

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING UNIVERSITY EXAMINATIONS – 2022

*(Amended from the existing regulations under Chapter VIII of 32 of VTU Act of 1994,
approved by the Executive Council dated 13.09.2022)*



(State University of Government of Karnataka Established as per the VTU Act, 1994)
“Jnana Sangama” Belagavi-590018, Karnataka, India.

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Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

Belagavi – 590 018, Karnataka State, INDIA



Dr. B. E. Rangaswamy *Ph.D.*
Registrar (Evaluation)

Phone : (0831) 2498131

Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/MPCR/2022-2023/ 993

Date : 15 OCT 2022

NOTIFICATION

Sub : Amendments to the Regulations governing Malpractices during University Examinations.
Ref : No. 2.4.1 of the 168th Executive Council Meeting held on 13.09.2022.

Pursuant to the above, the Regulations Governing the Malpractices by the students during University Examinations – 2022, amended from the existing regulations are notified herewith.

These Regulations shall come into force from the academic year 2022-2023.

I am directed to request the Principals of Constituent and Affiliated Engineering Colleges and Chairpersons of VTU PG Departments to make arrangements to bring the same to the notice of all the concerned.

By order,
Sd/-

REGISTRAR (EVALUATION)

To,

- 1. The Principals of Constituent and Affiliated Engineering Colleges.**
- 2. Chairpersons and Program Coordinators of VTU PG Departments.**

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. Incharge Regional Directors of VTU Regional Offices, for information.
5. The Principal of Autonomous Engineering Colleges under VTU, for information.
6. The Special Officers of Examination Section, VTU Belgaum, for information.

Raj 14/10/2022 *BE*
REGISTRAR (EVALUATION)



Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)
“Jnana Sangama” Belagavi-590018, Karnataka, India.

REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING UNIVERSITY EXAMINATIONS – 2022

*(Amended from the existing regulations under Chapter VIII of 32 of VTU Act of 1994,
approved by the Executive Council dated 13.09.2022)*

I. PREAMBLE:

These Regulations shall be called as “Regulations Governing Malpractices by the students during University Examinations – 2022” amended from the existing Regulations under Chapter VIII of 32 of VTU Act of 1994 approved by the Executive Council at its meeting dated 13.09.2022.

II. APPLICABILITY:

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

III. APPLICATION:

These Regulations shall apply to all the examinations held by the University to grant and confer Degrees, Diplomas and other academic distinctions on persons who have pursued a course of study or have carried on research in the University.

IV. DEFINITIONS :

- a. ‘Act’ means, the Visvesvaraya Technological University ACT of 1994, amended from time to time.
- b. ‘Answer script’ means a booklet/ Drawing sheet containing the hand written / Computer printout sheets with answers to questions asked in an examination and answered by a student in the Examination Hall.
- c. ‘Chief Superintendent’ means, any competent person appointed by the Registrar (Evaluation) of the University, to be in overall control of the Examination Centre. Generally the Principal of the college / Senior Professor nominated by the Principal with the approval of the Registrar (Evaluation).

- d. For the purposes of these regulations, "College" refers to any institution recognized by the University, which includes University Departments, Constituent College(s), Affiliated Colleges, and Extension Centres.
- e. 'Deputy Chief Superintendent (Internal)' means, an internal faculty member nominated by the Chief Superintendent to assist him/her during the examination process.
- f. 'Deputy Chief Superintendent (External)' means, an external faculty member appointed by an authorized authority under the directions of the Registrar (Evaluation) to monitor the examination process along with the Chief Superintendent.
- g. 'Examination Centre' means, premises in a college / extension centre for the conduct of examinations as notified by the University.
- h. 'Examination Hall' means, a room, hall, laboratory, workshop or any other premises such as drawing hall etc., in the Examination Centre identified for the conduct of examinations.
- i. 'Examiner' means a member of the teaching staff, appointed by the University to examine the answer scripts/ drawing sheets /Practical / Viva-Voce, Examinations.
- j. 'Executive Council' means, the Executive Council of the University.
- k. 'Squad' means, a team of members of the teaching staff from the Constituent / Affiliated colleges, appointed by the University to oversee the conduct of examinations at the examination centres.
- l. 'Hall Ticket' means, the document, with photo identification and duly certified by the Principal of the college, given to the student to appear for a particular examination by the University.
- m. 'Malpractice' means, any act committed by a student during the course of the University Examinations as specified under section V.
- n. 'Malpractice Cases Consideration Committee' (MC3) means, the committee appointed by the University to inquire into the malpractice cases registered during the University Examinations.
- o. 'Official' means, a person appointed for the conduct of examination related duties.
- p. 'Registrar (Evaluation)' means, as defined in the Act.
- q. 'Room Superintendent' means, faculty member in-charge of the Examination Hall during the examination.
- r. 'Student' means, a person enrolled in the University for taking up studies / research.

