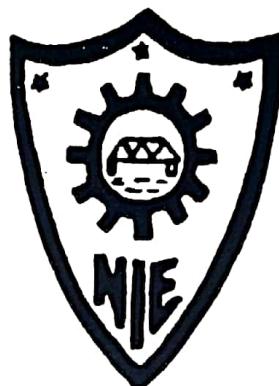


THE NATIONAL INSTITUTE OF ENGINEERING
(Autonomous College, affiliated to VTU)



Estd.:1946

**Manual of Regulations
for conduct of Examinations
under the Autonomous Scheme**
(w. e.f. Academic Year 2016-17)

Approved in 19th ACM
dated 26th Jan 2017

THE NATIONAL INSTITUTE OF ENGINEERING

(Autonomous College, affiliated to VTU)

Manual of Regulations for conduct of Examinations under the Autonomous Scheme (W. e.f. Academic Year 2016-17)

1.0 Preamble:

The National Institute of Engineering, Mysuru was accorded Autonomy under Visvesvaraya Technological University, Belagavi starting from the academic year 2007-08, as per VTU Autonomous College Statutes, 2006, which is framed under VTU Act- 1994 with amendment as on 2006. Further, the VTU Statutes on Autonomous Colleges was amended during 2011. Under this statute as per provision in section 4.4, NIE has evolved methods of assessment of students' performance, the conduct of examinations and notifications of results and follow the statutes pertaining to the award of the Degree / Diploma by the University. Further, NIE has setup an examination system as per the provisions in the VTU Act – 1994.

The following procedures are framed for effective, transparent and timely conduct of examinations specifying the role, duties and responsibilities of the staff involved in the conduct of examination.

1.1 Interpretation of Regulations, unless the context otherwise requires:

- i. '**Chief Superintendent**' means, the Principal, NIE, Mysuru or any competent person appointed by the Principal, NIE, Mysuru, to be in overall control of the examinations conducted at NIE under autonomy.
- ii. '**Examination Centre**' means, any premises consisting of examination halls.
- iii. '**Examination Hall**' includes any room, hall, laboratory, workshop or any other premises such as drawing hall etc., used for conducting examination.
- iv. '**Malpractice**' includes any one or more of the acts as specified in Annexure – I, committed by the candidate during the examination.
- v. '**Malpractice Enquiry Committee (MEC)**' means the committee appointed by the Principal, NIE, Mysuru.
- vi. '**Institute**' or '**College**' means The National Institute of Engineering, Mysuru.
- vii. '**He**' shall also mean **he or she**, and '**him**' shall also mean **him or her** as the case may be in this document.
- viii. '**University**' means Visvesvaraya Technological University, Belagavi.

- 12) After 30 minutes of the commencement of the examination, the unused answer books and question papers shall be returned to the Deputy Chief Superintendent when he visits the examination hall or return it to the office of Chief Superintendent.
- 13) The Room Superintendent shall not accept the answer paper of any candidate without ensuring that, it bears his / her correct University seat number and other information asked on the title page of the answer book.
- 14) The Room superintendent shall not allow the candidate to use unfair means in the examination hall
- 15) No candidate shall be allowed to go out for toilet.
- 16) The Room Superintendents shall take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent, while the examination is going on and also shall not read magazine or newspaper or use the mobile phone.
- 17) The Room Superintendent should ensure that, there is no communication among the candidates in the examination hall.
- 18) Violation of instructions by any candidate shall be brought to the notice of the Chief Superintendent immediately and a written report is to be made regarding such cases to the Chief Superintendent.
- 19) Smoking and / or taking Tea / Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
- 20) Whenever, the candidate wishes to change the pen / ink, the room invigilator shall affix his signature on the top of the facing sheet of the answer book to this effect.

2.5 Relieving Superintendent

The Principal shall appoint required number of Relieving Superintendents to assist the Chief Superintendent for smooth conduct of Examinations.

2.5.1 Duties and Responsibilities:

- 1) The Relieving Superintendents shall report to the Chief Superintendent at least 30 minutes before the commencement of the session of an examination.
- 2) They shall provide relief to the Room Superintendents in the examination hall.

