

Date: 16/09/2024

ACADEMIC INTEGRITY RULES FOR EXAMINATIONS: MALPRACTICES AND PENALTIES

1. Short Title and Commencement:

- a) These regulations shall be called the MRV Examination Malpractice Regulations.
- b) They shall come into force with immediate effect.

2. Definitions

- a) "Chief Superintendent" shall mean any person appointed by the Head of the Institution to be overall in charge of their examination center.
- b) "University" shall mean Malla Reddy Vishwavidyapeeth (MRV).
- c) "Disciplinary Authority" shall mean the authority competent under these regulations to impose penalties on students indulging in malpractice.
- d) "Students" shall include all students studying in the constituent colleges/departments/faculties of the University, as well as candidates who register themselves for any super-specialty courses, Ph.D., or other programs.
- e) "Examination Centre" shall mean any premises consisting of digital examination halls used for conducting online examinations.
- f) "Examination Hall" shall mean any digital examination room, lab, or premises used for conducting the paperless examination.
- g) "Misconduct" is a generic term and shall mean improper behavior, including actions that adversely affect the prestige of the institution or University.
- h) "Malpractice" shall mean misconduct related to the conduct of digital examinations and includes any acts of omission or commission mentioned in these regulations.
- i) "Malpractice Enquiry Committee (MEC)" shall mean the committee appointed by the BOM or the Vice-Chancellor for investigating malpractice cases.
- j) "Preliminary Enquiry" shall mean an investigation into any complaint or report before initiating a regular inquiry.
- k) Any other expressions, words, or phrases not defined here shall have their usual meaning.

3. In General

- a) Every University student shall take reasonable steps to protect the interest and prestige of the University, maintain discipline, and avoid actions deemed as misconduct.
- b) During the examination, candidates shall be under the disciplinary control of the Chief Superintendent of the Examination Centre.
- c) Before the commencement of an examination, candidates must ensure that they do not possess unauthorized material, including notes, electronic files, and communication apps.
- d) Candidates must remain under CCTV Surveillance during the examination. Any suspicious activities detected by the Surveillance system shall be reported as malpractice.

4. Some Acts of Commission and Omission amounting to malpractice are as under:

The following acts shall be considered malpractice:

- a) Copying answers from another candidate or allowing another candidate to copy answers
- b) Accessing or possessing unauthorized material such as Text books, written/ digital notes, e-books, PDFs, or other study aids on the device during the exam.
- c) Using impersonation techniques to take the exam on behalf of another student.
- d) Attempting to communicate with other candidates or external sources for unfair advantage.
- e) Using external communication tools, such as messaging apps, screen-sharing software, or Bluetooth devices.
- f) Attempting to use screen mirroring, dual screens, or additional electronic devices during the exam.
- g) Attempting to tamper with the exam software, override security features, or disrupt the online examination system.
- h) Exiting the exam interface multiple times without prior permission or justification.
- i) Disrupting the examination process through technical manipulation or unauthorized actions.

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- j) If the **Examination Committee** is satisfied, based on reports from Surveillance, that mass malpractice (more than 30% of students involved) has occurred, the exam may be canceled for all students.

5. Constitution of the Examination Committee

Vice-Chancellor, Controller of Examinations, Registrar, Deputy Controller of Examinations, Deans of all Constituent Colleges/schools, Examination coordinators (Professor/Associate Professor/Assistant Professors appointed by Constituent deans on Invitation), EC Member of MRV, and Student Representative.

6. Constitution of MEC

- a) The **Vice-Chancellor** shall constitute a **Malpractice Enquiry Committee (MEC)**.
- b) The committee shall consist of five members, including the **Registrar**
- c) At least one member shall be a legal expert with **10 years of experience**.
- d) Other members may include:
 - a) Dean of Academics
 - b) Deans of Constituent Colleges
 - c) At least one **female** (Senior Faculty)
 - d) One member shall be appointed as **Chairperson by the Vice-Chancellor**.

The tenure of the Committee shall be three years.

7. Malpractice/Unfair means:

- The following acts will constitute malpractice/unfair means and will be categorized as Category I and II offences.

Category I offences:

- Caught with Possession in the examination hall or use of any chits (including blank paper), notes, books, or information related to the examination in any form (hard copy or digital) including on the student's body or clothing or other wear including mobile phones, other transmitting or receiving devices, or other means of communication in the examination venue and/or keeping/leaving such devices in the premises (including toilets), other than in the area designated for keeping such articles.
- Copying or attempting to copy the work of other candidates.
- Talking to or communicating in any manner with other candidates during the examination,

including through gestures, signals, etc.

- Helping in sharing answers, providing written or verbal assistance, using unauthorized materials, or facilitating any form of unfair advantage for other candidates during the examination, inside the examination Hall.
- Cheating of any form directly or indirectly or any attempts to do so before and during examination time.
- Not following the rules of university examination.
- Failing to comply with the instructions of the invigilator or examiner regarding appropriate conduct during the examination.

