

OFFICE OF THE CONTROLLER OF EXAMINATION

Standard Operating Procedures (SOPs) for Academic Misconduct/ Malpractice

Steps	Particulars
Misconduct in Examination by Candidate	<p>As per the Sandip University Examination Guidelines /Manual-2017, clause 11.1</p> <p>A candidate indulging in any of the following acts in the examination hall will be considered as Misconduct in the examination and booked for the same.</p> <ol style="list-style-type: none"> 1. Candidate blatantly disobeying the instructions of the Chief Superintendent (CS)/ Hall Superintendent (HS)/ Vigilance squad member or any other university appointed officials on examination duty. 2. Candidate exhibiting insolent/ violent behaviour with the HS or other examination staff or other examinees. Unruly behaviour in or near the examination hall. 3. Acts of threats, violence, creating disturbance inside/ outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc. 4. Bringing dangerous weapons/ articles into the examination centre/ hall on any pretext. v. Any acts by candidates that hinder the discharge of duty by staff on examination duty or the smooth conduct of the examination. 5. Tearing off or mutilating an answer booklet or any part thereof. 6. Talking with neighbours, showing signs or signals to others in the hall/ verandah. 7. Writing the examination even after the final bell despite several calls to stop writing. 8. Causing damage to the belongings of Examiners, as an act of vengeance. 9. Arranging outside persons to terrorise the examination staff. 10. Causing damage to examination material/ records 11. Assaulting physically or attempting to attack any examination staff while being caught/ booked for any malpractice. 12. Writing filthy/ indecent/ vulgar words or sketching obscene figures etc in the answer booklet or black board or walls or furniture at the examination centre. 13. Tampering with the particulars, including PRN, written on another candidate's answer book and/ or writing wrong particulars, including PRN on one's own answer-booklet deliberately. 14. Refusing to be searched by the HS/ CS/ any other member of the Supervisory Staff, or obstructing or hindering such search in the Examination Hall, Verandah, etc.

OFFICE OF THE CONTROLLER OF EXAMINATION

Malpractices in Examination by Candidate

As per the Sandip University Examination Guidelines / Manual-2017, clause 11.2

A candidate indulging in any of the following acts in the examination hall will be considered as committing malpractice(s) in the examination and booked for the same:

1. Possession of printed/ photocopy / manuscripts pertaining/ not pertaining to the day's examination, or in the form of book, pages of a book or loose sheets, chits, or any other matter not permissible to be brought into the Examination hall.
2. Possession of Tables, Hand books, Code books etc. which are not permitted for the examination.
3. Possession of Programmable Calculators, Mobile Phones, Smart watches/ Bluetooth or Wi-Fi enabled devices, Pagers, Organizers, Digital memory pad etc. with/ without matters related to the examination stored in them.
4. Possessing any other prohibited material that may be of help in writing answers or facilitate copying in the examination hall.
5. Writing any matter, formula, definitions, sketches in any part of the candidate's body, dress, handkerchief, instrument box, calculator cover, wall, table, drawing board, Question paper, hall ticket etc. which may have relevance to the syllabus of the examination-paper concerned.
6. Exchanging of hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, and hints related to examination written on them with other examinee.
7. Showing the answer-booklet/ question paper to the other examinee or allowing them to copy.
8. Giving/ Receiving the main answer-booklet or other information carrying material to/ from other examinee for copying.
9. Copying from any printed or hand-written material or answer-booklet of another candidate.
10. Writing any appeal to the Examiner offering money or any irrelevant matters in the answer script, insertion of currency notes in answer script and giving contact address, telephone numbers etc.
11. Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
12. Communicating or attempting to communicate with the staff of the University or any person connected with the conduct of examination or with any paper-setter, with the object of finding out the name and address of the paper setter or finding out the questions.
13. Making any request or representation or offers any threat or inducement to Supervisor/Room Superintendent or/ and any other official or officer of the University/College in the Examination Hall or to the Examiner in the answer sheets.