- s. 'Sitting Squad' means, an external faculty member appointed by the University to ensure proper conduct of examination at a particular centre.
- t. 'Teaching Staff' means, a person appointed for the teaching position in the University / Constituent /Affiliated institutions.
- u. 'University' means, Visvesvaraya Technological University.
- v. 'Unauthorized Material' means, that which is not permitted by the University to be carried in the examination hall.
- w. 'USN' means, an Unique University Seat Number assigned to a student by the University .

V. MALPRACTICES:

Students taking a university examination may be charged with malpractice (s) if they are found to have committed any one or more of the following acts:

- a. Committing misbehavior, with words or actions, against officials in the examination centre.
- b. Writing on the Question Paper / Admission Ticket in the examination hall.
- c. Disclosing his/her identity through certain words / markings /symbols or by any other means in the answer script.
- d. Possession of electronic devices in the Examination Hall, such as mobile phones, Bluetooth devices, programmable calculators, Smart watches, Pen-drives, or other storage or communication devices
- e. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- f. Copying from the material or matter or answer(s) of another student(s) and / or providing assistance to other student(s) within the Examination Hall.
- g. Making any request / representation / threat / inducement to any official for rendering favours in the Examination Centre.
- h. Approaching the officials / any member of the staff directly or indirectly for rendering favours in the examination.
- i. Smuggling in or smuggling out the answer scripts, tearing pages off and/or inserting them written outside the examination hall, and adding the same into the answer scripts.
- j. Receiving any material from outside or inside the Examination Hall.

- k. Being in possession of an unauthorized material or matter in the Examination Hall.
- l. Copying or taking aid from any material or matter referred to in sub-clauses (d, j & k) above to answer in the examinations.
- m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- n. Any other act of commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing any official.
- o. Possession of written matter on supporting hard board, calculator, instrument box, drawing instruments, any part of the body, clothing, hand kerchief, Identity Card, Hall Ticket, etc.
- p. Destroying any evidence of Malpractice, such as, tearing or mutilating any material / answer script(s) or running away along with the answer script(s) from the Examination Hall.

V(a).

- a. Where it is reported by an authorized person that a large number of students are found carrying material to the examination hall, it shall be presumed that, the Room Superintendent, External Deputy Chief Superintendent and the Chief Superintendent also shall be made responsible and the matter shall be referred to malpractice committee for appropriate action to all concerned.

However, where the MC³ finds that, there is involvement of concerned officials in the conduct of said examinations, the matter shall be referred to the Institutional Malpractice Committee for appropriate action.

- b. Where repeatedly, the Principal and other officials in an institution are found to be encouraging copying or allowing students to carry material to examination hall for copying etc., the matter shall be referred to the Institutional Malpractice Committee for appropriate action.
- c. Mass copying by students in an examination centre:
Where it is reported, either by the squad or by any official of the University to the Registrar (Evaluation), that there has been mass copying in an examination centre, the Registrar (Evaluation) shall prepare a report after conducting due inquiry and submit the same to the executive council for appropriate action. In the mean time, the Vice-Chancellor may take appropriate action based on the report submitted by the Registrar (Evaluation).