3

Malpractice in the Examination:

3.1

Any candidate appearing for the examination or his accomplice is liable to be charged with committing malpractice if found involved in one or more of the acts specified in Annexure-I

3.2 Procedure for Reporting Malpractice:

- 1) The Controller of examinations shall intimate periodically the principal and all the Heads of the Departments about the regulations in respect of Malpractice to bring it to the notice of students.
- 2) If a Malpractice Case is detected by the Room Superintendent of an examination centre, he shall seize the incriminating materials and the answer script or any other substance forming part of answer and report the same to the Chief Superintendent immediately. The report of the Room Superintendent should be made in the format as given in Annexure VI.
- 3) The Controller of Examinations may appoint one or more teams of Flying Squad members according to the need to ensure proper conduct of examination and to discourage malpractice at examination centre.
- 4) The Squad members shall inspect the examination centre frequently and through surprise visits ensure that the arrangements made and process of conducting examination are adequate and fool proof.
- 5) The squad members shall initiate action to curb malpractices like copying, possession of incriminating materials etc., connected with the examination and report any incident of malpractice impartially.
- 6) The squad members report the cases of malpractices detected, to the Chief Superintendent of examination centre and in turn to the Controller of Examination, immediately for further action.
- 7) The flying squad members shall report simultaneously the instances of grave malpractices such as mass copying etc., to the Controller of Examinations and to take the help of the local police, if necessary for further action as per law.
- 8) When any member of the Flying Squad detects the cases, such member shall also make a statement giving the details of the case in Annexure VIII.
- 9) A sketch plan of the seating arrangements at the examination hall with location of door and with all the register numbers in the Room and marking in red ink the register number of the candidate who indulged in malpractice, has to be prepared. The sketch should clearly give the idea of the probable distance between the position of the Room Superintendent at the time of detection and the location of the candidate found committing malpractice.

- 10) The Chief Superintendent, the Deputy Chief Superintendent and the Room Superintendent concerned shall invariably sign all the documents used in or relating to the commission of malpractice and also the other records such as sketch plan, admission ticket, answer book, invigilators diary, question paper of the candidate etc.
- 11) The candidate, the Room Superintendent, Deputy Chief Superintendent (Wherever available) member of the flying squad (if the case was detected by the squad) and the Chief Superintendent has to give their statement in the prescribed pro-forma (Annexure - V, VI, VII, VIII and IV respectively). If the space provided in the printed pro-forma is not sufficient, extra sheet may be used. These statements should always be full, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- 12) The statement of all concerned shall be provided in their own handwriting.
- 13) If the candidate refuses to handover the incriminating materials or the candidate refuses to give the statement, the statement of the candidate should be asked to record in writing his/her refusal to give a statement. If he refuses to do even that, the facts shall be recorded, duly witnessed by two members of the teaching staff.
- 14) The Chief Superintendent when brought to his notice regarding malpractice either by squad member or by the Room Superintendent shall hold a summary enquiry and record the report of the Room Superintendent, the statement of the candidate in the presence of a teacher other than the Room Superintendent concerned. He shall forward malpractice report (Annexure - III) along with the answer script or other substance and the incriminating materials in a sealed cover or box with the statement and report of the candidate if any, to the Controller of Examination by name, who in turn, shall place all the materials and records received by him before the MEC.
- 15) The Chief Superintendent shall superscribe the term Malpractice Case (MPC) only on the facing sheet of the answer book using red ink and the answer script of the subject booked under malpractice sent separately to the office of the Controller of Examinations, in sealed cover. However, subsequent papers of such candidate booked under malpractice, shall be sent directly to the valuation centre along with other answers scripts and shall not be marked as MPC anywhere. The Chief Superintendent shall report each malpractice case separately unless it is inter-related to the other case.

- 16) The candidates booked under malpractice shall be allowed to write the subsequent papers. Having allowed appearing for the papers after booking the case under malpractice, the candidates have no claim over the performance of the subsequent papers. The scripts of those candidates booked under malpractice will be evaluated only after the concurrence of the MEC. The decision of the MEC regarding penalties (as per Annexure - II) will be final in the matter.
- 17) When a candidate is booked under malpractice, the Chief Superintendent shall strictly adhere to the following:
- Debar the candidate from writing that particular examination, in which he is booked under Malpractice.
 - Issue a memo instructing the candidate to attend the meeting of the committee on a specific time, date and place.
 - Send the answer script of that particular examination directly to the office of the Controller of Examinations along with other relevant documents. It shall be superscribed on the left hand corner of the facing sheet as M P C. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script
 - Do not confiscate the admission ticket.
 - Permit the candidate to write the subsequent examinations, if any. Such answer scripts, without bearing BOOKED UNDER MALPRACTICE anywhere, shall be directly sent to the valuation center along with other answer scripts.
18. If an examiner suspect malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall return the answer script with reasons in writing to the Controller of Examination, by name and detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other candidates are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forward to the Controller of Examinations. The decision pertaining to above penalties and punishments of the candidate may be communicated to all the concerned in the college.
19. Enquiry under Malpractice Enquiry Committee is independent of the criminal proceedings, if any, in the appropriate court of law.

