

# SESHADRI RAO GUDLAVALLERU ENGINEERING COLLEGE

(An Autonomous Institute with Permanent Affiliation to JNTUK, Kakinada)  
Seshadri Rao Knowledge Village, Gudlavalleru – 521356, Krishna District (A.P.)

## Office of the Controller of Examinations

### Malpractices & Punishments

- (i) The Principal shall refer the cases of malpractices in internal assessment tests and semester end examinations to a malpractice enquiry committee constituted by him for the purpose. Such committee shall follow the approved levels of punishment. The Principal shall take necessary action against the erring students based on the recommendations of the committee.
- (ii) Any action by the candidate trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder.

### Disciplinary Action For Malpractices/Improper Conduct In Examinations

Nature of Malpractices/Improper conduct		Punishment
<b>If the candidate</b>		
1.a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination.)	Expulsion from the examination hall and cancellation of the performance in that subject only.
b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through Cell phones with any candidates or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The hall ticket of the candidate shall be cancelled.

3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for the examinations of the remaining subjects of that semester. The candidate is also debarred for two consecutive semesters from class work and all university examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the impostor is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or takes out or arranges to send out the question paper during the examination or answer book during or after the examination.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The candidate is also debarred for two consecutive semesters from class work and all university examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of performance in that subject.
6.	Refuses to obey the orders of the Chief Chief controller or Controller of Exams / any officer on duty or misbehaves or creates disturbance of any kind in or around the examination hall or organises a walkout or instigates others to walkout or threatens the officer in- charge or any person on duty in or outside the examination hall of any injury to his	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The candidates

	<p>person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the Officer-in-charge or any person on duty in or outside the examination hall of any of his relations or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the college campus or engages in any other act which in the opinion of the Officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.</p>	<p>also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.</p>
7.	<p>Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The candidate is also debarred for two consecutive semesters from class work and all university examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>
8.	<p>Possess any lethal weapon or firearm in the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat.</p>
9.	<p>If student of the college who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the</p>

		college will be handed over to the police and a police case is registered against them.
10	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be referred to the Chief Superintendent of Examinations for future action towards suitable punishment.	

(iii)The involvement of the staff, who are in charge of conducting examinations, valuing examination papers and preparing / keeping records of documents related 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 examination shall be viewed seriously and appropriate disciplinary action will be taken after thorough enquiry.



*Controller of Examinations*