

MALNAD COLLEGE OF ENGINEERING, HASSAN

Office of Dean of Examinations

20.02.2026

CIRCULAR

Sub.: Attendance and MPC guidelines for Continuous Internal Evaluation (CIE)

CIE being part of assessment and evaluation, **attendance requirements and malpractice** guidelines that are applicable to semester end examinations (SEE) are **applicable also to the CIE**. In this background, all the stake holders are informed to adhere to the following guidelines.

Attendance:

- a. Students having 85% attendance are eligible for appearing for the CIE.
- b. Consideration up to 10% may be given if the student has participated in sports, conference, workshops, etc., on deputation by HOD/Principal (documentation of request letters and certificates is necessary).

Malpractice:

On registering the MPC cases, the relevant documents must be submitted by the HOD to the office of Dean of Examinations.

Sl. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	<ol style="list-style-type: none">1. Writing on the Question Paper / Admission Ticket & or passing it to the other student in the Examination Hall.2. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.3. Possession of Electronic devices like mobile. Programmable Calculator, Pen-drive and any other electronic devices / storage devices in the examination hall.4. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity card, Hall Ticket, Scales etc.,)5. Destroying any evidence of Malpractice, tearing or mutilating the answer script of running away along with the answer script from the examination hall or premises.	<p>Any of the following punishments based on the severity of the case.</p> <ol style="list-style-type: none">a. Fine not less than Rs. 5000/-b. Denial of the benefit of the performance of that particular paper in which the student is booked under Malpractice.c. Debaring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.


Dean (Examinations)
Malnad College of Engineering
Autonomous Institute Under
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II	<ol style="list-style-type: none"> 1. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall. 2. Receiving material for copying from outside or inside the examination hall. 3. Bringing into the examination hall or being found in possession of portions of a book, manuscript or such other material or matter to be brought into the examination hall. 4. Copying or obtaining assistance from any material or matter referred to in sub-clause V(I) to answer questions in the examinations. 5. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity card, Hall Ticket, Scales etc., 	<p>Any of the following punishments based on the severity of the case.</p> <ol style="list-style-type: none"> a. Fine not less than Rs. 5000/- b. Denial of the benefit of the performance of that paper in which the student is booked under Malpractice. c. Debarring the student from appearing for that subject in which the student is booked under Malpractice up to three more subsequent examinations.
III	<ol style="list-style-type: none"> 1. Destroying any evidence of Malpractice, tearing, or mutilating the answer script or running away along with the answer script from the examination hall or premises. 2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College. 3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the University / College for favours in the examination hall or to the Examiner in the answer script. 4. Approaching directly or indirectly the teachers, officers, officials, or examiners or bringing about undue pressure or undue influence upon them for favour in the examination. 	<p>Any of the following punishments based on the severity of the case.</p> <ol style="list-style-type: none"> a. Fine not less than Rs. 5000/- and denial of the benefit of the performance of that Particular paper in which the student is booked under Malpractice. b. Fine not less than Rs. 5000/-, and denial of the benefit of the performance of that paper and debarring the student from appearing for that particular paper in which the student is booked under Malpractice up to three more subsequent examinations.
IV	Repeated indulgence in malpractice in the same examination or in subsequent examinations.	<ol style="list-style-type: none"> a. Denial of the benefit of the performance of that examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from appearing for subsequent examinations extending up to three more examination.
V	Smuggling in or out or tearing off the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.	<p>Any of the following punishments based on the severity of the case.</p> <p>Fine not less than Rs. 10,000/- and</p> <ol style="list-style-type: none"> a. Denial of the benefit of the performance of that particular examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from taking two

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		more subsequent exams
VI	Misbehavior with officials or any kind of rude behavior in or near the examination hall using obscene or abusive language.	Fine not less than Rs. 10,000/- and a. Denial of the benefit of the performance of that particular examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from taking two more subsequent examinations.
VII	Threatening the Room Superintendent, members of the Flying Squad, officers / officials of the Examination centers / University with weapons or other means	Rusticate the concerned student from university. However, the concerned student shall be handed over to the police by the Chief Superintendent with intimation to the University.
VIII	Impersonating or allowing any other person to impersonate to answer in his / her place in the examination hall.	Rusticate the concerned student from university. Where the impersonator is also a student of the University, he / she shall also be rusticated from the University. However, both the concerned students shall be handed over to the police by the Chief Superintendent with an intimation to the University.


Dean of Examinations

(Dean Examinations)

Malnad College of Engineering
Autonomous Institute Under

Copy to:

VTU-Belagavi
1. Principal's Table
Hassan-573 202

2. Director's Table

3. All HODs/ BOE Chairs to disseminate the information.

4. O/C


Principal
Principal

Malnad College of Engineering
HASSAN-573 202