

**SREENARAYANAGURU OPEN UNIVERSITY**

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**EXAMINATION WING**

**REGULATIONS FOR THE PREVENTION OF  
MALPRACTICES IN THE UNIVERSITY  
EXAMINATIONS - 2023**

**FIRST AMENDMENT – FEBRUARY 2024**



*The State University for Education, Training and Research in Blended Format, Kerala*  
*University Building, Kureepuzha, Kollam, Kerala-691601*

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**SREENARAYANAGURU OPEN UNIVERSITY**  
**EXAMINATION WING**

**REGULATION FOR THE PREVENTION OF MALPRACTICES**  
**IN THE UNIVERSITY EXAMINATIONS –2023**  
**FIRST AMENDMENT - FEBRUARY 2024**

**NOTIFICATION**

No.01/EX.A2/03/SOU/2023

Dated, Kollam, 04/03/2024,

Sub:- First Amendment to Regulations for the Prevention of Malpractices in the  
University Examinations –2023-reg.

Ref:- The order of the Honorable Vice Chancellor dated, 04/03/2024.

The Honorable Vice Chancellor is pleased to implement and to authorise the publication of the following “ **REGULATION FOR THE PREVENTION OF MALPRACTICES IN THE UNIVERSITY EXAMINATIONS –2023 FIRST AMENDMENT FEBRUARY – 2024**. These regulations shall be binding on all examinations conducted by **Sreenarayanaguru Open University** forthwith.

By order of the Hon'ble Vice Chancellor



**Dr. Gracious J**

**Controller of Examinations**

**SREENARAYANAGURU OPEN UNIVERSITY**

**EXAMINATION WING**

**REGULATIONS FOR THE PREVENTION OF  
MALPRACTICES IN THE UNIVERSITY EXAMINATIONS -  
2023**

**NOTIFICATION**

No. 02 /EX.A2/03/SOU/2023

Dated, Kollam ,18-08-2023,

The Honourable Vice Chancellor is pleased to implement and to authorise the publication of the following “ **REGULATIONS FOR THE PREVENTION OF MALPRACTICES IN THE UNIVERSITY EXAMINATIONS -2023**”. These regulations shall be binding on all examinations conducted by the Sreenarayanaguru Open University.

By order of the Vice Chancellor



**Dr. Gracious J**  
**Controller of Examination**

## **EXAMINATION WING**

### ***REGULATIONS FOR THE PREVENTION OF MALPRACTICES IN THE UNIVERSITY EXAMINATIONS 2023 -FIRST AMENDEMENT 2024***

#### **1) Short Titles and Commencement**

- 1.1) These regulations shall be called the **“SREENARAYANAGURU OPEN UNIVERSITY REGULATIONS FOR THE PREVENTION OF MALPRACTICES IN THE UNIVERSITY EXAMINATIONS -2023”**.
- 1.2) They shall come into force from 20<sup>th</sup> August 2023.

#### **2) Definitions**

- 2.1) “Chief Superintendent” shall mean a person appointed by the University to be in overall charge of the examination center.
- 2.2) “University” shall mean Sreenarayanaguru Open University.
- 2.3) “Disciplinary Authority” shall mean the authority competent under these regulations to take action impose penalties on the student committing malpractice.
- 2.4) “Learner” or “Student” shall mean and include all students studying in the different programmes offered by the University.
- 2.5) “Examination Centre” shall mean any institutional premises or examination halls recognized for conducting examinations of the University.
- 2.6) “Examination Halls and other facilities” shall mean any room, Hall, Laboratory, Workshop or such other premises that may be used for conducting of examinations.
- 2.7) “Misconduct” is a generic term and shall mean conduct that is an inappropriate behavior or misbehavior, and includes misdemeanor, delinquency, indiscipline and other acts amounting to offences

involving moral turpitude, or acts which adversely affect the prestige of the institution or University.

