) Room invigilators indulging in reading books or using any electronic gadgets inside the examination hall.
- d) Allowing the candidates to copy or facilitating / helping the candidates to copy or giving the answers to the questions/clarifications on the questions, except when he/she is instructed to correct the mistakes in the question paper.
- e) If more than 10% of the candidates in the room of an examination center are found to be involved in any kind of malpractice in the room the invigilator as well as the institution are construed to be involved in the malpractice.
- f) Room invigilators /CS/DS expressing innocence of the candidate who is caught by the squad and/or tampering / helping to tamper with the evidence collected by the squad.
- g) Examiners in practical examinations, failing to record the help rendered to the students in the answer book.
- h) Not observing and reporting suspected malpractice by the candidates, like hand writing change, revealing identity, tearing or inserting additional pages/parts of a page in the answer book, or any other act which can be considered as malpractice.

### **2. ACT OF INDISCIPLINE /MALPRACTICE ON THE PART OF EXAMINEES**

The following shall be construed as acts of indiscipline /malpractice in the context of the University examinations.

#### **SECTION A**

- a) Preventing / disturbing /boycotting and attempting to prevent / disturb /boycott the examination,
- b)Intimidating /insulting /assaulting fellow examinee/s and person/s connected with the conduct of the examinations,

- c) Stealing / tampering and attempting to steal / tamper question papers and answer books, tampering / forging and attempting to tamper / forge marks in the answer books, and substituting and attempting to substitute answer sheets during personal seeing of the answer scripts,
- d) Impersonating and attempting to impersonate, (both, the person impersonates and the person impersonated shall be guilty of indulging in the act of indiscipline/ malpractice),
- e) Impersonation or writing the answers in places other than the designated examination hall, and inserting in to the answer booklet or replacement of the answer booklet,
- f) Smoking, possessing and using weapons of any kind, drugs and alcoholic items in the examination hall,
- g) Unruly behavior in or around the examination hall and
- h) Any other misbehavior in the eyes of law/ act that disturbs the conduct of the examinations.

## **SECTION B**

### **(To be included in the instructions to the candidates in the admission ticket and answer scripts)**

The following shall be construed as acts of indiscipline /malpractice in the context of the University examinations

- a) i) Possessing and/or having access to any book/s, notes, printed / written materials and gadgets of any kind in the examination hall.
- ii) Carrying mobile phones / laptops / any other electronic devices (specified otherwise in the question paper) by the candidates which could be utilized as a source to help writing in the examination.
- b) Seeking and receiving assistance or communicating with any person either from outside or from inside and giving assistance to fellow examinees in answering the examination in the examination hall.
- c) Copying and attempting to copy from the answer books of others and allowing others to copy from one's answer book.
- d) Writing or marking anything peculiar, writing registration number in places other than those specifically provided for that purpose in the main and additional answer books.
- e) Writing on the hall ticket / palm or any other part of the body including clothes.



- f) Writing any kind of appeal/threat /message/enticing statements to examiners and other, in the answer books.
- g) Writing and/or scribbling in the question paper, and/or passing the question paper/ answer paper to others.
- h) Different hand writings in the same answer script.
- i) Tearing and/or damaging the pages in the answer book, drawing sheet/s graph sheet/s/map etc., or inserting or substituting sheet or sheets, other than those supplied in the exam hall, in the answer scripts.
- j) Destroying and/or attempting to destroy any evidence pertaining to a case of indiscipline /malpractice.
- k) Making any request or representation or offers any threat or inducement to the Supervisor/ Room Superintendent / Invigilator or /and any official or officer of the University / college in the examination hall or to the examiner, in the answer script.
- l) Approaching the teachers, officers or examiners directly or indirectly or bringing about undue pressure or undue influence upon them for favour in the examination or valuation.
- m) Revealing personnel identity in the answer scripts, at places other than the specified ones.

