



KARNATAK

UNIVERSITY

DHARWAD

**ORDINANCE GOVERNING THE ACTS OF PUNISHMENT
FOR BREACH OF DUTIES, MISBEHAVIOR AND
INDISCIPLINE BY PERSONS INVOLVED IN UNIVERSITY
EXAMINATION WORK**

(Under Section 42(1e) of K.S.U. Act 2000)

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TITLE AND COMMENCEMENT

- 1) This Ordinance shall be ‘the Acts of Punishment for Breach of Duties, Misbehavior and Indiscipline by Persons involved in University Examination work.
- 2) ‘University Examination’ means; Examinations conducted for all Under Graduate, Post Graduate, P.G. Diploma and Certificate courses under the Semester / Non Semester schemes.
- 3) This ordinance shall also refer to the action to be taken for **Breach of Examination duties as described under section 74(1&2)** of K.S.U. Act 2000 “Governing the Duties, Functions and the Responsibilities of the persons involved in examination work” and prepared under section 42(1e) of K.S.U. Act 2000.
- 4) This Ordinance shall come into effect from the date of approval by the Syndicate for its submission to the Chancellor for assent (As per Section 43(4) of K.S.U. Act 2000).
- 5) The following are the sections with Titles under the Ordinance.

R.1: Nature of Indiscipline / Breach of Examination duties.

The following shall be construed as acts of Indiscipline / Breach of Examination duties by the teaching and non-teaching staff of the University and Constituent/Affiliated Colleges.

a) **Receiving and Submitting the Examination Applications:**

Authorized Personnel: Assistant Office Superintendent, Office Superintendent, Manager, Head of the institution viz., Principal / Chairperson / Co-ordinator / Administrator of P.G. Centre shall be the authorized staff for receiving and submitting examination applications from the students to the University.

Indiscipline / Breach of Examinations duties: Failure in notifying examination circulars / notifications to the students issued by the University, submitting incomplete applications, not / delay in remitting fees to the University, not providing the information related to the exemption of examination fees to the candidate, not remitting/delays in remitting fees to the University after reimbursement from the Government for exempted candidate/s, negligence in verifying the correctness of data-viz., name of the candidate / date of birth etc in examination applications submitted by the candidate/s.

b) Allowing for Examination:

Authorized Personnel: Principal / Chairperson / Coordinator / Administrator in P. G. Centers are responsible for the verification of eligibility.

Indiscipline / Breach of Examinations duties: Mere submission of examination forms by the students shall not be an assurance for eligibility to appear for examination. Hence, allowing any candidate to write the examination having attendance less than 75% in a Semester / Non-Semester system is a Breach of Examination duty. In case of ineligibility, the hall tickets of such candidates shall be returned to the University.

c) Setting of Question Paper:

Authorized Personnel: Teachers invited by the Registrar (Evaluation) shall be the staff to set question papers:

Indiscipline / Breach of Examinations duties: Not writing the question paper legibly, not maintaining 'secrecy of questions', question/s framed out of syllabus, proper weightage not given- covering the syllabus in framing question paper, violating the prescribed pattern of question paper, disclosing his / her identity in the examination work relating to question paper setting, not submitting the certificate for having deleted the typed/soft copy of submitted question paper from the computer.

d) Invigilation at Examination Centre:

Authorized Personnel: Teachers shall be Invigilators for all the examinations conducted by the University; no non- teaching staff shall be the Invigilator.

Indiscipline / Breach of Examination duties: Unauthorized absence, not reporting for duty on time, allowing the students to enter without hall tickets, not checking the identity of the student before allowing him/her to write the examination, leaking question papers before the commencement of the examination, violation of instructions, not writing invigilator's diary meticulously with all necessary details, allowing /unauthorized persons in to the examination hall / using mobiles / electronic gadgets by him / her in the examination block, not maintaining the answer / question papers' account, middling with the answer booklets supplied, carrying /sending the answer paper illegally from the examination block.

e) Supervision at Examination Centre:

Authorized Personnel: Chief Superintendent, Deputy Chief Superintendent and Additional Chief Superintendent shall be the Supervisors.