- 2.8) "Malpractice" shall mean misconduct in relation to any examination conducted by the University and includes any acts of omission, commission or willful defiance of this regulations.
- 2.9) "Malpractice Inquiry Committee", hereinafter referred to as MIC, shall mean the committee or standing committee appointed by the Hon. Vice Chancellor, for inquiring into any malpractice, misconduct or lapses committed by a student of the University.
- 2.10) "Preliminary Inquiry" shall mean a fact finding inquiry in the nature of an investigation into any complaint or report before initiating a regular inquiry under these Regulations.
- 2.11) "Annulment of performance" means and includes cancellation of the performance of the students at the theory examination but does not include performance at practical examinations, project work, oral or practical and dissertation examination unless malpractices committed and proved there at.
- 2.12) Any other expressions, words or phrases that may have been used in these regulations but not defined, shall have the meaning assigned to them in the regulations.

### **3) General Regulations**

- 3.1) Every University student shall at all times take reasonable steps to ensure and protect the interest and prestige of the University, pursue his/her studies diligently in accordance with the rules, regulations, ordinances, by-laws and statutes of the University, maintain discipline and do nothing which is unbecoming of a University student, contravention of which shall be deemed to be tantamount to misconduct.
- 3.2) During the examination, candidates shall be under the disciplinary control of the Chief Superintendent of the Centre.

#### **4) Acts of Examination Malpractices**

Any deliberate act of wrong doing, contrary to the rules of examinations, designed to give an undue advantage to a candidate is considered as Malpractice. Every student appearing for the CIE & ESE is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

- 4.1) Misbehavior with officials or any other kind of rude behavior inside or outside the Examination Hall and use of abusive language.
- 4.2) Writing on the Question Paper/ Examination Admit Card (EAC) except the enrolment number and name & or passing on to the other student(s) in the Examination Hall.
- 4.3) Disclosing his/her identity by writing any words or by making any peculiar marks on the pages other than the facing sheet in the answer scripts.
- 4.4) Possession of electronic gadgets like mobile phones, programmable calculator, pen-drive, smart watches, Nano iPod or such other storage devices in the Examination Hall and are particularly prepared for the purpose of copying and committed malpractices through these devices.
- 4.5) Taking or giving or attempting to take or give, any help from, or to any person or from any material, written, recorded, typed, printed or electronic or in any other form whatsoever.
- 4.6) 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.
- 4.7) Use of abusive or obscene language, or behaving in a disorderly or unruly manner or physical violence, inside or outside the examination hall.



- 4.8) Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- 4.9) Exchanging answer book, removing original sheets of an answer book and/or inserting new ones, or taking outside the examination hall any answer book issued in the examination.
- 4.10) Making any request of representation or offer of any threat for inducement or bribery to Chief Superintendent and / or any other official for favours in the Examination Hall or in the answer script.
- 4.11) Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.
- 4.12) Altering, defacing, tampering with the answer book, identity card, or Examination Admit Card (EAC) or any other relevant document or handing over or parting with his/her identity card or admission ticket to a third party during the examination period.
- 4.13) Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- 4.14) Receiving material from outside or inside the Examination Hall, for the purpose of copying.
- 4.15) Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- 4.16) Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, handkerchiefs, clothing, foot wear socks, instrument box, Identity Card, EAC, Scales etc...
- 4.17) Copying or taking aid from any material or matter referred to in sub-clauses (O & P) above to answer in the examinations.

- 4.18) Committing any other act or commission, omission or collusion intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- 4.19) Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- 4.20) Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s), swallowing scripts or running away along with the answer script(s) from the Examination Hall.
- 4.21) Using or attempting to use any other undesirable method or means in connection with the examination or any other act not listed above but amounting to obtain unfair advantage, will also be malpractice/unfair means and the class of offence will be decided by the competent authority. Chief Superintendent, Invigilators, Examination Centre Coordinators, Examiners, Malpractice Prevention Squad Members and other higher authorities of the University are permitted to arrange for inspection of the belongings of the candidates or frisking of one or more candidates, in case of suspicion. Any other activity student indulges in, which in the opinion of the authorities of Sreenarayanaguru Open University constitutes malpractice that will be construed as malpractice.

