



# NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College Affiliated to Visvesvaraya Technological University, Belagavi  
Approved by AICTE & UGC, New Delhi and Accredited by NAAC with 'A' Grade  
New Horizon Knowledge Park, Ring Road, Marathalli Bengaluru - 560 103



# MALPRACTICE MANUAL



# **NEW HORIZON COLLEGE OF ENGINEERING**

## **VISION**

**To emerge as an institute of eminence in the fields of engineering, technology and management in serving the industry and the nation by empowering students with a high degree of technical, managerial and practical competence.**

## **MISSION**

**To strengthen the theoretical, practical and ethical dimensions of the learning process by fostering a culture of research and innovation among faculty members and students**

**To encourage long-term interaction between the academia and industry through their involvement in the design of curriculum and its hands-on implementation**

**To strengthen and mould students in professional, ethical, social and environmental dimensions by encouraging participation in co-curricular and extracurricular activities**

## **QUALITY POLICY**

**To emerge as an institute of eminence in the fields of engineering, technology and management in serving the industry and the nation by empowering students with a high degree of technical, managerial and practical competence.**

## **VALUES**

- |                           |                                |
|---------------------------|--------------------------------|
| ➤ <b>Academic Freedom</b> | ➤ <b>Professionalism</b>       |
| ➤ <b>Innovation</b>       | ➤ <b>Inclusiveness</b>         |
| ➤ <b>Integrity</b>        | ➤ <b>Social Responsibility</b> |

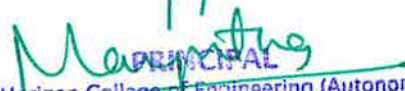
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This manual has been forwarded to  
ACM for the recommendation

  
**CONTROLLER OF EXAMINATIONS**  
New Horizon College of Engineering (Autonomous)  
Ring Road, Kadubisanahalli, Bellandur Post,  
Near Marathalli, Bengaluru - 560 103

Recommended and forwarded to  
GLM for final approval.

  
**PRINCIPAL**  
New Horizon College of Engineering (Autonomous)  
Ring Road, Kadubisanahalli, Bellandur Post,  
Near Marathalli, Bengaluru - 560 103.



## **1. Acts of Malpractices**

Students taking a SEE examination may be charged with malpractice (s), if he/she is observed as committing any one or more of the following acts:

- a. Committing misbehavior, with words or actions, against officials in the examination centre.
- b. Writing on the Question Paper / Admission Ticket in the examination hall.
- c. Disclosing his/her identity through certain words / markings /symbols or by any other means in the answer script.
- d. Possession of electronic devices in the Examination Hall, such as mobile phones, Bluetooth devices, programmable calculators, Smart watches, Pen-drives, or other storage or communication devices
- e. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- f. Copying from the material or matter or answer(s) of another student(s) and / or providing assistance to other student(s) within the Examination Hall.
- g. Making any request / representation / threat / inducement to any official for rendering favours in the Examination Centre.
- h. Approaching the officials / any member of the staff directly or indirectly for rendering favours in the examination.
- i. Smuggling in or smuggling out the answer scripts, tearing pages off and/or inserting them written outside the examination hall, and adding the same into the answer scripts.
- j. Receiving any material from outside or inside the Examination Hall.
- k. Being in possession of an unauthorized material or matter in the Examination Hall.
- l. Copying or taking aid from any material or matter referred to in sub-clauses (d, j & k) above to answer in the examinations.
- m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.

- n. Any other act of commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing any official.
- o. Possession of written matter on supporting hard board, calculator, instrument box, drawing instruments, any part of the body, clothing, hand kerchief, Identity Card, Hall Ticket, etc.
- p. Destroying any evidence of Malpractice, such as, tearing or mutilating any material / answer script(s) or running away along with the answer script(s) from the Examination Hall.

## **2. PROCEDURE FOR REPORTING MALPRACTICES:**

- a. The Controller of Examination (COE) in consultation with Principal shall appoint one or more Squad teams as may be required, to ensure proper conduct of examination and to discourage Malpractices.
- b. Where a Malpractice Case is detected by the Room Superintendent/Squad / or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the Chief Superintendent immediately as per the procedure laid down.
- c. When a malpractice case is reported to the Chief Superintendent, either by the Squad or by the Room Superintendent, he/she shall hold a preliminary inquiry, after taking on record of the reports by the Room Superintendent/Squad member the presence of the Deputy Chief Superintendent. The reports thus submitted shall be shown to the candidate and directed to submit his/her statement voluntarily and the same shall be authenticated by the Chief Superintendent and the Deputy Chief Superintendent. The statement of all concerned shall be in their own handwriting with signatures. On consideration of all these, he/she shall submit the factual Report of malpractice along with the answer script(s), other incriminating materials and enclosures in a sealed cover or box, to the COE, by name, by registered post on a day to day basis.

However, answer script(s) of subsequent papers of students who have been booked for Malpractice, shall be sent directly to the valuation centre along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere. The answer scripts of such students shall be evaluated and the results shall be kept in abeyance, until the decision of the Executive Council.