Indiscipline / Breach of Examinations duties: Unauthorized absence, not reporting for duty on time, opening of wrong packets of Question papers, issuing wrong Question papers, preserving the question papers / answer papers in personal custody, allowing for copying, allowing for unauthorized persons in the examination centre during examination, use of mobiles / electronic gadgets by the students in the

examination block, not maintaining answer / question papers' account, not dispatching the Answer papers / MPC report with answer papers in time to the University, not sending the MPC papers in a separate packet, not submitting the account in the given time, carrying /sending the answer paper unauthorized from the examination block.

f) **Squad:**

Authorized Personnel: Members of the squad / Super Squad appointed by the University, Registrar (Evaluation) / any other authorized personnel on behalf of the Registrar (Evaluation) .

Indiscipline / Breach of Examination duties: Unauthorized absence, not writing "MPC" on the answer paper, not putting signature on the material used for copying, not counting the total number of pages of material used for copying to write on main pages of copied answer papers, misbehavior with the candidates, not submitting the visiting report to the University in time, directly / indirectly, supporting copying, passing messages to the concerned exam centre in advance of his / her arrival, etc.

g) **Evaluation of Answer Papers at Valuation Centre:**

Authorized Personnel: Examiners, Moderators and Chairperson of the paper / subject concerned shall be Evaluators.

Indiscipline / Breach of Examinations duties: Unauthorized absence, not reporting for duties in time, violation of scheme of evaluation during valuation, incomplete assessments, erratic evaluation, wrong totaling of marks, mistakes in preparation of marks list, not reporting the identity of student disclosed in the answer paper etc.

h) **Evaluation centre:**

Authorized Personnel: The Chief Co-ordinator, Co-ordinator, Codifiers, Factotum, Clerk cum Typist, Peons / Attenders shall be the responsible staff at the Valuation Centre.

Indiscipline / Breach of Examination duties: Unauthorized absence, not reporting for duties in time, violating secrecy of paper code/s, wrong coding / decoding, inviting insufficient number of examiners for valuation of answer papers, not providing Scheme of valuation, not / delay in submitting the bills for payment, issuing excess / less number of answers papers to the examiners, not maintaining examiners / staff attendance for both the sessions, receiving incomplete marks' lists from the examiners, not / delay in issuing the answer papers to the revaluation centre, carrying /sending the answer paper unauthorized from the examination block.

i) **Conduct of Practical Examinations:**

Authorized Personnel: Internal, External Examiner, Lab Asst. and Lab Attender appointed by College / University shall be the staff for conducting Practical Examinations.

Indiscipline / Breach of Examinations duties: Unauthorized absence, not reporting for duties in time, not preparing the necessary arrangements like required instruments / specimen / chemicals / solutions / glassware etc., setting question papers out of the curriculum, allowing ineligible students, wrong totaling of marks, mistakes in preparation of marks list, keep pending, the assessment of answer papers, delay in submission of marks list, carrying /sending the answer paper unauthorized from the laboratory etc.

j) Printing / supplying of Answer books:

Authorized Personnel: The Director, Deputy Registrar, Assistant Registrar, Office Superintendent, Assistant Office Superintendent, Technicians etc., shall be the responsible staff for Answer books printing / supplying.

Indiscipline / Breach of Examinations duties: Any staff involved in supplying the answer papers to any individual illegally, printing / supplying inadequate number of answer paper, delay in delivery of answer books to the examination centre, printing the answer paper other than the approved pattern etc.

k) Printing / supplying of Question Papers :

Authorized Personnel: Authorized person of the Printing Press/Company/Firm, Deputy Registrar, Assistant Registrar, Office Superintendent, Assistant Office Superintendent, Jr/Sr. Assistants, Computer Operator etc. shall be the responsible staff for question papers printing /supplying.

Indiscipline / Breach of Examinations duties: Any staff involved in leaking a question paper before commencement of examination, printing / supplying inadequate number of question paper, labeling of wrong codes / date/ time on question paper packets, delay in delivery of Question Papers to the examination centre etc.

l) Preparation of Results and printing of marks cards:

Authorized Personnel: System Analyst, Data entry operator, Computer operators, Junior Assistants, Senior Assistants, Assistant Office Superintendent, Office Superintendent, Assistant Registrar, Deputy Registrar, shall be the responsible staff for the Preparation of Results and the printing of marks cards.

