

Exam Malpractice Manual
NIT Arunachal Pradesh, Jote,

I. **Vision:** Uniform Rules of Behavior in Exam Hall of NIT Arunachal Pradesh.

II. **Objectives:**

1. Textbook, Notebook, Note-sheet, Material written on any part of the body/clothing and any other kind of paper/plastic that has the potential to be used for any kind of exam malpractice are prohibited into the Exam Halls, except those permitted by the course coordinator for the purpose of conducting exam.
2. Mobile Phone, Laptop, Earphone, Programmable Calculator, Smart Watch which has telecommunication facility and any other electronic device that has the potential to be used for any kind of exam malpractice are prohibited in to the exam halls, except those permitted by the course coordinator for the purpose of conducting exam.
3. Students should behave cordially with the invigilators and fellow students.
4. Students should not bring any weapon (stick, knife, etc) in the exam hall.
5. Students should not take their answer sheets outside the exam hall.
6. Students are prohibited from entering the exam hall after 30 minutes from the commencement of exam.
7. Students should be seated only at their allocated seat in the exam hall.
8. Students are prohibited from leaving the exam hall before 30 minutes from the commencement of exam.
9. Students should not talk with other students in the exam hall.
10. Students should not borrow any pen/pencil etc from other students in the exam hall.
11. Not more than one male student and one female student are allowed to simultaneously go to washroom for not more than five minutes during exam hours.
12. Students should put their signature in the attendance sheet.
13. Students should not indulge in any malpractice in the exam hall.
14. Students are prohibited from leaving the exam hall for the purpose of using washroom during the last 30 minutes of the exam.

III. **Exam Malpractice:**

1. The act of violating any of the above prohibitions is an act of Exam Malpractice.
2. The violations of objective-1,2,3,4,5 & 6 are **Major Exam Malpractice**.
3. The violations of other objectives are **Minor Exam Malpractice**.

IV. **Procedure for Reporting Major Exam Malpractice:**

1. Whenever faculty invigilator(s) finds the occurrence of any major malpractice, he/she shall write the description of the act of major exam malpractice on the exam malpractice record sheet provided by the exam cell of NITAP along with serial number of the answer sheet of the student.
2. The faculty invigilator(s) and the violating student shall put their signature on the exam malpractice records sheet provided by the Exam Cell of NITAP.

- 3. The violating student shall not be allowed to continue to write his/her exam on that particular day.
- 4. The Exam malpractice record sheet shall be submitted to Exam Cell of NITAP by the faculty invigilator(s).
- 5. The Exam Cell shall submit exam malpractice records sheets to the **Exam Disciplinary Committee** for necessary action.

V. Procedure for Reporting Minor Exam Malpractice:

- 1. Whenever faculty invigilator(s) finds the occurrence of any minor exam malpractice, the faculty invigilator(s) shall write the description of the act of minor exam malpractice on the answer sheet of the student.
- 2. The faculty invigilator(s) and the violating student shall put their signature against the description of the act of minor exam malpractice.
- 3. The concerned subject teacher shall in writing on the answer sheet punitively deduct appropriate/ reasonable marks /grades from the total marks/grades obtained by the student based on the minor exam malpractice recorded on the answer sheet by the exam invigilator(s).

VI. Exam Disciplinary Committee:

The committee shall consist of the following member:

1.	Dean Academics	Chairman
2.	Associate Dean (Acad & Exam) or PI of Exam	Convener
3.	Head of the Department	Members
4.	Faculties reporting the Exam Malpractice	Members
5.	Concerned Subject Teacher	Members
6.	Two Faculties nominated by the Senate for term of two years	Members

- 1. The Exam Disciplinary Committee shall be meet to take punitive action against violating students.
- 2. The Exam Disciplinary Committee after investigation/enquiry may deduct grade, de-register from a course, expel for one or more semesters, expel from the Institute, etc based on the nature and quantum of Exam Malpractice.
- 3. The Exam Disciplinary Committee shall record their actions and justifications and shall communicate their decisions to the concerned students and their parents.
- 4. If the students are not satisfied with the decision of the Exam Disciplinary Committee, they may place their appeal before Senate.