## **5) Malpractice Prevention Squad**

The Malpractice Prevention Squad, hereinafter referred to as MPS, shall be created to inspect and prevent malpractices happening in the examination center if any. The Controller of Examination of the University shall designate one squad in each districts or for each regions consisting of three to ten members. There shall be one Convener in each squad who shall be one among the members of the squad. The term of the squad shall be for one or two semester examinations/one year and thereafter the squad shall be reconstituted/shuffled.

### **5.1) Qualifications of the members of the squad**

- 5.1.1) He/ She should be serving as a teacher and should possess a minimum of 2 years of teaching experience at University/Government/Aided/Self-financing affiliated Colleges in Kerala.
- 5.1.2) He/She should be serving fulltime faculty member at University/Government/Aided Colleges levels or a retired faculty member of the same status worked in Kerala, below the age of 65.

### **6) Duties and Functions of the MPS**

- 6.1) MPS shall prevent, detect and report malpractices by visiting the examination centres.
- 6.2) The MPS shall visit the examination centers during the examination days between 8 am to 10 am and check the preparations. MPS can check directly in the examination hall during the examinations (10 am - 1 pm). Convenor can decide the appropriate time.
- 6.3) The MPS shall conduct inspection of examination halls for the purpose of identifying and preventing malpractices if any.
- 6.4) Any malpractice, if found, shall be reported to the office of the Controller of Examinations immediately after every day of examinations through email or portal. A proforma of each candidate who were found to be engaged in any malpractice shall be prepared individually and submitted to the Controller of Examinations along with the report of the case and documentary evidence of malpractices.
- 6.5) The Convener of MPS shall ensure that the proforma is duly counter signed by the Chief Superintendent of the respective examination centre.
- 6.6) All reports should be addressed directly to the Controller of Examinations.
- 6.7) University officials can check the administrative arrangements related to the Examination conducted.

## **7) Remuneration**

The members of the MPS and the Conveners are eligible for TA, DA and remuneration as per existing rules of the University. (Annexure-V)

## **8) Duties of MPS Convenor**

- 8.1) To coordinate the activities of squad.
- 8.2) To fix the time schedule for visiting the examination centres.
- 8.3) Do not disclose the information about MPS visit to anyone.
- 8.4) A team shall visit an examination centres at least once during the End Semester Examination Session.
- 8.5) To fill up all the proforma about visit and prepare the report (Annexure-I, II, III)
- 8.6) To prepare Tour Diary about the visit (Annexure- VI)
- 8.7) To arrange ID cards for MPS (Annexure- IV)

## **9) Procedure to submit the report on Malpractice cases prepared by Convenor of MPS**

- 9.1) Hard copies of daily reports (sent through the email or portal to the Controller of Examinations), filled proforma, objects used for malpractice, corresponding answer booklet, admit card etc. should be delivered directly or through Speed post to the Controller of Examinations as soon as the semester examination is over.
- 9.2) If the mobile phone is confiscated from the candidate, take photo and record the details, collect an undertaking written by the candidate and return the phone back to the candidate.

## **10) Procedure to submit the report on Malpractice cases prepared by Chief Superintendent of Examination Centres.**

- 10.1) Chief Superintendents of Examination Centres shall directly report alleged Malpractice cases directly to the Controller of Examinations. Answer books along with evidences if any, shall be packed and sent to the Controller of Examinations. A soft copy of the report shall be sent to the Controller of Examinations through Exam online portal or email on the same day itself (Annexure-VII)
- 10.2) If the mobile phone is confiscated from the candidate, take photo and record the details, collect an undertaking written by the candidate and return the phone back to the candidate.

