



Sri Venkateswara College of Engineering

(An Autonomous Institution, Affiliated to Anna University, Chennai)

Post Bag No.1, Pennalur, Sriperumbudur Tk. – 602117

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Rules to be followed by the students appearing for the examinations

The students are expected to occupy the seat allotted to them, at least 15 minutes before the commencement time of the examinations. They will not be permitted to enter the hall after 30 minutes from the starting time of the examinations. A student is permitted to use geometric tools, non-programmable calculators and approved tables, charts and data books only during the theory and the practical examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.

A student should neither possess / refer any forbidden material in any form nor should seek / obtain assistance in any form from any person / source towards answering the questions during the examinations. He / she should not assist other students in any form towards answering the questions during the examinations. The student should not reveal his / her identity in any form in the answer scripts. The student should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The student should maintain discipline and decorum during the examinations.

Generally, the students will not be permitted to go out from the examinations hall for any reasons, during the examination time. However, they will be permitted to do so, depending upon the seriousness of the issue.

Violations and Punishments#

Violation of the above rules in any form during the examinations will attract punishment ranging from levying fine to permanently debaring the student from continuing his / her studies as given below: -

Sl.No.	Nature of Malpractice	Punishment
1	Appeal by the student in the answer script to show mercy by way of awarding more than deserving marks.	Fine of Rs.1,000/- per subject
2	The student writing his / her name in the answer script.	
3	The student writing his / her registration number / college name in places other than specified in the answer script.	
4	Any special marking in the answer script by the student.	
5	The student communicating with neighboring student orally or non-verbally : the student causing suspicious movement of his / her body.	
6	Irrelevant writing by the student in the answer script.	
7	The student either possessing the question paper of another student or passing his question paper to another student with the question paper containing no additional writing on it.	
8	The student possessing cell phone(s) / programmable calculator(s) / any other electronic storage device(s) NOT containing any material relevant to the examination/subject concerned (whether used or not).	Fine of Rs.2,000/- per subject
9	The student facilitating the other student(s) to copy from his / her answer script.	Invalidating the examination of the particular subject written by the student.

10	The student possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, hall ticket etc.	Invalidating the examinations of the subject concerned.
11	The student possessing cell phone(s) / programmable calculator(s) / any other electronic storage device(s) containing any material relevant to the examination/subject concerned (whether used or not).	Further the student will not be considered for revaluation or retotaling or photocopying of answer scripts of the arrears subjects.
12	The student possessing the question paper of another student with additional writing on it.	
13	The student passing his / her question paper to another student with additional writing on it.	
14	The student passing incriminating materials brought into the examination hall in any medium (hard/soft) to other student(s).	
15	The student copying from neighboring students	
16	Vulgar / offensive writings by the student in the answer script.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears subjects registered by the student.
17	The student possessing the answer script of another student.	
18	The student passing his/her answer script to another student.	
19	Appeal by the student in the answer script coupled with a promise of any form of consideration.	
20	The student misbehaving in the examination hall.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears subjects registered by the student. <u>Additional punishment:</u>
21	Involved in any one or more of the malpractices of serial no 9 to 19 for the second or subsequent times.	(i) If the student has not completed the programme, he / she is debarred from continuing his / her studies for one year i.e. for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears subjects up to the last semester during the debarred period. (ii) If the student has completed the programme, he / she is prevented from writing the examinations of the arrears subjects for two subsequent semesters.
22	Cases of impersonation	A) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent. B) If a student of the college is found to impersonate a “Bonafide Student”, the impersonating student is debarred from continuing his / her studies and writing the examinations permanently. He / She is not eligible for any further admission to any programme of the College. C) Debarring the “Bonafide Student” for whom the impersonation was done from continuing his / her studies and writing the examinations permanently. He / She is not eligible for any further admission to any programme of the College.

The above mentioned punishments, for indulging malpractice, are subject to review and revision, any time, by a committee, constituted for this purpose.

(Controller of Examinations)