



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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CIRCULAR

Sub: APJAKTU - Examination- Punishments for Malpractice cases - Examination Manual 2022 modified - reg:

- Ref: 1. U.O.No. 979/2022/KTU dated 28.04.2022
2. U.O. No. 2636/2023/KTU dated. 11.10.2023

As per Examination Manual 2022, Clause 3.4.4.1, any act of indiscipline, misbehaviour and unfair practice in examinations shall be punishable according to nature of offence committed by the student. Vide reference cited (2) above, there are some changes made in the recommended punishments for the offences committed by the students in the Examination Manual 2022, with a view to reduce the malpractice cases.

Details of revised punishments listed in Item No. 3.4.4.1 in the Examination Manual 2022, is forwarded herewith. **It is directed to give maximum awareness to the students and display this Circular in the College Notice Board. It may also be circulated in the official social media group(s).** The invigilators should also announce the new punishments for malpractice in the examination hall at the beginning of the examination.

The revised punishments shall come into effect from this Academic year.

Dr. Ananda Resmi S
Controller of Examinations

Copy to

1. PS to VC, PA to Registrar, CA to Controller, Dean(Academic)
2. The Principals of all Colleges
3. All Members of the 3 Zonal Level Examination Management Committee (EMC).
4. The KTU Co-ordinators / Exam Cell Co-ordinators of all colleges.
5. PRO / JD(IT), for publishing in the website.



* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



| Clause | Sub- Clause | Nature of malpractice | Recommended Punishment |
|--------|---|--|---|
| 1) | a) | Introduction and/or possession of any non permissible material relevant to the examination, to the examination hall: Materials like bit(s) of papers, hall ticket with matter written on it, scribbling on hall ticket, and materials written on calculator, handkerchief, data book/hand book, instrument box, identity card, scales, clothing, chappals, socks, masks or in any part of the body. Such similar malpractices. | Debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/- |
| | b) | Writing on the question paper and passing the same to other student(s) in the examination Hall | |
| | c) | Copying from neighbor's answer scripts with mutual consent, by peeping into the other's answer-script. | |
| | d) | Purposefully sitting on a wrong seat with the intention of cheating in examinations. | |
| | e) | Threatening/requesting the neighbor to show the answer-script | |
| | f) | Helping neighbors to answer questions | |
| | g) | Writing register number, name, name of college or other identifying marks within the answer book | |
| | h) | Writing appeals to the examiners, in the answer-scripts | |
| | i) | Refusing to hand over question paper when leaving the hall during the examination hour. | |
| | j) | Using filthy language in the answer-scripts | |
| | k) | Passing of answers from outside | |
| l) | Disobeying the invigilator/other officials or resistance to instruction from authority. | | |
| 2) | a) | Possessing two copies of hall tickets with written matter on one of them. Adding additional printed pages with materials, in the code/data book. Found texts written in answer-sheets verbatim from the | Debar for two chances for the course concerned and also debar all |



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| | | textbook, Lot of Questions answered by the candidate were the same as those obtained from Google search. | registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. |
| | b) | Possessing non-permissible materials in large quantities (more than 5 bits or sheets) | |
| | c) | Possession of non-permissible materials in the form of reduced photocopies | |
| | d) | Resisting to hand over non-permissible material brought to the examination hall to the invigilator | |
| | e) | Copying from any material and resisting the instructions or warnings of the invigilator. | |
| | f) | Purposefully tampering/overwriting barcodes and Alpha-Numeric Code of the answer sheets | |
| | g) | Deliberately changing/replacing register numbers | |
| | h) | Purposefully tampering answer books, removing pages | |
| | i) | InpossessionofXeroxcopiesoftextbook,printedmaterial,Xeroxcopyofnotes,or Notebook | |
| | j) | Possession of mobile phones, tab, pen camera, smart watch, Bluetooth or wired headsets or any such other electronic, communication or storage gadgets | |
| | k) | Copying from neighbor's answer scripts with mutual consent, by exchanging or handing over the answer-sheet to the neighbor | |
| | l) | Destroying the evidence of malpractice. i.e. Actions like tearing, mutilating the answer scripts, refusing to hand over the answer scripts or running away with the answer scripts from the examination hall | |
| 3) | a) | Impersonation | Permanent debarring,with the case referredto the police |
| | b) | Manhandling or threatening the invigilator/ officers or any authority of the University | |
| | c) | Tampering with the answer books of other candidates | |



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|--------|----------------|---|--|
| | d) | Communicating answers from outside or sending question papers to outside through electronic media. Using any form of electronic or cyber media for cheating in examinations. | |
| | e) | Smuggling question papers or other examination materials | |
| 4) | | Copying from neighbor's answer scripts (more than 3 students involved). | Debar for two chances for the course concerned and also debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. An enquiry regarding any involvement of the institution may be conducted. The issue will be dealt with as detailed in Section related to mass copying (3.4.4.6) |
| 5) | | Repeating malpractice - second time. One time earlier, any type of malpractice. | Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs. 10,000/- |



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|--------|----------------|--|---|
| 6) | | Repeating malpractice - Third time. Two times earlier, any type of malpractice. | Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs. 20,000/- |
| 6 A) | | Repeating malpractice - Fourth time. Three times earlier, any type of malpractice. | Permanent debarring. Penalty: Rs. 30,000/- to be paid for issuing Migration certificate. |
| 7) | | Any type of malpractice, but students did not attend the EMC/DAC meeting | To give the student one more chance for appearing before EMC/DAC. If the student fails to attend the EMC/DAC again, appropriate recommendations can be proposed by the respective EMC/DAC by following the prescribed guidelines, assuming that the student has |



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|--------|----------------|--|--|
| | | | committed the alleged malpractice. |
| 8) | | Did not produce proper ID card | EMC shall check whether impersonation has occurred. |
| 9) | | Threatening/bribing invigilators, evaluators, officials and examiners in person or through the answer books. | Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 10,000/- |
| 10) | a) | Disturbing the candidates by entering the examination hall from outside. | Based on gravity, minimum penalty |



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| | b) | Disturbing the candidates from outside the examination hall | shall be debarment for 2 chances for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 20,000/-. |
| | c) | Stealing answer books | |
| | d) | Breaking open the closed examination halls. | |
| 11) | | Purposefully tampering arrangements for conduct of examinations. | Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a |



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| | | | penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 20,000/- |
| 12) | a) | All the above punitive actions are applicable for Practical Examinations also. | |
| | b) | Candidates shall have the option of filing appeals to the Examination Appeals Committee constituted by the University. | |
| | c) | If a candidate is caught for Malpractice, he/she may be permitted to attend the remaining examinations for all the courses listed in the Hall Ticket concerned. For the same course, a fresh answer-book will be issued for writing the examination during the remaining period. | |