Indiscipline / Breach of Examinations duties: Wrong entry of Marks / Name/ Reg. No. in the result sheet / marks card, delay in declaring results/ printing of marks cards/leakage of results before the official declaration of result etc.,

m) Revaluation/Challenge valuation centre: Indiscipline / Breach of Examinations duties shall be similar to sections (g & h).

n) Disobeying the orders of the Registrar (Evaluation) / any authorized person on behalf of any person shall be treated as Indiscipline / Misbehavior / Breach of Examinations duties.

- o) Any person who has been assigned examination work by the Registrar (Evaluation) or any authorized person on behalf of he/she, violates the existing rules of the University in the examination process, shall be treated as Indiscipline / Misbehavior/ Breach of Examinations duties.
- p) Failure in carrying out any other examination duty/duties, incidental thereto and connected therewith, shall be treated as Indiscipline / Misbehavior / Breach of Examinations duties.

R.2: Procedure for reporting the cases of Indiscipline / Breach of Examination duties

i. Procedure for reporting the cases of Indiscipline / Breach of Examination duties at College / P. G. Centers / P. G. Departments / Study Centers.

Any incident of violation of examination norms by the teaching / non-teaching staff in the concerned examination centre as mentioned in the Section R.1 (a, b, d, e and i) shall be reported by the concerned Principal / Chairperson / Coordinator/Administrator of P.G. Centre, to the Registrar (Evaluation) immediately with all evidences in a sealed cover by Registered Post.

Leakage of question paper before the commencement of any examination amounts to a criminal act. Any person involved in this act shall, be relieved of examination duties, by the Principal / Chairperson/ Co-ordinator /Administrator of P.G. Centre and the matter shall be immediately brought to the notice of the Registrar (Evaluation). The person involved in leakage of Question Paper should be handed over to the nearest police station and an FIR filed on the same.

ii. Procedure for reporting the cases of Indiscipline / Breach of Examination duties at valuation centre.

Any incident of violation of examination norms by the teaching and non-teaching employees in the concerned valuation centre, as mentioned in the section R.1 (g and h), shall be reported by the concerned Chief Co-ordinator immediately to the Registrar (Evaluation) with all evidence in a sealed cover.

iii. Procedure for reporting the cases of indiscipline / breach of examination duties at revaluation/challenge valuation during assessing the answer papers at RV Cell.

For any kind of erratic valuation by the Examiner during assessment of the answer papers at RV Cell, the Special Officer shall report to the Registrar (Evaluation) for further course of action.

iv. **Procedure for reporting the cases of Indiscipline / Breach of Examination duties at the Computer Section in the Preparation of Results and printing of marks cards.**

Any incident of violation of examination norms by non-teaching staff in the computer section as mentioned in the section R.1 (l) shall be reported by the System Analyst to the Registrar (Evaluation) immediately with all the evidence in a sealed cover.

v. **Procedure for reporting the cases of Indiscipline / Breach of Examinations duties at the printing press in printing / supplying of answer papers.**

Any incidents of violation of printing norms by the staff of the Printing Press as mentioned in the section R.1(j)) shall be reported by the Director/Authorized person to the Registrar (Evaluation) immediately with all the evidences in a sealed cover.

vi. Any other incidents of violation of examination norms or failing to discharge his/her duties by the persons viz., Principal / Chairperson/Co-ordinator /Administrator of P.G. Centre, Chief coordinator, Special Officer / Coordinator, System Analyst, Director of Printing Press as mentioned in R. 2 (m to p) by documentary evidences, the Registrar (Evaluation) shall refer the matter to an enquiry committee to decide the charges.

R.3: Classification of cases

The Office of Registrar (Evaluation) shall classify the reports received as per R. 2 into two classes

- i. Alleged cases and
- ii. Directly confirmed cases

R.4: Procedure for Conducting Enquiry of Alleged cases of Indiscipline / Breach of Examinations duties as per R.3 (i).

