

Karnatak University, Dharwad



Examination Centre

Instructions to the Squad Members 2018 onwards

Instructions to the Squad Members

1. It is a responsibility of squad members to ensure the fair conduct of University Examinations in various examination centers.
2. Squad Members shall visit the examination Blocks and follow the following regulations in order to ascertain the fair conduct of Examinations.

INDISCIPLINE AND MALPRACTICE IN THE UNIVERSITY EXAMINATIONS

R.1: Nature of Indiscipline

The following shall be construed as acts of Indiscipline in the context of University Examinations:

- a) Misbehaviour on the part of the candidate either verbally, physically or by use of lethal weapons etc., in the examination hall by way of threatening the invigilator, other staff involved in the conduct of examination, squad members, Registrar (Evaluation) or any authorized person appointed by the Karnatak University authorities to supervise examination work.
- b) Possessing narcotic drugs or using alcohol in the examination hall or any other behaviour or acts that adversely affect the conduct of the examinations.
- c) Making any mark in the answer book with a view to disclose his/her identity to the examiner.
- d) Writing any kind of an appeal or threat or message or enticing statements to examiners in the answer books.
- e) Writing anything on the question paper (Except Exam. Reg. No.) or passing such a question paper to others with an intention to help him/her, copy.
- f) Intentionally tearing or spoiling the pages of an answer book.
- g) Destroying or attempting to destroy any evidence pertaining to a case of indiscipline or malpractice.
- h) The examiner / staff involved indulging in harassing the student/s during internal assessment (IA), theory and practical examinations.
- i) Any other unfair incidents, not covered in the above and as decided by the Chief Superintendent of the examination centre if, thereby the sanctity of the University Examination system is affected.

R.2: Nature of Impersonation

The following shall be construed as acts of 'Impersonation' in the context of the University Examinations:

- a) Impersonation – He / She on others behalf/other/s on his/her behalf, writing the examination.

R.3: Nature of Malpractice

The following shall be construed as acts of Malpractice in the context of the University Examinations:

- a) Possessing or having access to any book, notes, printed or written materials or possessing gadgets of any kind including a mobile, in the examination hall.

- b) Seeking or receiving assistance from either outside or from within the examination hall and giving assistance to fellow examinees for answering in the examination.
- c) Copying or attempting to copy from a book/*chit* or the answer books of others or allowing copying from one's answer book/*chit*/book.
- d) Attempting to send out / take out answer books or additional sheets from the examination hall or receive from outside the examination hall, any assistance of this kind with the object of inserting them in the candidate's answer books.
- e) Encouragement for mass copying by the College Management/ Room Invigilator / Chief Superintendent / Deputy Chief Superintendent /any other staff involved in or entrusted with the conduct of the examination.

Mass copying means: Copying by more than 20 % of the candidates in a given examination block involving copying from chits /books/ through the answer books of candidates next to them or anybody in the hall through Electronic Gadgets or dictation by a student / Invigilator/ any other person/s or through any other means (at the given examination block).

- f) Any other unfair incidents not covered in the above as decided by the Chief Superintendent of the examination centre by which the sanctity of University Examination system is affected.

R.4: *Procedure for reporting the cases of Indiscipline/ Impersonation/Malpractice*

Part –I: Indiscipline

- i. Procedure for reporting the cases of Indiscipline

Any kind of incidents as mentioned in the section R.1(except the cases (a) and(b)) related to the Indiscipline in the examination centre (inside / outside the examination block but within the premises of the examination centre) **observed** by the Invigilator / Chief Superintendent /Deputy Chief Superintendent /Squad member / Registrar (Evaluation) / any authorized person appointed by the Karnatak University authorities for the examination, shall be reported to the Chief Superintendent of the examination in the following manner.

- a) As soon as a case of indiscipline is noticed or detected by any of the above person/s, he/she shall, in the first instance prevent such candidates from writing the examination, and take possession of his / her answer-script along with the relevant question paper and evidences to prove indiscipline, and inform the matter to the Chief Superintendent / Deputy Chief Superintendent who, in turn, shall go to the spot as soon as possible.
- b) The Chief Superintendent shall take the candidate outside the examination block and conduct an inquiry of the candidate in the presence of at least two other persons involved in the examination duty as witness. Chief Superintendent/Squad member / University authority shall mark across the Front page of the answer script, the term, “**INDISCIPLINE**” in capitals and affix their signature on the same along with that of the student. An undertaking shall be obtained from the candidate stating that such indiscipline will not be repeated by him/her in future during University examination/s. The witnesses and the Chief Superintendent shall endorse the undertaking. In case, a candidate refuses to give an undertaking in respect of the alleged indiscipline, persons acting as witness and the Chief Superintendent shall prepare a joint report in detail.