## **11) Hearing and Punishment for Malpractice Cases**

The Controller of Examination shall call for the hearing of malpractices cases within a reasonable time. Such candidates shall be called to the head office of the University housed at Kureepuzha, Kollam or at Regional Centres for a personal hearing.

## **12) Malpractice Inquiry Committee**

The Malpractice Inquiry Committee, hereinafter termed as MIC, shall be constituted by the honorable Vice Chancellor of the University for the purpose of taking decisions regarding punishment for the conduct of malpractices. The members of the hearing committee shall include:

- The Pro Vice Chancellor (Chairman)
- Convenor, SSC on Examination.
- Two members of the Standing Committee of Syndicate for Examinations nominated by the Syndicate.
- The respective Regional Director of the Examination Centre.
- The Head of Schools or HoD's of the departments concerned.
- A lady faculty member of the University (to be nominated by the Vice Chancellor).

- Controller of Examinations (Member Secretary).

At least one member should be a lady member. The term of the Committee shall be one year, unless otherwise specified in the order constituting the committee. Three members will be the quorum for a meeting. The Committee shall inquire into case of alleged malpractices in University Examinations, in accordance with procedure outlined in these regulations, and recommend the imposition of appropriate penalties and punishments by the Authority, on the student concerned.

### **13. Punishments for Malpractice**

The Malpractice Inquiry Committee (MIC) is empowered to decide the punishments based on the severity of the malpractice committed by the candidate. The candidate may be summoned for a hearing conducted by the MIC before imposing any punishment. If unable to attend the hearing a written explanation by the candidate will suffice. If found guilty the MIC may recommend to impose on the candidate any of the following punishment given in ascending order of the severity of the malpractice committed.

1. Annulment of the performance of the candidate in the particular course at the University examination in full.
2. The candidate is not permitted to appear for the examination of the cancelled paper in the immediate subsequent chance.
3. Annulment of the performance of the candidate/ candidates in the particular semester/ session at the University examination in full.
4. To cancel all the examinations of the current semester and to bar the candidate from one subsequent chance.
5. To cancel all the examinations of the current semester and to bar the candidate from two consecutive chances.
6. To forfeit candidate's enrollment to the Programme concerned.

#### **14) Procedure for imposing Penalties & Punishments**

- 14.1) A **Malpractice Inquiry Committee** as described above will inquire into the cases of malpractices reported during the examinations.
- 14.2) The MIC shall meet after the conclusion of each ESE on the dates fixed by the Controller of Examinations and inquire on all matters connected with the students booked under malpractices.
- 14.3) The malpractice inquiry committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the malpractice committee shall recommend suitable penalties or punishments for the student.
- 14.4) No penalties may be imposed on a learner except after an inquiry is held by the MIC.
- 14.5) The Controller of Examinations on getting a report of a case of malpractice, shall issue a notice in writing to the accused learner concerned, setting forth the relevant facts in brief and asking him to submit a statement and appear before the MIC on a fixed date, time and place, to show cause as to why action under the regulations should not be taken against him.
- 14.6) In the case of failure by the learner to attend the inquiry on the specified date, the committee shall inquire into the charges alleged against the student and impose the necessary penalties and punishments.
- 14.7) The Controller of Examinations shall place all relevant documents including the statement of the candidate (if any) or other items before the MIC for inquiry.
- 14.8) If the accused student fails to reply in writing and to turn upon the date fixed, the MIC, unless it decides to issue fresh notice to the concerned, may proceed exparte and base its findings on the

reports and other proceedings in the case and make appropriate recommendations to the Hon' ble Vice-Chancellor.

14.9) Where the accused student admits the charges of malpractices as set out in the show cause notice, in his/her written reply to the charges, the MIC may in its discretion, accept the same and make suitable recommendations to the Vice-Chancellor including the proposed penalty. In this case, the student may appear in person or chose not to appear in person for the hearing.

14.10) The MIC may in its discretion, summon and examine any person not cited or any documents not produced before it already.

