



B.M.S.COLLEGE OF ENGINEERING, BENGALURU-560 019
Autonomous College under VTU

7. REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING EXAMINATIONS (SEE)

- 7.1 PREAMBLE:** These Regulations shall be called as “Regulations Governing Malpractices by the students during Semester End Examinations (SEE)” formed based on the VTU Regulations.
- 7.2 APPLICATION:** These Regulations shall apply to all the examinations held by the College to grant and confer Degrees by the University on persons who have pursued a course of study or have carried on research.
- 7.3 DEFINITIONS:**
- 7.3.1** ‘Answer script’ means a booklet containing the hand written answers to questions asked in an examination by a student in the Examination Hall;
- 7.3.2** ‘Chief Superintendent’ means, Principal or any competent person appointed by the Principal of the College, to be in overall control of the Examination Centre.
- 7.3.3** ‘College’ means BMS College of Engineering (BMSCE)
- 7.3.4** ‘Deputy Chief Superintendent’ means, an internal faculty member appointed by the Chief Superintendent to assist him/her during the examination process.
- 7.3.5** ‘Examination Hall’ means, a room, hall, laboratory, workshop or any other premises such as drawing hall etc., identified for conducting examinations.
- 7.3.6** ‘Examiner’ means teaching staff/expert so appointed by the College to examine the answer scripts;
- 7.3.7** ‘Academic Council’ means, the Academic Council of the College
- 7.3.8** ‘Hall Ticket’ means, the admission ticket issued by the College to a student for permitting him/her to attend the examination;
- 7.3.9** ‘Malpractice’ means, any one or more of the acts committed by the students during the Semester End Examinations as specified under section IV.
- 7.3.10** ‘Malpractice Cases Consideration Committee’ (MC³) means, the committee appointed by the College to consider the malpractice cases registered during the Continuous Internal Evaluation (CIE) / Semester End Examinations (SEE).
- 7.3.11** ‘Official’ means, an Officer so recognized by the College and/or its Teaching Staff.
- 7.3.12** ‘COE’ means, an official entrusted with the task of conducting the Examinations of the College and declaring the results.
- 7.3.13** ‘Room Superintendent’ means, faculty member in-charge of the Examination Hall during the examinations.
- 7.3.14** ‘Student’ means, a person enrolled in the College for taking up studies and/or research.



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7.3.15 'Teaching Staff' means, a person appointed for teaching in the College.

7.3.16 'University' means, Visvesvaraya Technological University (VTU).

7.3.17 'USN' means, a unique University Seat Number assigned to a student, issued by the University.

7.4 MALPRACTICES: Every student appearing for the Examination is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

7.4.1 Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusive language.

7.4.2 Writing on the Question Paper / Admission Ticket and/or passing on the same to other student(s) in the Examination Hall.

7.4.3 Disclosing his/her identity by writing name or any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts.

7.4.4 Possession of electronic gadgets like mobile phone, programmable calculator, pen-drive or such other /storage device in the Examination Hall.

7.4.5 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.

7.4.6 Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.

7.4.7 Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.

7.4.8 Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.

7.4.9 Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.

7.4.10 Receiving material from outside or inside the Examination Hall, for the purpose of copying.

7.4.11 Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.

7.4.12 Copying or taking aid from any material or matter referred to in sub-clauses (7.4.9 & 7.4.10) above to answer in the examinations.

7.4.13 Attempting to write the exam without possessing a valid ID card / Hall



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Ticket / permission from competent authority. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examinational Hall.

- 7.4.14** Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- 7.4.15** Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand-kerchief, clothing, socks, instrument box, identity card, hall ticket, scales etc.,
- 7.4.16** Destroying any evidence of malpractice like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

7.5 PROCEDURE FOR REPORTING THE MALPRACTICE/S:

- 7.5.1** The COE with the consent of the Principal / Vice Principal shall appoint Observers/squad according to the need to ensure proper conduct of examination and to discourage Malpractice(s).
- 7.5.2** The Observers shall be faculty members of the college and/or from other institutions.
- 7.5.3** The Observers / Squad shall inspect the Examination Blocks/Halls assigned to them by the COE frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and fool-proof.
- 7.5.4** The Observers shall initiate action to curb Malpractices as covered in Section IV above and report any incident of Malpractice impartially to the CS and COE through the DCS.
- 7.5.5** If a Malpractice Case is detected by the Room Superintendent / or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the DCS and COE as per the procedure outlined in Annexure – III.
- 7.5.6** The Observers shall report all the instances of grave Malpractices such as Mass Copying etc., to the CS/COE immediately.
- 7.5.7** When malpractice is brought to the notice of Chief Coordinator/CS/DCS either by the Observer(s) or by the Room Superintendent, he/she shall hold a preliminary inquiry and record the Report of the Room Superintendent, the statement of the student(s) concerned in the presence of a teaching staff other than the Room Superintendent concerned. Only then, he/she shall forward malpractice report along with the answer script(s), other incriminating materials and other enclosures in a sealed cover to the COE



