



Visvesvaraya Technological University

"Jnana Sangama"

Belagavi - 590 018, Karnataka State

Dr. H.N. Jagannatha Reddy B.E., M.E., Ph.D.

REGISTRAR

Phone : (0831) 2498100

Fax : (0831) 2405467

Ref: VTU/BGM/Aca-OS/Gen-Cir/2018-19/1349

Date : 17 MAY 2018

: CIRCULAR :

**Sub: Lein on original certificates
demanding fees for entire Course
from the students reg..**

With reference to the above, the University is receiving many petitions / requests w.r.t. retention of original certificates for fee for the entire course from the students.

In this regard, the following are enclosed for your kind information and necessary action:

- 1) AICTE letter No. F. No. 1-01/DPC/AICTE/Regulations/2018 dt: 6-4-2018 and UGC is enclosed herewith.
- 2) UGC Notification dated Dec, 2016 – Remittance and refund of fees and other student centric issues
- 3) VTU Regulations Governing Institutions Malpractice – 2015 – Sl.No 13 of Clause No. VIII – Penalties and punishments .

In light of all the above (1,2, and 3), you are hereby informed **not to retain** the original documents of **any student**.

Failing which, the University will be forced to initiate action against the college and will also report to AICTE, UGC & State Govt.

This is for immediate necessary compliance.

Encl: As above

Sd/-
Registrar,
VTU Belagavi

To,
The Principals of all colleges(Affiliated/Autonomous/Constituent) under the ambit of VTU Belagavi.

Copy to:

1. The Secretary to VC, VTU, Belagavi.
2. The Regional Directors(I/c)of all regional offices of VTU.
3. The Special officers of Academic Section, VTU Belagavi
4. The computer Network Centre to upload on VTU website

REGISTRAR

Handwritten signature and date: 16/05/18

8008

(11)

my phone



अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

(मानव संसाधन विकास मंत्रालय, भारत सरकार)

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

दूरभाष: 011-26131497

ई-मेल: ms@aicte-india.org

प्रो. आलोक प्रकाश मिश्र

सदस्य सचिव

Prof. Alok Prakash Mittal

Member Secretary

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVT. OF INDIA)

(Ministry of Human Resource Development, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Phone: 011-26131497

E-mail: ms@aicte-india.org

F. No. 1-101/DPG/AICTE/Regulation/2018

6th April, 2018

Subject: Retention of original documents of demanding fees for the entire course from the student - reg.

Sir,

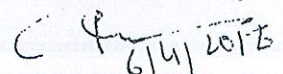
It has come to notice of AICTE that some institutions are retaining original certificates of students and demanding fee for the subsequent years from the students cancelling their admission at any point of time. This is a serious violation of norms and standards and AICTE has taken it very seriously.

AICTE vide public notice PGRC/08(06)/2017 dated 25.08.2017 has already informed to all stake holders that it would not be permissible for institute to retain original certificates and demand fee for the subsequent years from the students cancelling their admission at any point of time. This has also been clearly indicated in the **Approval Process hand Book 2018-2019**.

Kindly take note that AICTE has been empowered under Section 10(n) of AICTE Act to "take all necessary steps to prevent commercialization of technical education." Non-refund of fee and non-return of original certificates subsequent upon a student not continuing with the course amount to commercialization of education.

All the Institutions should comply with the above instructions.

Yours Faithfully,


(Prof. A.P. Mittal)

To
The Directors / Principals
AICTE's approved Institutions

Copy to:

1. Advisor (Approval)
2. All Regional Officers of the Council
3. Director (e-governance), AICTE



Visvesvaraya Technological University

Belgaum - 590 014, Karnataka State, INDIA

Dr. H G Shekharappa
Registrar (Evaluation)

Phone : (0831) 2498131

Fax : (0831) 2498184

Ref. No/VTU/Exam/2015-2016/1392

Date : 24 NOV 2015

NOTIFICATION

Sub: Regulations Governing Institutional Malpractices - 2015

Ref: Res. No. 2.5.2 of the 121st Executive Council Meeting held on 29.09.2015.