VI. PROCEDURE FOR REPORTING THE MALPRACTICE/S:

- a. The Registrar (Evaluation) shall appoint one or more Squad teams as may be required, to ensure proper conduct of examination and to discourage Malpractice(s) at all Examination Centres.

The Registrar (Evaluation) shall appoint a sitting squad at a particular examination centre wherever necessary, to ensure proper conduct of examination at that examination centre.

- b. The Squad shall inspect the Examination Centres assigned to them by the Registrar (Evaluation), frequently through surprise visits, to ensure that the arrangements made and procedures established for the conduct of examination(s) are strictly followed and are fool-proof.
- c. The Squad shall initiate action with respect to the Malpractices committed as covered in Section V and report the same to the Chief Superintendent and to the Registrar (Evaluation) for appropriate action.
- d. Where a Malpractice Case is detected by the Room Superintendent/Squad / or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the Chief Superintendent immediately as per the procedure laid down.
- e. The Flying Squad/ Sitting squad shall report all the cases of Malpractices detected, to the concerned Chief Superintendent and also to the Registrar (Evaluation) on a daily basis for action.

The detailed report of Malpractices committed, together with the relevant documents shall be submitted by the Chief Superintendent to the Registrar (Evaluation) as per the procedure.

- f. When a malpractice case is reported to the Chief Superintendent, either by the Squad or by the Room Superintendent, he/she shall hold a preliminary inquiry, after taking on record of the reports by the Room Superintendent/Squad member the presence of the External Deputy Chief Superintendent. The reports thus submitted shall be shown to the candidate and directed to submit his/her statement voluntarily and the same shall be authenticated by the Chief Superintendent and the Deputy Chief Superintendent (External). The statement of all concerned shall be in their own handwriting with signatures. On consideration of all these, he/she shall submit the factual Report of malpractice along with the—answer script(s), other incriminating materials and

enclosures in a sealed cover or box, to the Registrar (Evaluation), by name, by registered post on a day to day basis.

However, answer script(s) of subsequent papers of students who have been booked for Malpractice, shall be sent directly to the valuation centre along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere. The answer scripts of such students shall be evaluated and the results shall be kept in abeyance, until the decision of the Executive Council.

- g. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by the External Deputy Chief Superintendent.
- h. The Chief Superintendent shall report each Malpractice case separately, unless it is inter-related to any other case(s).
- i. A sketch Plan of the seating arrangements at the Examination Hall with location of doors/windows, and with all the University Seat Numbers in the hall and marking in red ink the USN of the student who has indulged in Malpractice, shall be prepared. Further, the CCTV footage of the entire duration of the session, in the concerned examination hall shall also be submitted as part of the records dealing with the malpractice.
- j. When, a student is booked under Malpractice(s), the following steps shall be strictly adhered to:
 - 1. Prevent such student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
 - 2. Issuance of a memo instructing the student to attend the inquiry conducted by the Malpractice Cases Consideration Committee as per instructions of the Registrar (Evaluation).
 - 3. Send the answer script of that particular paper directly to the Office of the Registrar (Evaluation), along with other relevant documents. It shall be super scribed on the left-hand corner of the facing sheet as MPC. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script.

VII. PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:

1. Constitution of Malpractice Cases Consideration Committee

The Vice Chancellor shall nominate one of the **Professors in the Executive Council, as the Chairman of the Committee. The other members of the committee to be nominated by the Vice-Chancellor shall be,** One Member from the Academic Senate, one among the senior Principals, University Advocate as Legal Advisor and Registrar (Evaluation) as Member Convener. The Committee shall have tenure of two years.