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immediately. However, answer script(s) of subsequent papers of such student(s) booked under Malpractice, shall be sent along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.

- 7.5.8** The student, the RS and the DCS / Observer (if the case was detected by the Observer) shall be required to give their statement in their own handwriting in the prescribed proforma (Annexures I - III). If the space provided in the printed proforma is not sufficient, extra sheet(s) shall be attached. These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- 7.5.9** 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 any other two members of the faculty.
- 7.5.10** The DCS shall report each Malpractice case separately, unless it is inter-related to any other case(s).
- 7.5.11** The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after booking the case under Malpractice, the student shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until such time the Chief Superintendent passes his orders based on the recommendations of the MC³.
- 7.5.12** When, a student is booked under Malpractice(s), the Chief Coordinator / DCS shall strictly adhere to following steps:
- (i) Stop the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
 - (ii) Issue a memo instructing the student to attend the meeting of the Malpractice Cases Consideration Committee as per instructions of the COE.
 - (iii) Send the answer script of that particular paper separately to the Office of the COE, along with other relevant documents, in a sealed cover. The said cover shall be super scribed as MPC.
 - (iv) Do not confiscate the Hall Ticket.
 - (v) Permit the student to write the subsequent papers of the examinations, if any and such answer scripts shall be sent to the COE along with other answer scripts, without being marked as MPC anywhere.



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7.6 PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:

- 7.6.1** The MC³ shall be appointed by the Principal of the College consisting of Vice Principal as the Chairman, Two Members of the Academic Council, College Legal Advisor and Controller of Examinations as Member Convener to inquire into the malpractices registered during Examinations. The Committee shall have tenure of two years.
- 7.6.2** The above Committee shall meet after the conclusion of each examination session on the dates fixed by the Controller of Examinations and inquire on all matters connected with the students booked under Malpractices. After detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Principal.
- 7.6.3** No penalties shall be imposed on a student except after an inquiry is held, as far as may be, in the manner hereinafter provided.
- 7.6.4** The MC³ shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to make his/her submission during the hearing by the Committee.
- 7.6.5** In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the MC³ shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments in their absence.
- 7.6.6** The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose. However, the student is permitted to present himself/herself before the MC³ along with his parent or local guardian.
- 7.6.7** The MC³ shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge/charges. The student shall be entitled to cross examine the witnesses and the documentary evidence/s produced in support of the charges as well as to give evidence/s in defense.
- 7.6.8** The MC³ shall not recommend the penalties on any student, twice in context of one paper.
- 7.6.9** A student is awarded punishment only once though she/he may have indulged in malpractices in several papers in the ensuing Examination session. This punishment will be decided taking into consideration all malpractices during the semester examination.



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7.6.10 The MC³ shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the MC³ shall recommend suitable penalties or punishments on the student.

7.7 GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS TO THE STUDENTS INVOLVED IN MALPRACTICE DURING THE SEE EXAMINATIONS

Nature of Malpractice	Penalty(ies) & Punishment(s)
1. Possession of electronic gadgets (such as Mobile Phone, Memory Stick etc.)	A fine of Rs.2,000/- and deny the benefit of the performance in the said course. Allow to write the Make-up exam if eligible by awarding 'X' Grade.
2. Attempting to write the exam without possessing a valid ID card / Hall Ticket / permission from competent authority, but candidate is found to be genuine on verification.	A fine of Rs.2, 000/- and deny the benefit of the performance in the said course.
3. Revealing the identity of the candidate.	A fine of Rs.2,000/- and deny the benefit of the performance in the said course and award 'F' Grade for the said course.
4. Possession of Manuscript / printed or typed matter, Books or notes and written matter on Calculator, Instrument Box, electronic gadgets (such as Mobile phone) etc., or having any other written matter on the person (For example, Palm, Hand, Leg, Clothes, Socks etc.,)	A fine of Rs.2,000/- and deny the benefit of the performance in the said course and award 'F' Grade for the said course.
5. Passing the written answer/ formulae/answer script/ additional sheet/ Graph Sheet / Drawing Sheet.	A fine of Rs.2,000/- and deny the benefit of the performance in the said course for the concerned and award 'F' Grade for the said course.