14.11) The statements of each witness shall be recorded separately. The MIC shall proceed to record its findings on each charge after taking into consideration the representations contained in the students written reply in his defense, citing reasons for arriving at the finding.

14.12) The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose. The accused person shall not have the right or liberty to be assisted or represented by any legal practitioner or other person in the inquiry. But he/she shall have access to the papers or other materials produced during the inquiry. However, he/she shall not be entitled to get copies of any such documents or proceedings.

14.13) The learner is awarded punishment only once though he may have indulged in malpractices in several courses. This punishment will be decided taking into consideration all malpractices during the semester end examination.

14.14) On completion of the inquiry, the MIC shall prepare a report recording its findings on each charge, together with reasons therefore and submit its report to the Vice-Chancellor with its recommendation regarding the proposed penalty/punishments.

14.15) If on receipt of the report of MIC the Vice-Chancellor disagrees with the findings of MIC on any of the charges, he/she shall record his/her



reasons for such disagreement and record his/her findings on each charge, provided the evidence on record is insufficient for the purpose. If however, the vice-Chancellor agrees with the findings of the MIC he/she need not record his reasons for so agreeing.

#### **15) Communication of Orders, Imposing Penalties/punishments.**

The Controller of Examinations shall communicate the final decision of the Vice Chancellor to the concerned student, as well as to the Coordinator-LSC/Chief Superintends of Examination Centres to which he/she belongs.

#### **16) Review of the Case**

16.1) A candidate may within fifteen days of the receipt of the above orders file a petition in writing to the Vice-Chancellor for a review of the case. If the Vice- Chancellor is satisfied that the representation merits consideration, he/she may refer the case to the MIC, which shall re-examine the case including fresh evidence and documents and submit its report. The Vice-Chancellor shall pass orders, which shall be communicated to the candidate.

#### **17) Processing Fees**

17.1) Processing fee for each case of suspected malpractice – Rs.2500/-

17.2) If the MIC or the Vice Chancellor absolves the candidate from the charges of malpractice, the processing fee shall be refunded to him/her.

#### **18) Continuous Internal Evaluation (CIE)**

18.1) The Learner Support Centre Coordinator should report such cases of malpractices to the Controller of Examinations. The malpractice inquiry committee will meet and decide the penalty and punishment.

18.2) The severity of the cases and penalty or punishments will be the same as mentioned for End Semester Examination.

*The State University for Education, Training and Research in Blended Format, Kerala*

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## Examination Centre:..... Centre Code:.....

Date of Examination:.....

Name of Examination taken by the Candidate: .....

Programme.....Course.....

Course Code.....

Name of the Candidate: .....

Enrollment No.

Malpractice Prevention Squad (District) ..... Squad ID No .....

Remarks/Reports of the case[illegible]

Signature of the Invigilator : .....

Name & Designation: .....

Signature of the Chief Superintendent/Principal: .....

Name & Designation: .....

Signature of the Squad Member/ Convenor: .....

Name & Designation: .....



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## MALPRACTICE PREVENTION SQUAD

### DECLARATION

This is to declare that the Malpractice Prevention Squad of the Sreenarayanaguru Open University examined the Examination Centre .....

on ..... and the following Candidate / Candidates was / were found attempting to do Malpractice in the Examination of the paper .....  
Question paper code ..... by using .....

Name and Enrollment Number of the Candidates

| Sl No | Enrollment No | Name | Signature |
|-------|---------------|------|-----------|
| 1     |               |      |           |
| 2     |               |      |           |
| 3     |               |      |           |
| 4     |               |      |           |
| 5     |               |      |           |

Signature of Invigilator with Name and Designation

Name & Signature of Convener

.....

Counter Signature of the Chief Superintendent / Principal



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## CERTIFICATE

This is to certify that the Malpractice Prevention Squad of the Sreenarayanaguru Open University for the Region/District of .....constituted to curb Malpractices at the End Semester Examination, has visited .....  
(Name& address of the Examination Centre) .....

