



SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN

(AUTONOMOUS)

(Affiliated to the University of Madras and Re-accredited with A+ Grade by NAAC)  
Chromepet , Chennai — 600 044.

## Guidelines for Malpractice/Unfair Means Monitoring

### I. Corrective measures for malpractice committed during Continuous Internal Assessment Tests:

Students, who are found guilty of committing any kind of malpractice during CIA tests, will not be awarded marks for CIA of the particular paper and it will be indicated as Zero (0) in the Statement of marks in the foil sheet entry.

In cases of repeat offence, the marks obtained in assignment and attendance will also be considered as Zero (0).

### II. Corrective measures for Malpractice committed during End-of Semester Examinations:

| S.No. | Nature of Malpractice   | Punishment   |
|-------|---|--|
| 1 (i) | Writing one's internal marks and request for a pass.  | Warning may be given for the first time. If repeated, the examination taken by the candidate will be cancelled.              |
| (ii)  | Letter of appeal coupled with promise of any form of consideration.   | The particular examination/examinations, depending upon the seriousness of appeal, taken by the candidate will be cancelled. |
| (iii) | Any special marking in the answer script by the candidate.  |  |
| (iv)  | Irrelevant writing by the candidate in the answer script.   |  |
| (v)   | The candidate writing answer on his /her question paper or making use of his/her question paper for rough work. |  |
| 2     | Possession of incriminating material for copying.   | The particular examination/examinations taken by the candidate will be cancelled.  |

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| 3 (i) | Copying from notes, books or any written / printed material related to the subject of the examination.   | Current semester examinations will be cancelled. If repeated, the candidate will be debarred from appearing for ensuing 2 semester examinations.  |
| (ii)  | Bearing on the answer book of another candidate to copy.   |   |
| (iii) | The candidate possessing cell phone/programmable calculator(s)/any other electronic storage device(s) gadgets.   |   |
| (iv)  | The candidate possessing cell phone(s)/programmable calculator(s)/any other electronic storage device(s) gadgets and containing incriminating materials(whether used or not) |   |
| 4 (i) | Inserting previously written answer sheets brought from outside.   | Current semester examinations will be cancelled and the candidate will be debarred from appearing for the ensuing 4 semester examinations.  |
| (ii)  | Aiding, passing and assisting for copying from main / additional book / any written or printed material (bits) prepared already.   | Current semester examinations will be cancelled and the candidate will be debarred from appearing for the ensuing 6 semester examinations.  |
| 5 (i) | Threatening the invigilator/any such insubordinate behavior.   | Current semester examinations will be cancelled and the candidate will be debarred from appearing for the ensuing 4 semester examinations.  |
| (ii)  | For manhandling/injuring the Superintendent, Hall Superintendent and other examination officials/personnel (College and other Institutions)                                  | Current semester examinations will be cancelled and the candidate will be debarred from appearing for the ensuing 6 semester examinations. The matter will be referred to the police, if necessary, for further action. |
| 6     | Case of impersonation (Current students and past students who are now appearing as private candidates)   | Current semester examinations will be cancelled and the candidate will be debarred from appearing for the ensuing 6 semester examinations. The matter will be referred to the police, if necessary, for further action. |
| 7     | Candidate destroying evidence relating to an alleged irregularity  |   |

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| 8 | Tampering in the statement of marks/provisional certificates /degree certificates issued by the College/ University. | The tampered certificates be retained by the College and no duplicate will be provided. Current semester examinations taken by the candidate will be cancelled. The candidate will be debarred from appearing for any examinations of this college. The matter will be referred to police for further action, if warranted   |
| 9 | Involved in any one more of the malpractice of serial no.8 to 21 for the second or subsequent times.                 | <p>The examinations of the subject concerned will be cancelled and all the theory and practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrears subjects.</p> <p>If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears subjects registered by the candidate.</p> <p><b>Additional Punishment:</b></p> <p>(i) If the candidate has not completed the programme , he/she is debarred from continuing his/her studies for one year i.e, for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears subjects during the debarred period.</p> <p>(ii) If the candidate has completed the programme , he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.</p> |

**NOTES:**

- The matter regarding the malpractice will be placed before the Malpractice Monitoring Committee for enquiry and decision of the Committee shall be final and the same will be processed for further action.

### III. Composition of Malpractice Monitoring Committee:

**Chairperson** : The Principal

**Members** : Malpractice monitoring committee members

- Two senior faculties from Aided stream.
- Two senior faculties from Self-financed Stream.

The Controller of Examinations.

The Chief Superintendent of End of Semester Examinations.

- Cancellation of one or more papers written by the candidate, who was found guilty of committing malpractice, will be indicated as Zero (0) against the title of the respective paper in the foil sheet but to reflect as Reappear (RA) in the mark statement.
- If a candidate is reported to have committed any malpractice for a second time, the Disciplinary Action Committee will enhance the punishment suitably.
- The above regulations are intended only to guide the Committee in taking appropriate actions and not intended to apply mechanically to cover every conceivable case.
- The Disciplinary Action Committee may suitably deal with any other case of malpractice which is not covered under any of the above clauses, considering cognizance (seriousness) of the case.

PRINCIPAL

CONTROLLER OF EXAMINATIONS