2. The Malpractice cases consideration Committee shall meet after the conclusion of each semester examination on the date fixed by the Registrar (Evaluation) to inquire into all matters connected with the students booked under Malpractices. After a detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Executive Council.
3. If a student remains absent for the inquiry with prior permission, one more opportunity shall be given to him/her to appear before the committee as per the date fixed by the Registrar (Evaluation). If he/she remains absent during the second meeting of the inquiry committee, an ex-parte decision shall be taken by the committee based on the documents submitted by the college and statements made therein.
4. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
5. Even if a student commits malpractice in multiple papers, he will only be punished once. This punishment will be decided by taking into consideration all malpractices committed during the said examination.
6. The MC³ shall examine the charges submitted by the college. After ascertaining the severity of the case, the MC³ shall recommend suitable penalty and/or punishment. The severity of the case shall be categorized as follows:
 - a. Possession of Electronic Gadgets without any material(s) or matter. Material(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are unauthorized.
 - b. Possession of electronic gadgets containing subject-related material; materials or matter on hand, such as palms, calculators, etc.; written, printed, or copied matter relevant to the paper the student is writing.

- c. Possession of electronic gadgets containing subject-related material; materials or matter on hand, such as palms, calculators, etc.; written, printed matter or a copy thereof, relevant to the paper the student is writing and specifically prepared for copying.
- d. Possession of Electronic Gadgets with the material related to the subject / Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book.

While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken into consideration to decide the severity of the case.

- e. Repeated Malpractices during the Examinations
 - f. Threatening with weapons and impersonation.
7. At the conclusion of the inquiry, the MC³ shall submit a Report to the Registrar with findings and the charges together with all the documents and the recommended penalties and punishments that may be imposed, to be placed before the Executive Council.

VIII. PENALTIES & PUNISHMENTS FOR MALPRACTICES COMMITTED BY THE STUDENTS

The penalties & punishments to the students Involved In Malpractices during University Examinations shall be imposed as below:

Sl. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	<ol style="list-style-type: none"> 1. Writing on the Question Paper / Admission Ticket & or passing it to the other student in the Examination Hall. 2. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering. 3. Possession of Electronic devises like mobile, Programmable Calculator, Pen-drive and any other electronic devises / storage devises in the examination hall. 4. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,) 5. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises. 	<p>The MC³ shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <ol style="list-style-type: none"> a. Fine not less than Rs.5000/- b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.
II	<ol style="list-style-type: none"> 1. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall. 2. Receiving material for copying from outside or inside the examination hall. 3. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall. 4. Copying or obtaining assistance from any material or matter referred to in sub-clause V(1) in order to answer questions in the examinations 5. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc., 	<p>The MC³ shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <ol style="list-style-type: none"> a. Fine not less than Rs.5000/- b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.

III	<ol style="list-style-type: none"> 1. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises. 2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College. 3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the University/College for favours in the examination hall or to the Examiner in the answer script. 4. Approaching directly or indirectly the teachers, officers, officials or examiners or bringing about undue pressure or undue influence upon them for favour in the examination. 	<p>The MC³ shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <ol style="list-style-type: none"> a. Fine not less than Rs.5000/- and denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice b. Fine not less than Rs.5000/-, and denial of the benefit of the performance of that Particular Paper and debarring the student from appearing for that particular paper in which the student is booked under Malpractice up to three more subsequent examinations.
IV	Repeated indulgence in malpractice in the same examination or in subsequent examinations.	<ol style="list-style-type: none"> a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from appearing for subsequent examinations extending up to three more examination.
V	Smuggling in or out or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.	<p>The MC³ shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <p>Fine not less than Rs.10,000/- and</p> <ol style="list-style-type: none"> a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from taking two more subsequent exams
VI	Misbehavior with officials or any kind of rude	Fine not less than Rs.10,000/- and

	behavior in or near the Examination Hall using obscene or abusive language.	<p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>b. Debarring the student from taking two more subsequent examinations.</p>
VII	Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers/University with weapons or other means	<p>Rusticate the concerned student from University.</p> <p>However, the concerned student shall be handed over to the police by the Chief Superintendent with an intimation to the University.</p>
VIII	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	<p>Rusticate the concerned student from University.</p> <p>Where the impersonator is also a student of the University, he/she shall also be rusticated from the University.</p> <p>However, both the concerned students shall be handed over to the police by the Chief Superintendent with an intimation to the University.</p>

In General:

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Examination performance rejection is not permitted for students who have been punished for malpractice(s).
3. The student who has been punished for malpractice (s) will be eligible for admission to the next higher semester and will only be able to appear for higher semester examinations.