Pursuant to the above, the "Regulations Governing Institutional Malpractices - 2015" are introduced. These Regulations shall come into force from the date of this notification.

I am directed to request the Principals of affiliated engineering colleges to make arrangements to bring the same to the notice of all the concerned.

By order,

Sd/-

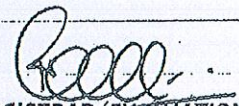
REGISTRAR (EVALUATION)

To,

The Principal of Affiliate Engineering Colleges

Copy to:

1. Hon'ble Vice-Chancellor, VTU Belgaum through the Sec. to VC, VTU Belgaum, for information
2. The Registrar, VTU Belgaum, for information.
3. The Finance Officer, VTU Belgaum, for information.
4. The Special Officers of VTU Regional Offices, for information.
5. The Special Officers of Examination Section, VTU Belgaum, for information.


REGISTRAR (EVALUATION)



Visvesvaraya Technological University
Belagavi – 590 018, Karnataka State, INDIA

REGULATIONS GOVERNING INSTITUTIONAL MALPRACTICES- 2015
(Including Malpractices by Institutions, Teaching and Non-Teaching staff)
(Approved by the Executive Council under Res.No.2.3.2, 29th September 2015)

I. PREAMBLE:

These Regulations shall be called as “Regulations Governing Institutional Malpractices – 2015” approved by the Executive Council at its meeting held on 29th September 2015.

II. APPLICABILITY:

These Regulations shall come into force from the date of approval by the Executive Council.

III. APPLICATION:

These Regulations shall apply to all the Institutions affiliated to the University.

IV. DEFINITIONS:

- a. ‘Act’ means, the Visvesvaraya Technological University Act of 1994, amended from time to time.
- b. ‘Affiliated Institution’ means, a College/ Institution affiliated to or recognized by the University or an extension centre of the University.
- c. ‘Chief Superintendent’ means the Principal or a senior faculty member of the Affiliated Institution, so appointed by the Registrar (Evaluation) for conducting the University examination(s).
- d. ‘Deputy Chief Superintendent (External)’ means, a faculty member from any other affiliated College of the University appointed by the Registrar (Evaluation) to monitor the examination process at the College/Institution and assist the Chief Superintendent.
- e. ‘Deputy Chief Superintendent (Internal)’ means, a faculty from the concerned College / Institution appointed by the Chief Superintendent to assist him/her during the examination process at the College/Institution.

- f. 'Erratic valuer' means the valuer's whose marks are not considered for finalizing the students marks is considered as erratic valuator.
- g. 'Examination Centre' means, the premises including examination halls as notified by the University.
- h. 'Examination Hall' means, a room, hall, laboratory, workshop or any other premises such as drawing hall, in the Examination Centre so identified for conducting the examinations.
- i. 'Examiner' means teaching staff, so appointed by the University to examine the answer scripts.
- j. 'Executive Council' means, the Executive Council of the University.
- k. 'Faculty' means; a person appointed against a teaching post in the University or Affiliated Institutions.
- l. 'Institutional Malpractice(s) Committee' (IMC) means, the Committee appointed by the University to consider the malpractice cases registered / reported against the Affiliated Institutions and/or Teaching/Non-Teaching Staff/Students.
- m. 'Management' means, Management of the Affiliated Institution.
- n. 'Malpractice' means, misconduct, unprofessional conduct, mismanagement or unethical practices in the functioning of Affiliated Institution.
- o. 'Non-Teaching Staff' means, the non teaching staff of the Affiliated Institution.
- p. 'Official' means, an Officer, so recognized by the University or Affiliated Institution.
- q. 'Principal' means, Principal of the Affiliated Institution.
- r. 'Registrar' means, Registrar of the University.
- s. 'Registrar (Evaluation)' means, Registrar (Evaluation) of the University.
- t. 'Room-Superintendent' means, faculty member in-charge of the Examination Hall during the examination.
- u. 'Student' means, a person enrolled in the University for taking up studies and/or research.
- v. 'University' means, the Visvesvaraya Technological University.
- w. 'USN' means, a unique University Seat Number assigned to a student by the University.

