



**ANNA UNIVERSITY : CHENNAI 600 025**  
**OFFICE OF THE ADDITIONAL CONTROLLER OF EXAMINATIONS**  
**(UNIVERSITY DEPARTMENTS)**  
**GUIDELINES FOR AWARDING PUNISHMENTS TO MALPRACTICE CASES OF**  
**STUDENTS**

Sl.No.	Nature of Malpractice	Maximum Punishment
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks	I. - Fine of Rs.1000/- per subject.
2.	The candidate writing his/her name in the answer script.	
3.	The candidate 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 candidate.	
5.	The candidate communicating with neighbouring candidate orally or non-verbally; the candidate causing suspicious movement of his/her body.	
6.	Irrelevant writing by the candidate in the answer script.	
7.	The candidate either possessing the question paper of another candidate or passing his question paper to another candidate with the question paper containing no additional writing on it.	
8.	The candidate possessing cell phones/programmable calculator(s)/any other electronic storage device(s) containing no incriminating materials.	II. - Fine of Rs.2000/- per subject.
9.	The candidate facilitating the other candidate(s) to copy from his/her answer script.	III.A. – Invalidating the examination of the particular subject written by the candidate.
10.	The candidate 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.	III.A, IIIB or IIIC III.A – If the quantum of the incriminating material is less than that could normally be printed in two lines of A5 size paper, then punishment is restricted to the subject concerned only.
11.	The candidate possessing cell phone(s)/programmable calculator(s)/any other electronic storage device(s) and containing incriminating materials (whether used or not)	IIIB – If the quantum is equal to or more than that could normally be printed in two lines and less than that could normally be printed in the full page of the A5 size paper then the punishment is invalidating the examination of the subject concerned and further the candidate is not considered for any moderation and revaluation in the current semester for any subject (including arrear subjects)
12.	The candidate possessing the question paper of another candidate with additional writing on it.	IIIC – When the quantum is equal to or more than that could normally be printed in full page of A5 size paper, then the punishment would be invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrear subjects.
13.	The candidate passing his/her question paper to another candidate with additional writing on it.	If the candidate has registered for the arrear subjects only, invalidating the examinations of all the arrear-subjects registered by the candidate. The punishment does not include project work and the subjects with 100% internal evaluation.
14.	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s).	
15.	The candidate copying from neighbouring candidate.	

Sl.No.	Nature of Malpractice	Maximum Punishment
16.	Vulgar/offensive writings by the candidate in the answer script.	IV. – Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears subjects registered by the candidate.
17.	The candidate possessing the answer script of another candidate.	
18.	The candidate passing his/her answer script to another candidate.	
19.	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	
20.	The candidate misbehaving in the examination hall.	<u>Va. – For candidates who have not completed the programme:</u>
21	Involved in any one or more of the malpractices of serial no.10 to 19 for the second or subsequent times.	The examinations of all the theory and the practical subjects of the current semester and all the arrear subjects registered by the candidate are invalidated. Further, the candidate 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 arrear subjects upto the last semester during the debarred period.  <u>Vb. – For candidates who have completed the programme:</u>  The examinations of all the arrear subjects registered by the candidate are invalidated. Further, the candidate is prevented from writing the examinations of the arrear subjects for the two subsequent semesters.
22.	Cases of Impersonation.	<u>For both the impersonator and the bonafide student for whom the impersonation was done.</u>  VI. – The examinations of all the subjects registered by the candidate are invalidated and further the student is debarred from continuing his/her studies and debarred from writing the examinations permanently. He/She is not eligible for any further admission to any programme of the University.