



## Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' ♦ Approved by AICTE ♦ ISO 9001:2015 Certified

Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.

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### ANNEXURE III

## DISCIPLINARY ACTION FOR MALPRACTICES/IMPROPER CONDUCT IN COMPREHENSIVE EXAMINATIONS

Clause No.	Nature of Malpractices/Improper conduct	Punishment
1	If the candidate possesses or keeps accessible in examination hall, any paper, notebook, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination).	1. Expulsion from the examination hall immediately without cancelling the paper.
2(a)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	2. Expulsion from the examination hall and cancellation of the comprehensive examination performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2(b)	If the candidate smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	
2(c)	If the candidate uses objectionable and abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	
2(d)	If the candidate exchanges answer scripts/additional in the examination hall.	

3	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	3. Expulsion from the examination hall and cancellation of the comprehensive examination performance in that subject with a fine of Rs.1000/-.
4(a)	If the candidate leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	4. Expulsion from the examination hall and cancellation of comprehensive examination performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining comprehensive examinations of the subjects of that semester/year.
4(b)	If the candidate comes in a drunken condition to the examination hall.	
5(a)	If the candidate refuses to obey the orders of the Chief Superintendent/Assistant-Superintendent/any officer on duty or misbehaves or creates disturbance of any kind in any around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	5. In case of students of the college, they shall be expelled from examination halls and cancellation of their comprehensive examination performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining comprehensive examinations of the subjects of that semester. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
5(b)	If the candidate possesses any lethal weapon or firearm in the examination hall.	



6	If the candidate impersonates any other candidate in connection with the examination.	6. The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the comprehensive examinations (including practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulation in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
7(a)	If the candidate committed offence for the second time.	7. a) Considering repeated instances of academic dishonesty, expulsion from the examination hall and cancellation of all the comprehensive examination performance pertaining to that academic term with a fine of Rs.1000/-.
7(b)	If the candidate committed offence further.	b) Due to repeated instances of academic misconduct involving copying in both current and past semester examinations, it is deemed necessary to issue a transfer certificate (TC) to the candidate as a disciplinary measure.
8.	Any other examination Malpractice	Punishment as recommended by the examination Malpractice committee and approved by the Vice-Chancellor.

DR. B. S. VARMA  
Vice-Chancellor

Malpractices identified by squad or special invigilators:

1. Punishments to the candidates as per the above guidelines.
2. Punishment for invigilator: (if the squad reports that the invigilator is also involved in encouraging malpractices)
  - (i) A show cause notice shall be issued to the invigilator
  - (ii) Impose a suitable punishment/fine basing on the recommendations of committee.

Malpractice identified during valuation

The following procedure is to be followed in the case of malpractice cases detected during valuation, scrutiny etc. at ValuationSport Center.

- (i) A notice regarding the malpractice is to be served to the candidate through the controller of examinations, to his/her college address and permanent address.

Punishment / Action:

Malpractice committee would process all the above cases and the recommendations of the committee are to be sent to the Vice Chancellor.

Malpractice committee constitution

- |  |     |          |
|--|-----|----------|
| 1. Dean - Academics  | ... | Chairman |
| 2. Dean - Student Welfare  | ... | Member   |
| 3. Controller of Examinations                                      | ... | Member   |
| 4. Concerned Head of the Department (Optional)                     | ... | Member   |
| 5. Course coordinator of that subject/Subject expert (optional)... | ... | Member   |
| 6. Chief Superintendent of examinations                            | ... | Convenor |




Dr. K. Ramakrishna

Dean Quality


**DEAN (Quality)**


**K. L. E. F.**

**Green Fields, Vaddeswaram.**  
**Guntur District. Pincode: 522 302**

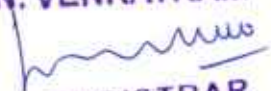
  
Dr. G. P. Saradhi Varma  
Vice Chancellor, KLEF

**Dr. G.P.S. VARMA**  
**Vice Chancellor**

  
Prof. Hari Kiran  
Additional Dean Academics  
KLEF (Deemed to be University)  
Vaddeswaram-522 302, A.P.

  
Dr. N. Venkatram  
Pro Vice Chancellor/Dean Academics

**Prof. N. VENKATRAM**

  
**REGISTRAR**  
Koneru Lakshmalah Education Foundation  
(Deemed to be University)  
Green Fields, VADDESWAREM-522 302  
Guntur District. Andhra Pradesh.