FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)®
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Focus on Excellence

Office of the Controller of Examination
FISAT

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ACADEMIC DISCIPLINE AND MALPRACTICES IN EXAMINATIONS – DETAILS OF PUNISHMENTS

All faculty members and students are hereby instructed to read and familiarise themselves with these rules. All students are expected to strictly follow the prescribed guidelines and maintain the highest standards of honesty, discipline, and academic integrity during examinations.

All students are advised to be fully aware of these regulations and strictly refrain from any form of examination malpractice.

Details of punishments are listed below:

Clause	Subclause	Nature of Malpractice	Recommended Punishment
1)	a)	The introduction and/or possession of any non-permissible material relevant to the examination in the examination hall. This includes items such as bits of paper, hall tickets with written matter, scribbling on hall tickets, and any written material on calculators, handkerchiefs, data books/handbooks, instrument boxes, identity cards, scales, clothing, chappals, socks, masks, or any part of the body. Any such actions will be considered malpractice.	Debar all registered courses in that examination definition and also imposition of a penalty of Rs 2000
	b)	Writing on the question paper and passing it to other student(s) in the examination hall	
	c)	Copying from a neighbour's answer script, whether by mutual consent or by peeping into another candidate's script	
	d)	Deliberately occupying a seat other than the one assigned, with the intention of cheating during the examination	
	e)	Threatening or requesting a neighbouring candidate to show their answer script	
	f)	Helping neighbours to answer questions	
	g)	Writing register number, name, name of college, or any other identifying marks within the answer book	
	h)	Writing appeals to the examiners in the answer script.	
	i)	Refusing to handover question paper when leaving the examination hall during examination hours.	
	j)	Passing of answers from outside	
	k)	Disobeying the invigilator or other officials, or showing resistance to instructions from authority.	

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Clause	Subclause	Nature of Malpractice	Recommended Punishment
2)	a)	Possessing two copies of hall tickets with written matter on one of them, adding additional printed pages with materials in the code/data book, and including verbatim text from textbooks in the answer sheets. A lot of questions answered by the candidate were found to match those obtained through Google search.	Debarment for two chances for the concerned course, along with debarment from all registered courses in that examination definition. Additionally, a penalty of ₹2,000/- will be imposed.
	b)	Possessing non-permissible materials in large quantities (more than five bits or sheets).	
	c)	Possession of non-permissible materials in the form of reduced photocopies.	
	d)	Refusing to hand over non-permissible material brought into the examination hall to the invigilator.	
	e)	Copying from any material and refusing to comply with the instructions or warnings given by the invigilator.	
	f)	Deliberately tampering with or overwriting the barcodes and alpha-numeric code on the answer sheets.	
	g)	Deliberately changing/replacing register numbers	
	h)	Purposefully tampering answer books, removing pages	
	i)	Possession of Xerox copies of textbook, printed Material, Xerox copy of notes, or Notebook	
	j)	Possession of mobile phones, tablets, pen cameras, smartwatches, Bluetooth or wired headsets, or any other electronic, communication, or storage devices.	
	k)	Copying from a neighbour's answer script with mutual consent, by exchanging or handing over the answer sheet to the neighbour.	
	l)	Destroying evidence of malpractice, such as tearing or mutilating the answer scripts, refusing to hand them over, or running away with the answer scripts from the examination hall.	
3)	a)	Impersonation	Permanent debarring, with the case referred to the police
	b)	Manhandling or threatening the invigilator, examination officers, or any authority of the University.	
	c)	Tampering with the answer books of other candidates	
	d)	Communicating answers from outside or sending question papers to outside sources through electronic media. Using any form of electronic or cyber media for cheating in examinations.	
	e)	Smuggling question papers or other examination materials	
4)		Copying from neighbour's answer scripts (more than 3 students involved).	Debar for two chances for the course concerned and also debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-.
5)	a)	Repeating malpractice-second time. One time earlier, any type of malpractice.	Debar all registered courses in that semester including supplementary and imposition of a penalty of Rs. 10,000/-
	b)	Repeating malpractice-third time. Two times earlier, any type of malpractice.	Debar all registered courses in that semester including supplementary and imposition of a penalty of Rs. 20,000/-

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Clause	Subclause	Nature of Malpractice	Recommended Punishment
	c)	Repeating malpractice-fourth time. Three times earlier, any type of malpractice.	Permanent debarring and Penalty: Rs.30000/-
6)		Any type of malpractice, but students did not attend the DAC meeting	The student will be given one more opportunity to appear before the DAC. If the student fails to attend the DAC again, Appropriate Recommendations can be made by the respective DAC in accordance with the prescribed guidelines, assuming that the student has committed the alleged malpractice.
7)		Did not produce proper ID card	EGC shall check whether impersonation has occurred.
8)		Threatening/bribing invigilators, evaluators, officials and examiners in person or through the answer books.	Based on the severity of the malpractice, the minimum penalty shall be debarment for two chances for the concerned course, along with debarment from all Registered courses in that examination. A penalty of ₹2,000/- will also be imposed. The Maximum penalty shall be debarment from all courses registered in that semester, Including Supplementary examinations, along with a penalty of ₹10,000/-.
9)	a)	Disturbing the candidates by entering the examination hall from outside.	Based on the gravity of the malpractice, the minimum penalty shall be debarment for two chances for the concerned course, along with debarment from all registered courses in that examination. A penalty of ₹2,000/- will also be imposed. The maximum penalty shall be debarment from all courses registered in that semester, including supplementary examinations, along with a penalty of ₹20,000/-.
	b)	Disturbing the candidates from outside the examination hall	
	c)	Stealing answer books	
	d)	Breaking open the closed examination halls.	
10)		Purposefully tampering arrangements for conduct of examinations.	Based on the gravity of the malpractice, the minimum penalty shall be debarment for two chances for the concerned course, along with debarment from all registered courses in that examination and imposition of a penalty of ₹2,000/-. The maximum penalty shall be debarment from all courses registered in that semester, including supplementary examinations, along with a penalty of ₹20,000/-.
11)		All the above punitive actions are applicable for Practical Examinations also.	

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