V. INSTITUTIONAL MALPRACTICES:

Each Affiliated Institution and/or faculty/non-teaching staff and students shall be liable to be charged with committing malpractice(s), if found indulging in any one or more of the following acts:

a. **Malpractices by the Institution:** Direct or indirect involvement of the Affiliated Institution in the following activities shall be considered as malpractice(s).

1. Admission of candidates to a course/programme disregarding the University norms, like merit, reservation, etc.
2. Making supernumerary admission of students without approval of the competent Authority.
3. Violating AICTE norms in permitting change of branch at the 3rd semester level.
4. Collecting funds / money from students in excess of the fees approved by the Competent Authority.
5. Facilitating and or encouraging copying / mas copying during examinations.
6. Not providing permissible materials, tables, charts and data to the students during examinations.
7. Collection of fee/money/bribe to condone/ignore the shortage of attendance in a course(s) during the semester.
8. Appointment of faculty disregarding the norms of the University / AICTE.
9. Permitting a full time faculty to take up a formal full time / part time course disregarding the norms of the University.
10. Not displaying University / Official Circulars / Notifications either in full or in part and/or ignoring them.
11. Not providing data/information, Providing false information and or suppressing data/ information when these are asked by the University.
12. Mishandling of student / faculty /staff records

13. Withholding the original transcripts, certificates, marks cards of the student /faculty/staff beyond the period required for normal scrutiny.
14. Instructing faculty, Room Superintendents Deputy Chief Superintendents (both internal and external) to extend favour to any student/s.
15. Not permitting the faculty / staff to execute the duties assigned to them by the University.
16. Providing unauthorized assistance to Students during Theory and/or Practical Examinations.
17. Mishandling Question Papers and Answer Scripts during or after the University examinations.
18. Mishandling of any examination process such as QPDS, etc
19. Encouraging / Facilitating the leakage of question paper/s.
20. Slackness in the maintenance of confidentiality in the bundling and transportation of answer scripts.
21. Creating USN on one's own for University Examinations.
22. Encouraging disruptive and divisive forces.
23. Seeking favours or unethical acts from the faculty or non-teaching staff and or students for un-ethical means.
24. Performing any function/ act not conducive to University Norms and standards.

b. **Malpractices by the Faculty of Affiliated Institutions:** Direct or indirect involvement of the faculty of Affiliated Institution in the following activities shall be considered as malpractice(s):

1. Conducting Tuitions at home or elsewhere during or outside the office hours.
2. Harassing students, fellow faculty and other staff for sexual favours and or pecuniary benefits.

3. Indulging in Cyber crime and/or selective favoritism over Internet and Intranet.
4. Submission of false bills, making false claims to the University
5. Suppressing required and or sought personal data/ information by the University.
6. Selective favoritism to students in the award of attendance, and/or marks in Internal Assessment, practical work and Viva-voce.
7. Assisting students/section of students by preparing notes for the questions appeared in the question paper during the examination hours.
8. Erratic evaluation of answer scripts and transfer of marks to marks sheets.
9. Revealing confidential information including questions from the question paper set by them.
10. Unauthorized retention of material like copy of question paper, set by them for the University Examinations.
11. Involvement in the leakage of question papers and mishandling of answer scripts.
12. Involving in the activities, giving scope to tarnish the image of the University.
13. Indulging directly or indirectly in the activities which amount to plagiarism.
14. Inordinate delay in the evaluation of answer scripts / dissertation and submission of marks and or reports.
15. Not responding to the examination duties assigned by the University like conducting Practical Examination, Evaluation of answer scripts, Viva-Voce Examination etc.
16. Manipulating the Project Report / Dissertation Report/Thesis submitted by the Post Graduate students / Research Scholars.
17. Performing any function/ act not conducive to University Norms and standards.