3.3 Procedure for Imposing Penalties and Punishments:

- 1) No penalties may be imposed on a candidate until an enquiry is held, in the manner hereinafter provided.
- 2) The Chief Superintendent shall issue a memo to the candidate directing him to appear before the Malpractice Enquiry Committee (MEC) for an enquiry on a specified time and date at a specified venue.
- 3) Candidate shall appear for himself and shall not engage a legal practitioner for the purpose.
- 4) The MEC shall in the course of enquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The candidate shall be entitled to cross examine the witnesses and the documentary evidences produced in support of the charges as well as to give evidence in defense.
- 5) At the conclusion of the enquiry, the Malpractice Enquiry Committee shall submit a report to the Principal with findings on each of the charges together with all the documents and recommend penalties and punishments that may be imposed if charges are established.
- 6) In case of failure by the candidate to appear before MEC on the date/time specified, the Malpractice Enquiry Committee shall enquire into charges alleged against the candidate and impose the necessary penalties and punishments as ex parte decision.

3.4 Authority for Imposing Penalties and Punishments:

The Principal in turn may impose the penalties and punishments proposed and send the report to the Governing Body of the College.

3.5 Penalties and Punishments:

Imposition of Penalties and punishments recommended by the Malpractice Enquiry Committee rests with the Principal of the College for various types of malpractices as detailed in the scheduled annexure (Annexure - I)

4. Appointment of an amanuensis for the disabled candidate appearing for the examination:

Physically handicapped candidate writing the examination can take assistance from another person who is normally called as **AMANUENSIS**. An amanuensis can be appointed by the Controller of Examinations to the candidate who is really disabled to write his examination with his own hand. While appointing an amanuensis the following procedure shall be followed strictly:

- 1) An amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his own hand.
 - 2) A candidate seeking the assistance of an amanuensis shall submit an application to the Principal through the Controller of Examinations with the following documents.
 - a) Medical Certificate from the Medical Officer of a Government or higher grade hospital showing the inability to write the examination with his own hand.
 - b) No relation certificate, showing that there is no relation between the candidate and the amanuensis, which shall be attested by Gazetted Officer.
 - c) Attested copies of testimonials of an amanuensis.
 - d) Declaration from the candidate and the Amanuensis stating that they will not indulge in any malpractice
 - e) One A4 size paper hand written matter, which is written by the amanuensis.
 - f) Three recent passport size photos of the amanuensis attested by the concerned Head of the Department.
 - 3) An amanuensis appointed must be of lower grade education than the candidate and should not be studying in engineering field.
 - 4) The Chief Superintendent shall arrange a suitable room for the candidate and the amanuensis and appoint a room superintendent for the candidate and to be changed daily.
 - 5) If the disabled candidate (temporarily disabled) requests to write the examination with his own hand he shall submit an application to the Principal through the Controller of Examinations seeking grant of extra time of 60 minutes to write the examination, with concerned medical certificates and the attested copies of the such permission letters, if any.
- 5. Eligibility Criteria for appearing in Semester End Examination (for theory courses) and Semester End Test (for Practical courses)**
- 5.1 Attendance Requirement** (as per section 11.12 of the Academic Regulation 2014 amended).
- 1) Each student must attend every theory class, tutorial and practical sessions for which he has registered.
 - 2) To account for approved leave of absence (e.g. representing the college in sports / extra curricular / placement / NCC or NSS activities), the attendance requirement shall be a minimum of 85%

Annexure- I

Any one or more of the following acts by a candidate during the examination shall be considered as Malpractice.

