



**SCALE OF PUNISHMENT TO DEFAULTERS WHO INDULGE IN MALPRACTICE CASES**  
**FOR UG /PG /PhD AT UNIVERSITY EXAMINATIONS**

1. Any action on the part of a candidate at an examination trying to get undue advantage in the performance in the examination or trying to help another, derive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the staff (who are in charge of conducting examinations, valuing examination papers and preparing / keeping records and documents relating to the examinations) in such acts (inclusive of providing incorrect or misleading information) that infringe the course of natural justice to one and all concerned at the examinations shall be viewed seriously and recommended for award of appropriate punishment. In case of persons who do not fall within the ambit of these rules for applicability, the cases shall be reported to the police for taking appropriate steps to deal as per the laws of the land.
2. In the rules to follow, the year means the examination year (i.e. the period between two regular examinations, for a course of one academic year), and for some courses examinations may be held twice. In such a year in the name of one regular and one supplementary examination (i.e. March and September examinations) when the candidate has two chances in a year.
3. Cancellation of the performance of a candidate at an examination and disqualification from appearing at the examination for a specific period would refer to all papers in all years of study of the candidate for which he/she has registered or is due to register for appearing at the examinations (including practical and viva-voce examinations).
4. a) DEEMED University herein means **SIDDHARTHA ACADEMY OF HIGHER EDUCATION**, Deemed to be University, Under section (3) of UGC act 1956.  
b) MEC Means MALPRACTICE ENQUIRY COMMITTEE.  
c) CoE Means – Controller of examinations

- d) Year End / University Examinations mean Examinations conducted at the end of Academic year or at the end of each semester.
- e) SMP means Suspected Malpractice.
- f) EXAMINATION means Theory / Practical / Project.

5. Whenever a candidate is suspected to be resorting to malpractice at the time of taking the examination at the centre, the candidate is to be booked by the Squad / by the Observers / CS / any other institution Staff or Officer On Duty, under SMP case following scrupulously the instructions

given by the Academic Council, Siddhartha Academy of Higher Education- Deemed to be University , Under section (3 ) of UGC act 1956. Vijayawada, in processing such cases. Under any circumstances, the candidate shall not be allowed to continue writing the paper; however, the Dean/CoE, shall permit him / her for the rest of the papers on subsequent days at the current session of examinations only when the candidate is not involved in serious offences such as copying from the forbidden material, inserting papers with answers written by others or written by him outside, involving in impersonation case, exchanging answer papers in the hall, showing disrespect towards or assaulting the supervising personnel or acting in any manner that his presence is not conducive to maintaining discipline in the Examination Hall. The permission given by Dean/ CoE to appear at subsequent examinations does not guarantee the candidate that his answer scripts will be valued or result announced which is, however, subject to the final decision of the MEC, constituted by Dean Examinations and Evaluation of the University in the case already booked. Since the candidate does not complete answering the paper at the time of booking the case, the CS/Observer/Squad Leader must ensure the Malpractice being reported is at least of the order that can be awarded a punishment not less than cancellation of performance of that paper as per the application of the rules. It means that the CS/Observer/Squad Leader is imposing on his/her responsibility a punishment of cancellation of performance of the paper on the prima facie evidence. A benefit of doubt, if any, shall be passed on to the candidate lest it should affect his career.