c. **Malpractice(s) by the Non-Teaching Staff of Affiliated Institutions:** Direct or indirect involvement of the nonteaching staff of the College/Institution in the following activities shall be considered as malpractice(s):

1. Collection of money/gifts from the student for issuance of documents by delaying or withholding the documents.
2. Tampering of Internal Assessment Marks, Practical Marks, Theory marks, attendance and any other related materials.
3. Giving unauthorized assistance to students during examinations by way of supplying of copy-chits and in any other way.
4. Providing unauthorized assistance to student during practical examinations.
5. Involving in the leakage of question papers and mishandling of answer scripts.
6. Harassing students, faculty and other fellow staff for sexual favours and/or pecuniary benefits.
7. Involvement in any other unethical means or activities.
8. Performing any function/ act not conducive to University Norms and standards.

d. **Malpractice(s) by the students of Affiliated Institutions:** Direct or indirect involvement of the students of the College/Institution in the following activities shall be considered as malpractice(s):

1. Suppressing personal data / information or making false claims relating to admissions.
2. Seeking favours from teaching and non-teaching staff of affiliated institution under threat.
3. Registering concurrently for two or more degree / diploma programs of the University/ any other University.
4. Aiding and abetting the management in the admission malpractices.
5. Performing any function/ act not conducive to University Norms and standards.

VI PROCEDURE FOR REGISTERING MALPRACTICE(S):

1. On receipt of the information of malpractice(s) or suo motu, the Registrar shall forward the same to the concerned department of the University for preliminary scrutiny or inquiry, if required.
2. The concerned department of the University shall conduct preliminary inquiry if directed/instructed and submit its report, to the Registrar for further action.
3. The Registrar will place the report of the preliminary inquiry before the Institutional Malpractices Committee (IMC) for recommending penalties and punishments, if any.

VII INQUIRY PROCEDURE:

1. There shall be a Standing Committee of the University, designated as the Institutional Malpractice(s) Committee (IMC) appointed by the Vice Chancellor consisting of one of the Deans as the Chairperson, one Member of the Executive Council and one Member of the Academic Senate, as Members and the Registrar as Member Convener. The Registrar (Evaluation) shall be a permanent invitee at Meetings of the IMC. The IMC shall have a tenure of three years.
2. The Member Convenor in consultation with the Chairperson may call for meeting of the IMC as and when required to inquire into the Institutional Malpractice(s) reported.
3. The Member Convenor shall direct the alleged person(s) to appear before the IMC, when required.
4. The Member Convenor shall place all the facts as reported before the IMC for its consideration and recommendations.
5. The IMC shall give an opportunity to the alleged person(s) in the Institutional malpractice(s) to appear before it to provide explanations, if any, before it frames the charges against the Colleges/ Institutions or the person(s) concerned and firms up its recommendations.

VII PENALTIES AND PUNISHMENTS

Sl. No.	Nature of Institutional Malpractice	Penalty / Punishment to be imposed
I. By Institutions		
1.	Admission of candidates to a course/programme disregarding the University norms, like merit, reservation, etc.	Such cases shall not be approved and a penalty shall be imposed.
2.	Making supernumerary admission of students without approval of the competent Authority.	Such cases shall not be approved and a penalty shall be imposed.
3.	Violating AICTE norms in permitting change of branch at the 3 rd semester level.	Such cases shall not be approved and a penalty shall be imposed.
4.	Collecting funds / money from students in excess of the fees approved by the Competent Authority.	Mandatory penalty and initiation of punitive action against the Affiliated Institution.
5.	Facilitating and or encouraging copying / mass copying during examinations.	Remove the authorities of the centre and initiate penalties
6.	Not providing permissible materials, tables, charts and data to the students during examinations.	Initiate action against the chief superintendent
7.	Collection of fee/money/bribe to condone/ignore the shortage of attendance in a course(s) during the semester.	Mandatory penalty and initiation of punitive action against the Affiliated Institution.
8.	Appointment of faculty disregarding the norms of the University / AICTE.	Non approval for such faculties and a penalty shall be imposed.
9.	Permitting a full time faculty to take up a formal full time / part time course disregarding the norms of the University.	Not regularizing / Canceling such admissions and initiation of penalty action.
10.	Not displaying University / Official Circulars / Notifications either in full or in	Initiate action against the principal