- 1) Unruly behavior inside or near the examination hall.
- 2) Bringing into the examination hall or being found to be in possession of portions of a book, manuscript or any other material or matter which is not permissible to be brought into the Examination Hall.
- 3) Copying or taking aid from any material or matter referred to in sub-clause (b) above to answer in the examinations.
- 4) Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the Examination.
- 5) Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate within the Examination Hall.
- 6) Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official or officer of the College for favours in the examination hall or to the examiner in the answer script.
- 7) 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.
- 8) Approaching directly or indirectly the teachers, officers, officials or examiners or bring about undue pressure or undue influence upon them for favour in the examination.
- 9) Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.
- 10) Impersonating or allowing any other person to impersonate to answer in his place in the examination hall.
- 11) 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.
- 12) Supply of copying material inside or from outside the examination hall.
- 13) Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusing language.

- 14) Writing in the Question Paper / Admission Ticket and / or passing to the other candidate in the Examination Hall.
- 15) Having any written matter on Scribbling Pad, Calculator, Palm, Hand, Leg, Hand Kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,
- 16) Bringing mobile phone to the Examination Hall.
- 17) Destroying any evidence of Malpractice, tearing or spoiling the answer script or running away along with the answer script from the Examination Hall or Premises.
- 18) Attempting to use any unfair means.
- 19) Any act enlisted above or such act, which may be deemed as unjustifiable by the MEC.

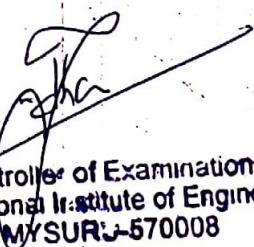
**GUIDELINES FOR RECOMMENDING PENALTIES AND PUNISHMENTS TO
THE STUDENTS INVOLVED IN MALPRACTICE DURING THE EXAMINATION**

The Guidelines for recommending penalties at punishments to the students involved in Malpractice during University shall be as given below in tabular form.

Sl. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	<p>1. Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusing language.</p>	<p>a. Fine not less than Rs. 2,000/-</p>
	<p>2. Writing in the Question Paper / Admission Ticket and / or passing to the other candidate in the Examination Hall.</p>	<p>b. <i>Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice, with a permission to register in the immediate makeup term examination.</i></p>
	<p>3. 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.</p>	<p>c. <i>Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice and debarring the student from appearing in the immediate makeup term examination.</i></p>
	<p>4. Possession of Electronic devises like mobile. Programmable Calculator, Pen-drive or any other electronic devices / storage devises in the examination hall.</p>	<p>d. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p>
	<p>5. Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answer in the examination. Having any written matter on scribbling pad, Calculator palm, Hand, Leg hand Kerchiefs, Clothes, Socks, Instrument Box. Identity Card, Hall Ticket, Scales etc.)</p>	<p>e. Debarring the student from appearing for one more subsequent examinations</p>
	<p>6. 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.</p>	<p>f. Debarring the student from appearing for two more subsequent examinations</p> <p>g. Debarring the student from appearing for three more subsequent examinations.</p> <p><i>The MEC shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.</i></p>

II,	1.	Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate within the Examinations Hall.	a. Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice, with a permission to register in the immediate makeup term examination.
	2.	Making any request of representation or inducing to bribery to Room Superintendent or and any other official or officer of the University / College for favours in the examination hall or to the examiner in the answer script.	b. Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice and debarring the student from appearing in the immediate makeup term examination.
	3.	Approaching directly or indirectly the teachers, officers, officials or examiners or bring about undue pressure or undue influence upon them for favour in the examination.	c. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).
	4.	Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.	d. Debarring the student from appearing for one more subsequent examinations.
	5.	Receiving material for copying from inside or outside the examination hall.	e. Debarring the student from appearing for two more subsequent examinations
	6.	Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter which is not permissible to be brought into the examination hall.	f. Debarring the student from appearing for three more subsequent examination.
	7.	Copying or taking aid from any material or matter referred to in sub-clause V (l & m) above to answer in the examinations.	<i>The MEC shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.</i>
	8.	Having any written matter on Scribbling Pad, Calculator, Palm, Hand, Leg, Hand Kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,	
	9.	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.	
	10.	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.	
III		Repeated Indulging in malpractice.	<p>a) Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>b) Debarring the student from appearing for subsequent examinations extending up to three more examination.</p>
IV		<p>1. Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.</p> <p>2. Threatening with weapons or any other means to the Room Superintendent, Members of the Flying Observers, officers . Officials of the Examination centers / University</p>	<p>Rusticate the student from University.</p> <p>In case of Impersonation, both the students concerned shall be handed over to the police by the Chief Superintendent with an intimation to the University.</p>



Controller of Examinations
The National Institute of Engineering
MYSURU-570008