



KARNATAK UNIVERSITY
DHARWAD

REGULATIONS GOVERNING THE ACTS OF INDISCIPLINE
AND MALPRACTICE IN THE UNIVERSITY
EXAMINATIONS

(As per Section 44(1/ C) of K.S.U. Act 2000)

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MALPRACTICE IN THE UNIVERSITY EXAMINATIONS**

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TITLE AND COMMENCEMENT

- 1) These Regulations shall be called ‘Regulations governing the cases / matters of Indiscipline/Malpractice in the University Examinations’.
- 2) University examinations mean: Examinations conducted for all Under Graduate, Post Graduate, P.G. Diploma and Certificate courses under semester / non semester schemes.
- 3) As per Section 44(3) of K.S.U. Act 2000, these Regulations shall come into effect as and when the Chancellor assents.
- 4) The following are the sections with Titles of Regulations.

R.1: Nature of Indiscipline

The following shall be construed as acts of Indiscipline in the context of University Examinations:

- a) Misbehavior on the part of the candidate either verbally, physically or by use of lethal weapons etc., in the examination hall by way of threatening the invigilator, other staff involved in the conduct of examination, squad members, Registrar (Evaluation) or any authorized person appointed by the Karnatak University authorities to supervise examination work.
- b) Possessing narcotic drugs or using alcohol in the examination hall or any other behavior or acts that adversely affect the conduct of the examinations.
- c) Making any mark in the answer book with a view to disclose his/her identity to the examiner.
- d) Writing any kind of an appeal or threat or message or enticing statements to examiners in the answer books.
- e) Writing anything on the question paper (Except Exam. Reg. No.) or passing such a question paper to others with an intention to help him/her, copy.
- f) Intentionally tearing or spoiling the pages of an answer book.
- g) Destroying or attempting to destroy any evidence pertaining to a case of indiscipline or malpractice.

- h) The examiner / staff involved indulging in harassing the student/s during internal assessment (IA), theory and practical examinations.
- i) Any other unfair incidents, not covered in the above and as decided by the Chief Superintendent of the examination centre if, thereby the sanctity of the University Examination system is affected.

R.2: Nature of Impersonation

The following shall be construed as acts of 'Impersonation' in the context of the University Examinations:

- a) Impersonation – He / She on others behalf/other/s on his/her behalf, writing the examination.

R.3: Nature of Malpractice

The following shall be construed as acts of Malpractice in the context of the University Examinations:

- a) Possessing or having access to any book, notes, printed or written materials or possessing gadgets of any kind including a mobile, in the examination hall.
- b) Seeking or receiving assistance from either outside or from within the examination hall and giving assistance to fellow examinees for answering in the examination.
- c) Copying or attempting to copy from a book/*chit* or the answer books of others or allowing copying from one's answer book/*chit*/book.
- d) Attempting to send out / take out answer books or additional sheets from the examination hall or receive from outside the examination hall, any assistance of this kind with the object of inserting them in the candidate's answer books.
- e) Encouragement for mass copying by the College Management/ Room Invigilator / Chief Superintendent / Deputy Chief Superintendent /any other staff involved in or entrusted with the conduct of the examination.

Mass copying means: Copying by more than 20 % of the candidates in a given examination block involving copying from chits /books/ through the answer books of candidates next to them or anybody in the hall through Electronic

Gadgets or dictation by a student / Invigilator/ any other person/s or through any other means (at the given examination block).

- f) Any other unfair incidents not covered in the above as decided by the Chief Superintendent of the examination centre by which the sanctity of University Examination system is affected.

R.4: Procedure for reporting the cases of Indiscipline/ Impersonation/Malpractice

i. Procedure for reporting the cases of Indiscipline

Any kind of incidents as mentioned in the section **R.1(except the cases (a) and(b))** related to the Indiscipline in the examination centre (inside / outside the examination block but within the premises of the examination centre) observed by the Invigilator / Chief Superintendent /Deputy Chief Superintendent /Squad member / Registrar (Evaluation) / any authorized person appointed by the Karnatak University authorities for the examination, shall be reported to the Chief Superintendent of the examination in the following manner.