<b><u>NATURE OF OFFENCE / MALPRACTICE</u></b>	<b><u>SCALE OF PUNISHMENT</u></b>
<p>1) Found in possession of any material relevant or related to the subject of examination (even when present in a coded form)</p> <p>a) Written, typed or printed or xeroxed in any form; matter relevant or related to the subject or Question Paper on clothes worn or possessed on any part of the body (other than palm) or pad or hall ticket or single or multiple papers, vanity bag or purse or any other instrument normally permitted into hall.</p> <p>b) A Candidate found copying or has copied from the forbidden material. (the copied portion in the answer book is to be marked and signed by the invigilators.</p> <p>c) Matter (A Question or Answer to a Question in the paper or anything related to the subject) written on his/her own question paper or on the palm. The matter available on the palm should be transferred onto a paper and should be attested by the Invigilator and submitted to the CoE as a piece of evidence.</p> <p>c) If matter written on a desk or wall is established to be in the handwriting of candidate in the examination hall (the evidence has to be established). Even if the matter is in somebody's handwriting taking into account the nearness and circumstantial evidences the invigilating staff is empowered to book the case.</p>	<p>i) Expulsion from the examination hall and cancellation of performance of the candidate in all papers at the current session of examinations if the matter copied into the answer book is relevant to the Question Paper.</p> <p>ii) Expulsion from the examination hall and cancellation of performance of the candidate in all papers attempted up to the current exam, at the current session of examinations if the forbidden material is relevant to the question paper but not copied into the answer script.</p> <p>iii) Expulsion from the examination hall and cancellation of performance of the candidate in the current paper at the current session of examinations if the matter copied in to the answer script is not relevant to Question Paper or if the matter is not copied at all.</p>
<p>2) i) Possession of a calculator knowingly or unknowingly other than prescribed or permitted at an examination.</p> <p>ii) Possession of a Cell phone / Ipod / organizer or any other electronic device knowingly or unknowingly other than prescribed or permitted at an examination.</p> <p>iii) Communicates through cell phone with any candidate or persons in or outside the exam hall in respect of any matter</p>	<p>For the Malpractice cases (i) and (ii)</p> <p>Expulsion from the exam hall and cancellation in the current paper.</p> <p>Expulsion from the exam hall and cancellation in all the papers of the current examination.</p>

3) Destruction or supervision of evidence in any way like swallowing, tearing or throwing out etc.	Expulsion from the hall, cancellation of performance in all papers of the current examination.
4) Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods.	Expulsion from the exam hall, cancellation of the performance in the current paper.
5) If the rendering of assistance is through transfer or exchange of answer book/additional book, both candidates are to be punished whether copying has taken place or not. a) Where exchange is involved from both sides. b) Where one candidate has transferred his paper to the second candidate without receiving paper in exchange	Expulsion from the hall, cancellation of performance in all papers at the current exams for both candidates. The first candidate giving the paper to the other is awarded the punishment of cancellation of current paper at the current exams, while the second candidate is awarded punishment of cancellation of the all papers.
6) a) Main / Additional Answer books printed outside found with candidate b) Forged signature of invigilator	Expulsion from University by issuing Transfer Certificate and informing to Police.
7) i) Insertion of main or additional book detected during examination time / during valuation. ii) Influencing the examiner / invigilator or staff of University examination cell directly or through agents to get undue benefit.	Wherever applicable, the candidate is expelled from the hall. Cancellation of performance of the candidate at the current series of exams and disqualification from appearing any year end / University exams for one year.
8) Consulting books or papers or persons outside the hall before handling over the paper (e.g. going on the plea of easing etc).	Expulsion from hall, series debarment from the rest of current exams.
9) a) Candidates writing irrelevant matter or making markings or writing names/ initials/register number on the additional book etc. b) Making request to award pass etc. c). Writing objectionable, abusive or offensive language in the answer paper or in letters to the examiner.	Cancellation of the performance in that paper at the current examination.

