

Appendix G

Guidelines for imposing punishment for copy cases / misconduct

No.	Nature of Malpractice No.	Quantum of Punishment
1	Examinee found communicating or talking with other examinees during examination	Cancellation of examination of examinee in that course
2	Examinee found with copying material related to the paper but having not used the material	Cancellation of performance of examinee in that course
3	Revealing identity in any form in the answer written or in any other part of the answer book by the examinee with clear intent of getting illegal benefits	Cancellation of performance of entire examination of that semester (1)
4	Examinee found marking an appeal to the examiner revealing both i.e. name & address	Cancellation of performance of entire examination of that semester (1)
5	Examinee found writing provocation, abusive or threatening language in the answer book	Cancellation of performance of entire examination of that semester (1)
6	Examinee found having written on palm or on his/her body or on clothing in the examination	Cancellation of performance of entire examination of that semester (1)
7	Cases of mass copying/individual copying reported in evaluation Center reported during the examination	Cancellation of performance of entire examination of the examinee/s (1)
8	Examinee caught copying from the copying material, whether examinee accepts or denies of the same	Cancellation of performance of entire examination of that semester & debarring from one additional subsequent examination (1+1)
9	Examinee found exchanging answer books/ slip of papers with other examinees/ writing from others answer book/ allowing another examinee to copy from his/her	Cancellation of performance of entire examination of that semester & debarring from one additional subsequent semester examination (1+1)
10	Examinee found influencing the examiner/ any other person connected with the examination	Cancellation of performance of entire examination of that semester & debarring from two additional subsequent examinations (1+2)
11	Examinee possessing copying material & having copied from the same, but denial of its use, refusal to give statement to that effect. Misbehaviour with invigilator & officers related to examination	Cancellation of performance of entire examination of that semester & debarring from two additional subsequent examinations (1+2)

12	Examinee found smuggling in or smuggling out answer book as copying material	Cancellation of performance of entire examination of that semester & debarring from two additional subsequent examinations (1+2)
13	Examinee found destroying his own answer book/ taking away his own answer book and/or removing blank/ writ-ten pages from the main answer book	Cancellation of performance of entire examination of that semester & debarring from two additional subsequent examinations (1+2)
14	Examinee possessing copying material & attempts to destroy the evidence/runs away with copying material. Misbehaviour with invigilator & officers related to exam	Cancellation of performance of entire examination of that semester & debarring from three additional subsequent examination(1+3)
15	Examinee found smuggling in previously written answer book & inserting it in present answer book	Cancellation of performance of entire examination of that semester & debarring from three additional subsequent examination (1+3)
16	Examinee found (i) impersonating or (ii) for whom impersonation is noticed	(i)Cancellation of performance of entire examination of that semester & debar-ring from three additional subsequent examinations (1+3), plus he/she shall be handed to police authorities (ii) Cancellation of performance of entire examination of that semester & debar-ring from three additional subsequent examinations (1+3), plus the case shall be reported to police station.
17	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with examination	Cancellation of performance of entire examination of that semester & debarring from three additional subsequent examination (1+3) & currency to be forfeited to Non-Government account of college
18	Examinee found sending out or taking in question paper from outside	Cancellation of performance of entire examination of that semester & debarring from three additional subsequent examination (1+3)
19	Examinee found tempering with mark sheet/ certificate issued by the institute	Cancellation of performance of entire examination of that semester & debarring from three additional subsequent examination (1+3)

20	Attempt to forge the signature of the invigilator on the answer book	Cancellation of performance of entire examination of that semester & debarring from three additional subsequent examination (1+3)
21	Examinee found bringing or in possession of any weapon in examination room/ hall & making any kind of violence among examinees/ staff of examination	Cancellation of performance of entire examination of that semester & debarring from five additional subsequent examinations (1+5), plus handing over the examinee to police authorities.
22	Cases of mass copying reported during the examination	Result shall be held up. Punishment shall be based upon the actual investigation re-port.
23	If on previous occasion a disciplinary action was taken against an examinee formal practice used at exam & he/she caught second time for malpractice used at examination	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the punishment for the earlier offence of malpractice.
24	Examinee involved in malpractices at Practical/dissertation/ project report examination	Case shall be dealt with by appropriate inquiry committee & recommend the punishment to competent authority
25	All other cases not covered Above	Punishment shall be decided by inquiry/ELC Committee based on above mentioned Punishment & imposes a fine not exceeding Rs. 10,000/-