There shall be an enquiry committee consisting of a Senior most Dean as Chairperson, Two members nominated by the Vice-Chancellor, the Director of College Development Council as member to conduct the inquiry of alleged in Indiscipline / Breach of Examination duties. The tenure of the committee shall be 'Two years'. The Deputy Registrar / Special Officer to Registrar (Evaluation) shall be the convener of the said committee. The Committee shall give its decision in this matter after its enquiry, within 30 days from the date of receiving such case/s in the Office of Registrar (Evaluation).

a) The convener shall send a notice by Registered Post to all alleged persons through the concerned Head of the Institution asking them to appear before the enquiry committee WHICH IS MANDATORY.

i. If the alleged person sends a written submission accepting the charges, his/her case shall be decided on the basis of records and materials available in the Indiscipline / Breach of Examination duties file. In case the alleged person sends a written submission, rejecting the charges / fails to appear for enquiry, his/her case shall be decided 'ex parte'.

ii. After completion of enquiry, the Committee shall prepare a report on each case based on its findings. If the allegation is proved, the Committee shall recommend suitable punishment based on the schedule of punishments for Indiscipline / Breach of Examination duties (vide R.6). The Committee shall submit all such reports to the Registrar (Evaluation) for further action within 7 working days.

R.5: Procedure for action after submitting the Enquiry Report:

- a) The Registrar (Evaluation) shall submit the Committee report/s to the Vice-Chancellor for administrative approval for immediate intimation to the individual candidate.
- i. The Vice Chancellor may accept the recommendation of the Committee and decide to implement the recommended action immediately or it may be referred back to the Committee, for review with specific remark/s. In such cases, the Committee shall review the report within 07 days.
- ii. The decision of such a reviewed report shall be final.
- b) The Registrar (Evaluation) shall intimate the final decision by Registered Post to the concerned Persons and a copy of the same shall be sent to the Head of the concerned Institutions for needful action within 07 days.

R.6. Scale of punishments for guilty after enquiry (R.3.i).

As per section 74 & 75 of K. S. U. Act 2000, following shall be the punishment in individual cases found guilty though the Enquiry Committee:

Case No.	Nature of Indiscipline/ Breach of Examination duties	Punishment
1	Leakage of question paper/s	A penalty of Rs.50,000/- per paper and the expenditure incurred by the University in conducting reexamination in such paper followed by legal procedure for criminal action.
2	Carrying/sending out the answer paper unauthorized from the examination block / valuation centre	A penalty of Rs.50,000/- per answer booklet followed by legal procedure for criminal action.
3	Accepting the confidential work when his / her relatives are appearing for the examinations.	A penalty of Rs.10,000/- and to record in his / her Service Register as per K.C.S.R. Rules.
4	Issuing wrong question paper.	A penalty of Rs.5000/- per paper
5	Erratic valuation.	Rs. 5000/- per paper and recommendation to the concerned Employer for deduction of 02 annual increments of the Staff.
6	Permitting a candidate having attendance less than 75% to appear for examination.	A penalty of Rs.5000/- per candidate.

7	Unauthorized absence for examination duty.	A penalty of Rs.5000/- and recommendation to the concerned Employer for deduction of 02 annual increments of the Staff.
8	Question/s framed out of syllabus/ not covering the entire syllabus in framing question paper/ violating the prescribed pattern of question paper/	A penalty of Rs.5000/- per paper to each member and recommendation to the concerned Employer for deduction of 02 annual increments of the Staff.
9	Disclosing his / her identity in the examination work relating to question paper setting.	A penalty of Rs.10,000/- and to record in his / her Service Register as per K.C.S.R. Rules
10	The Examiner / Staff indulged in harassing the student/s during IA, theory and practical examinations.	The nature and extent be decided by the Syndicate on case to case basis. However, it is recommended that such cases be recorded in his / her Service Register as per K.C.S.R. Rules
11	Disobeying the order of the Registrar (Evaluation) or any authorized person by examination staff.	A penalty of Rs.10,000/-
12	Opening of wrong question papers by Chief Superintendent and Dy. Chief Superintendent	Recovery of the expenditure of re-examination.
13	Not keeping question paper under safe custody by the Chief Superintendent.	A penalty of Rs.5,000/-.
14	Distributing wrong question paper at the examination centre.	Recovery of the expenditure of re-examination.
15	Allowing candidates after half an hour of the commencement of Exam by the Room Superintendent/Chief Superintendent	A penalty of Rs.10,000/- per candidate and cancellation of candidate's performance for that paper
16	Disclosure of result.	A penalty of Rs.5,000/-
17	Striking out of correct answer by the valuator.	A penalty of Rs.5000/- per answer paper and to record in his / her Service Register as per K.C.S.R. Rules.
18	Any other cases not covered by the above.	The Enquiry Committee shall decide the punishment looking into the nature and circumstances of the malpractice, subject to the final observations of the Registrar (Evaluation).

