



# Sadakathullah Appa College

\*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, \* ISO 9001: 2015 Certified \*

## Malpractice Policy

**Malpractice in theory paper / practical / project / dissertation / viva**

### **CATEGORY - I**

#### **Nature of Malpractice**

- a) Writing his/ her internal marks in answer sheet and requesting for pass.
- b) Writing candidate's name in any part of the answer scripts.

#### **Punishment to be given:**

To be warned by the Disciplinary Committee by calling the candidate and only after obtaining an apology letter, the result of that candidate be released. If the candidate fails to appear before the Committee and / or not willing to give an apology letter, then the particular paper alone is cancelled. The candidate can appear for that paper in the next semester.

### **CATEGORY - II**

#### **Nature of Malpractice**

Possession of notes or books not related to the particular examination.

#### **Punishment to be given:**

The particular paper alone is to be cancelled and the candidate can appear for that paper in the next semester.

### **CATEGORY - III**

#### **Nature of Malpractice**

- a) Willfully changing or interchanging the Register Number
- b) Possession of materials related to the examination

#### **Punishment to be given:**

The whole of the present semester examinations has to be cancelled and the candidate be permitted to appear in the next semester examination.



#### **CATEGORY - IV**

##### **Nature of Malpractice**

- a) Possession of incriminating materials (bits, books, notes, writing in scale geometry box, hand or in any part of the body) and found copying
- b) Copying from the answer scripts of another candidate.
- c) Allowing another candidate to copy from his answer script.
- d) Tampering with the hall tickets / identity card issued by the University and bringing the tampered hall tickets/ identity card into the examination hall.

##### **Punishment to be given:**

The whole of the present semester examinations has to be cancelled and the candidate has to be debarred from the whole of the next semester examination only.

#### **CATEGORY - V**

##### **Nature of Malpractice**

- a) Insertion of prewritten answers in the additional / main sheets brought from outside.
- b) Reading out or communicating in any manner (cell phone, etc.) answers either from outside the examination hall or from outside the examination hall.
- c) Not returning the answer scripts issued at the examination hall or running away without handing over answer book (whether written or blank) issued to him/ her on the day of examination.
- d) Exchange of answer scripts.
- e) Reproduction in the PG (except M. Phil.) Project report or: dissertation.

##### **Punishment to be given:**

The whole of the present semester examinations be cancelled and the candidate has to be debarred for the next two semester examinations.

## **CATEGORY - VI**

### **Nature of Malpractice**

- a) For threatening the Invigilator or Chief Superintendent or other Examination Personnel or insubordinate behaviors, based on the report *from* the Chief Superintendent and if proved.
- b) For offering or actually giving cash or kind or any form of inducement to anyone connected with the conduct of University examination or the valuation of the answer books to secure unfair or unlawful advantage, if proved clearly.

### **Punishment to be given:**

The whole of the present semester examinations has to be cancelled and the candidate has to be debarred from the next three subsequent semester examinations.

## **CATEGORY - VII**

### **Nature of Malpractice**

- a) Manhandling or injuring the Chief Superintendent or Hall Superintendent or any personnel connected with the examinations.
- b) Cases of impersonation
- c) Reproduction of M.Phil. Project/ Dissertation
- d) Reproduction of Ph.D. Dissertation

### **Punishment to be given:**

The whole of the present semester examinations be cancelled and the candidate has to be debarred for the next five subsequent semester examinations and rustification for three years. i.e., not to study in any college for three years. Transfer certificate not to be issued till then. In addition, the candidate / involved person should be handed over to the police.

## **CATEGORY - VIII**

### **Nature of Malpractice**

Reproduction of Ph.D. thesis/ Dissertation.

**Punishment to be given:**

Ph.D, degree is cancelled and permanently debarred to register for Ph.D. in this University. If the person is working anywhere then his / her employer should be informed of the action taken by this University.

NOTE: The whole of the semester examination means it includes all theory papers, practical, project and viva for category III to VII

**B) MALPRACTICE IN CERTIFICATE / DEGREE**

**Nature of Malpractice**

- a) Tampering the Grade Certificate or mark statement or any other certificate issued by the University.
- b) Tampering the date of Birth or the certificates issued by other bodies.
- c) Submission of any fake certificate for obtaining any advantage.

**Punishment to be given:**

Tampered certificate be retained in the University and the duplicate certificate not to be given for 3 years from the date of presentation of document. The candidate is not to be permitted to appear for any examination of this University for the period of two years from the date of production of the documents and not to undergo any course in any college under this University for the corresponding period. If the person is working anywhere, then his / her employer should be informed of the action taken by the University. In addition the candidate / involved person should be handed over to the police.

**C) FOR EXAMINERS:**

**CATEGORY-I**

**Nature of Malpractice**

- a) Inadvertent error in totaling and entering marks.

**Punishment to be given:**

Warning if it is first time. To be debarred from examiner ship for one year if it is repeated (excluding break period).

## **CATEGORY -II**

### **Nature of Malpractice**

- a) Malpractice in project Guidance and Project evaluation.
- b) Threatening the student to fail in the examination.

### **Punishment to be given:**

To be debarred from examiner ship for two years (Two years actual valuation excluding break period).

## **CATEGORY -III**

### **Nature of Malpractice**

- a) Boosting up or reducing the marks during valuation for candidates by receiving money or other favours.
- b) Permitting candidates to insert written materials outside / inside the examination hall.
- c) Tampering with the marks, grades or certificates of any candidate.

### **Punishment to be given:**

To be permanently debarred from examiner ship from the present cycle and the Principal of the College has to be informed for suitable follow up action and Director of Collegiate Education to be informed of the action taken by the University.

## **D) NON-TEACHING STAFF**

### **CATEGORY-I**

#### **Nature of Malpractice**

- a) Influencing the examiners to increase or reduce the marks of the candidates.

#### **Punishment to be given:**

To be debarred for three years from the examination related work.

### **CATEGORY -II**

#### **Nature of Malpractice**

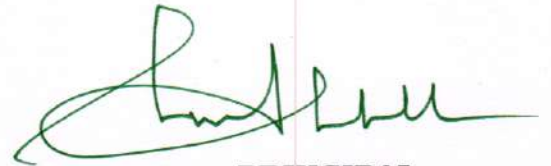
- a) Insertion or removal of written or blank answer scripts.
- b) Tampering the foil card, mark statement, degree certificate or any other certificate.

**Punishment to be given:**

To be debarred for six years from the examination related work and be referred to the Establishment Committee for disciplinary action.

**E) EXPULSION OF STUDENTS:**

Colleges, which are expelling the students on disciplinary grounds, must adopt a well-defined procedure with information to the present at every stage. After expulsion, the college should send Transfer Certificate along with the other needed documents to the Registrar. Such cases are to be referred to the Disciplinary Committee for scrutiny and disposal. The disciplinary Committee should verify the records and the procedures followed by the College before approving the expulsion of the candidate.



**PRINCIPAL**

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