### **PART-III: PROCEDURE FOR REPORTING CASES OF INDISCIPLINE /MALPRACTICE**

1. It shall be the duty and responsibility of the Chief Superintendent (CS) of an examination center to report to the Registrar (Evaluation) all cases of indiscipline/malpractice that he/she comes across and those brought to his/her notice. The procedure detailed below shall be followed in reporting cases of indiscipline/malpractice.
2. As soon as a case of indiscipline/malpractice is noticed/detected by the Room Invigilator / Squad Member / any person connected with the conduct of the examination, he/she shall inform the matter to the Chief Superintendent / Deputy Chief Superintendent who, in turn, shall go to the spot as soon as possible. In the mean time the invigilator / Squad member shall prevent the candidate/s involved in the case from writing the examination further. He/She shall prevent the candidate involved from removing, displacing, tampering, spoiling, destroying the material/s involved in and relevant to the commission of the act of indiscipline / malpractice. He/She also shall instruct the candidate involved to keep quiet untill the incident is reported to the Chief Superintendent. Unless it is necessary, the invigilator /squad member shall not

take possession of any of the materials in the absence of the Chief Superintendent.

3. Soon after coming to the spot, the Chief Superintendent / Deputy Chief Superintendent should take the candidate/s concerned out of the examination hall and collect in the presence of two witnesses (preferably the Deputy Chief Superintendents and one or two Supervisory staff) all the materials and gather information relevant to the case from the candidate/s involved in the case, the Room invigilator / Squad member and if necessary, from other relevant person/s and sources. The Chief Superintendent shall record in the 'Malpractice Case Report Form (MCRF) the statements of the candidate/s involved in the case which shall be read to the candidate/s and signed by the candidate/s and the witnesses. In the case of a candidate refusing to give a statement in respect of the alleged commitment of the act of indiscipline / malpractice, he/she must be asked to give a written statement to that effect which should be signed by the witnesses. If the candidate refuses to do even that, then the CS / DCS shall record in the MCRF that the candidate has refused to give a statement and that shall be signed by the Chief Superintendent / DCS and the witnesses.
4. The person/s who detected the case shall record in MCRF in as much detail as possible, the nature of indiscipline / malpractice committed by the candidate/s, the description of the materials possessed/used for the commission of the indiscipline / malpractice, where and how such materials were kept by the candidate/s, and such other information relevant to the case (if the space provided in the MCRF is not sufficient extra sheets bearing the seal of the examination center shall be used and attached to the form).
5. A sketch of the seating arrangement in the examination hall, showing the registration numbers pertaining to the seats, marking in red in the registration number/s of the candidate/s involved in the case of the indiscipline / malpractice being reported, shall be prepared and signed by the CS. The sketch should give a clear idea of the probable distance between the position of the Room Invigilator and the candidate/s at the time of the detection of the case.
6. All the materials and evidence collected / recorded in respect of a case shall be listed (giving proper descriptions so as to identify them) and the list shall be signed by the candidate/s involved in the case, CS and the witness/es. The CS shall send all the materials, including the invigilator's diary, the statements recorded, the list of the materials records, sketch of the seating arrangement in the examination hall, the MCRF and other relevant things to the Registrar (Evaluation).
7. If the CS is of the opinion that the smooth and proper conduct of the examination will not be affected by allowing a candidate, against whom a case of indiscipline / malpractice has been booked, then the candidate may be allowed to continue to sit for the examination of the session as well as the subsequent sessions. If CS decides not to permit a candidate booked for indiscipline to continue to sit for the examination of the session as well as the subsequent sessions, then he shall make a separate report to the Registrar (Evaluation) about his decision clearly stating the

reason for the decision.

