

ST.JOSEPH'S COLLEGE (AUTONOMOUS), BANGALORE

Malpractice by Candidates Appearing in Examination:

a) Acts of Malpractice:

Malpractice means any of the following acts by candidates appearing for the Examinations.

- (i) Unruly behavior in the Examination hall.
- (ii) Possessing any written or printed material pertaining to the examination.
- (iii) Anything written on any body part/ clothes.
- (iv) Possessing mobile phones or any electronic gadgets other than calculators.
- (v) Copying from the other candidates.
- (vi) Making any request or offering any threat or inducement to the invigilator/s.
- (vii) Making any request or offering any threat or inducement to the examiners in the answer script.
- (viii) Inserting sheets of answer scripts not supplied in the examination hall.
- (ix) Impersonating or allowing others to impersonate in the examination hall.
- (x) Possessing writing pads on which matter related to the examination is written or writing matter related to the examination on the desk or writing the answers in the question paper.

b) Authority for taking penal action:

The Principal shall take penal action taking into account the recommendation of the Malpractice Enquiry Committee.

c) Constitution, Powers, and Functions of the Malpractices Inquiry Committee:

- (i) The Malpractice Inquiry Committee shall consist of three members appointed by the Principal. One of the members shall be the chairman.
- (ii) The committee shall have all powers to issue notice, summon the candidate, receive a reply from the candidate, record their statements and recommend appropriate punishment as per the schedule of punishments given hereto.

(iii) Malpractice Inquiry Committee must provide enough opportunity for the candidate to present his/her case. The candidate is not allowed to engage a legal practitioner for the purpose.

(iv) At the conclusion of the inquiry, the Malpractice Inquiry Committee shall submit a report with findings on the charges together with all documents and recommend either for the imposition of punishment or exoneration of the student to the Principal.

(v) The principal in turn shall, consider and impose the punishment as recommended by the Malpractice Inquiry Committee or exonerate the student and a copy of this document shall be sent to the COE.

d) The procedure for reporting the malpractice cases:

(i) The invigilator/squad shall seize the incriminating material and report the same to the COE immediately. The Hall ticket of the candidate shall be taken away. However the candidate will be allowed to continue writing the examination. The invigilator must mark "malpractice" against the candidate's name in the invigilator's diary and mark the total one less. The answer script of this candidate along with the incriminating material, statement from the student and a statement from the invigilator and the hall ticket must be submitted separately to the COE in a sealed cover. The deputy Chief superintendent will do a preliminary enquiry and based on this report, the COE may or may not allow the student to write other examinations.

(ii) If the Examiner/reviewer, suspects malpractice while valuing the answer scripts shall forthwith stop further evaluation and return the answer script with a report prepared by him to the COE. The COE shall refer the case to the Malpractice Enquiry Committee.

e)Schedule of action taken for the malpractice during Semester Examination

| Sl. No | NATURE OF MALPRACTICE | ACTION TAKEN |
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| 1 | Revealing the identity of the candidate or writing any request message. | First-semester UG students will be directed to write an apology letter. For others, that paper will not be valued and the student will be marked absent. He /She shall be allowed to write the paper at the next available chance. |
| 2 | (i)Identical answers in the answer scripts of different candidates as a result of copying or allowing a candidate to copy from his/her answer script. (ii)Found giving or receiving assistance at the examination passing on marked question paper/answer script for purpose of copying. | Those papers will not be valued and both the students will be marked absent. He /She shall be allowed to write the paper at the next available chance. |
| 3 | Mere possession of the mobile phone in the switched off/on mode with no information regarding examination stored/ not used for copying in the examination. | That paper will not be valued and the student will be marked absent. He /She shall be allowed to write the paper at the next available chance. |
| 4 | Possession of the manuscript/ printed matter /writing on the body part/ electronic gadgets with material related to the examination | That paper shall be considered null and void. The student will be allowed to write that examination at the next available chance also. In total, the student will miss one chance to write the paper. |
| 5 | Insertion of additional sheets which are not issued in the Examination hall | All papers of that examination shall be considered null and void. The student will not be allowed to write that examination for the next available chance. In total, the student will miss two chances. |

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| 6 | (i) Impersonation (ii) Abusing, threatening, or manhandling examination authorities inside /on the premises of the examination Hall | All papers of that examination shall be considered null and void. The student will not be allowed to write that examination for the next available chance. In total, the student will miss two chances. |
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f) Schedule of action taken for the malpractice during Mid Semester test

For offenses of serial numbers 2-4: That test paper shall be considered null and void. The student will be marked absent and no makeup test will be given. For offenses of serial numbers 5& 6: All papers of that test shall be considered null and void. The student will be marked absent and no makeup test or retest will be given.

