



ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯ ಧಾರವಾಡ  
KARNATAK UNIVERSITY DHARWAD  
ಪರೀಕ್ಷಾ ವಿಭಾಗ

ಗೌಪ್ಯ ಶಾಖೆ, 2ನೇ ಮಹಡಿ, ಪರೀಕ್ಷಾ ಭವನ  
EXAMINATION SECTION  
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ನಂ.ಕವಿವಿ/ಪರೀಕ್ಷಾ-ಗೌಪ್ಯ/2023/ 214

ದಿನಾಂಕ : 07-01-2023

## NOTIFICATION

**Subject: Revision of 10% Penalty amount in respect of Punishments for breach of duties, misbehavior and indiscipline by the persons involved in the University Examination Work reg...**

Ref 1: KU Notification ನಂ.ಕವಿವಿ/ಪರೀಕ್ಷಾ(ಗೌಪ್ಯ)/2018/234 ( A ) ದಿನಾಂಕ: 31.07.2018.

Ref 2: Hon'ble Vice Chancellor's approval dated: 31-12-2022.

Advertent to the above, it is hereby brought to the notice of all the principals of the constituent/affiliated colleges Chairperson/Coordinators of all the PG Departments and Administrators of KUPG Centers, that the penalty amounts mentioned in Regulation No. 06 for Alleged cases and Regulation No. 07 for Directly confirmed cases have been revised with 10% in existing penalty amount in accordance with the provisions contained in Regulation No. 08 of the Ordinance Governing the Act of Punishments for breach of duties, misbehavior and indiscipline by the persons involved in the University Examination Work.

The Penalty amounts have been revised as under with effect from **31.12.2022**.

### 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	Revision Amount of 10%	Total Revised Penalty
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.	Rs. 5,000/-	Rs. 55,000/-
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.	Rs. 5,000/-	Rs. 55,000/-

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.	Rs. 1000/-	<b>Rs. 11,000/-</b>
4	Issuing wrong question paper.	A penalty of Rs.5000/- per paper	Rs. 500/-	<b>Rs. 5,500/-</b>
5	Erratic valuation.	Rs. 5000/- per paper and recommendation to the concerned Employer for deduction of 02 annual increments of the Staff.	Rs. 500/-	<b>Rs. 5,500/-</b>
6	Permitting a candidate having attendance less than 75% to appear for examination.	A penalty of Rs.5000/- per candidate.	Rs. 500/-	<b>Rs. 5,500/-</b>
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.	Rs. 500/-	<b>Rs. 5,500/-</b>
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.	Rs. 500/-	<b>Rs. 5,500/-</b>
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	Rs. 1000/-	<b>Rs. 11,000/-</b>
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	--	<b>Same as it exists</b>
11	Disobeying the order of the Registrar (Evaluation) or any authorized person by examination staff.	A penalty of Rs.10,000/-	Rs. 1000/-	<b>Rs. 11,000/-</b>
12	Opening of wrong question papers by Chief Superintendent and Dy. Chief Superintendent	Recovery of the expenditure of re-examination.	--	<b>Same as it exists</b>
13	Not keeping question paper under safe custody by the Chief Superintendent.	A penalty of Rs.5,000/-.	Rs. 500/-	<b>Rs. 5,500/-</b>
14	Distributing wrong question paper at the examination centre.	Recovery of the expenditure of re-examination.	--	<b>Same as it exists</b>



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	Rs. 1000/-	<b>Rs. 11,000/-</b>
16	Disclosure of result.	A penalty of Rs.5,000/-	Rs. 500/-	<b>Rs. 5,500/-</b>
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.	Rs. 500/-	<b>Rs. 5,500/-</b>
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).	--	<b>Same as it exists</b>

**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.

<b>A. DURING PRE-EXAMINATION STAGE AT COLLEGE LEVEL</b>				
<b>Case No.</b>	<b>Nature of Indiscipline/ Breach of Examination duties</b>	<b>Punishment</b>	<b>Revision Amount of 10%</b>	<b>Total Revised Penalty</b>
1	Incorrect information provided by the candidate in the examination application form	A penalty of Rs.100/-	Rs. 10/-	<b>Rs. 110/-</b>
2	Not submitting subject-wise and syllabus-wise (Old/New/ Revised) candidates list to the Registrar (Evaluation)	A penalty of Rs.5,000/-	Rs. 500/-	<b>Rs. 5,500/-</b>
3	Wrong scrutiny of Hall tickets and Examination forms.	A penalty of Rs.500/- for each case.	Rs. 50/-	<b>Rs. 550/-</b>
4	Submitting application forms to the University without signature of the Principal or with facsimile.	A penalty of Rs.500/- for each case.	Rs. 50/-	<b>Rs. 550/-</b>
5	Allowing the candidate with less than 75% of attendance to write the examinations	A penalty of Rs.5,000/- for each case.	Rs. 500/-	<b>Rs. 5,500/-</b>
6	Change of subjects without the permission of the University.	A penalty of Rs. 2,000/- for each case.	Rs. 200/-	<b>Rs. 2200/-</b>
7	Not keeping accounts of blank answer books of an Examination Centre.	A penalty of Rs.5,000/-	Rs. 500/-	<b>Rs. 5,500/-</b>