8. All the answer scripts of a candidate booked for indiscipline / malpractice case shall be sent in a separate sealed cover marked “malpractice case” to Registrar (Evaluation) at the earliest. Such answer scripts shall be valued in the normal course, but the publication of the result pertaining to them shall be considered, depending on the decision on the case, after the disposal of the case.
9. There shall be a committee called Malpractice Inquiry Committee (MIC) constituted by the Syndicate to inquire in to the indiscipline / malpractice cases and make appropriate report recommending appropriate action/s to be taken in each case.

The committee shall consist of

A Professor in the University as the Chairman and a Syndicate Member, a Principal of a First Grade College, a Principal of a Law college or a competent Senior Advocate as its members.

The Registrar (Evaluation) shall be the Member convenor of the Committee.

At least one of the members of the Committee shall be a Woman.

10. The MIC shall inquire into each case referred to it and after conducting appropriate inquiry proceeding as detailed below, the committee shall prepare a report giving its findings and recommending appropriate action to be taken in the case inquired into and submit the same to the Vice-Chancellor.

#### **PART-IV : PROCEDURE FOR CONDUCTING INQUIRY AND REPORTING**

##### **A**

1. The Chairman of the MIC shall fix in respect of each case the date/s for inquiring the person/s to be inquired into.
2. The Malpractice inquiry committee shall frame definite charges and cause allegation on which they are based. The Registrar (Evaluation) shall send a notice, by post and email/whatsapp message/SMS, to every individual MIC intends to inquire, asking the individual to appear before the MIC for inquiry, mentioning in the notice the date, time and venue of the inquiry and the charge/s, in brief, against the respondent in the case.
3. The Registrar (Evaluation) shall also send a copy of the notice to the Principal of the College to which the addressee of the notice belongs/ed with a request to serve, under acknowledgement, the notice to the addressee.

A person served with the inquiry notice shall present himself/herself before the

MIC for the inquiry.

If a person served with the inquiry notice fails to appear before the committee but sends in a written submission (so as to reach there before the date of the inquiry) accepting the charges and admitting that he/she is guilty of committing the act/s of indiscipline/malpractice he/she is charged with, the committee may, without insisting the presence of the person for the inquiry decide to make its report and recommendation in respect of the case to the Vice Chancellor on the basis and due consideration of the submission received from the candidate.

In all other cases, a person served with the inquiry notice shall be personally present for the inquiry. If a person fails to respond to the first notice, to appear before the inquiry, the person may be given a second opportunity by serving a second notice on the person. If the person fails, in response to the second notice also, to appear before the committee, the committee, on due consideration of the merits of the case, may make its report and recommendation, in respect of the case against the person concerned, to the Vice Chancellor. If the person served with the notice sends in a written submission without accepting the charges and/or defending his/her act or pleading innocence, he/she shall not be exempted from personal appearance for the inquiry. He/she shall defend his stand in person before the MIC.

4. In the case of a person appearing before the committee for the inquiry, the Committee shall read out to the person the charges against him/her and examine the person in the matter of the indiscipline / malpractice charge reported against him/her, if the Committee finds it necessary to examine/ inquire any other person/s in the matter of a case being inquired into, the committee may do so. The Committee shall record all the statements and averments of the respondent and other examined/inquired in the case.
5. Examination / inquiry of witness/es shall be conducted in the presence of the respondent and the respondent shall be given an opportunity to cross examine the witness/es.
6. The Committee shall read out the recorded statements to the respondent and the witness/es inquired/examined and obtain their signature in the recorded sheets.
7. In all cases of indiscipline / malpractice the respondent shall defend his/her case personally and no other person (representative) shall be allowed to represent the respondent.
8. The proceedings shall be prepared after completing the inquiry and submitted to the Vice Chancellor for appropriate action.

## **B**

- 1. The Vice Chancellor shall place the report of MIC in the Syndicate at the**

**earliest opportunity. The Syndicate after due consideration of the report,**

Either, (a), may accept the recommendation of MIC and decide to implement the recommended action.