IX. The executive council is the **AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS:**

X. **Disposal of confiscated materials:** The confiscated material shall not be returned to the students.

To,
The Registrar (Evaluation)
Visvesvaraya Technological University
BELAGAVI.-590018

Sir/Madam,

Subject: Report of Malpractice Case- reg.

I am reporting herewith a case of Malpractice by (names).....Son
/ Daughter of Who has been a student of
..... College and has appeared for the Semester of
..... Branch / Course examination from this centre
with USN. The case was detected on

All the relevant documents and materials are enclosed herewith.

Factual Report of the Chief Superintendent after preliminary inquiry as per clause VI of these regulations:

.....
.....
.....
.....T

Thanking you,

Yours faithfully,

Chief Superintendent

Enclosures:

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by Chief Superintendent and the Room Superintendent.
3. Copy of the admission ticket of the candidate.
4. **Plan of seating arrangement indicating the sitting position of the candidate in the block to be signed by Room Superintendent authenticated by DCS (External) and Chief Superintendent.**
5. The statement of the candidate.
6. The report of the concerned Room Superintendent.
7. The report of the Deputy Chief Superintendent.
8. The report of the Chief Superintendent.
9. The report of the Flying Squad.
10. Copy of the Memo issued to the candidate to attend the meeting of the MPCC.

ANNEXURE – I

DETAILS OF THE MALPRACTICE CASE

Name of the Candidate	:		USN:	
Exam Centre	:			
Date	:		Exact Time :	
Subject:	:		Sub Code :	
Nature of Malpractice	:	Chits/Written matter on Calci /Palm / Kerchief / bringing Mobile / pen drive / blue tooth device/sim card etc. (Mention the reason for booking the case)		
Case Detected by	:	Room Suptd./DCS (Ext)/DCS (Int)/Relieving Suptd./Squad/Chief Suptd.		
Permanent address of the Candidate with Contact Number	:			
Name of the Room Superintendent	:			
Mailing address of the Room Superintendent	:			
Statement of the Candidate	:	Signature of the candidate		
Statement made and signed before me	:	Chief Superintendent	Deputy Chief Superintendent (External)	

ANNEXURE - II

REPORT OF EXAMINATION OFFICIALS AT COLLEGE

Instructions given to the student before the distribution of question papers: Before the distribution of the Question Papers, Room Superintendent had warned the candidates as “All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes and if you find any, keep them outside the examination hall before you start answering the paper”. This warning was given to the latecomers also.

The CandidateUSN.....
booked under malpractice during the examinations on at while writing
the subjectsubject code..... the case was detected by
.....and the details of the case are
.....
.....
.....
.....

Signature of the Room Superintendent.

REPORT OF THE DEPUTY CHIEF SUPERINTENDENT

I do agree with the statement of Room Superintendent

OR

I do not agree with the statement of the Room Superintendent for the reasons given hereunder:

.....
.....
.....
.....

Signature of the Deputy Chief Superintendent

REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD)

.....
.....
.....
.....

Name and Signature of the Squad Member/s

MEMO

Mr./Ms.....bearing University Seat No,
booked under Malpractice during University Exams in the
subjecton is
hereby directed to appear before the Mal-Practice Cases Consideration Committee Meeting convened
on at Further, you are
required to report on_____ with a preparation to stay for a day. If you fail to
appear before the committee, exparte decision will be taken.

(Chief Superintendent of VTU Exams)

**To,
Mr./Ms.**

.....

Copy FWC's to:

1. The Registrar (Evaluation), VTU, Jnana Sangama, Belagavi -590018, for information & needful.
2. File.

Signature of the candidate for having received the Memo.....