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| 6. Appeal to the examiner with money as enclosures to the answer book / use of abusive / obscene language or threatening remarks in the answer book. | To deny the benefit of performance of all courses registered for the semester and award 'F' Grade. |
| 7. Detection of identical answers in the answer scripts of different Candidates or allowing another candidate to copy from his / her answer script. | To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for two semesters (inclusive of Supplementary Semester). |

Nature of Malpractice

Penalty(ies) & Punishment(s)

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| 8. Copying / transferring the matter to the answer script from Manuscript / printed or typed matter, Books or notes and written matter on Calculator, Instrument Box, electronic gadgets (Mobile phone) etc., or any other written matter on the person (For example, Palm, Hand, Leg, Clothes, Socks etc.,) | To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for one academic year. |
| 9. Destroying the documentary evidence, leaving the examination hall without handing over the script to the invigilator, taking away the question paper within the first 30 minutes from the start of the examination | To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for one academic year. |
| 10. Insertion of additional sheets/ Graph Sheets / Drawing sheets, use of answer books which is not issued at the examination hall | To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for three academic years. |
| 11. In case of Impersonation or found guilty of deliberate prior arrangements to cheat in the examination. | To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for |



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| | the said courses. Further debar the candidate for three academic years. |
| 12. Abusing, threatening, manhandling the examination authorities at the examination hall or in the premises of the examination center, as well as misconduct of a very serious nature. | To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for three academic years or rusticate the candidate from the college. |
| 13. Repeated malpractice by any candidate for the second time. | Additional penalty of Rs.5,000/-, along with the penalty & punishment mentioned in the respective case. |
| 14. Any other malpractices connected with the Examinations | Committee can recommend suitable penalties and punishments |

The Principal of the college shall be the authority for imposing the Penalties & Punishments based on the recommendations of the MC³.

7.8 In General:

- 7.8.1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
- 7.8.2. Malpractices and punishments imposed on the students shall invariably be intimated to the concerned parents / guardians in writing by the college authorities.
- 7.8.3. Rejection of performance of the examination shall not be permitted for the students who are punished for Malpractice(s).
- 7.8.4. The student punished under Malpractice(s) shall not be eligible to take admission to the next higher semester, till the redeeming of the punishments imposed on him/her.
- 7.8.5. The malpractices and punishments imposed thereon by the Principal shall be placed before the Academic Council for approval/ratification.



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7.9 AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS:

The recommendations of the MC³ through the usual process shall be placed before Academic Council for consideration and approval. The Academic Council shall be the Authority for imposing penalties and punishments on the students as recommended by the MC³.

The decision of the College pertaining to above Penalties and Punishments imposed on the student may be communicated to all the other Departments in the college.

This Inquiry under Malpractice Cases Consideration Committee shall be independent of the criminal proceedings, if any, in the appropriate court of law.

7.10 MALPRACTICES DETECTED AT THE TIME OF VALUATION:

Also, the Examiners shall, if he / she suspects Malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall return the answer script with reasons in writing to the COE by name and detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the COE.



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8. REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING CONTINUOUS INTERNAL EXAMINATIONS (CIE)

- 8.1** The CIE Malpractice Cases Consideration Committee [MC³] consisting of HOD of concerned department, Dean (First Year BE), Dean (academic) and Controller of Examinations will examine the cases and recommend the actions to be taken.
- 8.2** The MC³[CIE] shall follow the procedures described at Rule 7.6 for conduction of its meetings, recording the minutes/recommendations.
- 8.3** The MC³[CIE] shall recommend penalties & punishments using the guidelines provided at Rule 7.7 above, noting the following changes in the first two cases & dropping case 3 out of the 14 cases listed therein.

Nature of Malpractice	Penalty(ies) & Punishment(s)
1. Possession of electronic gadgets (such as Mobile Phone, Memory Stick etc.)	A fine of Rs.2,000/- and deny the benefit of the performance in the said attempt.
2. Attempting to write the exam without possessing a valid ID card / permission from competent authority.	A fine of Rs.2,000/- and deny the benefit of performance in the said attempt.