- d. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by the Deputy Chief Superintendent AND Squad member.
- e. The Chief Superintendent shall report each Malpractice case separately, unless it is inter-related to any other case(s).
- f. A sketch Plan of the seating arrangements at the Examination Hall with location of doors/windows, and with all the University Seat Numbers in the hall and marking in red ink the USN of the student who has indulged in Malpractice, shall be prepared. Further, the CCTV footage of the entire duration of the session, in the concerned examination hall shall also be submitted as part of the records dealing with the malpractice.
- g. When, a student is booked under Malpractice(s), the following steps shall be strictly adhered to:
  1. Prevent such student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
  2. Issuance of a memo instructing the student to attend the inquiry conducted by the Malpractice Cases Consideration Committee as per instructions of the COE.
  3. Send the answer script of that particular paper directly to the Office of the COE along with other relevant documents. It shall be super scribed on the left-hand corner of the facing sheet as MPC. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script.

## **II. PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:**

### **1. Constitution of Malpractice Cases Consideration Committee**

A committee (Malpractice committee) appointed by the Principal, consisting of the Controller of Examinations (COE) as the Chairman, Deans and the HOD's of the departments to which the candidates resorted to malpractice belong shall be constituted inquire into the malpractices during the Examinations.

2. The Malpractice cases consideration Committee shall meet after the conclusion of each semester examination on the date fixed by the COE to inquire into all matters connected with the students booked under Malpractices. After a detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Committee.
3. If a student remains absent for the inquiry with prior permission, one more opportunity shall be given to him/her to appear before the committee as per the date fixed by the COE. If he/she remains absent during the second meeting of the inquiry committee, an ex-parte decision shall be taken by the committee based on the documents submitted by the college and statements made therein.
4. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
5. If a student commits malpractice in multiple papers, the punishment shall be determined by considering all instances of malpractice committed during the said examination.
6. The MC shall examine the charges submitted by the college. After ascertaining the severity of the case, the MC shall recommend suitable penalty and/or punishment. The severity of the case shall be categorized as follows:
  - a. Possession of Electronic Gadgets without any material(s) or matter. Material(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are unauthorized.
  - b. Possession of electronic gadgets containing subject-related material; materials or matter on hand, such as palms, calculators, etc.; written, printed, or copied matter relevant to the paper the student is writing.

c. Possession of electronic gadgets containing subject-related material; materials or matter on hand, such as palms, calculators, etc.; written, printed matter or a copy thereof, relevant to the paper the student is writing and specifically prepared for copying.

d. Possession of Electronic Gadgets with the material related to the subject / Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book.

While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken into consideration to decide the severity of the case.

e. Repeated Malpractices during the Examinations

f. Threatening with weapons and impersonation.

7. At the conclusion of the inquiry, the MC shall submit a Report to the COE with findings and the charges together with all the documents and the recommended penalties and punishments that may be imposed, to be placed before the Committee.

### III. PENALTIES & PUNISHMENTS FOR MALPRACTICES COMMITTED BY THE STUDENTS

The penalties & punishments to the students Involved in Malpractices during SEE Examinations shall be imposed as below:

Sl. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	<ol style="list-style-type: none"> <li>1. Writing on the Question Paper / Admission Ticket &amp; or passing it to the other student in the Examination Hall.</li> <li>2. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.</li> <li>3. Possession of Electronic devises like mobile, Programmable Calculator, Pen-drive and any other electronic devises / storage devises in the examination hall.</li> <li>4. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.)</li> <li>5. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.</li> </ol>	<p><b>The MC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> <ol style="list-style-type: none"> <li>a. Fine not less than Rs.5000/-</li> <li>b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice</li> <li>c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.</li> </ol>
II	<ol style="list-style-type: none"> <li>1. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall.</li> <li>2. Receiving material for copying from outside or inside the examination hall.</li> <li>3. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall.</li> <li>4. Copying or obtaining assistance from any material or matter referred to in sub-clause V(I) in order to answer questions in the examinations</li> <li>5. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,</li> </ol>	<p><b>The MC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> <ol style="list-style-type: none"> <li>a. Fine not less than Rs.5000/-</li> <li>b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice</li> <li>c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.</li> </ol>

III	<ol style="list-style-type: none"> <li>1. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.</li> <li>2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College.</li> <li>3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the University/College for favours in the examination hall or to the Examiner in the answer script.</li> <li>4. Approaching directly or indirectly the teachers, officers, officials or examiners or bringing about undue pressure or undue influence upon them for favour in the examination.</li> </ol>	<p><b>The MC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> <ol style="list-style-type: none"> <li>a. Fine not less than Rs.5000/- and denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice</li> <li>b. Fine not less than Rs.5000/-, and denial of the benefit of the performance of that Particular Paper and debarring the student from appearing for that particular paper in which the student is booked under Malpractice up to three more subsequent examinations.</li> </ol>
IV	Repeated indulgence in malpractice in the same examination or in subsequent examinations.	<ol style="list-style-type: none"> <li>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</li> <li>b. Debarring the student from appearing for subsequent examinations extending up to three more examination.</li> </ol>
V	Smuggling in or out or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.	<p><b>The MC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</b></p> <p>Fine not less than Rs.10,000/- and</p> <ol style="list-style-type: none"> <li>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</li> <li><b>b. Debarring the student from taking two more subsequent exams</b></li> </ol>
VI	Misbehavior with officials or any kind of rude	Fine not less than Rs.10,000/- and