Or, (b), if it is of the considered opinion that the report / recommendation suffers from inconsistency, non-application of mind in arriving at conclusions, noncompliance or wrong application of relevant and appropriate rules / regulation etc. may return the report, recording its opinion to the MIC to review its report/recommendation.

2. If the Syndicate's decision is (a) and the action recommended by the committee and accepted by the Syndicate is exoneration of the respondent the Registrar (Evaluation) shall inform the decision of the Syndicate to the respondent by registered post.
3. If the Syndicate's decision is (a) and the MIC has reported that the respondent is guilty of committing the act of the indiscipline / malpractice reported against him/her and recommended punishment to the respondent, then the Registrar (Evaluation) shall write to the respondent informing the Syndicate's decision and asking him/her to explain in writing (not later than ten days from the date of communication) why the decision of the Syndicate should not be confirmed and implemented.
4. If no reply is received from the person concerned within the stipulated time, the syndicate shall confirm and decide to implement the decision. The Registrar (Evaluation) shall intimate the same to the respondent and take necessary steps to implement the decision.
5. If the person concerned sends a reply to the Registrar (Evaluation)'s communication referred to in (3) and the Syndicate, after due consideration of the reply, is of the opinion that there is nothing in the reply to warrant a reconsideration of its decision, the Registrar (Evaluation) shall communicate to the person concerned and take necessary steps to implement the decision.
6. If the Syndicate, after due consideration of the reply from the respondent to the communication referred to in (3), is of the opinion that there is a case for reconsideration, then it shall send the reply of the respondent with a note on the opinion of the Syndicate to MIC for reviewing its earlier report and recommendation in the light of the reply of the respondent.
7. If MIC, after due consideration of the reply from the respondent, is of the view that there is a prima facie case to re inquire the matter then it may do so and make a fresh report with recommendation for appropriate action to the Vice Chancellor.

If the committee is of the opinion that the earlier report / recommendation needs no review, the committee noting its opinion, shall send the original report to the Vice Chancellor.

8. In the matter of a report sent back to the committee for reviewing, the Syndicate shall accept the report and the recommendation of the committee and decide to implement the action recommended. The Registrar (Evaluation) shall inform the decision to the person concerned and take necessary action to implement the decision of the Syndicate.

**PART-V : PROCEDURES TO BE  
FOLLOWED IN IMPOSING  
PENALTY/DISCIPLINARY ACTION TO  
THOSE WHO ARE FOUND GUILTY OF  
MALPRACTICE**

- A. Possession of or access to pre written materials and other items referred to in Part II-2 B(a).

i)	If the materials are revlevant to the subject of the examination and copied substantially from the material.	:	Invalidation of the entire examination and debarring from writing that semester examinations, with a penalty of Rs.3,000/-
ii)	If the materials are relevant to the subject and not copied (not substantially) from the material.	:	Invalidation of that paper/course with a penalty of Rs.2,000/-
iii)	If the materials are relevant to the subject of the examination but not copied from the material	:	Invalidation of that particular course (paper), along with a penalty of Rs.2,000/-
iv)	If the materials are not relevant to the subject of the examination	:	Severe warning and a penalty of Rs.1,000/-
v)	Writing threats or obscene and vulgar matters on the answer book and passing the question paper/ answer papers to others.	:	Invalidating that particular paper and a penalty of Rs.3,000/-
vi)	Writing appeals / message/ enticing statements to examiners and others.	:	Invalidating that particular paper and a penalty of Rs.2,000/-
vii)	Writing and scribbling on the question paper / hall ticket / palm / any part of the body.	:	Invalidating that particular paper and imposing a penalty of Rs.3,000/-.
viii)	Carrying mobile phones / laptops/ any other electronic/ wireless device by the candidates other than those mentioned in the question paper.	:	Invalidating that paper/course with a penalty of Rs.3,000/-

B. Writing peculiar signs/mark/s, writing registration number in places other than the one specifically provided for that in the answerbooks.

i)	The Malpractice is committed in one Paper/Course.	:	Invalidation of that paper/course and imposing a penalty of Rs.3,000/- with a warning.
ii)	The malpractice is committed in more than one Paper/Course.	:	Invalidation of the entire examination with a penalty of Rs.5,000/-.

