



## **GURU NANAK DEV ENGINEERING COLLEGE, BIDAR**

### **MALPRACTICES CASE CONSIDERATION COMMITTEE (MCCC)**

The MCCC is typically responsible for reviewing and adjudicating cases of academic misconduct during examinations. The objective is to establish an effective Malpractice Cases Consideration Committee (MCCC) to uphold academic integrity and ensure fair handling of malpractice cases.

#### **GENERAL GUIDELINES**

##### **Formation of the Committee**

###### **1. Appointment of Members:**

- **Chairperson:** Principal
- **Members:** Faculty members from various departments and the HoD of the concerned students

##### **Responsibilities and Procedures**

###### **1. Reporting Malpractice:**

- Exam invigilators, Controller of Examinations, Squad members faculty members report suspected cases of malpractice to the committee.
- A detailed written report along with any evidence (e.g., confiscated materials, witness statements) is submitted.

###### **2. Preliminary Review:**

- The committee conducts a preliminary hearing with the accused student(s)..
- Determine whether the case warrants a full investigation.

###### **3. Investigation:**

- If a case is deemed worthy of investigation, the committee interviews the accused student(s) and any witnesses.
- Collect additional evidence if necessary.

###### **4. Deliberation:**

- The committee reviews all evidence and testimonies.
- Discuss the case and reach a decision based on the university's academic integrity policies.

###### **5. Decision and Penalty:**

- The committee decides whether the student is guilty of malpractice.
- If found guilty, determine the appropriate penalty (e.g., nullification of the exam, suspension, expulsion).

###### **6. Communication:**

- The decision is communicated in writing to the student, detailing the findings and penalties.
- A copy of the decision is sent to the Parent/guardian of the student and the HoD of the Department of the student..



## **7. Implementation**

1. Raise awareness among students and faculty about academic integrity policies and the consequences of malpractice.

### **2. Documentation and Record-Keeping:**

- i) Maintain comprehensive records of all cases, investigations, and decisions.
- ii) Ensure confidentiality and security of the records.



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**MALPRACTICE CASES CONSIDERATION COMMITTEE (MCCC)**

11/07/2024

MCC committee of the college is constituted with the following details.

Sl No	Name of the Faculty	Designation	position
1	Dr Dhananjay M	Principal	Chairperson
2	Prof. Prasad K K	Academic Coordinator	Member
3	Dr. Rajani	Asst. Professor, Civil Dept.	Member
4	Dr. Pavan Mankal	Dean Exam	Convener



*Dhruv*  
**PRINCIPAL**



## GURU NANAK DEV ENGINEERING COLLEGE, BIDAR

### Standard Operating Procedure (SOP) for Conducting CIE Tests

#### 1. Purpose

The purpose of this SOP is to establish a standardized procedure for conducting Continuous Internal Evaluation (CIE) tests for the students of the institution. This ensures that all CIE tests are conducted fairly, efficiently, and in accordance with VTU guidelines.

#### 2. Scope

This SOP applies to all faculty members, Non teaching staff, and students involved in the CIE process at the college.

#### 3. Responsibilities

- **Principal/Head of Department (HoD):** Overall supervision and ensuring compliance with VTU guidelines.
- **Dean Academics / Academic coordinator:** Scheduling tests, communicating schedules to all the concerned Departments.
- **CIE Coordinator:** Communicating schedules to the respective students and faculty members of the department.
- **Course Teachers:** Preparing question papers in consultation with co-teachers adhering to RBT levels and CO-PO-PSO mapping mentioned in course planning. Evaluating answer scripts, maintaining records uploading the marks in ERP software.
- **Program Assessment Committee:** Program Assessment Committee (PAC) of the Department to ensure adherence to the RBT levels and CO-PO-PSO mapping mentioned in the course planning and approved to ensure quality and fairness.
- **Students:** Adhering to the test schedule and rules set by the college and VTU.

#### 4. Procedure

##### 4.1. Scheduling CIE Tests

##### 1. Academic Calendar:

- At the beginning of each semester, the academic council will draft a tentative academic calendar in line with VTU academic calendar containing the schedule for CIE tests and is placed in the HODs meeting for suggestions and approval.

##### 2. Communication:

- The finalized schedule should be communicated to the students and faculty at least two weeks before the CIE test.
- Display the schedule on the notice board.