<p>10) i) Taking away the Answer Book (even if it is returned later) or leaving the hall without handing over the answer script or tearing away the answer book.  ii) Sending out or throwing out question paper or answer paper or any kind of paper / object on which some questions or answers or related matter are written with the intention of getting or giving help</p>	<p>Expulsion from the hall, cancellation of performance in all papers of current exams and disqualification from appearing any year end / University examinations for one year.</p>
<p>11) Abuses, threats, disrespect (either by oral or written or by signs) to invigilating and supervising staff within the premises or outside.  a) Comes in drunken condition to the examination hall. Causing damage to invigilator or University property</p>	<p>Expulsion from the hall, debarment for the rest of exams and disqualification from appearing any year end / University examinations for 1-2 years depending on the nature of misconduct. Same as in 11, In addition Handing over to police depending on the severity.</p>
<p>12) If the candidate impersonates any other candidate in connection with the examination.</p>	<p>The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.  The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. 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>
<p>13) Physical assault on Examination personnel or University supervising staff  a) Possess any lethal weapon or firearm in the examination hall</p>	<p>Permanent debarment from appearing any year end / University exams.  Permanent debarment from the University with a remark in TC and handing over to police.</p>
<p>14) Presentation of records of another candidate at the practical examination.</p>	<p>Cancellation of performance of the candidate in the current practical exam.</p>
<p>15) A Candidate is found guilty for more than one time at the current or earlier examinations.</p>	<p>Disqualification from appearing at any year end / University examination for one year.</p>

16) Involvement of Deans of schools, Invigilators, Teachers and other Staff in the leakage of question paper or meddling with answer books, selling or giving examination stationery for use outside the hall.	Suspension from service following accepted procedures and disciplinary action depending on the seriousness of offence. Decision of the MEC is final.
17) Obstruction of the Controller of examination /Dean/ Observer or Squad from doing the duty at the examination centre by any staff member(s).	Loss of increment with entry in the SR of the person / persons causing obstruction for one year.
18) Submission of the other candidate certificate (or) producing fake certificates (or) any alteration of marks in the certificates in connection with the on line examinations	Cancellation in all the papers of the current examination First class with distinction is cancelled for such students and disqualifying the award of degree in case of honor/minor courses.

19 a) COE and Assistant COE who have reasons to suspect misconduct on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the Deans of schools or his nominee immediately, forwarding all material evidence available, together with the answer book (e.g. SMP Proforma, report of the squad, invigilators report, statement of issue of main answer books and additional books to candidates in the hall, seating arrangement and other relevant material or record) and the written explanation of the candidate. All such communications shall be sent through an authorized person on the same day, addressed to the Controller of Examinations or his nominee by name.

- b) In all such cases, the candidate or the candidates involved shall be sent out of the hall forthwith and kept out from writing the paper on the day, but before the candidate or candidates actually leaves or leave the premises, his or their explanation shall be taken in writing and forwarded to the Controller of examinations along with the report setting forth in detail all the material evidence. The address to which further communications are to be sent shall be obtained from the candidate.
- c) In all such cases of a suspected nature, the CoEs shall ordinarily permit the candidate in question to continue sitting for the subsequent papers at current examination except in cases of serious offences (e.g. when the candidate has not actually copied or inserted papers or reacted violently or shown disrespect to the supervising personnel or involved in impersonation).

- d) In case the candidate refuses to give a statement he is not to be forced to do so, only the fact of his refusal shall be recorded by the superintendent / observer / flying squad member and attested by one of the members of the supervisory staff on duty at the time of occurrence. In this case of the person who commits an offence under any of these rules but is not a candidate for any year end / University examinations the Controller of Examinations may hand over the case to the police. Where a candidate / invigilating staff is alleged to have employed / promoted unfair means / violated year end / University examination conducted by the University, be given an opportunity, through a letter / telegram to explain the misconduct or violation of examination rules. If such explanation is not received within the stipulated period, the Controller of examinations shall proceed with the case as per the accepted legal provisions.

20) Other items, if any, not covered by the above rules.	The MEC is to make specific recommendations taking into account the circumstances, evidences and gravity of offence.
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If the MEC comes to the conclusion basing on circumstantial evidences that a person has resorted to malpractice despite some procedural lapses in reporting by the supervising staff concerned, the case is to be decided according to the rules prescribed above.

**DEAN**  
**EXAMINATIONS & EVALUATION**