C. Tampering and damaging the pages in the answer book, drawing sheet/s, graph sheet/s map etc. and destroying or attempting to destroy any evidence pertaining to a case of indiscipline/ malpractice.

i)	Tampering / misplacing the answer book and damaging the pages in the answer book, drawing sheet/s, graph sheet/s map etc. and destroying or attempting to destroy any evidence pertaining to a case of indiscipline/ malpractice.	:	Invalidation of the entire examination and imposing a penalty of Rs.5,000/-
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\* More than one piece of paper with more than 30 words or more than 200 characters or equivalent written material or equivalent electronic content as decided by MIC.

\*\* Not more than one piece of paper or not more than 30 words or not more than 200 characters or equivalent written material or equivalent electronic content as decided by MIC.

# Which could be used to write answers for more than one question of any weightage

## Which could be used to write answers to not more than one question of any weightage

In case of repeated attempt of malpractice is detected in one or more than one examination, the registration of the candidate shall be cancelled

D. In the case of indiscipline/malpractices referred to in II -2A:

a.	Preventing / disturbing/ boycotting and attempting to prevent/ disturb/ boycott the examination or Intimidating/ insulting/ assaulting fellow examinee/s, and person/s connected with the conduct of the examination.	:	Invalidation of the entire semester examination with a penalty of Rs.5,000/-
b.	Carrying or any attempt to carry lethal weapons into the examination hall or its premises ;	:	Invalidation of the entire examination and debarring from writing the next two semester examinations with a penalty of Rs 10,000/-.

c.	Stealing/ tampering and attempting to steal/ tamper question papers and answer books and substituting and attempting to substitute answer sheets during personal seeing of the answer scripts and also insertion of additional sheets/use of an answer book which is not issued in the exam hall/insertion of any papers during or after exam at any stage.	:	Invalidation of the entire examination and debarring from the next four semester examinations with a penalty of Rs 15,000/-
d.	Smoking, possessing and using drugs and alcoholic items in the examination hall	:	Invalidation of the entire examination with a penalty of Rs.5,000/-
e.	Submitting wrong information and claiming advantage as handicapped/ blind etc.	:	Invalidation of the entire examination with a fine of Rs 25,000/-
f.	Any other misbehavior/act on the part of candidates that disturbs the conduct of examinations.	:	Invalidation of the entire examination and penalty as decided by the MIC.

E. In the case of impersonation:

a.	If the person/s involved is in the rolls of the University.	:	Invalidating the entire examination and debarring from writing the examination for a further period of two years along with the penalty of Rs.25,000/- each on both the candidate and the staff /person involved.
b.	If the person is not in the rolls of the University	:	His/her case shall be referred to the Police and the entire examination will be invalidated for the candidate.

**PART-VI: THE FOLLOWING ACTS COMMITTED BY CHIEF SUPERINTENDENTS/ DEPUTY CHIEF SUPERINTENDENTS/ INVIGILATORS/EXAMINERS / OFFICE STAFF CONSTITUTE MALPRACTICES**

- i) Assisting candidates wrongfully by supplying questions and answers or abetting them in malpractices of other kinds.
- ii) Showing favoritism in valuation.
- iii) Tampering the question papers or answer books before or after the the specified



time and also during the examination.

- iv) Gross violation of examination procedures/norms in the examination center (like mass copying or abetting large scale malpractices/opening or distributing question paper not related to the concerned course (subject).
- v) Erratic /arbitrary valuation.
- vi) Cases of dereliction of duty.
- vii) Giving permission to the candidates to appear for the examination without authorised document(s).
- viii) Carrying mobile phones/ laptops/ any other electronic device/ magazines/ journals /newspapers by the invigilators to the examination hall.
- ix) Breach of duties or involvement in any misbehaviour, by any person who has been allotted examination work.

