

To be added to the Regulations on Academic Misconduct

**GUIDELINES FOR THE DISCIPLINARY (EAMINATIONS) COMMITTEE IN RESPECT OF STUDENTS  
"REPORTED AGAINST" CASES DURING SEMESTER EXAMINATIONS**

- A) General Guidelines:
- That no offending student be expelled/suspended from the examination room/hall, excepting for committing serious offence such as disturbances/rioting in the examination room/hall or physical assault and or intimidation of the invigilator(s) present.
- That the seized incriminating documents be signed by the candidate and countersigned by the Officer-in-charge of Examinations. The seized document(s) should be sent to the Controller of Examinations.
- That F.I.R. is lodged at the local police station by the Officer-In-Charge (OIC) of examinations with regard to the non-submission of answer scripts by the candidates of different examinations of the college.

**GUIDELINES REGARDING PENALTIES FOR BREACH OF DISCIPLINE DURING COLLEGE EXAMINATIONS**

| Sl. no. | Nature of offense  | Suggested penalty  |
|---------|--|--|
| 1       | Copying from a book (s)/piece of paper/loose papers containing some printed/hand-written or typed notes or page(s) of books, possession and/or use of mobile phone or possession and/or use of any other type of electronic equipment during examination hours in the examination hall (except calculator, if pre-approved). | Cancellation of the paper concerned                                  |
| 2       | Possession of or consulting/reading a book /books/a printed page/printed pages detached from a book/books, or use of any type of electronic equipment in the lavatory during examination hours.  | Cancellation of the paper concerned                                  |
| 3       | Taking away the blank answer script/additional blank sheet(s) and writing answers there on outside the examination hall beforehand and stitching the same with the original answer script.   | Cancellation of all papers of the said examination of that semester. |
| 4       | Leaving the examination hall without submitting the answer script/submitting the same later on the plea of inadvertence or any other consideration.  | Cancellation of all papers of the said examination of that semester. |
| 5       | Removing the inner page of an answer script and inserting there in written answers brought from outside keeping the cover page intact.   | Cancellation of all papers of the said examination of that semester. |

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| 6   | Changing the Roll Number deliberately.   | Cancellation of all papers of the said examination of that semester.  |
| 7   | Destroying incriminating documents   | Cancellation of all papers of the said examination of that semester.  |
| 8   | Creating disturbance in the examination hall or abusing/assaulting/threatening the invigilator on duty   | Cancellation of all papers of the said examination of that semester and debarment for up to one year from appearing at any examination of this college, depending on the nature of offense.   |
| 9   | Offering bribes to the invigilator/examiner. (supported by evidence)   | Cancellation of all papers of the said examination of that semester and debarment for up to one year from appearing at any examination of this college.   |
| 10  | When above noted (1-8) offence recurred in more than one paper/subject   | Penalty as prescribed above from 1-8 and additional penalty as decided by the Disciplinary (Examination) Committee.   |
| 11  | When a person appears on behalf of the candidate at the examination concerned.   | (a) Cancellation of examination and debarment from appearing at any examination of this college in future. The Roll no. of the candidate is struck off the College Roll.<br>(b) The person appearing for the candidate concerned be handed over to the police by the OIC of examinations. |
| 12.   | Identity disclosure in the form writing name and/or roll no. on the answer book or loose sheet or both; deliberate mark on the answer book or loose sheet or both, tearing any page of the answer book or any other form of identity disclosure. | Cancellation of the paper concerned   |
| Above cases are illustrative and not exhaustive. Punishment may be recommended by the Disciplinary Committee in individual cases. |  |   |