R.07. Scale of punishment for indiscipline / breach committed in the examinations or by

Individuals under confirmed cases as per R.3 (ii).

The punishable acts by the teaching and non-teaching staff may occur at three stages 1) pre-examination 2) during-examination 3) post-examination.

A. DURING PRE-EXAMINATION STAGE AT COLLEGE LEVEL:		
1	Incorrect information provided by the candidate in the examination application form	A penalty of Rs.100/-

2	Not submitting subject-wise and syllabus-wise (Old/New/Revised) candidates list to the Registrar (Evaluation)	A penalty of Rs.5,000/-
3	Wrong scrutiny of Hall tickets and Examination forms.	A penalty of Rs.500/- for each case.
4	Submitting application forms to the University without signature of the Principal or with facsimile.	A penalty of Rs.500/- for each case.
5	Allowing the candidate with less than 75% of attendance to write the examinations	A penalty of Rs.5,000/- for each case.
6	Change of subjects without the permission of the University.	A penalty of Rs. 2,000/- for each case.
7	Not keeping accounts of blank answer books of an Examination Centre.	A penalty of Rs.5,000/-
8	Not sending the indent of required stationery in time to the University by the Principal/Chief Superintendent.	A penalty of Rs.1000/-
B. SCRUTINY OF EXAMINATION FORMS AT UNIVERSITY:		
1	Giving wrong exemptions	A penalty of Rs.5,000/- for each case.
2	Inclusion of wrong name or non-inclusion in the candidates list.	A penalty of Rs.1000/- for each case.
3	Any other kind of mistake in the scrutiny of applications which is not covered above.	Registrar (Evaluation) shall impose appropriate penalty depending upon the gravity of the mistake.
C. PAPER SETTING:		
1	Not allotting marks for a question.	A penalty of Rs.5, 000/- per paper.
2	Manuscript written by those other than paper setters and BOE Member.	A penalty of Rs.5,000/- per paper.
3	Not writing the title of the question paper.	A penalty of Rs.5,000/- per paper.
4	Any other kind of mistake which is not covered above.	Registrar (Evaluation) shall impose appropriate penalty depending upon the gravity of the mistake.
D. DURING EXAMINATION: AT THE EXAMINATION CENTRE		
1	Not signing of answer scripts by Room Superintendent	A penalty of Rs.500/- for each script.
2	Allowing candidate without Hall Ticket or special written permission of the Chief Superintendent for Examination.	A penalty of Rs.500/- each.
3	Not writing / wrong entry of Sl. No. of script in the Invigilator report.	A penalty of Rs.500/- for each script.
5	Writing wrong Reg. Number in the Room invigilator report.	A penalty of Rs.500/- each.
6	Absence of Chief / Deputy Chief / Additional Chief Superintendent at the Examination Centre.	A penalty of Rs.500/-
7	Not reporting the absence of Chief / Deputy Chief Superintendent by the Principal	A penalty of Rs.500/-

