



GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA
*** An Autonomous College Under UGC Act - 1956 [2(f) and 12(B)]**
Affiliated to I.K.G. Punjab Technical University, Jalandhar

Guidelines for imposing punishment for UMC/Misconduct cases

Following are the guidelines to be used by Complaint Redressal Committee (CRC) for imposing punishment on the examinees caught copying/involved in any type of misconduct during or after Examination:

Sr. No.	Nature of Malpractice	Quantum of Punishment
1.	Examinee found communicating or talking with other examinees during examination.	Cancellation of examination of examinee in that course.
2.	Examinee found with copying material related to the paper but having not used the material.	Cancellation of performance of examinee in that course.
3.	Revealing identity in any form in the answer written or in any other part of the answer book by the examinee with clear intent of getting illegal benefits.	Cancellation of performance of entire examination of that semester (1).
4.	Examinee found marking an appeal to the examiner revealing both i.e. name and address.	Cancellation of performance of entire examination of that semester (1).
5.	Examinee found writing provocation, abusive or threatening language in the answer book.	Cancellation of performance of entire examination of that semester (1).
6.	Examinee found having written on palm or on his/her body or on clothing in the examination.	Cancellation of performance of entire examination of that semester (1).
7.	Cases of mass copying/individual copying reported in assessment center reported during the examination.	Cancellation of performance of entire examination of the examinee/s (1).
8.	Examinee caught copying from the copying material, whether examinee accepts or denies of the same.	Cancellation of performance of entire examination of that semester and debaring from one additional subsequent examinations (1+1).

9.	Examinee found exchanging answer books/slip of papers with other examinees/ writing from others answer book/allowing other examinee to copy from his/her answer book.	Cancellation of performance of entire examination of that semester and debarring from one additional subsequent semester examinations (1+1).
10.	Examinee found influencing the examiner/ any other person connected with the examination.	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2).
11.	Examinee possessing copying material and having copied from the same, but denial of its use, refusal to give statement to that effect. Misbehavior with invigilator and officers related to examination.	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2).
12.	Examinee found smuggling in or smuggling out answer book as copying material.	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2).
13.	Examinee found destroying his own answer book/ taking away his own answer book and/or removing blank/ written pages from the main answer book.	Cancellation of performance of entire examination of that semester and debarring from two additional subsequent examinations (1+2).
14.	Examinee possessing copying material and attempts to destroy the evidence/runs away with copying material. Misbehavior with invigilator and officers related to exam.	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3).
15.	Examinee found smuggling in previously written answer book and inserting it in present answer book.	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3).
16.	Examinee found (i) impersonating or (ii) for whom impersonation is noticed	(i) Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3),

		<p>plus he/she shall be handed to police authorities.</p> <p>(ii) Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3), plus the case shall be reported to police station.</p>
17.	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with examination.	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3) and currency to be forfeited to Non-Government account of College.
18.	Examinee found sending out or taking in question paper from outside.	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3).
19.	Examinee found tempering with mark sheet/certificate issued by the institute.	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3).
20.	Attempt to forge the signature of the invigilator on the answer book.	Cancellation of performance of entire examination of that semester and debarring from three additional subsequent examinations (1+3).
21.	Examinee found bringing or in possession of any weapon in examination room/hall and making any kind of violence among examinees/staff of examination.	Cancellation of performance of entire examination of that semester and debarring from five additional subsequent examinations (1+5), plus handing over the examinee to police authorities.
22.	Cases of mass copying reported during the examination.	Result shall be held up. Punishment shall be based upon the actual investigation report.

23.	If on previous occasion a disciplinary action was taken against a examinee for malpractice used at exam and he/she caught second time for malpractice used at examination.	Enhanced punishment can be imposed on the examinee. This enhanced punishment may extend to double the punishment provided for the punishment for the earlier offence of malpractice.
24.	Examinee involved in malpractices at Practical/dissertation/ project report examination.	Case shall be dealt with by appropriate inquiry committee and recommend the punishment to competent authority.
25.	All other cases not covered above.	Punishment shall be decided by inquiry committee based on above mentioned punishment.

Note: Complaint Redressal Committee (CRC) may reduce/increase the punishment depending on the severity of the malpractice.

Controller of Examinations