

B.M.S. College of Engineering – Malpractice Regulations 2021

Purpose:

To maintain integrity and fairness in the conduct of examinations and to ensure disciplinary standards among students during assessments, practicals, and online/offline evaluations.

1. Scope

These regulations apply to all examinations (theory, laboratory, internal assessments, and viva-voce) conducted by B.M.S. College of Engineering (BMSCE). It includes all forms of malpractice committed by students during any official examination activity.

2. Definition of Malpractice

Malpractice refers to any act of cheating, misconduct, or violation of examination rules. Examples include:

- Copying from another student or material.
- Possessing unauthorized notes, mobile phones, or electronic devices.
- Communicating with others during the examination.
- Impersonation or allowing someone else to write the exam.
- Destroying or tampering with answer scripts.
- Assisting or abetting others in malpractice.

3. Classification of Offences

Offences are categorized into **Minor** and **Major**, depending on severity and intent.

Minor Offences

- Carrying notes without using them.
- Attempting to glance at another student's paper.
- Writing irrelevant or inappropriate material on the question or answer paper.
- Disobeying invigilators but without disruption.

Major Offences

- Copying or attempting to copy.
- Using mobile phones, smartwatches, or any electronic gadgets.

- Impersonation or submitting a substituted answer script.
- Threatening or misbehaving with invigilators.
- Destroying evidence of malpractice.
- Any form of organized cheating or collusion.

4. Punishments

Punishments are proportionate to the nature of the offence.

For Minor Offences

- Warning or reprimand.
- Cancellation of the exam in that particular paper.
- Entry of warning in the student's academic record.

For Major Offences

- Cancellation of all papers of that semester examination.
- Debarment from subsequent examinations for one or more semesters.
- Suspension from the college for a defined period.
- Rustication or expulsion in extreme cases.

5. Procedure for Handling Cases

1. Reporting:

Invigilator immediately confiscates material and reports to the Chief Superintendent or Exam Controller with evidence and a written statement from the student.

2. Committee Review:

The **Malpractice Enquiry Committee** (MEC) examines the case, hears both the student and invigilator, and makes recommendations.

3. Decision:

The Principal approves final action based on MEC's recommendation.

4. Communication:

The decision is formally communicated to the student in writing.

5. Appeal:

Students may appeal within 3 working days to the Principal, whose decision shall be final.

6. Composition of the Malpractice Enquiry Committee

- Dean (Academics) – Chairperson
- Controller of Examinations (COE) – Member
- Head of Department concerned – Member
- One senior faculty – Member
- Examination Superintendent – Member Secretary

7. Guidelines for Invigilators

- Conduct thorough frisking before students enter examination halls.
- Record seating arrangements.
- Report any suspicion immediately without confrontation.
- Maintain confidentiality and submit written reports to the COE.

8. Responsibilities of Students

- Read and understand examination instructions in advance.
- Avoid carrying any unauthorized material.
- Cooperate with invigilators during checking.
- Uphold academic honesty at all times.

9. Digital and Online Examination Rules

In online or proctored exams:

- Do not open multiple tabs or communication platforms.
- Do not use external devices, calculators (unless allowed), or note-sharing tools.
- Face and surroundings must remain visible to the webcam.
- Any attempt to disconnect, manipulate the system, or switch screens constitutes malpractice.

10. Record Maintenance

All malpractice cases, enquiry reports, and penalties are recorded and preserved by the Examination Section for a minimum of five years.

11. Amendments

The Academic Council of BMSCE reserves the right to amend or revise these regulations as necessary, subject to ratification by the Board of Governors.