- a) As soon as a case of indiscipline is noticed or detected by any of the above person/s, he/she shall, in the first instance prevent such candidates from writing the examination, and take possession of his / her answer-script along with the relevant question paper and evidences to prove indiscipline, and inform the matter to the Chief Superintendent / Deputy Chief Superintendent who, in turn, shall go to the spot as soon as possible.
- b) The Chief Superintendent shall take the candidate outside the examination block and conduct an inquiry of the candidate in the presence of at least two other persons involved in the examination duty as witness. Chief Superintendent/Squad member / University authority shall mark across the Front page of the answer script, the term, “**INDISCIPLINE**” in capitals and affix their signature on the same along with that of the student. An undertaking shall be obtained from the candidate stating that such indiscipline will not be repeated by him/her in future during University examination/s. The witnesses and the Chief Superintendent shall endorse the undertaking. In case, a candidate refuses to give an undertaking in respect of the alleged indiscipline, persons acting as witness and the Chief Superintendent shall prepare a joint report in detail.

- c) Undertaking and the Report shall be sent along with his / her answer Script and evidences if any in a separate sealed cover marked as “**INDISCIPLINE CASE**” (at the said examination) to the Registrar (Evaluation) immediately by registered post.
- d) However, the candidate shall not be allowed to sit for the said paper but shall be allowed to take the examination for the remaining papers including theory/practical of the course if any, provided, there is no breach of faith by the candidate according to the undertaking given by him / her.
- e) In case of incidents related to **R.1 (a) and (b)**, the above procedure (R.4i (a) to (c)) shall be executed by the Chief Superintendent. Further, such cases shall be dealt with, by the Head of the Institution as per legal procedure by reporting to the nearest police station for criminal prosecution.
- f) However, such a candidate shall not be allowed to write the examination for remaining papers of the course or any other course/s of Karnatak University in future till the decision is made by the court in his / her favour.
- g) In case of incidents related to **R.1 (h) viz., indiscipline** by the examiner/ staff involved in incidences like harassment / obstruction / threat on one side & collusion on the other, during IA, theory and practical examinations which are evidenced by Chief Superintendent or reported by the Students during examination, the Chief Superintendent shall report such incidents to the Registrar (Evaluation) immediately.

ii. Procedure for reporting the cases of Impersonation

- a) In case of incidents related to impersonation, as mentioned in **R.2**, similar procedures mentioned in R.4i (a) to (c) shall be executed by the Chief Superintendent. Further, such an impersonator shall be taken into the custody of Head of the Institution-and shall be dealt with as per legal procedure by reporting to the nearest police station for criminal prosecution. The same procedure shall be executed in the case of the registered candidate.
- b) However, both the registered candidate and the impersonator shall not be allowed to write the examination for the remaining papers of the course or register for any other courses of Karnatak University in future till the decision is

made by the court of law in his / her favour. However in such cases the matter must be brought to the notice of all concerned in the university to avoid any mistake in the admission including the school of correspondence course.

iii. Procedure for reporting the cases of Malpractices

Any kind of incidents as mentioned in the section R.3 related to Malpractices in an examination block observed by the Invigilator / Chief Superintendent / Deputy Chief Superintendent / Squad member / Registrar (Evaluation) / any authorized person appointed by the Karnatak University authorities for the examination shall be reported to the Chief Superintendent following the procedure shown below.

