



OFFICE OF THE DEAN (ACADEMIC)

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Notice

Sub: Code of conduct in Examination Hall to be followed by the students - reg

All students are hereby informed that Institute follows **zero tolerance policy** against examination malpractice and any malpractice attempt from the student(s) will lead to severe punishments **that include, but not limited to:**

- Awarding F grade for selected/all subjects
- De-registration of all the courses enrolled in the current semester
- Debarring from examinations for a specific duration
- Debarring from campus placement activities
- Termination from the Institute

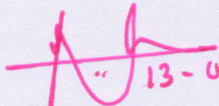
The following instructions are to be meticulously followed by all the students:

1. **All students shall produce valid institute ID Cards as and when instructed by the invigilator or members of the vigilance squad or other officials of the Institute.**
2. Students are not permitted to bring any loose or written or blank sheets other than those permitted by the course faculty to the examination hall. **Any code books / data handbooks / other handouts carried by the students shall be duly attested / endorsed by the course faculty.** Any additional scribing in such materials with pen or pencil will be treated as attempts for exam malpractice.
3. **Mobile phones/ Smart watches / Bluetooth devices/ Similar electronic gadgets are strictly banned in examination halls.** Carrying such devices to the exam hall will be treated as a serious attempt for exam malpractice and F grade will be awarded for the particular course. Further, the invigilator shall report the case to the HoD concerned for the department level inquiry to assess the gravity of the case and if required the department level enquiry committee may recommend higher levels of punishment in addition to awarding F grade as mentioned before.
4. **Bio-break shall be availed only if necessary.** The time of exit and entry for biobreak during examination shall be recorded in the form available with the invigilator. Any misuse of bio-break will be treated as an attempt for examination malpractice and F grade will be awarded for the particular course. Further, the invigilator shall report the case to the HoD concerned for the department level inquiry to assess the gravity of the case and if required the department level enquiry committee may recommend higher levels of punishment in addition to awarding F grade as mentioned before.
5. Immediately after the Main Answer Booklets are issued to the students, they should fill in the relevant fields on the front sheet. ID card shall be made available to the Invigilator for verifying the filled data.
6. Students shall ensure that the invigilator signs the main answer book after the verification. Also all additional sheets are to be signed by the invigilator. Any answer books submitted without the signatures of the invigilator will be treated as invalid.

7. Students should mark their attendance in the relevant form provided by the invigilator. Entry to the hall will not be permitted 15 minutes after the start of examination.
8. Immediately after the question papers are issued to the students, the students should write their name and Roll No. on the question paper. **It is also instructed that no other pen/pencil markings are to be made by the student in the question paper.** Any such actions will be treated as an attempt for malpractice.
9. Students have to ensure that the Sl. No. of the answer Booklet and the Roll No. of the student are duly entered on each of the Additional Sheets, by the student, as soon as the same is issued to the student.
10. Any attempt by a student to discuss with fellow students or copy from fellow students will be treated as exam malpractice.
11. Any attempt by a student to help another fellow student for copying will also be treated as exam malpractice and action will be taken against both the students and F grade will be awarded for the particular course to both the students. Further, the invigilator shall report the case to the HoD concerned for the department level inquiry to assess the gravity of the case and if required the department level enquiry committee may recommend higher levels of punishment in addition to awarding F grade as mentioned before.
12. During or after the distribution of answer sheets by the course faculty, students shall not attempt to correct the wrong answers, manipulate the marks awarded and scribe additional answers in the answer books. Any such acts of academic dishonesty will also be treated as examination malpractice and F grade will be awarded for the particular course. Further, the faculty member concerned shall report the case to the HoD for the department level inquiry to assess the gravity of the case and if required the department level enquiry committee may recommend higher levels of punishment in addition to awarding F grade as mentioned before.

This is issued with the approval of the Competent Authority.

13.09.2023


13-09-23
Dean (Academic)