**All the cases detailed above shall be inquired by the Malpractice/Indiscipline Inquiry Committee.**

**Disciplinary Action/Penalty for various mistakes/malpractice/indiscipline by the staff who have been allotted examination duty at different stages of examination is indicated as follows:**

**A. SCRUTINY OF EXAMINATION APPLICATION FORMS AT COLLEGE LEVEL**

1. Not submitting the list of candidate's/ question paper indent subject wise, course wise, semester wise and syllabus-wise statistics to the Registrar (Evaluation) on time.	A penalty of not less than Rs.1,000/- but not exceeding Rs.3,000/- on the College/Principal.
2. Non-Submission/Submission of incomplete examination application forms to the Registrar (Evaluation)	A penalty of not less than Rs.1,000/- but not exceeding Rs.3,000/- on the College/Principal.
3. Non payment/incomplete payment of prescribed examination fees	A penalty of not less than Rs.1,000/- but not exceeding Rs.3,000/- on the College/Principal.
4. Wrong Submission / incomplete submission of documents.	A penalty of not less than Rs.1,000/- but not exceeding Rs.3,000/- on the College/Principal.
5. Issue of hall tickets to ineligible candidates.	A penalty of not less than Rs.1,000/- but not exceeding Rs.3,000/- on the

	College/Principal/University.
6. Forwarding of examination application forms after the last date fixed by the University and before 15 days to the commencement of the first paper of the examination.	A penalty of not less than Rs.1,000/- but not exceeding Rs.3,000/- on the College/Principal.

## **B. SCRUTINY OF EXAMINATION FORMS AT UNIVERSITY.**

1. Giving wrong exemptions to appear for examination by violating the rules by the computer section.	A penalty of Rs.500/- for each mistake on the concerned employee after conducting an inquiry by the Registrar (Evaluation)
2. Accepting the application after the last date without the approval of the Registrar (Evaluation).	A penalty of Rs.500/- for each application after conducting an inquiry by the Registrar (Evaluation).
3. Any other kind of mistake/acts committed.	A penalty of Rs.500/- for each mistake on the concerned employees after a detailed inquiry by the Registrar (Evaluation).

## **C. PAPER SETTING AND PRINTING.**

1. Accepting confidential work without disclosing the fact in writing when close relatives/person known closely are appearing for the examinations.	A penalty of Rs.10,000/- and disciplinary action as per the Rules.
2. Refusing/failure to set question paper on time without prior exemption / permission in writing.	A penalty of Rs.5,000/- per course (paper)
3. Setting of question paper out of syllabus or incomplete question and data.	A penalty of Rs.5,000/- per course (paper)
4. Setting of question paper not in accordance with the prescribed question paper pattern/as per the instructions of BOE Chairman.	A penalty of Rs.5,000/- per course (paper).
5. Manuscript written by other than paper setters and BOE Chairman/BOE Member.	A penalty of Rs.5,000/- per course (paper).
6. Not signing the manuscripts by the BOE Chairman	A penalty of Rs.8,000/- per course (paper).
7. Not writing the title of the question paper/paper code/duration/marks etc., by the paper setter.	A penalty of Rs.5,000/- each. The board of examiners shall preserve the original manuscript and send it on to the Registrar (Evaluation) in sealed packets.