- a) As soon as a case of malpractice is noticed or detected, similar procedure mentioned in R.4i (a) to (c) shall be executed by the Chief Superintendent/Squad member / University authority by marking across the Front page of the answer script by the term “**MPC**” in capitals and duly signed by him / her.
- b) In addition to the above, the Chief Superintendent shall collect all materials and evidences, and shall prepare a list of such materials by giving proper descriptions so as to identify them at the time of inquiry, in the future. Further, Chief Superintendent/Squad member / University authority and candidate shall sign on each and every page of the hard copies of materials / any electronic gadgets used for MPC. No undertaking shall be obtained from the candidate but a detailed report shall be prepared by the Chief Superintendent.
- c) All such MPC answer scripts and materials used for MPC along with report shall be sent in a separate sealed cover super scribed “**MALPRACTICE CASE**” (at the particular exam) to the Registrar (Evaluation) immediately by registered post.
- d) The candidate booked in a malpractice case **shall not be** permitted to take examination for the subsequent papers.
- e) Squad members / Higher Authorities of Karnatak University visiting the examination Centre during the examination shall report Mass copying (Vide R..3(e)), if any, in the examination centre to the Registrar (Evaluation) immediately in writing or email or over phone to look in to the matter. Meanwhile, the Chief Superintendent shall prepare a report (Vide R.3 (e)) and

submit such a report (along with the footage of CC camera, if any) to the Registrar (Evaluation).

R.5: Procedure for Conducting Enquiry of Indiscipline /Malpractice cases

University shall not declare the results of candidates booked under Malpractice / Indiscipline /Impersonation charges until Malpractice Consideration Committee (MPCC) gives its decision in this matter after its enquiry within 30 days from the date of receiving the booked case/s in the Office of Registrar (Evaluation).

a) There shall be a separate MPC cell headed by a Coordinator who shall be nominated by the Registrar (Evaluation) and approved by the sitting Syndicate for a period of two years along with the supporting staff. Such a team shall work under the supervision of the Registrar (Evaluation) designated to look into the Indiscipline / Malpractice/Impersonation cases.

b) Soon after the Examinations, the answer scripts of Indiscipline / Malpractice shall be assessed by a panel of examiners and the panel of examiners shall submit a brief fact finding report on the basis of the evidences submitted and the answer scripts of alleged accused. Such reports shall be placed before the MPCC at the time of enquiry.

c) There shall be seven Malpractice Consideration Committees (MPCC) viz.,
1) Science & Technology 2) Arts 3) Social Science 4) Commerce 5) Management 6) Law and 7) Education covering the entire certificate/ Diploma/ PG Diploma / Under Graduate / Post Graduate and such other courses run by the University under its Jurisdiction. Each MPCC shall consist of the concerned Dean of the faculty as Chairperson, a Senior Professor of the Faculty and the Director of Student Welfare or his representative of the cadre of Professor as members. The tenure of the committees shall be Two years. The Coordinator of the MPC Cell shall be the member secretary and convener of said committee.

d) The Chairperson of the MPCC shall fix the date for conducting the inquiry in respect of each case, in consultation with the Coordinator of the MPC Cell.

e) The convener shall send a notice, through 'Under Certificate of Posting', to all the candidates booked under Indiscipline / Malpractice/ Impersonation cases through the concerned Head of the Institution asking them to appear before the

MPCC mandatorily for enquiry on the appointed date, time and venue of the enquiry (mentioned in the notice) and charge in brief against the alleged candidate. The same shall also include the fee to be paid by the allegedly accused.

- f) A candidate served with such notice of enquiry shall remit prescribed processing fees to the University and appear before the MPCC for enquiry.
- i. The MPC Committee shall read out the charges made against him/her and seek the explanation of the alleged accused in person in the said matter of Indiscipline /Malpractice/ Impersonation charge reported against him/her. If the committee finds it necessary to examine or enquire any other person with regard to the same, the Committee may do so giving adequate information and time for him/her to depose before the Committee. The Committee, however, shall record all the statements of the allegedly accused and other persons examined or enquired in the case.

The Committee shall read out the recorded statements to the accused and obtain his/her signature on the recorded sheets along with his statement. In all these processes it is preferred that it shall be recorded in a camera/other audio-visual aid.