8	Not sending the indent of required stationery in time to the University by the Principal/Chief Superintendent.	A penalty of Rs.1000/-	Rs. 100/-	<b>Rs. 1100/-</b>
<b>B. SCRUTINY OF EXAMINATION FORMS AT UNIVERSITY</b>				
1	Giving wrong exemptions	A penalty of Rs.5,000/- for each case.	Rs. 500/-	<b>Rs. 5,500/-</b>
2	Inclusion of wrong name or non-inclusion in the candidates list.	A penalty of Rs.1000/- for each case.	Rs. 100/-	<b>Rs. 1100/-</b>
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.	--	<b>Same as it exists</b>
<b>C. PAPER SETTING</b>				
1	Not allotting marks for a question.	A penalty of Rs.5, 000/- per paper.	Rs. 500/-	<b>Rs. 5,500/-</b>
2	Manuscript written by those other than paper setters and BOE Member.	A penalty of Rs.5,000/- per paper.	Rs. 500/-	<b>Rs. 5,500/-</b>
3	Not writing the title of the question paper.	A penalty of Rs.5,000/- per paper.	Rs. 500/-	<b>Rs. 5,500/-</b>
4	Any other kind of mistake which is not covered above.	Registrar (Evaluation) shall impose appropriate penalty depending upon the gravity of the mistake.		<b>Same as it exists</b>
<b>D. DURING EXAMINATION: AT THE EXAMINATION CENTRE</b>				
1	Not signing of answer scripts by Room Superintendent	A penalty of Rs.500/- for each script.	Rs. 50/-	<b>Rs. 550/-</b>
2	Allowing candidate without Hall Ticket or special written permission of the Chief Superintendent for Examination.	A penalty of Rs.500/- each.	Rs. 50/-	<b>Rs. 550/-</b>
3	Not writing / wrong entry of Sl. No. of script in the Invigilator report.	A penalty of Rs.500/- for each script.	Rs. 50/-	<b>Rs. 550/-</b>
5	Writing wrong Reg. Number in the Room invigilator report.	A penalty of Rs.500/- each.	Rs. 50/-	<b>Rs. 550/-</b>
6	Absence of Chief / Deputy Chief / Additional Chief Superintendent at the Examination Centre.	A penalty of Rs.500/-	Rs. 50/-	<b>Rs. 550/-</b>
7	Not reporting the absence of Chief / Deputy Chief Superintendent by the Principal	A penalty of Rs.500/-	Rs. 50/-	<b>Rs. 550/-</b>
8	Not dispatching the answer scripts in time to the University	A penalty of Rs.5,000/- per day.	Rs. 500/-	<b>Rs. 5,500/-</b>
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.	Rs. 500/-	<b>Rs. 5,500/-</b>



10	Not sending the attendance report along with Answer Script packet.	A penalty of Rs.500/- for each mistake.	Rs. 50/-	<b>Rs. 550/-</b>
11	Not sending the internal assessment / Practical marks in time	A penalty of Rs.10,000/- on the Head of the Institution.	Rs. 1,000/-	<b>Rs. 11,000/-</b>
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.	Rs. 500/-	<b>Rs. 5,500/-</b>
13	Using particular tag for disclosing identification other than twine.	A penalty of Rs.50,000/- per session to the College.	Rs. 5,000/-	<b>Rs. 55,000/-</b>
14	Any other kind of mistake which is not covered above.	Registrar (Evaluation) shall impose appropriate penalty depending upon the gravity of the mistake.	--	<b>Same as it exists</b>
<b>E. DURING CODING AND DECODING</b>				
PHASE-I				
1	Wrong coding of answer scripts	A penalty of Rs.500/- each.	Rs. 50/-	<b>Rs. 550/-</b>
2	Disclosure of code numbers	A penalty of Rs.10,000/- and permanent black list.	Rs. 1,000/-	<b>Rs. 11,000/-</b>
PHASE-II				
1	Wrong decoding	A penalty of Rs.500/-	Rs. 50/-	<b>Rs. 550/-</b>
2	Tampering of marks of Examiners	A penalty of Rs.10,000/- for each case & permanent black list.	Rs. 1,000/-	<b>Rs. 11,000/-</b>
<b>F. DURING VALUATION</b>				
1	Erratic valuation by the valuator	A penalty of Rs.5,000/- per paper	Rs. 500/-	<b>Rs. 5,500/-</b>
2	Writing of wrong Code No. by the valuator.	A penalty of Rs.500/- for each mistake.	Rs. 50/-	<b>Rs. 550/-</b>
3	Wrong totaling by the valuator.	A penalty of Rs.200/- for each mistake.	Rs. 20/-	<b>Rs. 220/-</b>
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.	Rs. 20/-	<b>Rs. 220/-</b>
5	Non-entry of marks by the valuator in marks list.	A penalty of Rs.500/- for each mistake.	Rs. 50/-	<b>Rs. 550/-</b>
6	Mixing the answer script from one packet to another packet.	A penalty of Rs.1,000/- for each mistake.	Rs. 100/-	<b>Rs. 1100/-</b>
7	Incomplete assessment of the answer scripts	A penalty of Rs.5,000/- per answer paper.	Rs. 500/-	<b>Rs. 5,500/-</b>
8	Not reporting the malpractice of identification committed by the student to the Chief Coordinator by the valuator.	A penalty of Rs.200/- each.	Rs. 20/-	<b>Rs. 220/-</b>

