

## **GOVERNMENT COLLEGE (A) RAJAHMUNDRY**

### **EXAMINATION CELL**

#### **GUIDELINES ON SUSPECTED MALPRACTICE CASES**

Malpractice is defined as any deliberate act of wrong doing, contrary to the rules of examinations designed to give a candidate an undue advantage. It is an illegal action that students take during their examinations to try to make good grades by foul means.

The Government College (A) Rajahmundry takes all possible measures to control actions that contravene examination rules. With this intention, the Principal of the College constitutes Suspected Malpractice Cases (SMP) Enquiry Committee to look into SMP cases as and when they occur. Such committee shall follow the approved scales of punishment and the Principal shall take necessary action, against the erring students based on the recommendations of the committee.

#### **General Guidelines:**

- All the students are informed to appear for the examinations conducted by the Institute in full attire, i.e. hall ticket, Identity Card and full Uniform.
- The students should report at the examination centre at least half an hour before commencement of the exam and should not leave the hall till the completion of full time. In special cases, they are permitted to leave the exam hall only in the last half an hour before the completion of exam.
- Calculators (except non programmable calculators) may be allowed inside the examination hall depending on the programme of study and the course of exam on a particular day.
- The students should restrain from indulging in malpractices and misbehaviour during the entire examination process and any violation of examination rules will be viewed very seriously.
- Possession of any kind of forbidden material (print, manuscript or any kind) and indulging in malpractice will be referred to the SMP Enquiry Committee and action will be taken against the defaulters based on the recommendations of the Committee.
- Examination results for the semester will be announced after excluding the SMP cases.

**Punishments:**

(a). If the candidate is found in possession of forbidden material, without copying from the same, the examination of such candidate is cancelled for the day and his answer script will not be sent for the valuation. Further, the candidate has to submit an undertaking duly signed by him and forwarded by the Chief Superintendent that he/she will not repeat the mistake. He/she may be allowed to appear for other consecutive examinations.

(b). If the candidate is found in possession of forbidden material and copying from the same, the candidate may be booked under the SMP case and the matter will be referred to the SMP Enquiry Committee on the same day. The Committee will look into the matter and decide on the intensity of malpractice, depending on which he/she may be permitted to continue for the next semester. However, he/she is not permitted to appear for consecutive examinations in the current semester. Nevertheless, the previous examinations appeared by the candidate stands still and the results of such papers will be announced along with regular candidates.

(c). If any candidate misbehaves with the Invigilator, uses unparliamentarily language or behaves in contravention to the examination rules, such candidate may be debarred from the Institution for 1- 3 years and also all the examinations appeared by such candidate in previous semesters stands cancelled. Such candidate may be handed over to the Police for further action.

(d). In exceptional cases, the decision of the SMP Enquiry Committee may be put before the Examination Committee for review and in such cases, the decision of the Examination Committee with regard to SMP Cases is considered final.