In all such cases of indiscipline or malpractice or impersonation the alleged accused shall present his/her case in person and no other person shall be allowed to represent the allegedly accused, except in exceptional cases.

- ii. If the candidate fails to appear for enquiry before the MPCC, his/her case shall be decided on the basis of records and materials available with Indiscipline/Malpractice/ Impersonation file and reports submitted by both, the examination centre and panel of examiners.
- iii. If the candidate fails to appear in person but sends a written submission accepting / rejecting the charges, his/her case shall be decided on the basis of records and materials available in the Indiscipline / Malpractice / Impersonation file and reports submitted by both, the examination centre and panel of examiners.

iv. After completion of enquiry, the Committee shall prepare a report on each case based on its findings. If the alleged accused is proved to be guilty, the committee shall recommend suitable punishment based on the schedule of punishments for malpractice and indiscipline (vide R.8). The MPCC shall submit all such reports to the Registrar (Evaluation) for further action who, in turn shall arrange to inform all concerned about the details of MPCC decisions for further action in the matter, within 07 days.

R.6: Procedure for action after the submission of the Report of Indiscipline/ Malpractice cases / Impersonation.

- a) The Registrar (Evaluation) shall submit all the MPCC reports to the Vice-Chancellor for administrative approval for immediate intimation to the individual candidate.
 - i. The Vice Chancellor may accept the recommendation of MPCC and decide to implement the recommended action immediately.
 - ii. It may be referred refer back to the MPCC, for review with specific remark/s in which the review is required. In such cases, the MPCC shall review the report within 07 days.
 - iii. The decision of such a reviewed report shall be final and shall be submitted to the Vice Chancellor for implementation.
- b) The Registrar (Evaluation) shall intimate such a final decision “Under Certificate of Posting” to the concerned candidates booked under such Indiscipline/ Malpractice / Impersonation cases and a copy, sent to Head of the concerned Institutions for needful action within 07 days.
- c) If the processing fee is not remitted to the University by the candidate, the results of such a candidate shall be withheld until he/ she remits twice the amount of the prescribed fees, as penalty. However if the alleged allegations against the candidate are not proved, the University shall refund the fee collected for the purpose.

R.7. Procedure for inquiry and action after the submission of the Report of Mass copying / Indiscipline by the Examiner/ staff involved.

- a) **Mass copying:** In case of mass copying, the Room Invigilator and Chief Superintendent / Principal of such Examination centre shall also be called to appear before the concerned MPCC for enquiry. The MPCC shall decide about such charges against the Institution and submit its report by referring to the schedule of punishments for malpractice / Indiscipline / Impersonation (vide R.8) to the syndicate for its decision in the matter.
- b) **Indiscipline by the Examiner/ staff involved:** In case of indiscipline by the examiner/ staff involved in harassing the student during IA, theory and practical examinations, such persons can also be called to appear before the concerned MPCC for enquiry to present his / her case. The MPCC shall conduct the inquiry as per the procedures mentioned in R.5 (f) and submit its report by referring to the schedule of punishments for malpractice / Indiscipline / Impersonation (vide R.8) to the syndicate for a decision in the matter.

R.8. Schedule of punishments for malpractice / indiscipline / Impersonation.

Case No.	Nature of Malpractice / Indiscipline	Punishment
1	Possession of written chit / printed chit / electronic gadget UNRELATED to the subject.	Candidate to be sent out of the examination hall and such case shall be booked as malpractice but the candidate shall be permitted to appear for the remaining papers of the examination. Committee shall recommend: <ul style="list-style-type: none"> • Cancellation of performance of the candidate for that particular paper provided that it is not a habitual case and has happened only once in the given examination by the candidate involved. • If the candidate is found to have committed malpractice in more than one such case, his / her performance (all papers) of that particular examination stands cancelled. • However, candidate shall be allowed to take admission to continue his / her education in the