	If the mistake is committed at the time of printing, action may be initiated as per the agreement between the University and the Agency.
8. Wrong packing of question papers by printer/authorized agency.	Action may be initiated as per the agreement between the University and the Agency.
9. Not writing Sl. No. of Scripts in the Room invigilators Diary.	A penalty of Rs.1,000/- each.
10. Wrong entry in Sl. No. of script in the Room invigilators Diary.	A penalty of Rs.1,000/- each.
11. Writing wrong Registration Number in the Room invigilators Diary.	A penalty of Rs.1,000/- each.
12. Absence of Chief Superintendent at the Examination Center.	A penalty of Rs.5,000/-
13. Not reporting the absence of external Deputy Superintendent by the Chief Superintendent.	A penalty of Rs.2,000/-
14. Allowing any other person other than the bonafide candidate to write the examination (Impersonation).	A penalty of Rs.20,000/- each and disciplinary action as per the rules.
15. Dereliction or lapses of duty on the part of Deputy Chief Superintendent/ Room invigilators Diary /Relieving invigilator.	A penalty of Rs.5,000/- each and disciplinary action as per rules. The Chief Superintendent shall immediately report the matter to the Registrar (Evaluation) and at his own discretion the Chief Superintendent may stop further assignment of invigilation work to the concerned Room/Relieving invigilator.
16. Negligence of the supervising staff/invigilator in discharging their duties leading to copying/mass copying, unruly behavior etc., on the part of the candidates affecting smooth conduct of examination.	<ol style="list-style-type: none"> <li>1. The Chief Superintendent/Deputy Chief Superintendent and Room/Relieving invigilator of the center shall be imposed a penalty of Rs.5,000/- each per event.</li> <li>2. A Report to the management/ government against them is to be sent to take disciplinary action and the action taken in the matter is to be communicated to the University and to the Directorate of Collegiate Education by the Management.</li> <li>3. If the Administrative/office staffs are involved in such activities, their entire remuneration shall be forfeited and further disciplinary action shall be taken by the management and university against them.</li> <li>4. If such an action is not taken by the management, a penalty of Rs. 2 Lakhs on the management be imposed. In case of</li> </ol>

	Government Colleges the matter shall be reported to Commissioner of Collegiate Education (CCE). In addition to the above, the proceedings of the withdrawal of affiliation of the college shall be instituted.
17. Using mobile phones/ laptops/ any other electronic device/ magazines/ journals/newspapers by the invigilators in the examination hall.	Severe warning and a penalty of Rs 1,000/-.
18. Disclosure of result before declaration by the university.	Penalty of Rs.10,000/-.
19. If the coding and decoding is done through scanning by any agency authorized by the university and if any of the above mentioned mistakes are committed by such agency.	Penalty specified above for respective/similar mistakes and forfeiture of deposits and payments and damages of Rs.1.50 Lakh to be collected. Other necessary action as per terms and conditions of agreement to be initiated.

#### **D. DURING VALUATION**

1. Erratic Valuation by valuator.	A penalty of Rs.2,000/- per course with disciplinary action.
2. Valuing a paper without competence by the valuator.	A penalty of Rs.3000/- with disciplinary action.
3. Non Valuation of a part of the answer.	A penalty of Rs.3000/- each with disciplinary action.
4. Non Valuation of a complete answer/non assignment of marks to an answer ( Five such mistakes)	Forfeiture of the entire remuneration, conveyance etc., and penalty of Rs.5,000/- and shall be debarred for 2 years from valuation work and disciplinary action.
5. Wrong/Non carrying of marks from inside to the cover page/designated sheet of the answer script etc.,	A penalty of Rs.2,000/- for each mistake.
6. Wrong entry of marks in figures and words in the marks list.	A penalty of Rs.2,000/- per mistake.
7. Wrong totaling by the valuator/reviewer.	A penalty of Rs.2,000/- each.
8. Non-entry of marks/wrong transfer of marks from answer scripts to marks list.	A penalty of Rs.2,000/- for each mistake.
9. Displacing the answer script from one packet to another packet.	A penalty of Rs.3,000/- for each mistake.
10. Awarding more marks by valuer/reviewer than the marks fixed for the questions.	A penalty of Rs.3,000/- per answer.

