

TKM COLLEGE OF ENGINEERING, KOLLAM-5

POLICY AGAINST MALPRACTICE

No. P1/362/1/2016

15.12.2016

Following is the policy for proceedings against the students found involving in malpractices during internal examinations.

- 1. The Institution will follow a zero tolerance policy against malpractices of all kinds during internal examinations.*
- 2. Candidate found involving in any sort of malpractices during an internal examination will not be permitted to further attend the examination. The invigilator on duty should send the student out of the hall immediately. The matter is to be reported to the authorities in writing, along with the answer script, as soon as possible or immediately after the completion of the examination. The statement submitted by the invigilator on duty will be taken in face value for any further action in this regard.*
- 3. In any such case of reporting from the invigilator on duty, the respective internal examination of the candidate(s) will be treated cancelled. The invigilator/superintendent of examinations is authorized to proceed with disciplinary actions immediately and release appropriate orders/warning letters. Copies of the order/warning letters shall be forwarded to the respective senior adviser of the candidate through the HoD.*
- 4. If a candidate is reported involved in malpractices again, all internal examinations appeared/to be appeared by the candidate in that series will be cancelled. The superintendent is authorized to proceed with the disciplinary actions and release appropriate orders. Copies of the order shall be forwarded to respective HoDs and senior advisers of the candidate. The senior advisers are to file copies of such incidences/reports in the advisory file of the candidate.*
- 5. In no case the candidate will be given re-test/makeup test for the same subject(s), if reported involved in malpractice.*

6. *Mobile phones are not permitted in the examination hall. In cases where, mobile phones (or any other communication devices) are seized from candidate in an examination hall, the same will not be returned.*
7. *It is the responsibility of the candidate to hand over the answer book to the invigilator in person before leaving the hall. Failure to do will also be treated as a malpractice.*
8. *All unfair means in the examination hall reported by the invigilator on duty or any authority entrusted by the Principal, will be treated as malpractice.*
9. *In the cases of malpractices being noticed by the Superintendents of examinations/or by any person entrusted by the Principal, they can seek report from the invigilator concerned and act accordingly.*

**PRINCIPAL**

Copy to: all HODs, Deans, Student affairs, Superintendent of Examinations, NBS, website, Student representatives, AA, Examination office