**Name of the Principal/Chief Superintendent:** .....

**Name of the Examination Centre & Centre Code:**.....


**Signature:**.....

**(Office Seal)**

**Place:**.....

**Date:**.....

**ID CARD FORMAT FOR MALPRACTICE SQUARD**

|   |
|---|
|  <p><b>SREENARAYANAGURU<br/>OPEN UNIVERSITY</b><br/>Kollam ,kerala, India-691601</p> |
| <div>PASSPORT<br/>SIZE<br/>PHOTO</div>  |
| Name<br>Designation<br>ID Number  |
| <a href="http://www.sgu.ac.in">www.sgu.ac.in</a>  |

|                             |
|-----------------------------|
| Official Address :          |
| Mobile No :                 |
| Email Id :                  |
| District/<br>Region :       |
| Valid From : _____ to _____ |
| Controller of examinations  |


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**REMUNERATION BILL for Convenor/ Member of Malpractice Prevention Squad (MPS) of ..... Examinations**

|   |  |  |
|---|--|--|
| 1 | Name of the MPS convenor/ member<br>(in block letters) |  |
| 2 | Designation & Basic Pay                                |  |
| 3 | Office:<br>(address)<br>in block<br>letters )          | Home:<br>(address)<br>in block<br>letters) |
| 4 | Permanent Account Number (PAN)                         |  |
| 5 | Phone (Mobile) Number                                  |  |
| 6 | E-mail ID  |  |
| 7 | Bank Account Number                                    |  |
| 8 | Name of the Bank and Branch                            |  |
| 9 | IFS Code   |  |

**Details of visit**

| Number of days of engagement with dates | Remuneration (Rs) |
|---|-------------------|
|   |                   |

Grand Total ..... only)

Name & signature of the Convenor

Name & Signature of MPS Member

## CERTIFICATE

Certified that the amount in this bill has not been claimed previously and it is paid to me provisionally and I shall refund to the University any amount received which is subsequently disallowed by audit.

**Contents received**

**Signature of the MPS member with date**

### FOR OFFICE USE ONLY

Received the reports from the Malpractice Prevention Squad Convenor.

Signature with date:

Designation :

Finance Branch

Passed for Rupees.....

(Rupees .....only)

Assistant

Section Officer  
AR/DR/FO



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The State University for Education, Training and Research in Blended Format, Kerala  
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## TOUR DIARY

*Details of Examination Centres Visited by Malpractice Prevention Squad  
for..... Region for the End Semester Examination.*

The period from..... to .....

| Sl.No. | Date & Time | Distance Travelled | Examination Centres Visited |
|--------|-------------|--------------------|-----------------------------|
|        |             |                    |                             |
|        |             |                    |                             |
|        |             |                    |                             |
|        |             |                    |                             |
|        |             |                    |                             |
|        |             |                    |                             |
|        |             |                    |                             |
|        |             |                    |                             |
|        |             |                    |                             |

| Name of the Members of the Squad | Signature |
|----------------------------------|-----------|
|                                  |           |
|                                  |           |
|                                  |           |
|                                  |           |
|                                  |           |
|                                  |           |
|                                  |           |
|                                  |           |

**CONVENER**





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## Malpractice Case Report Forms by the Chief Superintendent

Examination Centre: .....

Centre Code:.....

Date of Examination:.....

Name of Examination taken by the Candidate: .....

Q.P Code:.....

Programme:..... Course.....Course Code.....

Name of the Candidate : .....

Enrollment  
No.

Malpractice Prevention Squad (District).....Squad ID No:.....

### Remarks/Reports of the case

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature of the Invigilator: .....

Name & Designation : .....

Signature of the Chief Superintendent/Principal: .....

Name & Designation: .....

Signature of the Squad Member/ Convenor: .....

Name & Designation: .....