	behavior in or near the Examination Hall using obscene or abusive language.	<p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>b. Debarring the student from taking two more subsequent examinations.</p>
VII	Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers/University with weapons or other means	<p>Rusticate the concerned student from University.</p> <p>However, the concerned student shall be handed over to the police by the Chief Superintendent with an intimation to the University.</p>
VIII	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	<p>Rusticate the concerned student from University.</p> <p>Where the impersonator is also a student of the University, he/she shall also be rusticated from the University.</p> <p>However, both the concerned students shall be handed over to the police by the Chief Superintendent with an intimation to the University.</p>

**In General:**

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Examination performance rejection is not permitted for students who have been punished for malpractice(s).
3. The student who has been punished for malpractice (s) will be eligible for admission to the next higher semester and will only be able to appear for higher semester examinations.

**IV.** The executive council is the **AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS:**

**V.** **Disposal of confiscated materials:** The confiscated material shall not be returned to the students.

**To,  
The Controller of Examinations  
New Horizon College of Engineering,  
Bengaluru - 560103**

**Sir/Madam,**

**Subject : Report of Malpractice Case - reg.**

I am reporting herewith a case of Malpractice by(name) \_\_\_\_\_ Son /  
Daughter of \_\_\_\_\_ who has been a student of \_\_\_\_\_  
College and has appeared for the \_\_\_\_\_ Semester of \_\_\_\_\_ Branch /  
Course examination from this centre with USN \_\_\_\_\_. The case was detected  
on \_\_\_\_\_

All the relevant documents and materials are enclosed herewith.

**Factual Report of the Chief Superintendent after preliminary inquiry as per clause VI of these regulations:**

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Thanking you,

Yours faithfully,

**Chief Superintendent**

Enclosures:

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by Chief Superintendent and the Room Superintendent
3. Copy of the admission ticket of the candidate.
4. **Plan of seating arrangement indicating the sitting position of the candidate in the block to be signed by Room Superintendent authenticated by DCS and Chief Superintendent.**
5. The statement of the candidate.
6. The report of the concerned Room Superintendent.
7. The report of the Deputy Chief Superintendent.
8. The report of the Flying Squad.
9. Copy of the Memo issued to the candidate to attend the meeting of the MPCC.

# NEW HORIZON COLLEGE OF ENGINEERING

Autonomous college Affiliated to VTU & Approved by AICTE, Accredited by NAAC with 'A' grade & NBA

## STATEMENT OF THE CANDIDATE

The Chief Superintendent shall obtain the statement of the candidate. The Candidate shall be asked to give the statement in the presence of responsible witness like Deputy Chief Superintendent or Senior Staff member. It shall be in the handwriting of the candidate and shall be signed by him / her and attested by the examination officials.

## STATEMENT OF THE CANDIDATE

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Exam & Year : \_\_\_\_\_

Course: \_\_\_\_\_

USN : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the Candidate: \_\_\_\_\_

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### WITNESS:

1. Name & Designation

Signature

2. Attested by Examination official

Signature

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## REPORT OF THE ROOM SUPERINTENDENT

This Statement given by me is based on my personal knowledge of the case. Before the distribution of the Question papers, I had warned the candidate "All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes and if you find any, keep them outside the examination hall before you start answering the paper".

### STATEMENT

When I was supervising on (date) .....at about (time)....., I found this case of malpractice in the examination hall. The Candidate's Name..... & USN is .....Below given are the details of the case

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.....

Signature of the Room Superintendent

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### REPORT OF THE DEPUTY CONTROLLER OF EXAMINATIONS

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Signature of the Deputy Controller of Examinations

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### REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD MEMBER)

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.....

Signature of the Squad Member/s

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## MEMO

Mr. / Ms. \_\_\_\_\_ bearing University Seat No. \_\_\_\_\_, booked under Malpractice during \_\_\_\_\_, SEE Examination in the subject \_\_\_\_\_ on \_\_\_\_\_ for committing Malpractice (Details of the case) \_\_\_\_\_ is hereby directed to appear before the Mal-Practice Cases Consideration Committee Meeting to be convened on \_\_\_\_\_ at \_\_\_\_\_ in Controller of Examinations (COE) office, NHCE. If you fail to appear before the committee, experts' decision will be final.

**Deputy Superintendent**

To,

Mr. / Ms. \_\_\_\_\_

Copy FWC's to:

1. The Principal - for information
2. File
3. Dean Student Affairs

Signature of the Candidate for having received the Memo \_\_\_\_\_

Manual has been approved in  
ACM meeting after through discussion

*Mayur*  
**PRINCIPAL**  
New Horizon College of Engineering (Autonomous)  
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