

Malpractices/Improper Conduct in Examinations and Consequences

The examinations authority (examinations invigilators, course instructors, controller of examinations, or examinations scrutiny committee) of the institute shall examine the matter of malpractices/improper conduct during in-semester and end-semester examinations as the cases reported to or noticed by the examinations authority.

The examinations authority, as authorized by the Director or Dean (Academic Programs), shall refer to the following clauses for adjudging a matter on the subject and arriving at a decision on malpractices/unfair means/improper conduct in examinations.

A student indulging in any of the following acts in examinations (in physical classroom setup or in an online setup) shall be considered as committed malpractice in the examinations and shall face an appropriate consequence, as applicable and indicated in the respective clauses.

Nature of Malpractices/Improper conduct in Examinations and Punishment

If a student is caught during and after the examinations with any of the following acts by the examinations authority:

Clause 1. Possesses any book, class notes, cell phones, smart gadgets, or any other form of material concerned with or related to the subject of the examinations in which he/she is appearing. Open book/notes test will get due consideration on what is allowed and what not as per the announcement of the course examinations.

Punishment: Expulsion from the examinations hall and cancellation of the performance in that exam of the course. The candidate shall not be eligible for any supplementary examinations in lieu of the examinations component of the course.

Clause 2. Assists or receives any communication (verbal, digital or any other forms) with other candidates inside or outside the examinations hall in respect to the course matter during the examinations.

Punishment: Expulsion from the examinations hall and cancellation of the performance in that exam of the course for all the candidates involved in the acts of unfair means. All the candidates involved shall not be eligible for any supplementary examinations in lieu of the examinations component of the course.

Clause 3. Copies from any papers, gadgets, or any other form of material relevant to the subject of the examinations in which the candidate is appearing for his/her performance evaluation.

Punishment: Expulsion from the examinations hall and cancellation of the performance in that exam of the course and all other courses the candidate has already appeared in the examinations based on the severity of the acts of malpractice, and shall not be permitted to appear for the remaining examinations of the courses during the examinations schedule.

Clause 4. Uses objectionable, abusive or offensive language in the examinations hall/setup, in answer paper or writes to the examinations authority pertaining the examinations of the course.

Punishment: The candidate shall be issued a letter from the Controller of Examinations for the violation of code of conduct and shall face cancellation of the performance in that subject/component.

Clause 5. Involves in mass cheating in the examinations by sharing answer paper, cheat sheets or soft copies, or through any other means.

Punishment: All the candidates involved in the mass cheating shall face cancellation of the performance in that subject/component, not be eligible for supplementary examinations of the course. The course instructor may also cancel the evaluative component for the course for the entire students of the course based on the severity of the acts of malpractice.

Clause 6. Impersonates any other candidate in connection with the examinations.

Punishment: The candidate who impersonates any other candidate shall be given fail grade in the subject of the examinations and shall be recommended to appear before disciplinary action committee.

Clause 7. Identified to be indulging in malpractice during examinations more than one occasions (repeated offender).

Punishment: The candidate shall be given fail grade in the subject and shall be debarred from appearing the subsequent examinations of other courses in the semester. The candidate shall also be recommended to appear before disciplinary action committee.

Any matter which does not fit the above mentioned clauses, shall be referred to Dean (Academic Programs). Furthermore, unresolved matters fitting into the above mentioned clauses shall be referred to Dean (Academic Programs). The Dean (Academic Programs) or an appointed Examinations Scrutiny Committee may re-examine such unresolved matters and may recommend for more penalty or relax an imposed penalty.

The examinations authority, as authorized by the Director or Dean (Academic Programs), shall examine all matters of the acts of malpractice in the examinations and recommend its decision to the office of the Controller of Examinations. The examinations authority must involve Dean (Academic Programs) in all decision making processes before drawing any final decision. Dean (Academic Programs) may consult the Director in order to address any unresolved or disputed matters.

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