



ANNA UNIVERSITY : CHENNAI 600 025

OFFICE OF THE CONTROLLER OF EXAMINATIONS

GUIDELINES FOR AWARDING PUNISHMENT TO MALPRACTICE CASES OF STUDENTS

| <i>Sl.No.</i> | <i>Nature of Malpractice</i> | <i>Maximum Punishment</i> |
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| 1. | Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks. | I - Fine of Rs.1000/- per subject. |
| 2. | The candidate writing his/her name in the answer script. | |
| 3. | The candidate writing his/her registration number /college name in place other than specified in the answer script. | |
| 4. | Any special marking in the answer script by the candidate. | |
| 5. | The candidate communicating with neighbouring candidate orally or non verbally: the candidate causing suspicious movement of his/her body. | |
| 6. | Irrelevant writing by the candidate in the answer script. | |
| 7. | The candidate writing answer on his/her question paper or making use of his/her question paper for rough work. | |
| 8. | The candidate possessing of cell phone / programmable calculator(s)/any other electronic storage device(s) gadgets. | II - Invalidating the examination of the particular subject written by the candidate. |
| 9. | The candidate facilitating the other candidate(s) to copy from his/her answers script. | |
| 10. | The candidate possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall ticket, etc. | III A - If the quantum of the incriminating material is less than that could normally be printed in two lines of A5 size paper, then punishment is restricted to the subject concerned only. III B - If the quantum is equal to or more than that could normally be printed in two lines and less than that could normally be printed in the full page of the A5 size paper, then the punishment is invalidating the examination of the subject concerned and further the candidate is not considered for any moderation and revaluation in the current semester for any subject (including arrear subject). III C - When the quantum is equal to or more than that could normally be printed in full page of A5 size paper, then the punishment would be invalidating the examinations of the subject concern and all the theory and the practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrear subjects. If the candidate has registered for the arrear subjects only, invalidating the examinations of all the arrear subjects registered by the candidate. The punishment does not include Project work and the subjects with 100% internal evaluation. |
| 11. | The candidate possessing cell phone(s)/ programmable calculator(s)/any other electronic storage device(s) gadgets and containing incriminating materials (whether used or not) | |
| 12. | The candidate possessing the question paper of another candidate with additional writing on it. | |
| 13. | The candidate passing his/her question paper to another candidate with additional writing on it. | |
| 14. | The candidate passing incriminating materials brought into the examination hall in any medium (hard / soft) to other candidate(s) | |
| 15. | The candidate copying from neighbouring candidate. | |
| 16. | The candidate taking out of the examination hall answer booklet(s), used or unused. | |
| 17. | Appeal by the candidate in the answer script coupled with a promise of any form of consideration. | |

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| 18. | Vulgar/ offensive writings by the candidate in the answer script. | IV - Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears- subjects registered by the candidate |
| 19. | The candidate possessing the answer script of another candidate. | |
| 20. | The candidate passing his/her answers script to another candidate. | |
| 21. | Candidate destroying evidence relating to an alleged irregularity. | V A - Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate . Further the candidate is not considered for revaluation of answer scripts of the arrears subjects. V B - If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate. Additional Punishment: (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears- subjects for two subsequent semesters. |
| 22. | Involved in any one or more of the malpractices of serial no.8 to 21 for the second or subsequent times. | |
| 23. | The candidate substituting an answer booklet prepared outside the examination hall for the one already distributed to the candidate. | |
| 24. | The candidate misbehaving in the examination hall | |
| 25. | The candidate indulge in any disruptive conduct including, but not limited to, shouting , assault of invigilator, officials or students using abusive and/ or threatening language, destruction of property. | VI A Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears - subjects registered by the candidate. VI B -If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate. Additional Punishment: (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for two years i.e., for four subsequent semesters. However, the student is permitted to appear for the examination in all the arrear subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears - subjects for four subsequent semesters. |
| 26. | The candidate harass or engage others to harass on his/her behalf an invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits mails or by any other means. | |
| 27. | Candidate possessing any firearm/ weapon inside the examination hall. | |
| 28. | Cases of Impersonation | VII (i) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent. (ii) If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University. (iii) Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University. |

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