	part and or ignoring them.	
11.	Not providing data/information, Providing false information and or suppressing data/information when these are asked by the University.	Monitory penalty and initiation of punitive action against the Affiliated Institution.
12.	Mishandling of student / faculty /staff records.	Initiate action after redressing the grievances
13.	Withholding the original transcripts, certificates, marks cards of the student /faculty/staff beyond the period required for normal scrutiny.	Initiate action after redressing the grievances
14.	Instructing faculty, Room Superintendents, Deputy Chief Superintendents (both internal and external) to extend favours to any student/s.	Superseding the examination authority of the centre.
15.	Not permitting the faculty / staff to execute the duties assigned to them by the University.	Freeze financial support from the university and initiate action by withholding the results of such institutions.
16.	Providing unauthorized assistance to Students during Theory and/or Practical Examinations.	Remove the centre and initiate action
17.	Mishandling Question Papers and Answer Scripts during or after the University examinations.	Remove the authorities of the centre and initiate penalties
18.	Mishandling of any examination matter such as QPDS, etc.	Remove the centre and initiate action against the responsible authority
19.	Encouraging / Facilitating the leakage of question paper/s.	Remove the centre and initiate action against the responsible authority
20.	Slackness in the maintenance of confidentiality in the bundling and transportation of answer scripts.	Remove the centre and initiate action

21.	Creating USN on one's own for University Examinations.	Initiate action against the principal
22.	Encouraging disruptive and divisive forces.	As per the recommendations of the IMC
23.	Seeking favours or unethical acts from the faculty or non-teaching staff and or students for un-ethical means.	Mandatory penalty and initiation of punitive action against the Affiliated Institution.
24.	Performing any function/ act not conducive to University Norms and standards.	As per the recommendations of the IMC.
II. By Faculty		
1.	Conducting Tuitions at home or elsewhere during or outside the office hours.	Initiate action as per the Government rule
2.	Harassing students, fellow faculty and other staff for sexual favours and or pecuniary benefits.	Initiate action as per the Government rule
3.	Indulging in Cyber crime and/or selective favoritism over Internet and Intranet.	Initiate action as per the Government rule
4.	Submission of false bills, making false claims to the University	Initiate action as per the Government rule
5.	Suppressing required and or sought personal data information by the University.	Permanently debar from the University duties
6.	Selective favoritism to students in the award of attendance, and/or marks in Internal Assessment, practical work and Viva-voce.	Debar from university duties for an academic year
7.	Assisting students/section of students by preparing notes for the questions appeared in the question paper during the examination hours.	Debar from the University duties for two years and non-payment of remunerations for the examination work done.

8.	Erratic evaluation of answer scripts and transfer of marks to marks sheets.	<p>a) If the difference of marks is 16 to 20 (inclusive of both numbers) among the valuers, the erratic valuer shall be penalized Rs. 5000/-, no remuneration shall be paid to such valuer, debar such valuer from University assignments for one year and intimation to that effect shall be sent to the concerned college.</p> <p>b) If the difference of marks is 21 to 25 (inclusive of both numbers) among the valuers, the erratic valuer shall be penalized Rs. 10000/-, no remuneration shall be paid to such valuer, debar such valuer from University assignments for three years and intimation to that effect shall be sent to the concerned college.</p> <p>c) If the difference of marks is more than 25 among the valuers, the erratic valuer shall be penalized Rs. 15000/-, no remuneration shall be paid to such valuer, debar such valuer from University assignments for five years and intimation to that effect shall be sent to the concerned college.</p>
9.	Revealing confidential information including questions from the question paper set by them.	Permanently debar from the University duties and non payment of remunerations for the examination work done and notify the same to all the colleges and universities in the state.
10	Unauthorized retention of material like copy of question paper/ Scheme of Question paper, etc., and revealing the same to the students .	Permanently debar from the University duties and nonpayment of remunerations for the examination work

