

**Govt College for Women (A) Guntur**  
**Internal Quality Assurance Cell**  
**Institutional Policies**

**Policy On Prevention of Malpractice in the Semester End Examinations**

**Mission Statement:** Instilling values, assuring transparency and fairness in the conduct of examinations as part of assessment.

**Malpractices/Improper conduct Punishment If the candidate:** If a student

i. (a) Possesses or keeps accessible in examination hall, any paper, notebook, programmable calculators, Cell phones or any other form of material concerned with or related to the subject of the examination (theory or practical) in which she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)

**Punishment:** Expulsion from the examination hall and cancellation of the performance in that subject only.

ii. Gives assistance or guidance, receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or students in or outside the exam hall in respect of any matter.

**Punishment:** Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved.

iii. Has copied in the examination hall from any paper, book, and programmable calculators, mobile any and any other form of material relevant to the subject of the examination in which the candidate is appearing.

**Punishment:** Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The Hall Ticket of the candidate is to be cancelled and sent to the Exam Branch

iv. Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.

**Punishment:** Cancellation of the performance in that subject.

v. Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent/any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall.

**Punishment:** they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year.

vi. Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.

**Punishment:** Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared not be permitted for the remaining examinations of the subjects of that semester. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

11. Copying detected based on internal evidence, such as during valuation or during special scrutiny.

**Punishment:** Cancellation of the performance in that subject and all other subjects the candidate has appeared for the semester.

12. If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Exam Branch for further action to award suitable punishment.