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### 4.2. Preparation of Question Papers

#### 1. Question Paper Setting:

- Course teacher or senior among the course teachers are responsible for setting question papers for their respective subjects.
- Ensure questions cover the percentage of the syllabus

#### 2. Review and Approval:

- Course teacher should submit the draft copy of the question papers along with the scheme of Evaluation to the PAC for the approval at least 8 days prior to the commencement of CIE test
- Question papers should be reviewed by Program Assessment Committee (PAC) of the Department to ensure adherence to the RBT levels and CO-PO-PSO mapping mentioned in the course planning and approved to ensure quality and fairness.
- Question paper approved by the PAC should be printed in sufficient numbers under the supervision of the CIE coordinator of the Department and the same should be submitted to the controller of CIE Examinations in sealed envelopes with prescribed labeling along with the answer booklets at least 3 days prior to the commencement of the test
- Keep question papers confidential until the test date.

### 4.3. Conducting the Test

#### 1. Test Environment:

- Arrange seating in a manner that prevents any malpractice.
- Ensure all necessary materials (question papers, answer books) are available.

#### 2. Invigilation:

- Assign invigilators to monitor the test.
- Brief invigilators on their duties, including preventing cheating and ensuring a smooth test environment.

#### 3. Test Administration:

- Distribute question papers and answer sheets at the scheduled time.
- Clearly explain the instruction to the students and duration to students before starting.
- Explain to the students regarding the negative impact of MPC and action that will be taken if involved in any such practice. for procedure to be adopted in case of MPC)
- Collect answer booklets at the end of the test and ensure they are send to the respective Department for evaluation and keeping it securely.





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### 4.4. Evaluation and Feedback

#### 1. Evaluation:

- Faculty members should evaluate answer scripts promptly, within 3 days from the completion of test.
- Follow the scheme of evaluation approved by the PAC of the department.

#### 2. Result Compilation:

- Upload the marks into the ERP software and attach a hard copy in the course file.
- Compile and analyze the results to identify discrepancies if any,

#### 3. Feedback:

- Provide feedback to students on their performance. If any complaint from students regarding valuation, it may be forwarded to CIE moderation committee to arrive at a solution.
- Discuss common mistakes and areas for improvement in subsequent classes.

### 4.5. Record Keeping

#### 1. Documentation:

- Maintain records of question papers, evaluated answer scripts, and marks for each student in the Department with the CIE coordinator(s) of the Department.
- Store blue books securely for future reference and audits.

#### 2. Report Submission:

- Upload the internal assessment marks to the Visvesvaraya Technological University (VTU) portal subject to the approval of HoD and Principal at the end of the academic session.

### 5. Compliance and Review

#### • Compliance:

- Ensure all procedures comply with VTU guidelines and regulations.

#### • Review:

- Periodically review and update this SOP to incorporate changes in VTU policies or improve efficiency.







## GURU NANAK DEV ENGINEERING COLLEGE, BIDAR

### INSTRUCTIONS TO CANDIDATES

Only a single answer book will be issued. No additional Answer Books are permitted. The candidate should write his / her seat number and give other information like examination, the answer book, semester subject, subject code etc., against the space provided on the title page of blue book.

The question numbers should be written in the margin provided for the purpose

Candidate shall write answers on both the sides the answer book. All Answers must be written using black ball Point pen only. If there is a change in pen, the same shall be attested by the Room Superintendent.

Answer book should be handed over personally to Room Superintendent before leaving the Examination hall. No candidate shall be permitted to go to toilet during the period of examination.

The candidate should not take any books / notes, log table, scribbling pads, Cel phones, wearable electronic gadgets for communication, programmable calculators or any kind of reference material into the examination hall. The candidate should make sure that he/ she has no unauthorized book or paper in the examination hall with him / her or in his/ her desk. He She should have only articles permitted like Identity Card Hall Ticket /Admission Ticket. The Candidate should not write anything on the Admission Ticket or Identity Card or Calculator.

All the Candidates should take possession of their seats 15 minutes before the commencement of the examination. A warning bell will be given 5 minutes before the commencement of the examination. Another bell be given at the beginning of the examination when question papers will be distributed and the candidate should start writing the answers. No candidate shall be admitted after 30 minutes from the commencement of the examination and shall be allowed to leave the examination hall before 30 minutes of the commencement of the examination. Final bell is given at the end of the examination. Then all the candidates should stop writing and should handover the answer book to the Room Superintendent.

The candidates should see that, the Room Superintendent has appended his / her signature at the Specified space on the answer book, before he / she hands over the Answer Book to the Room Superintendent.

1. Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.
2. Any Candidate appearing for the UG / PG examination is liable to be charged with committing malpractice in the following cases:

a) Bringing in the examination hall or being found in possession of portions of a book, manuscript, Programmable Calculator or any other material or matter, which is not permissible





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to be brought in to the examination hall. b) Having any written matter on scribbling pad, Question Paper, Admission Ticket, Calculator, any part of the body. Kerchief, Clothes, Socks, Instrument Box, Identity Card, Scales etc.,

c) Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate within the Examination Hall.

d) Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.

e) Making any request of representation or offers any threat for inducement or Inducing to bribery to Room Superintendent. or and any other official or officer of the University / College for favours in the examination hall or to the Examiner in the answer script.

f) Smuggling out or smuggling in or tearing off of the answer book/ sheets or or inserting papers written outside the examination hall into the answer book or running away along with answer book from the examination hall or premises. g) Impersonating or allowing any other person to impersonate to answer in his/ her place in the examination hall.

h) Supply of copying material inside or from outside the examination hall.

i) Bringing mobile phone to the examination hall.

j) Unruly behavior inside or near the examination hall.

REMEMBER: YOUR FUTURE IS BRIGHT. DON'T SPOIL IT.







## GURU NANAK DEV ENGINEERING COLLEGE, BIDAR

### PROCEDURE TO BE FOLLOWED INCASE OF MPC REPORTED

To

The Principal  
G N D E C , Bidar

Date:

Sir/Madam,

Subject: Report of Malpractice Case- reg.

I am reporting herewith a case of Malpractice by (names).....son/  
Daughter of.....Who has been a student of  
this College and has appeared for the BE/MBA/MCA/M.Tech.....semester IA/CIE  
I/II/III examination of ..... Branch / Course examination  
from this centre with USN.....The case was detected on.....  
All the relevant documents and materials are enclosed herewith.

**Factual Report of the controller of Internal Examination after preliminary inquiry is as follows**

Thanking you,

Yours faithfully,

Controller of Internal Examinations.

Enclosures:

1. Answer Paper of the candidate along with Question Paper enclosed in separate envelope super scribing **MPC**
2. The materials seized from the candidate attested by Chief Superintendent and the Room
3. Plan of seating arrangement indicating the sitting position of the candidate in the block to be signed by Room Superintendent .and controller of examinations.
4. The statement of the candidate
5. The report of the concerned Room Superintendent.
6. The report of the Controller of examinations.
7. The report of the Flying Squad
8. Copy of the Memo issued to the candidate to attend the meeting of the MPCc





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### DETAILS OF THE MALPRACTICE CASE

Name of the Candidate		USN:	
Room No.			
Date		Exact time	
Subject:		Sub. Code	
Nature of Malpractice	Chits/Written matter on Calculator /Palm / Kerchief / bringing Mobile / Pen drive / Bluc tooth device/Sim card etc..... ..... ..... ..... ..... (Mention the reason for booking the case)		
Case detected by	Room Suptd./ Relieving Suptd./Squad/Controller of examination.		
Permanent address of - the Candidate with Contact Number			
Name of the Room Superintendent			
Statement of the Candidate	Signature of the candidate		
Statement made and signed before me	Signature of Controller of Examination		





## GURU NANAK DEV ENGINEERING COLLEGE, BIDAR

### REPORT OF EXAMINATION OFFICIALS AT THE COLLEGE

Instructions given to the student before the distribution of question papers: Before the distribution of the Question Papers, Room Superintendent had warned the candidates as "All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes and if you find any, keep them outside the examination hall before you start answering the paper". This warning was given to the latecomers also.

The Candidate .....bearing  
USN.....booked under malpractice during the examinations on.....at  
.....am/pm while writing subject.....with subject  
code..... the case was detected by .....and the details  
of the case are as follows.

.....  
.....  
.....  
.....  
.....

Signature of the Room Superintendent.

### REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD)



Name and Signature of the Squad Member(s)





**GURU NANAK DEV ENGINEERING COLLEGE, BIDAR**

MEMO

Date.

Mr./Ms.....bearing

USN..... booked under Malpractice during IA/CIE examination in the  
subject.....(code.....) on.....

You are hereby directed to appear before the Mal-Practice Cases Consideration Committee along  
with the parent/Guardian on .....at .....in the conference hall of the college. If  
you fail to appear before the committee, exparte decision will be taken in your absentia.

PRINCIPAL

To,

Mr/Ms.....

Copy to:

1. Vice-Principal
2. Academic Coordinator
3. Controller of Examination
4. Dr Rajani
5. HoD of the Concerned Dept.
6. File

Signature of the candidate for having received the Memo.....