OFFICE OF THE CONTROLLER OF EXAMINATION

14. Approaching directly or indirectly the teachers, Officers or Examiners or brings about undue pressure or undue influence upon them for favour in the examination or valuation.
15. Writing the register number anywhere in the answer-booklet other than in the fly slip of the Front Page
16. Revealing identity in any form in the answer written or in any other part of the answer booklet by the examinee at the University examination
17. Writing the examination without valid hall ticket or obtaining admission to the examination on a false representation.
18. Striking off all the pages including the correct answers written by him/ her in the answer-booklet, when being caught for any act of malpractice.
19. Inserting pre-written additional sheet(s) having matters related to the subject of the examination into the main answer-sheet/s.
20. Smuggling-in blank or written answer-booklet and forging signature of the Supervisor thereon.
21. Replacing the answer-booklet supplied in the hall by pre-prepared answer-booklet brought by the candidate himself/ herself or got from external sources.
22. Presenting to the examiner a practical or class-work-notebook which does not belong to him/ her.
23. Forging the signature of the teacher anywhere in the Practical Record book.
24. Altering the marks awarded for any exercises in the Practical Record book or boosting the total and average marks obtained in the Record book of Laboratory work.
25. Helping another candidate in answering any question orally or by transmission of material or information.
26. Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours.
27. Unauthorized communications in any form with other examinees or anyone else inside or outside the examination hall made deliberately to create confusion.
28. Mutual/ Mass copying by candidates in the examination hall.
29. Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
30. Taking away with him/her the Answer script, without handing over the same to the Hall Superintendent or trying to take away or damage another candidate's answer-booklet/ sheet.
31. Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing/ swallowing/ erasing/ throwing away the bits, materials etc. Destroying or attempting to destroy a note or paper or any other material, or causing

OFFICE OF THE CONTROLLER OF EXAMINATION

	<p>disappearance or destruction of any such material either by himself or with the assistance of any other person etc. during the examination hours.</p> <p>32. Interfering with or counterfeiting of University/ Institution seal, or answer-booklets or office stationery used in the examinations.</p> <p>33. Making a false representation pertaining to the eligibility of the candidate to appear in the examination</p> <p>34. Committing any act(s) intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University/College.</p> <p>35. Forging another person's signature in any of the examination documents.</p> <p>36. Any other similar act(s) of commission and/ or omission(s) which may be considered as Malpractice by the competent authority</p>
Communication to the candidate involved in Misconduct/Mal practice at Examinations	<p>The Centre Chief Superintendent will collectively submit all the cases of Malpractice(s)/Misconduct(s) to the office of the Controller of Examinations in the sealed envelope.</p> <p>Based on the reports received from the centre Chief Superintendent the office of the Controller of Examination will issue the show cause notice to the student through the Dean of the School.</p> <p>The school wise/Department wise Examination coordinator will hand over that show cause notice to student by hand, by registered post, scan copy by mail.</p> <p>All the record(s) of communication should be kept with the coordinator.</p>
Procedure For Enquiry of Errant Candidate During Examinations	<p>The candidate should meet Malpractice Committee at the required place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same.</p> <p>The errant examinee may appear before the MC on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein.</p> <p>The examinee himself/herself only shall present his/ her case before the Committee and no other person shall be permitted to represent his/her case.</p> <p>If it is mentioned in the Show cause notice to present along with the parent then he should follow that strictly.</p> <p>If candidate fail to appear before committee, it will be presumed that he/she has nothing to say in this matter and the committee will take the decision in his/her absentia, on the basis of the available evidence(s)/document(s) which will be binding on him/her.</p>
Punishments for Malpractice/ Misconduct	<p>If the candidate is found guilty after due hearing in written or oral by the Malpractice Committee, the action will be taken against him/her as per university AR: 2017 Clause no: 9.12.</p>