		<p>subsequent semester / year as per University schedule.</p> <ul style="list-style-type: none"> • He /she will be eligible to appear for the said paper in the next examination as per University schedule of such semester/ annual examination.
2	<p>Possessing or having access to any book, notes, printed or written materials or possessing gadgets of any kind (including mobile phones) related to the subject in the examination hall but not copied.</p>	<p>Candidate to be sent out of the examination hall. Such case shall be booked as malpractice and the candidate shall not be permitted to appear for the remaining papers of the examination. Committee shall recommend:</p> <ul style="list-style-type: none"> • Cancellation of his/her performance of all the papers for that year/semester • However, the candidate shall be allowed to take admission to continue his / her education in the subsequent semester / year as per University schedule. • He / she will be eligible to appear for the forthcoming examinations as per University schedule of such semester/annual examination in which the candidate was booked.
3	<p>Possessing or having access to any book, notes, printed or written materials or possessing gadgets of any kind (including mobile phones) related to the subject in the examination hall and copied from.</p>	<p>Candidate to be sent out of the examination hall. Such case shall be booked as malpractice and the candidate shall not be permitted to appear for the remaining papers of the examination. Committee shall recommend:</p> <ul style="list-style-type: none"> • Cancellation of his/her performance of all the papers for that year/semester. • However, candidate shall be allowed to take admission to continue his / her education in the subsequent semester / year as per University schedule. • He/she will be eligible to appear for examination of the semester/year for which performance was

		cancelled only after a gap of one such Semester/Year in which the candidate was booked.
4	Communicating in examination hall by gesture and or by conversation with an intention of committing malpractice.	Punishment as mentioned for nature of MPC case (1)
5.	Leaving any mark or symbol on the answer script leading to identification.	Punishment as mentioned for nature of MPC case (1)
6	Writing in the answer books any kind of an appeal or threat or message, enticing statements to examiners.	Punishment as mentioned for nature of MPC case (1)
7	Writing anything in the question paper or passing the question paper to others with an intension to help in copying.	Punishment as mentioned for nature of MPC case (1)
8	Tearing or spoiling the pages in the answer book, drawing sheets or graph sheets or map etc.	Punishment as mentioned for nature of MPC case (1)
9	Preventing or disturbing or attempting to prevent or disturb the examination.	Punishment as mentioned for nature of MPC case (1)
10	Passing on material by a student for copying within the examination hall.	Punishment as mentioned for nature of MPC case (2)
11	Receiving material from persons outside the examination hall but not copied.	Punishment as mentioned for nature of MPC case (2)
12	Attempting to send out or take out the answer books or additional sheets from the examination hall or receiving them from outside examination hall with the object of inserting them in the candidate's answer books and taking away answer books from the examination hall.	Punishment as mentioned for nature of MPC case (2)

13	Destroying or attempting to destroy any evidence pertaining to a case of indiscipline or malpractice	Punishment as mentioned for nature of MPC case (2)
14	Copying from answer books of his / her neighbor.	Punishment as mentioned for nature of MPC case (2)
However in all the above cases, IA marks / Practical's (if no MPC in IA / Practical exam) / Projects / Dissertation and viva-voce marks of the candidate remains undisturbed		
15	'Impersonation'	<ul style="list-style-type: none"> • Actual candidate on whose behalf impersonation is made be debarred permanently from the University and shall be ineligible to seek admission to any of the courses offered by the University both distance and regular mode. • If the impersonator is found to be the student of this University, such a student would also be debarred permanently from the University and shall be ineligible to seek admission in any course offered by the University both distance and regular mode. To this effect in both the above cases necessary detailed information may be circulated to all Principals of Affiliated / Constituent Colleges of the University/Chairpersons of the departments, Director of School of Correspondence Course, Administrators of P.G Centers and those departments where Certificate and PG Diploma Courses are run from the office of the Registrar (Evaluation). • If the impersonators are found to be students of any other University or any other examining body, a report shall be sent to the concerned authorities for taking appropriate action against such persons and shall not be allowed for admission to the Karnatak University.
	i. Misbehavior on the part of the	To be debarred permanently from the University

