



EXAMINATION – RULES & REULATIONS

Sub: Guidelines to students appearing for Examinations

I. Identity check

Students will be allowed into the examination hall only after presenting the Hall – ticket along with the Permanent Photo identity card, issued by the Institute.

II. Reporting Time

1. Students must report in the examination hall at least 15 minutes before the start of the examination.
2. No Student will be allowed into the examination hall 15 minutes after the commencement of the examination.
3. No student is allowed to leave the hall until the last 30 minutes of the examination.

III. Items allowable into Examination Hall

1. Students should bring their own pencils, pens, erasers, rulers required for the examination.
2. Mobile phones, dictionaries, electronic dictionaries, written or electronic media, electronic devices, or any other materials are not permitted/ allowed into the examination hall, with the exception of devices used for assisting students with hearing visual or other physical difficulties.
3. Exchange of pens, pencils, calculators, study material, etc. is not permitted.
4. Programmable calculators are not permitted into the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and a report on the matter will be made on the invigilator's declaration form.

IV. During Examination

1. A student shall fill in Student ID, Course Name, Course Code, Date of Examination and any other details asked in the space provided on the front page of the answer booklet.
2. Other than the designated place, the student shall not write/mention his/her Student id, name or any other personal details in the answer booklet. Any violation of this will be treated as a malpractice case and necessary action will be initiated against the student as per the extant rules of the University.
3. A student is prohibited from: writing letter or statements addressing the evaluator, using objectionable, abusive or offensive language in the answer paper, requesting the examiner to award pass marks or tries to communicate/convey/threaten the examiner by drawing pictures. Any violation of this will be considered as a malpractice case and will invite disciplinary action.
4. An examination written on any other paper other than the Answer booklet provided by the invigilator is considered invalid.

5. During an ongoing examination, students are not allowed to take the answer booklet outside the examination hall. After the examination, the student should personally submit his/her examination answer sheet to the invigilator.
6. A Student shall strike-off all the blank answer blank pages in the answer booklet, before handing it over to the invigilator.
7. Before handing over the answer booklet make sure that it is signed by the invigilator and that all the required details are filled in.
8. Even a blank answer sheet shall be handed to the invigilator.
9. Answer booklet, once submitted to the invigilator will not be given back to student under any circumstances.

V. After the Completion of Examination

1. After the submission of answer booklet the student shall leave the examination centre immediately.
2. Before leaving the exam hall he/she must make sure that he/she has collected all his belongings.
3. No student shall re-enter the examination hall after leaving it.

VI. Miscellaneous:

1. During the examination period, there must be no communication among students or between a student and an outsider via any mean, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to bathroom/s.
2. In case of courses like English, Telugu, soft skills or management courses, where the student is asked to write leave letter/application in the question paper, the student shouldn't write his ID and Name as part of the answer.
3. No student shall leave his/her assigned seat without the permission of the invigilator.
4. It is the invigilator's discretion to decide whether, there is enough reason to remove a student from the examination hall owing to disorderly conduct.
5. The students must ensure before they leave the examination hall that they have signed the attendance sheet.
6. If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator. Suitable arrangement will be made for proper medical attention.



Sub: Graded punishments to the students who indulge in unfair means during examinations

Malpractice and the Graded punishments

	Nature of Malpractice	Recommended Punishment
1.	Writes Student ID/Name in the answer booklet other than at the designated place (or) 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.	The erring student(s) shall be awarded 'R' grade in the subject concerned .
2.	Communicating with neighbors in the examination hall	The erring student(s) shall be awarded 'R' grade in the subject concerned .
3.	Possessing incriminating* materials inside the examination hall (or) Possessing the answer book of another candidate (or) Passing on answer book to another student (or) Exchange of question papers, with some answers jotted down on them (or) Individual referral of material/discussion with other students, during visit outside the examination hall	The Disciplinary committee shall have the discretion to recommend one of the Following punishments in addition to confiscation of materials and hold till the decision is given. 1. The erring student(s) shall be awarded 'R' grade in the subject concerned and one grade less in all the other subjects in the concerned semester (or) 2. The concerned student(s) shall be awarded 'R' grade in all the subjects in the concerned semester
4.	Impersonates any other candidate in connection with the examination	1. The candidate who has impersonated shall be expelled from examination hall. He would be debarred and his seat gets forfeited. 2. Candidate who has been impersonated shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for Examinations of the remaining subjects of that semester. The candidate is also debarred for ONE semester from classwork and all University examinations. 3. If the imposter is an outsider, he will be handed over to the police and a policecase

		will be registered.
5.	<p>Smuggling of answer scripts during or after the Examination</p> <p>(or)</p> <p>Misbehaves or behaves rudely with fellow students/invigilator/ any officer on duty, refusing to obey the instructions of the Invigilator</p> <p>(or)</p> <p>Leaves the exam hall taking away answer script</p> <p>(or)</p> <p>Intentionally tears of the script or any part thereof inside or outside the examination hall.</p>	<p>1. 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.</p> <p>2. The candidate is also debarred for ONE semester from class work and all University examinations.</p>

(* incriminating materials include written/printed material; unauthorized additional sheets without or with write-ups, bits, scribbles on scales / handkerchief / on the body; abuse of calculator / organizer / cell phone, etc.)

Disciplinary action: Once the invigilator/squad identifies malpractice, the case will be presented to the disciplinary committee and the final decision on the disciplinary action to be imposed on a student(s) shall be taken by the committee.

The Disciplinary Committee constituted by the University for deciding the punishments to be imposed on erring student(s) will consist of:

S.No.	Committee	Designation
1.	Administrative Officer	Chairperson
2.	Controller of Examination	Convener
3.	Associate Dean (Engg./Science)	Member
4.	Associate Dean (Student welfare)	Member
5.	Chief Warden	Member
6.	Head of the Department (Concerned)	Member
7.	Centre Superintendent	Member
8.	Subject Expert	Member
9.	Invigilator	Member

ANNEXURE. I
RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES, BASAR
REPORT OF MALPRACTICE (To be filed by Invigilator)

1.	Name of the Student and ID	
2.	Type of Examination	EST/MT1/MT2/MT3
3.	Name of the Course with Code	
4.	Date and Time of Examination	
5.	Time at which the Invigilator or officer on duty identified the candidate involving in malpractice	

Nature of Malpractice	Please tick
Found in possession of incriminating material (or) Passing on answer book/incriminating material to another student	
Possessing the answer book of another candidate or Possessing Question paper with answer jotted on them	
Communicating with neighbors inside or outside the examination hall	
Communicating/copying from material during visits to washroom	
Case of Impersonation	
Misbehaves or behaves rudely with fellow students/invigilator/ any officer on duty (or) refusing to obey the instructions of the Invigilator.	
Leaves the exam hall taking away answer script (or) Intentionally tears of the script or any part there of inside or outside the examination hall.	
If any others, Please write in detail about the nature of malpractice:	

(* incriminating materials include written/printed material; unauthorized additional sheets without or with write-ups, bits, scribbles on scales / handkerchief / on the body; abuse of calculator / organizer / cell phone, etc.)

This report should also be accompanied, by a statement made by the candidate himself/herself in writing and of all papers/material seized from him/her. The answer-books of candidate resorting to malpractice should be forwarded to the Controller of Examinations along with this report. The seating plan of the Examination Hall where the candidate was caught resorting to malpractice must be sent along with this.

Invigilator Sign. of the Student Superintendent Addl. Controller - Exams