11. Failure to round off the extra no. of answer by the valuator.	A penalty of Rs.1,000/- each.
12. Tampering with the marks given by the valuer/reviewer, indulging in any other malpractice by the Chief Custodian/Custodians and other staff of valuation unit.	Immediate cancellation of appointment and relieving from work with forfeiture of remuneration, TA/DA and penalty of Rs.25,000/- and also disciplinary and criminal action be initiated.
13. Non Issuance of instructions to valuers by the Chief Examiners/Custodians.	Debarring from such work for 3 years and no remuneration to be paid for the work done and penalty of Rs.5,000/- and disciplinary action.
14. Non-Compliance with the rules and instruction given and doing the work in a disorderly manner, or deserting in the middle.	Debarring from such work for 3 years and no remuneration to be paid for the work done and penalty of Rs.5,000/- and disciplinary action.
15. Failure of Principal of the college to ensure valuers appointed from their colleges to report to valuation work or to report if valuers remain absent from valuation work.	A penalty of Rs.10,000/- on principal of the college.
16. Failure of the examiner/ valuer appointed to report to valuation or valuer remaining absent from valuation work.	A penalty of Rs.5,000/- on each valuer and take appropriate action as per KSU Act .

#### **E. VERIFICATION AND SCRUTINY:**

1. Wrong verification and scrutiny.	A penalty of Rs.1,000/- for each mistake.
2. Wrong totaling of marks.	A penalty of Rs.1,000/- for each mistake.
3. Tampering with marks awarded by the examiners in Marks list.	A penalty of Rs.10,000/- each and disciplinary and criminal action.
4. Writing as absent, though the candidate has appeared for the examination.	A penalty of Rs.2,000/-per such exemption.
5. Awarding of wrong exemptions.	A penalty of Rs.3,000/-per such exemption.
6. Not putting initials for the corrections/over writings.	A penalty of Rs.1,000/- each.
7. Not keeping the account of blank marks cards by the concerned.	A penalty of Rs.5,000/-
8. Wrong carrying forward of previous years marks in ledger (online/digilocker/website cloud).	A penalty of Rs.3,000/- each.

#### **F. DISPATCH OF RESULT SHEETS AND MARKS CARDS:**

1. Dispatching the marks card without facsimile.	A penalty of Rs.2,000/- each.
2. Dispatching the blank marks cards	A penalty of Rs.2,000/- each.

with facsimile.	
3. Late dispatch of marks card and result sheet without valid reasons	A penalty of Rs.2,000/- per course.
4. Dispatching degree certificate without signature of the Vice-Chancellor.	A penalty of Rs.3,000/- each.

#### **G. `GENERAL**

1. Any breach of confidentiality relating to the examination work entrusted by the university.	Disciplinary action followed by the penalty as specified in Service Rules/ CCA rules/KSU Act 2000.
2. Failure to undertake the examination work assigned by the Registrar (Evaluation) without prior permission in writing.	A penalty of Rs.3,000/- and disciplinary action as per Service Rules/ CCA rules/KSU Act 2000.
3. Leaving the examination work before the completion.	The Remuneration/TA/DA due to the concerned person shall be forfeited and a penalty of Rs.5,000/-to be imposed.
4. In other cases of serious irregularities or gross dereliction of duties.	A penalty of Rs.10,000/- for each case and disciplinary and criminal action.

Malpractices of any higher order by Institutions / Examiners /Invigilators/Chief Superintendents /Deputy Chief Superintendents may be referred to a separate inquiry committee by the Vice Chancellor and heavier penalty than the ones specified above shall be levied accordingly.

#### **PART-VII : REPEAL AND SAVINGS**

In case of an act that can be construed as an act of indiscipline/ malpractice in the examination / that affects the conduct of the examination, but not covered by this Ordinance, that case shall be dealt with, except with regard to the award of penalty to the respondent according to this Ordinance. In such cases the Syndicate shall decide the penalty to be awarded to the respondent.