Category II offences:

- Repetition of any act mentioned under Category I during the tenure of any course offered by the University.
- Impersonation of another student.
- Arranging/allowing impersonation by another person.
- Unauthorised access to examination question paper before the examination, or attempt to do so in any manner.
- Offering or attempting to offer money (including enclosing currency notes/cheques in the answer scripts) or other forms of favor in return for marks, or lobbying.
- Threatening another candidate, an examiner, an invigilator, Special observer or another person/authority involved in the conduct of the examination.
- Influencing examiners for written and practical/clinical/oral examination for favor with Bribing or attempting to bribe the examiner, invigilator, or other authorities involved in the examination.
- Carrying question paper outside the examination venue during the examination or carrying/destroying the answer sheet/Tab in the examination venue during the examination time.
- Mutilation or replacement of answer script in part or full.
- Getting Assistance from outside the examination hall.
- Carrying Forbidden Material even after Instructions into the Examination Hall.
- Intimidation of, or misbehavior with, or assault or attempt to assault an invigilator or examiner either inside or outside the examination venue.

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- Damage or attempts to damage articles or property of the examination hall, or of the institution, or of an invigilator/examiner.
 - Creating a disturbance of any form in the examination venue

Important note:

Using or attempting to use any other undesirable method or means in connection with the examination or any other act not listed above but amounting to obtaining an unfair advantage, will also be malpractice/unfair means and the Category of offense will be decided by the Chief Superintendent and the concerned Dean.

8. Report Malpractice.

In the examination venue:

- In case of any offense (Category I & II) malpractice, the invigilator/hall supervisor or the examiner shall report the same to the Chief Superintendent of Examinations and concerned Dean, immediately i.e. as soon as it is observed or brought to his/her knowledge (in the format given in **Annexure I**).
- The answer script of the candidate and any material pertaining to the act of malpractice/unfair means shall be seized. It must be submitted with **Annexure-I** to the Chief Superintendent and forwarded to the CoE.
- A written statement will be obtained from the candidate certifying the ownership of the unauthorized material and the details of his act.
- The involved candidate will be sent out of the examination Hall after cross-checking all the relevant documentation.
- A written report of the incident shall be prepared by the invigilator/examiner after the completion of the concerned exam.
- CCTV footage should be obtained as evidence by the Chief Superintendent.
- Parents of the candidate shall be informed about the incident by the concerned Dean.
- The report, CCTV footage, a written statement from the candidate (if any), materials seized from the student, seating plan and other evidence shall be compiled as a malpractice report by the Chief Superintendent.
- The Chief Superintendent shall submit the malpractice report to the Controller of the Examinations through the Dean.
- The CoE will forward the malpractice report to MEC for further action.

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- The materials will be kept in the custody of the Examination Branch and presented before the MEC.

The committee will conduct an inquiry into each instance of malpractice/misconduct and submit a report and its recommendations based on the Category of malpractice/unfair means/misconduct to the Controller of Examinations for implementation of the decision taken within 7 working days.

9. Communication of Orders, Imposing Penalties

Based on the MEC's findings, the following penalties may be imposed:

1. Warning and record entry for minor violations.
2. Annulment of the specific exam for first-time offenses.
3. Suspension from future examinations for up to one year.
4. Debarment from the University for repeated or serious offenses.
5. Legal action in cases involving hacking, impersonation, or external involvement.

10. Review of the Case.

- a) Students may appeal to the **Registrar** within **seven days** of receiving the decision of MEC.
- b) The appeal shall be reviewed, and the final decision will be given by the registrar within 7 to 10 days.

ANNEXURE-1

MALPRACTICE INCIDENT REPORT FORM

(To be sent to the Controller of Examinations by name in a sealed cover)

PART I

| | |
|--|--|
| College | |
| Examination | |
| Subject | |
| Paper | |
| Date | |
| Name of the Candidate | |
| Registration/Hall Ticket No. of Candidate | |
| Name of the Father/Mother | |
| Permanent Address | |

- The case took place in the room as shown in the copy of the seating plan on (Date)..... (time).....
- The distance between the offending candidate(s) and the Superintendent's table was approximately.....
- The following is attached :
The Superintendent / Invigilators' report and diary
The Chief Superintendent's detailed report
Statement of the Candidate
Seating plan
Materials seized from the candidate
Answer book and question paper

Place :

Date :

Student Signature:

Invigilator Signature:

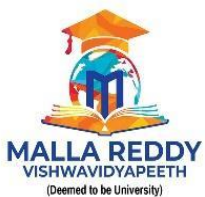
CHIEF SUPERINTENDENT

PART – II

Statement of the Candidates

- 1) The statement of the candidate shall be obtained from the candidate by the Chief Superintendent in the presence of a responsible witness.
- 2) The statement shall be in the candidate's own handwriting and shall be signed by the candidate and attested by the witness and the Chief Superintendent.
- 3) If the candidate refuses to give his / her statement, the candidate shall be asked to record in writing his/her refusal to give a statement.
- 4) If he/she refuses to do even that, the fact shall be noted, duly witnessed by two invigilators.

