

Appendix H

Guidelines for imposing punishment for Malpractices and lapses on the part of the paper Setter, Examiner, Moderator, Referee, Faculty or any other person connected with the conduct of the examination

No.	Nature of punishment	Quantum of punishment
1	Paper-setter found responsible for leakage of the questions set in the University / College / Institution examination/s whether intentionally or due to the negligence before the time of examinations.	Disqualification from all examination work for a period of minimum three years & maximum up to permanent disqualification + Fine of Rs.1000/- + disciplinary action by concerned authorities as per the rules applicable.
2	Leakage of question/s/ question paper set in the University / College / Institution examination before the time of examination at the University / College / Institution, or examination.	Disqualification from all examination work for a period of minimum three years & maximum up to permanent disqualification depending upon the gravity of the case as applicable + Fine of Rs.2000/- + Disciplinary action against the guilty / responsible person/s as per the prevailing rules /Standard Code by the concerned authorities.
3	Favouring a student (examinee) by examiner, moderator, referee in assessment of Answer Books/ Dissertation / Project Report / Thesis by assigning the student marks to which the student is not entitled, at the University / College / Institution examination.	Disqualification from all examination work for a period of minimum three years + Fine of Rs.500/-to Rs.2000/- + disciplinary action by concerned authorities as per the rules applicable.
4	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation / project work, the marks to which the student is entitled to at the University / College / Institution examinations.	Disqualification from all examination work for a period of one to two years + Fine of Rs. 500/- to 2500/- + disciplinary action by the concerned authorities as per the rules applicable.
5	Paper-setter omitting question/s at the time of finalization of question paper set at examination or repeating Sr. No. of questions while writing or wrong insertion of question paper in the envelope.	1) Fine of Rs. 500/- for first mistake 2) Repeating of the same disqualification from all examination work.

6	Paper-setter repeating questions in same / different section/s.	Fine of Rs.500/- per error.
7	Paper-setter setting questions outside the scope of the syllabus.	Fine of Rs.100/- per mark of the questions out of the scope of the syllabus.
8	While assessing answer book examiner showing negligence in detecting malpractice used by the student/s.	Fine of Rs.500/-to Rs.5000/-
9	A Research Guide showing negligence in supervision of Thesis/ dissertation / project work (e.g. use of manipulated data by a student)	Disqualification as a Research Guide & disqualification from any examination work as decided by the competent authorities of the University / College / Institution.
10	Sr. Supervisor / Chief Conductor showing apathy in carrying out duties mentioned in the examination instruction manual	Fine of Rs.1000/-minimum.
11	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answer by students when on supervision duty	Disqualification from all examination work up to a period of minimum three years + Fine of Rs. 1000/- minimum + disciplinary action by the concerned authorities as per the rule
12	Jr. Supervisor helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + Fine of Rs. 5000/- minimum + disciplinary action by the concerned authorities as per the rule
13	A) While assessing Answer Book Examiner / Moderator not assessing answer/s B) While assessing Answer Book making mistakes in totalling the marks, & such other lapses	A) Fine of Rs.200/- minimum B) Fine of Rs.10/- per mistake
14	Refusal of examination work without any genuine reason to do so, as a) Flying Squad member b) Jr./Sr. Supervisor/ Paper Setter/ Examiner / Moderator / Director CAP c) Any other work concerning any examination.	Fine of Rs. 1000/- minimum Fine of Rs. 1000/-minimum Fine of Rs. 1000/-minimum
15	Principal / Director/HOD refusing to provide services of teaching & non-teaching staff & other facilities at any examination work.	Fine of Rs. 1000/- in each case + disciplinary action by the concerned authorities as per the rule.

16	Wrong distribution of Question Paper by the Senior / Junior Supervisor/s.	All expenditure of re-printing, distribution etc. be recovered from the concerned Senior / Junior Supervisor/s + disciplinary action by the concerned authorities as per the rule.
17	Late submission of MSS	Rs. 50/- per day
18	Violation of any of the instruction to the Paper-setter & Examiner/Moderators	Minimum Rs. 100/-
19	Not submitting the manuscripts in properly sealed covers	Rs. 100/- per unsealed cover.
20	Giving insufficient instructions.	Rs. 100/- per question paper.
21	Mistakes in transferring marks from Answer-books to Mark list or Marks from inner side of Answer-books to cover page of Answer-book	Minimum Rs. 10/- per mistake.
22	Setting an unsolvable problem	Entire amount for setting the particular question papers.
23	Late submission of mark-lists	Rs. 10/- per day
24	For entering the marks against wrong number.	Minimum Rs. 100/- per mistake & not more than Rs. 2000/- .
25	Non-Assessment of the answer/s or a part of answer	Minimum of Rs. 200/- for per question or part of answer
26	Mistake in totalling	Minimum of Rs. 10/- per mistake.
27	Other irregularities	Minimum Rs. 100/-