- c) Undertaking and the Report shall be sent along with his / her answer Script and evidences if any in a separate sealed cover marked as “**INDISCIPLINE CASE**” (at the said examination) to the Registrar (Evaluation) immediately by registered post.
- d) However, the candidate shall not be allowed to sit for the said paper but shall be allowed to take the examination for the remaining papers including theory/practical of the course if any, provided, there is no breach of faith by the candidate according to the undertaking given by him / her.
- e) In case of incidents related to **R.1 (a) and (b)**, the above procedure (R.4i (a) to (c)) shall be executed by the Chief Superintendent. Further, such cases shall be dealt with, by the Head of the Institution as per legal procedure by reporting to the nearest police station for criminal prosecution.
- f) However, such a candidate shall not be allowed to write the examination for remaining papers of the course or any other course/s of Karnatak University in future till the decision is made by the court in his / her favour.
- g) In case of incidents related to **R.1 (h) viz., indiscipline** by the examiner/ staff involved in incidences like harassment / obstruction / threat on one side & collusion on the other, during IA, theory and practical examinations which are evidenced by Chief Superintendent or reported by the Students during examination, the Chief Superintendent shall report such incidents to the Registrar (Evaluation) immediately.

Part –II: Impersonation

ii. Procedure for reporting the cases of Impersonation

- a) In case of incidents related to impersonation, as mentioned in **R.2**, similar procedures mentioned in R.4i (a) to (c) shall be executed by the Chief Superintendent. Further, such an impersonator shall be taken into the custody of Head of the Institution—and shall be dealt with as per legal procedure by reporting to the nearest police station for criminal prosecution. The same procedure shall be executed in the case of the registered candidate.
- b) However, both the registered candidate and the impersonator shall not be allowed to write the examination for the remaining papers of the course or register for any other courses of Karnatak University in future till the decision is made by the court of law in his / her favour. However in such cases the matter must be brought to the notice of all concerned in the university to avoid any mistake in the admission including the school of correspondence course.

Part –III: Malpractices

iii. Procedure for reporting the cases of Malpractices

Any kind of incidents as mentioned in the section R.3 related to Malpractices in an examination block **observed** by the Invigilator / Chief Superintendent / Deputy Chief Superintendent / Squad member / Registrar (Evaluation) / any authorized person appointed by the Karnatak University authorities for the examination shall be reported to the Chief Superintendent following the procedure shown below.

- a) As soon as a case of malpractice is noticed or detected, similar procedure mentioned in R.4i (a) to (c) shall be executed by the Chief Superintendent/Squad member / University authority by marking across the Front page of the answer script by the term “MPC” in capitals and duly signed by him / her.
- b) In addition to the above, the Chief Superintendent shall collect all materials and evidences, and shall prepare a list of such materials by giving proper descriptions so as to identify them at the time of inquiry, in the future. Further, Chief Superintendent/Squad member / University authority and candidate shall sign on each and every page of the hard copies of materials / any electronic gadgets used for MPC. No undertaking shall be obtained from the candidate but a detailed report shall be prepared by the Chief Superintendent.
- c) All such MPC answer scripts and materials used for MPC along with report shall be sent in a separate sealed cover super scribed “MALPRACTICE CASE” (at the particular exam) to the Registrar (Evaluation) immediately by registered post.
- d) The candidate booked in a malpractice case **shall not be** permitted to take examination for the subsequent papers.
- e) Squad members / Higher Authorities of Karnatak University visiting the examination Centre during the examination shall report Mass copying (Vide R..3(e)), if any, in the examination centre to the Registrar (Evaluation) immediately in writing or email or over phone to look in to the matter. Meanwhile, the Chief Superintendent shall prepare a report (Vide R.3 (e)) and submit such a report (along with the footage of CC camera, if any) to the Registrar (Evaluation).

3. Squad members shall verify the following:

- a. Seating arrangement in the Blocks as per the instructions given to Chief Superintendent.
 - b. Not Exceeding 30 students per Block.
 - c. Sufficient light and ventilation in the block.
 - d. Seating arrangement in the ground floor followed by higher floors if necessary.
 - e. Invigilation only by Teachers.
 - f. Answer Booklet Account and question paper distribution details.
 - g. Adhering to the schedule of the examination time table.
 - h. Mass copying if any.
 - i. Indiscipline by the Examiner/ staff involved in conduct of examination if any.
 - j. Principal / senior most Teachers as Chief Superintendent of Exam Centre.
4. Any other anomalies found in the examination centre, shall report over phone to the University immediately and followed by submitting the report at the end of Examinations