16	<p>candidate either verbally, physically or by use of lethal weapons etc., in the examination hall by way of threatening the invigilator, other staff involved in the conduct of examination, higher authorities visiting the examination Centre for the purpose.</p> <p>ii. Intimidating or insulting or assaulting fellow examinee and persons involved in the conduct of the examinations or other kind of duties pertaining to the examinations.</p> <p>iii. Possessing or using weapons of any kind, narcotic drugs and alcohol in the examination hall, any other behavior or act that adversely affects the conduct of the examinations.</p>	<p>and shall be ineligible to seek admission to any of the courses offered by the University both distance and regular mode.</p> <p>In such cases the university will be bound by the decision of the court of law.</p> <p>To this effect necessary detailed information may be circulated from the office Registrar (Evaluation) to all Principals of Affiliated / Constituent Colleges of the University/ Chairpersons of the departments, Director of School of Correspondence Course, Administrators of P.G Centers and those departments where Certificate and PG Diploma Courses are run.</p>
17	Mass copying	<p>The performance of the candidates in the particular block of the examination centre alleged to be indulged in mass copying shall be cancelled for that semester/year. The Syndicate shall levy a suitable penalty on the Institution as under.</p> <ul style="list-style-type: none"> • Rs. 25,000/- up to 05 MPC cases. • Rs. 50,000/- from 06-10 MPC cases. • Rs.1,00,000/- for above 10 MPC cases and cancellation of examination centre for a minimum period of 05 years.. <p>However, IA marks / Practical (if no MPC in IA / Practical exam) / Projects / Dissertation and viva-voce marks of the candidate remains undisturbed</p>
18	Incidents of Indiscipline / MPC / impersonation in Practicals / IA examinations (from case No. 1-18)	<p>Punishment is similar to the respective cases as mentioned in the schedule No. 1-18.</p> <p>If the case is other than the punishment for case</p>

		No. 1, candidate must not be allowed for theory examinations provided such theory examinations are conducted after practical examinations and vice versa. The Principal / Chairman of P. G. Department / Administrator of KUD P. G. Centers shall be the Chief Superintendent for Practical / IA Examinations.
	However, theory marks (if no MPC in theory exam) / Projects / Dissertation and viva-voce marks of the candidate will remain undisturbed	
19	The Examiner / Staff involved indulging in harassing the student/s during IA, theory and practical examinations.	Syndicate shall decide to blacklist such persons for a period of a minimum of 05 years from the University examinations and the concerned institution shall be informed to record the same in his / her service register and may recommend the concerned institution for further enquiry as per the rules and codes of conduct governed by such Institutions.
20	Any other malpractice not covered by the above.	The MPCC Committee shall decide the punishment looking into the nature and circumstances of the malpractice, subject to the final observations of the Registrar (Evaluation).

R.09. Enquiry about the cases of Indiscipline / malpractice / Impersonation for One Time Measure Students (OTM).

There shall not be any provision for OTM students to appear for the next examination as per University schedule, if the charges against him / her are proved. If the charges are not proved, the candidate shall be allowed to take the examinations for the next examination as per University schedule.

R.10. Allowances for Examiners/Squad Members / Members of MPCC Committee / Coordinator of MPC cell

Examiners/Squad Members/Members of MPCC /Coordinator of MPC cell shall get TA/DA or Local Allowance and Remuneration as per the University rules.

R.11. Repeal and Savings.

The Ordinance governing the acts of indiscipline and Mal practice in the University Examinations (No. KU/Exam/GAD/234, dated: 28/12/2004) or any ordinance or regulation or guidelines issued or adopted earlier by the University for the acts of Indiscipline and malpractice in the University Examinations are hereby repealed.

Provided that, the said repeal shall not affect the previous operation of the said ordinance or anything duly done or suffered there under or affect any right, liability or obligation acquired, accrued or incurred under the said regulations.
