



UNIVERSITY OF HYDERABAD  
Prof. C.R. Rao Road, Central University (P.O.)  
Gachibowli, Hyderabad-500 046, Telangana, India

O/o the Controller of Exams  
University of Hyderabad  
Exams Branch  
Telephone :040 23132120

UH/Exams/2016/

26/04/2016

**CIRCULAR**

\*\*\*

Sub: Malpractices (prevention and disciplinary action) rules - Reg  
Ref : Vice Chancellors approval dated 22.04.2016

In pursuance to the approval of the guidelines recommended to deal with cases of malpractices by the 76<sup>th</sup> Academic Council, the following rules are herewith notified. They shall be known as Malpractices (prevention and disciplinary action) rules:

**A) DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER CONDUCT IN EXAMINATIONS**

	<b>Nature of Malpractices/Improper conduct</b>	<b>disciplinary action</b>
1		
(a)	If the candidate possesses or arranges access in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material (in any forma) concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made us of ( material shall include any marks in any format (diagrams, clues, writing) on the body of the candidate which can be used as an aid in the subject of examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any body language methods or communicates through any means with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that paper only of all the candidates involved. In case of an outsider, she/he will be handed over to the police and a case is registered against him/her.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators,	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared

	palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	including practical examination and project work and shall not be permitted to appear for the remaining examination of the subjects of that Semester/year. The Hall Ticket of the candidate will be cancelled and sent to the University.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the. The performance of the legitimate candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from admission class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.  If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4	If the candidate carries in the Answer Book or Additional Sheet or takes out OR arranges to send out the question paper during the examination OR answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from admission class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of admission.
5	If the candidate uses objectionable, abusive or offensive language in the answer paper, or in letters to the examiners or communicates with the examiner in any form requesting her/him to award pass marks or makes any other request.	Cancellation of the performance in that subject.
6	If the candidate leaves the exam hall taking away answer script or intentionally tears off the script or any part thereof making it illegible in any form or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other papers the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from admission class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of admission.

7	If student of the School, who is not a candidate for the particular examination or any person not connected with the school indulges in any malpractice or improper conduct.	Student of the school : expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the admission. Person(s) who do not belong to the School/University will be handed over to police and a police case will be registered against them.
8	Copying detected on the basis of internal evidence, during evaluation or during special scrutiny as may be undertaken by the University.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
9	If any malpractice/misbehavior is detected which is not covered in the above clauses 1 to 8 shall be reported to the University for further action to award suitable disciplinary action.	

Note: No supplementary examination shall be permitted for those students who are caught in cases of malpractice.

**B) The following shall be ensured by the School in preparations for examinations:**

1. Physical (seating) arrangement shall be handled by the school in such a way that concerned teacher can effectively invigilate.
2. All stationery shall be provided by the school in the examination hall.
3. Question paper shall be brought in by the concerned teacher and the responsibility shall lie with the concerned teacher.
4. Washrooms/lavatories etc to be cleared one day before the examination begins and every day thereafter till the end of the examinations.

As internal examinations (continuous evaluation) also affects term end examinations, therefore the following rules with regards to conduct of internal examinations have been made:

1. Teacher shall conduct a test each month avoiding the month in which end-semester exams are conducted.
2. The concerned faculty should mandatorily invigilate the semester end examination of his/her course.
3. The Deans/HoD's will ensure that tests are conducted every month using such means as found suitable.

**C) Distribution of roles and responsibilities in the examination hall:**

Sl. no	Students	Responsibilities	
		Faculty	School Administration
1.	Shall not carry any material, phones except instruments to write , scale, pencil, scientific Calculator.  Only admit card and stationery shall be permitted	Shall ensure the same	Frisking before entering the hall including checking for writing on body, hands etc.
2.	Shall not talk, Communicate in any manner with anyone except the invigilator.	Shall invigilate personally with the assistance of scholars, office staff as needed.	Shall provide water etc. so that movements of the students are restricted.
3.	Shall not be allowed to go out during the first half-hour and not more than once during the examination.	Shall ensure that not more than one student goes out of the hall at any given time.	

**Mode of Implementation:** If a student is caught for malpractice by any official concerned with the conduct of examination, he shall be handed over to the Dean of the School. The Dean of School shall identify the Nature of malpractices/Improper conduct as indicated from 1 to 8 or 9 as the case may be in the table above at A, and forward all such cases to the Office of the Controller of Examination. The office of the Controller shall process the complaints and hand out disciplinary action as per the recommendations given against each case in the table at A.

The above rules shall come into effect from 1<sup>st</sup> July, 2016.

Sd /-  
**Controller of Examinations (I/c)**

Copy to:

1. All Deans of Schools/ Heads of Departments/ Director of centers
2. Director CIS
3. All faculty members, staff and students
4. Secretary to V.C, P.A to Registrar, P.A to FO
5. All notice boards
6. Webmaster – with request to upload on the University website.