



**The Guidelines regarding penal measures for committing breach of discipline during University Examinations:**

Sl. No.	Nature of offence	Suggested guideline regarding penal measure for breach of discipline during University Examinations.
1.	Possession of/consulting/reading book(s) / piece of paper(s) /loose paper(s)/materials containing some printed /handwritten / type written notes / torn page(s) of book(s) /printed page(s) detached from book(s) or handwritten notes on any other Material(s) like wooden board, scale, etc. during examination hours.	Cancellation of concerned paper (CCP).
2(a).	Copying from book(s) / piece of paper(s) / loose paper(s) / materials containing some printed / handwritten / type written notes / torn page(s) of book(s) / printed page(s) detached from book(s) or copying from any other material(s) like wooden board, scale, etc. during examination hours.	Cancellation of Concerned Paper (CCP).
2(b).	Mutually copying answers by the examinees by exchanging their answer book / additional sheets or any other material(s) among themselves.	Cancellation of Concerned Paper (CCP).
2(C).	When an examinee allowed his / her co-examinee(s) to copy answer(s), both the examinees who allowed his/her co-examinee to copy answer(s) and also who copied will be equally punished.	Cancellation of Concerned Paper (CCP)
3.	Taking away the blank answer book(s)/ additional blank sheet(s) and writing answers thereon outside the examination hall beforehand and stitching the same with the original answer scrip or copied or tried to copy answers from it / them.	Cancellation of examination and debarment for one year from appearing at any examination of this University (ECDB-1).
4.	Removing the inner pages of the answer script and inserting therein written answers brought from outside keeping the cover page intact.	Cancellation of examination and debarment for one year from appearing at any examination of this university (ECDB-1).

5.	Leaving the examination hall without submitting the answer script / submitting the same later on the plea of inadvertence.	Cancellation of examination (EC)
6.	Changing the Roll and No. / Registration No. deliberately.	Cancellation of concerned paper (CCP)
7.	Destroying the incriminating documents / materials etc.	Cancellation of concerned paper (CCP)
8.	Creating disturbances in the examination hall / abusing / assaulting / threatening the concerned invigilator(s) / damage of examination hall / centre (should have evidence like G.D with the local PS.)	Cancellation of examination and if necessary, debarment from appearing at any examination of this University for one or two years or in future depending on the nature of the offence (EC/ECDB-1/ECDB-2/ECDB-F).
9.	Offering bribes to the invigilator / examiner (supported by evidence).	Cancellation of examination and debarment for two years from appearing at any examination of this University (ECDB-2).
10.	Deliberately writing answers illegibly	Cancellation of concerned paper (CCP).
11.	Disclosing Identity by writing name in the answer script or by any other means	Cancellation of concerned paper (CCP).
12.	When offences noted in Sl.No.-1 to Sl.No.-11 recurred in more than one paper / subject.	Next higher order of punishment as prescribed for offences mentioned at Sl.No.-1 to Sl. No.-11 respectively, to be imposed i.e. CCP will be EC, EC will be ECDB-1, and ECDB-1 will be ECDB-2 and so on.
13.	When some other person appears on behalf of the candidate at the examination concerned.	Cancellation of examination and debarment from appearing at any examination of this University in future (ECDB-F).
14.	Forging the University Logo / Symbol / Number / Signature / Facsimile on any examination related documents / sheets at the examination concerned.	Cancellation of examination and debarment for two years from appearing at any examination of this University (ECDB-2).
15.	Appearance from non-allotted Centre/s for more than once.	Cancellation of examination (EC).
16.	Writing abusing language / drawing illicit picture on the answer script	Cancellation of examination and if necessary, debarment for one or two years from appearing at any

		examination of this University depending on the nature of the offence (EC/.ECDB-1/ECDB-2).
17(a).	Carrying Mobile / Smart Phone, smart watch, gadget, headphone or any other similar electronic devices and / or using the same to write / facilitate writing answer(s) in the examination hall.	Cancellation of examination (EC).
17(b).	Using any electronic device to send question paper / or any other message relating to the concerned examination outside the examination hall. (and or receiving answer or anything)	Cancellation of examination and debarment from appearing at any examination of this university for a period of one year (ECDB-1).
18.	Writing answers in languages other than English & Bengali (Violation of CSR No.- CSR/33/71, dtd. 25.10.1971)	Cancellation of concerned paper (CCP).

**Note:**

1. The above cases are not exhaustive and punishment may be imposed depending on individual cases. In case, the charges seem vague or are not properly established, lighter punishment may be recommended or the candidate may be exonerated giving the benefit of doubt or the case may be referred to the Board.

**2. Abbreviations used:**

‘CCP’ stands for Cancellation of Concern Paper

‘EC’ stands for Cancellation of Examination.

‘ECDB-1’ stands for Cancellation of Examination and debarment from appearing at any examination of this University for a period of One Year.

‘ECDB-2’ stands for Cancellation of Examination and debarment from appearing at any examination of this University for a period of Two Years.

‘ECDB-F’ stands for Cancellation of Examination and debarment from appearing at any examination of this University in Future.