8	Not dispatching the answer scripts in time to the University	A penalty of Rs.5,000/- per day.
9	Not dispatching the MPC answer scripts in a separate packet in time to the University	A penalty of Rs.5,000/- for each case.
10	Not sending the attendance report along with Answer Script packet.	A penalty of Rs.500/- for each mistake.
11	Not sending the internal assessment / Practical marks in time	A penalty of Rs.10,000/- on the Head of the Institution.
12	Allowing a candidate outside the candidate list to write examination without the permission of the Registrar (Evaluation) by the Principal/ Chief Superintendent.	A penalty of Rs.5,000/- each.
13	Using particular tag for disclosing identification other than twine.	A penalty of Rs.50,000/- per session to the College.
14	Any other kind of mistake which is not covered above.	Registrar (Evaluation) shall impose appropriate penalty depending upon the gravity of the mistake.
E. DURING CODING AND DECODING:		
PHASE-I		
1	Wrong coding of answer scripts	A penalty of Rs.500/- each.
2	Disclosure of code numbers	A penalty of Rs.10,000/- and permanent black list.
PHASE-II		
1	Wrong decoding	A penalty of Rs.500/-
2	Tampering of marks of Examiners	A penalty of Rs.10,000/- for each case & permanent black list.
F. DURING VALUATION :		
1	Erratic valuation by the valuator	A penalty of Rs.5,000/- per paper
2	Writing of wrong Code No. by the valuator.	A penalty of Rs.500/- for each mistake.
3	Wrong totaling by the valuator.	A penalty of Rs.200/- for each mistake.
4	Not carrying / forward the marks to the face page of the answer script by the valuator.	A penalty of Rs.200/- for each mistake.
5	Non-entry of marks by the valuator in marks list.	A penalty of Rs.500/- for each mistake.
6	Mixing the answer script from one packet to another packet.	A penalty of Rs.1,000/- for each mistake.
7	Incomplete assessment of the answer scripts	A penalty of Rs.5,000/- per answer paper.
8	Not reporting the malpractice of identification committed by the student to the Chief Coordinator by the valuator.	A penalty of Rs.200/- each.
9	Awarding more marks than allotted marks by the valuator.	A penalty of Rs.5,000/- per answer.

10	Failure to round off the extra No. of answers by the valuator.	A penalty of Rs.500/- each.
11	Failure to submit the marks list to the concerned within stipulated time.	A penalty of Rs.500/-
G. DATA ENTRY / RECORD MAINTENANCE:		
1	Wrong entry of marks by the data entry operator.	A penalty of Rs.5,000/- for each mistake.
2	Wrong declaration of results	A penalty of Rs.10,000/- for each mistake.
3	Wrong grading of marks.	A penalty of Rs.10,000/- for each mistake.
4	Tampering with Examiners marks list.	A penalty of Rs.10,000/- for each mistake.
5	Writing as 'Absent', though the candidate has appeared for the examination	A penalty of Rs.10,000/- for each mistake.
6	Awarding of wrong exemptions.	A penalty of Rs.5,000/- per such exemption.
7	Not putting initials for the corrections/over writings.	A penalty of Rs.1,000/- for each mistake.
8	Not keeping the proper account of marks cards.	A penalty of Rs.10,000/- for each mistake.
9	Wrong carrying forward of previous semesters/year marks	A penalty of Rs.1000/-
H. DISPATCH OF RESULT SHEETS AND MARKS CARDS:		
1	Dispatching the marks card without facsimile.	A penalty of Rs.2,000/- each.
2	Dispatching the blank marks card with facsimile.	A penalty of Rs.5,000/- each.
3	Late dispatch of marks cards and result sheet.	A penalty of Rs.5,000/-
4	Dispatching Degree Certificate without the signature of the Vice-Chancellor or the appropriate authority.	A penalty of Rs.5,000/- each.
GENERAL		
1	Any breach of confidentiality relating to the examination work entrusted by the University.	Registrar (Evaluation) shall impose such penalty as may be appropriate.
2	Failure to undertake the examination work assigned by the Registrar (Evaluation) without valid reasons.	A penalty of Rs.5,000/- and legal procedure as decided by Syndicate as per KSU Act, 2000 (Sec. 73, 74 & 75)
3	Leaving the examination work before the completion without permission.	The remuneration, TA/DA due to the concerned person shall be forfeited and a penalty of Rs.5,000/- .

R.08. Revision of Penalty in terms of amount.

The penalty mentioned in terms of amount in R.07 & 08 shall be revised, in every two years with a 10% hike.

R.09. Allowances for Members of Enquiry Committee / Coordinator / Special Officer

Members of Enquiry Committee / Co-ordinator /Special Officer / any person entrusted with such responsibilities shall get TA/DA or Local Allowance and Remuneration as per University rules.

R.10. Repeal and Savings.

The existing Ordinance /Regulation / Rules regarding scale of punishment for indiscipline / breach committed in the examinations or by individuals if any or guidelines issued or adopted by the University in this regard, are hereby repealed from the date of approval by the Syndicate of the University.

Provided that, the said repeal shall not affect the previous operation of the said ordinance or anything duly done or suffered there under or affect any right, liability or obligation acquired, accrued or incurred under the said ordinance.