Signature of the Candidate.



MALLA REDDY VISHWAVIDYAPEETH

(Deemed to be University)

Hyderabad

Recognised under section 3 of The UGC Act, 1956, vide Notification No.9-4/2024-U.3(A) by Department of Higher Education, Ministry of Education, Government of India.

PART – III

Report of the Chief Superintendent

Place:

Signature of the Chief Superintendent

Date :

PART – IV

Report of the Squad / Special Observer

Place:

Signature of the Squad / Observer

Date :

MALPRACTICES AND CORRESPONDING PUNISHMENTS

| S.No | Nature of Malpractice / Use of Unfair Means | Punishments |
|-----------------------------|---|--|
| Category I Offences | | |
| 1 | Caught with Possession in the examination hall or use of any chits (including blank paper), notes, books, or any information related to the examination in any form (hard copy or digital), including on the student's body, clothing, mobile phones, or any transmitting/receiving devices. Keeping such items in the premises (including toilets) except in designated areas. | Cancellation of the current answer paper of the offender and a Warning |
| 2 | Copying or attempting to copy from other candidates. | Cancellation of the papers of both candidates involved; Warning |
| 3 | Talking to or communicating in any manner with other candidates during the examination, including through gestures, signals, or any other means. | Immediate warning |
| 4 | Helping others by sharing answers, providing written or verbal assistance, or using unauthorized materials to gain an unfair advantage inside the examination hall. | Disqualification from the current answer paper; |
| 5 | Repeating 2, 3 & 4 Offences after the first warning | Cancellation of the current paper for all the involved candidates and suspension from further exams. |
| 6 | Cheating of any form directly or indirectly or any attempts to do so before and during examination time. | Cancellation of the current exam; Ban from appearing in the next university exams. |
| 7 | Not following the rules of university examination. | Warning: Sending away from the exam hall. |
| 8 | Failing to comply with the instructions of the invigilator or examiner. | Warning: Sending away from the exam hall. |
| Category II Offences | | |

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| 9 | Repetition of any act under Category I offences during the tenure of the course/Program. | Suspension from further exams of that Academic Year. |
| 10 | Impersonation of another student/ Allowing someone to impersonate | Suspension from further exams of that Academic Year and legal action through filing the case. |
| 12 | Unauthorized access to the examination question paper before the examination or an attempt to do so by the student. | Expulsion from the institution; Legal consequences through filing the case. |
| 13 | Offering or attempting to offer money, gifts, or favors in exchange for marks, or threatening authorities to obtain help in the examination. | Suspension for 6 months from attending the examination; Legal consequences through filing the case. |
| 14 | Influencing of examiners for written, practical, or oral examinations with bribing or attempting to bribe the examiner, invigilator, or other authorities. | Suspension for 6 months from attending the examination. Legal consequences through filing the case. |
| 15 | Carrying a question paper outside the examination venue during the exam or carrying/destroying an answer sheet/tab in the exam venue during or after the examination. | Cancellation of the entire examination; Further disciplinary action with suspending him/her from the university. |
| 16 | Mutilation or replacement of answer scripts in part or in full. | Expulsion from the institution; Possible legal consequences through filing the case. |
| 17 | Getting Assistance from outside the examination hall | Suspension for 6 months from attending the examination; Possible legal consequences through filing the case |
| 18 | Carrying Electronic Gadgets even after Instructions into the Examination Hall. | Suspension from further exams of that Academic Year |
| 19 | Intimidation, misbehavior with, or assault or attempt to assault an invigilator or examiner inside or outside the examination venue. | Expulsion from the institution; Possible legal consequences through filing the case |
| 20 | Damaging or attempting to damage articles or property of the examination hall, institution, or an invigilator/examiner. | Expulsion from the institution; Possible legal consequences through filing the case Financial penalty - Double the cost of the damage. |



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| 21 | Creating any form of disturbance in the examination venue. | Immediate removal from the examination hall; Possible cancellation of the current exam. |
| 22 | Unauthorized access to exam servers, submission portals, or attempting to modify answers after submission. | Expulsion from the institution; Legal consequences through filing the case. |
| 23 | Any Repetition of Category II Offense by the Student | Expulsion from the University. |
| 24 | Any Direct or Indirect Involvement of any faculty or supporting staff in Category-II offense | Dismissal from the University |

By Order,


REGISTRAR

Malla Reddy Vishwavidyapeeth

Registrar

MALLA REDDY VISHWAVIDYAPEETH
(Deemed to be University)