



**Office of the Deputy Controller of Examinations - Technical**

---

**Dated: 12-02-2024**

**Ref: DCE-T/SMU/045/2024**

To  
The Head of the Department,

**Subject: Decision taken in the 64<sup>th</sup> Academic Senate Meeting held on 10 January 2024 regarding the award of Punishment for Examination offences.**

Dear Sir

This is with reference to the subject, modified the examination manual chapter IX of award of punishment for examination offences and its details given below.

**Examination Offences and Punishments**

1. **Acts of Malpractice:** The following acts on the part of students during examination will be considered as acts of malpractice:

**1.2 Minor acts of Malpractice (Category I offences)**

- (i) Having in his possession or having access to any paper, books or notes or Chits with content related to the subject of examination.
- (ii) Found receiving assistance from others or giving assistance to others.
- (iii) Copying from any paper, book, or notes.
- (iv) Allowing any other candidate to copy from his answer books or found trying to copy from the neighbors.
- (v) Disclosing identity by making peculiar marks in the answer books where the same act is prohibited.

  
12/2/24

DR. T Ramu

Dy. Controller of Examination-Tech

Sikkim Manipal University

- (vi) Found having any written matter on the person (palm, hand, leg, clothes etc.) or on any item in his/ her possession (e.g. calculator, scale, handkerchief etc.).
- (vii) Scribble the points on the question paper and/or pass on the same to some other examinee.
- (viii) Write any appeal on the answer book for more marks etc.
- (ix) Carrying or using mobile phones in examination hall. Found with mobile phone, smart watch, ear pods or any gadget that is prohibited in the examination hall.

### **1.3 Serious Acts of Malpractice (Category II offences)**

- (i) Having in his possession or having access to any paper, books or notes or Chits with content related to the subject of examination.
- (ii) Use of obscene or abusive language during the examination,
- (iii) Trying to cause disturbance to the fellow examinees and/or proceedings of examination.
- (iv) Tearing off or spoiling the sheets in the answer book.
- (v) Destroying any evidence of malpractice.
- (vi) Second instance of minor act of malpractice by a student.

### **1.4 Very serious Acts of Malpractice (Category III offences)**

- (i) Attempting any act that disturbs the sanctity or confidentiality involved in the examination process.
- (ii) Impersonation
- (iii) Third instance of category I Act of malpractice by a student.
- (iv) Second instance of category II Act of malpractice by a student.




DR.T Ramu  
Dy. Controller of Examination-Techn  
Sikkim Manipal University

## 2. Procedure to be followed:

When a student is found indulging in an act of malpractice, the following procedure will be followed:

- 2.1 The Room Superintendent of the examination hall where the student is found indulging in malpractice will confiscate all the evidence of malpractice (chits, Phone/smart watch/ear pods etc) from the student. The malpractice report form shall be filled in by the Room superintendent and submit to the chief Superintendent/Exam Coordinator and further to be submitted to the Dy. Controller of Examinations.
- 2.2 The answer script will be taken back, and a fresh answer book will be issued to the student. The candidate shall continue to write the exam and finish it.
- 2.3 Both the answer scripts ( original and the one issued after the act of Malpractice) of the student along with all documents and evidence will be handed over by the Room Superintendent/Chief Superintendent to the Dy. Controller of Exams, who shall forward the duly filled Malpractice report form to Director, SMIT with a request to forward it to the Malpractice Enquiry Committee.
- 2.4 Director, SMIT will order the malpractice committee to go into the details of the case and recommend a suitable punishment as per the guidelines laid down in section 3 below.
- 2.5 The recommendation of the Committee will be discussed by Controller of Examinations with HOI and forwarded to VC for confirmation of the recommended punishment.
- 2.6 On confirmation of punishment by VC, the punishment will be communicated to the students and all others concerned. The result of the

  
12/2/24  
DR. T Ramu  
Dy. Controller of Examination-Tech  
Sikkim Manipal University

student for the concerned examination will then be finalized based on the punishment awarded.

2.7 In case of class tests/ sessional examinations, the cases of malpractice will be reported to the Dean, Academics who will conduct enquiry and recommend punishment to be awarded to the student. The Director will confirm the punishment and the same will be communicated to the students and others concerned.

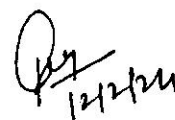
2.8 Students involved in Malpractice shall be counselled and the parents/ guardian of the students shall be informed.

### **3. Guidelines for the award of punishment:**

#### **3.1 Class Tests/Sessional Exams:**

- (i) Punishment for any student indulging in any offence of Category 'I' shall be scrapping only the paper in which the student is found indulging in malpractice and allowed to appear in Re-sessional.
- (ii) Category 'II' offence shall invite the punishment of scrapping only paper in which the student is found indulging in malpractice and not allowed to appear in Re-sessional Examination.
- (iii) Category 'III' offence shall invite the punishment of scrapping of the paper in which student indulged in malpractice and will not be permitted to appear for remaining papers/subjects of the examination. Moreover, the student will not be allowed to appear in Re-Sessional Examination and may even lead to suspension for one year or rustication of the student depending upon gravity of offence.

**Punishment for Sessional Examination and University examination shall be treated separately.**



DR. T Ramu  
Dy. Controller of Examination-Tech  
Sikkim Manipal University

### 3.2 University (End Semester) Examinations:

- (i) **Category I offence:** The candidate shall be punished by scrapping of that subject. The student is allowed to appear for that subject in the next immediate exam.
- (ii) **Category II offence:** The candidate shall be punished with scrapping of that subject. He/ she shall not be allowed to appear for that subject in the immediate next exam.
- (iii) **Category III offence:** The candidate shall be punished with
  - (a) scrapping of that paper and will not be permitted to appear in the remaining subjects of that examination. He or she shall not be eligible to appear in the immediate next exam in any subject of that examination.
  - (b) **In case of students attempting any act that disturbs the sanctity or confidentiality involved in the examination process or Impersonation, punishment shall be suspension for one year/rustication from the University.**



DR. T Ramu  
Dy. Controller of Examination-Tech  
Sikkim Manipal University