		done and notify the same to all the colleges and universities in the state.
11	Mishandling/manipulation of answer scripts/Blue Books, etc.	<p>An enquiry committee may be setup and whoever found guilty shall be liable for disciplinary action by the college and action taken report shall be submitted to the university.</p> <p>All expenses incurred by VTU for the conduct of the enquiry shall be borne by the college.</p> <p>The person found guilty shall be debarred Permanently from the University duties and nonpayment of remunerations for the examination work done and notify the same to all the colleges and universities in the state.</p>
12	Involving in the activities, giving scope to tarnish the image of the University.	Disciplinary action by university and college
13	Manipulating the Internal/External Review Reports in case of Ph.D/M.Sc. (Engg) by research / PG Programs.	Recommend to college to terminate the service of such faculty and the same to be informed to all colleges.
14	Inordinate delay in the evaluation of Thesis / dissertation and submission of marks and or reports.	Debaring from the guide-ship of the University for one year and inform the college to initiate proper action deemed fit.
15	Not responding to the examination duties assigned by the University like conducting Practical Examination, Evaluation of answer scripts, Viva-Voce Examination etc.	Recommend for the stoppage of annual increment for one year and the action taken report shall be submitted to the University.
16	Manipulating the Project Report /	Debaring from the guide-ship of the

	Dissertation Report/Thesis submitted by the Post Graduate students / Research Scholars.	University for a maximum period of five years and inform the college to initiate proper action deemed fit.
17	Performing any function/ act not conducive to University Norms and standards.	As per the recommendations of the IMC
III. By Non-Teaching Staff		
1.	Collection of money/gifts from the students for issuance of documents by delaying or withholding the documents.	Recommend to the college to terminate such person from the services of the Affiliated Institution
2.	Tampering of Internal Assessment Marks, Practical Marks, Theory marks, attendance and any other related materials.	Recommend to the college to terminate
3.	Giving unauthorized assistance to students during examinations by way of supplying of copy-chits and in any other way.	Removing from the examination duties
4.	Providing unauthorized assistance to students during practical examinations.	Removing from the examination duties
5.	Involving in the leakage of question papers and mishandling of answer scripts.	File an FIR against the culprits and terminate them from the service
6.	Harassing students, faculty and other fellow staff for sexual favours and/or pecuniary benefits.	As per law
7.	Involvement in any other unethical means or activities.	As per the recommendations of the committee
8.	Performing any function/ act not conducive to University Norms and standards.	As per the recommendations of the committee
IV. By Students		
1.	Suppressing personal data / information or making false claims relating to admissions	Cancellation of admission of such candidates
2.	Seeking favours from teaching or non-teaching staff of affiliated institutions under threat	Debaring for two years from the academics and examinations with a monetary penalty

3.	Registering concurrently for two or more degree/diploma programs of the University or any other University.	Cancellation of admission of such candidates
4.	Aiding and abetting the management in the admission malpractices	Cancellation of admission of such candidates
5.	Performing any function/ act not conducive to University Norms and standards.	As per the recommendations of the IMC

VIII. APPROVING AUTHORITY:

On the conclusion of the deliberations of the IMC, the Member Convener shall submit its recommendations to the Vice-Chancellor, who shall be the Approving Authority in this case.

On approval of the Vice-Chancellor, the IMC recommendations shall be implemented by the Registrar / Registrar (Evaluation).

IX. APPELLATE AUTHORITY:

The Colleges/Institutions/persons punished / penalized by their act of Institutional Malpractice(s) shall have the freedom to appeal to the Executive Council, who shall be the Appellate Authority in this case. The appeal shall be forwarded to the Registrar to place the same before the Executive Council for its orders. The Registrar shall place the appeal before the Executive Council with the approval of the Vice-Chancellor. The Executive council shall consider the appeal and take such action as deemed necessary in this case and dispose off the matter within one hundred and eighty days of the receipt of the appeal.
