



Gopal Rao Patel Government Degree College, Bhainsa

Examination Code of the Institution

PART-I : For Chief Superintendent and examination staff

1. The Chief Superintendent of the examination center shall be responsible for the proper conduct of the examinations and the safe custody of the question papers and answer books, used as well as unused and other examination materials.
2. The Deputy Chief Superintendent shall assist the Chief Superintendent in all matters related to the conduct of the examinations.
3. The Chief Superintendent in case of necessity shall seek police assistance for the smooth conduct of the examinations.
4. In the event of the law and order situation going out of control, the Chief Superintendent shall contact the nearest Police Station and if necessary, Senior Police Officials and seek their help and assistance to deal with the situation. In all such cases the Chief Superintendent shall also contact the Controller of Examinations, Kakatiya University, Warangal to apprise him of the situation and the actions taken and send a detailed report at the earliest.
5. The Room Invigilators shall do the invigilation work diligently and carry out the instructions, pertaining to the conduct of the examinations, issued/ Communicated by the Chief Superintendent / Deputy Chief Superintendent from time to time.
6. The Principal/Head of the Institution shall provide all the assistance needed for the smooth conduct of the examinations.

PART-II : ACTS OF INDISCIPLINE/MALPRACTICE ON THE PART OF
EXAMINEES

The following shall be construed as acts of indiscipline / malpractice in the context of the university/internal examinations.

A

- a. Preventing/disturbing/boycotting and attempting to prevent/disturb/boycott the examination,
- b. Intimidating / insulting / assaulting fellow examinee/s and person/s connected with the conduct of the examinations,
- c. Stealing/tampering and attempting to steal/tamper question papers and answer books, tampering/forging and attempting to tamper/forgo marks in the answer books, and substituting and attempting to substitute answer sheets during personal seeing of the answerscripts,
- d. Impersonating and attempting to impersonate, (both, the person impersonates and the person impersonated shall be guilty of indulging in the act of indiscipline/ malpractice),
- e. Smoking, possessing and using weapons of any kind, drugs and alcoholic items in the examination hall, and
- f. Any other misbehaviour/ act that disturbs the conduct of the examinations.

B

- a.
 - i) Possessing and having access to any book/s, notes, printed/ written materials and gadgets of any kind in the examination hall.
 - ii) Bringing mobile phones/laptops/any other electronic device by the candidates.
- b. Seeking and receiving assistance from either outside or from and giving assistance to fellow examinees in answering the examination in the examination hall.
- c. Copying and attempting to copy from the answer books of others and allowing others to copy from ones answer book.
- d. Writing peculiar things, putting peculiar marks, writing register number in places other than those specifically provided for that purpose in the main and supplementary answer books. Writing on the hall ticket / palm or any other part of the body including clothes.
- e. Writing in the answer books any kind of appeal/threat/message/enticing statements to examiners and others,
- f. Writing and scribbling in the question paper, and passing the question paper/ answer

paper to others. Tearing and spoiling the pages in the answer book, drawing sheet/s graph sheet/s/map etc.,

- g. Destroying and attempting to destroy any evidence pertaining to a case of indiscipline/malpractice.

**PART-III : PROCEDURE FOR REPORTING CASES OF
INDISCIPLINE/MALPRACTICE**

1. It shall be the duty and responsibility of the Chief Superintendent (CS) of an examination center to report to the Registrar (Evaluation) (RE) all cases of indiscipline/malpractice that he/she comes across and those brought to his/her notice. The procedure detailed below shall be followed in reporting cases of indiscipline/malpractice.
2. As soon as a case of indiscipline/malpractice is noticed/detected by the Room Invigilator/Squad Member/any person connected with the conduct of the examination, he/she shall inform the matter to the CS/Deputy CS who, in turn, shall go to the spot as soon as possible. In the mean time the invigilator/Squad member shall prevent the candidate/s involved in the case from writing the examination further, removing, displacing, tampering with, spoiling, destroying the material/s involved in and relevant to the commission of the act of indiscipline/malpractice. Unless it is necessary, the invigilator/squad member shall not take possession of any of the materials in the absence of CS.
3. Soon after coming to the spot, the CS/DCS should take the candidate/s concerned out of the examination hall and collect in the presence of two witnesses (preferably the Deputy Chief Superintendents and one or two Supervisory staff) all the materials and gather information relevant to the case from the candidate/s involved in the case, the Room invigilator/Squad member and if necessary, from other relevant person/s and sources. The CS shall record in the 'Malpractice Case Report, the statements of the candidate/s involved in the case which shall be read to the candidate/s and signed by the candidate/s and the witnesses. In the case of a candidate refusing to give a statement in respect of the alleged commitment of the act of indiscipline/malpractice, he/she must be asked to give a written statement to that effect which should be signed by the witnesses. If the candidate refuses to do even that, then the CS/DCS shall record in the MPCRF that the candidate has refused to give a statement and that shall be signed by the CS/DCS and the witnesses.
- 4.

5. A sketch of the seating arrangement in the examination hall, showing the register numbers pertaining to the seats, marking in red in the register number/s of the candidate/s involved in the case of the indiscipline/malpractice being reported, shall be prepared and signed by the CS. The sketch should give a clear idea of the probable distance between the position of the Room Invigilator and the candidate/s the time of the detection of the case.
6. All the materials and evidence collected/recorded in respect of a case shall be listed (giving proper descriptions so as to identify them) and the list shall be signed by the candidates involved in the case, CS and the witness/es. The CS shall sent all the materials, and all the relevant records to the Controller of Examinations.
7. All the answer scripts of a candidate booked for indiscipline/malpractice case shall be sent in a separate sealed cover marked malpractice case to the Controller Examinations at the earliest. Such answer scripts shall be valued in the normal course, but the publication of the result pertaining to them shall be considered, depending on the decision on the case, after the disposal of the case.

PART-IV : INSTRUCTIONS TO THE STUDENTS

Students appearing for the University examination shall be present in examination center and occupy their seats five minutes before the start of examination.

The following instructions are given to the Students who are taking examinations.

Please check the furniture you occupy and if anything relevant to the subject of the examination is written on the furniture, please bring it to my notice.

If anybody has any material, relevant to the subject of the examination, please keep them outside the examination hall. If anybody has anything that is not expected to be brought to the examination hall, please, keep it outside the examination hall.

Don't write anything on hall ticket / palm or any other part of the body including clothes or scribble anything on the question paper.

Don't try to copy from others or allow others to copy from you.

Do all your rough work only on the rough sheet of the answer book.

Don't write obscene words, pictures, threats, appeals etc. in the answer book.

Don't make any unusual marking/statements in the answer book that would reveal your identity.

Don't bring mobile phones/modern gadgets/laptops or any other electronic device.

Write your Register number only in the space provided for it on the question paper and answer book.

You are liable for punishment as per rules of the University if you indulge in any act of indiscipline/malpractice in the examination or if you don't follow the instructions given by the university and the college.


Principal
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