9	Awarding more marks than allotted marks by the valuator.	A penalty of Rs.5,000/- per answer.	Rs. 500/-	<b>Rs. 5,500/-</b>
10	Failure to round off the extra No. of answers by the valuator.	A penalty of Rs.500/- each.	Rs. 50/-	<b>Rs. 550/-</b>
11	Failure to submit the marks list to the concerned within stipulated time.	A penalty of Rs.500/-	Rs. 50/-	<b>Rs. 550/-</b>
<b>G. DATA ENTRY / RECORD MAINTENANCE</b>				
1	Wrong entry of marks by the data entry operator.	A penalty of Rs.5,000/- for each mistake.	Rs. 500/-	<b>Rs. 5,500/-</b>
2	Wrong declaration of results	A penalty of Rs.10,000/- for each mistake.	Rs. 1,000/-	<b>Rs. 11,000/-</b>
3	Wrong grading of marks.	A penalty of Rs.10,000/- for each mistake.	Rs. 1,000/-	<b>Rs. 11,000/-</b>
4	Tampering with Examiners marks list.	A penalty of Rs.10,000/- for each mistake.	Rs. 1,000/-	<b>Rs. 11,000/-</b>
5	Writing as 'Absent', though the candidate has appeared for the examination	A penalty of Rs.10,000/- for each mistake.	Rs. 1,000/-	<b>Rs. 11,000/-</b>
6	Awarding of wrong exemptions.	A penalty of Rs.5,000/- per such exemption.	Rs. 500/-	<b>Rs. 5,500/-</b>
7	Not putting initials for the corrections/over writings.	A penalty of Rs.1,000/- for each mistake.	Rs. 100/-	<b>Rs. 1100/-</b>
8	Not keeping the proper account of marks cards.	A penalty of Rs.10,000/- for each mistake.	Rs. 1,000/-	<b>Rs. 11,000/-</b>
9	Wrong carrying forward of previous semesters/year marks	A penalty of Rs.1000/-	Rs. 100/-	<b>Rs. 1100/-</b>
<b>H. DISPATCH OF RESULT SHEETS AND MARKS CARDS</b>				
1	Dispatching the marks card without facsimile.	A penalty of Rs.2,000/- each.	Rs. 200/-	<b>Rs. 2200/-</b>
2	Dispatching the blank marks card with facsimile.	A penalty of Rs.5,000/- each.	Rs. 500/-	<b>Rs. 5,500/-</b>
3	Late dispatch of marks cards and result sheet.	A penalty of Rs.5,000/-	Rs. 500/-	<b>Rs. 5,500/-</b>
4	Dispatching Degree Certificate without the signature of the Vice-Chancellor or the appropriate authority.	A penalty of Rs.5,000/- each.	Rs. 500/-	<b>Rs. 5,500/-</b>



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.	--	Same as it exists
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)	Rs. 500/-	Rs. 5,500/-
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/-	Rs. 500/-	Rs. 5,500/-

Hence, the content of this notification may please be brought to the notice of Students, Teachers & all concerned with immediate effect.

*[Handwritten Signature]*  
REGISTRAR (EVALUATION)

**To,**

1. The Principals of all the constituent / affiliated Colleges K.U. Dharwad.
2. The Chairpersons / Coordinators, all the P.G. Departments, K.U. Campus, Dharwad.
3. The Administrators of K.U. P.G. Centre, Haveri, Gadag & Karwar.
4. The Finance Officer, K.U. Dharwad.
5. The Special Officer, R V Cell, Examination Section, K.U. Dharwad.
6. The Deputy / Assistant Registrars, Examination Section, K.U. Dharwad
7. All the Superintendents, Examination Section, K.U. Dharwad.
8. The System Analyst, Computer Centre, Examination Section, K.U. Dharwad.
9. The Legal Adviser, Legal Cell, K.U. Dharwad.
10. The Superintendent, Syndicate Section. K.U. Dharwad.
- 11. The Director, IT Section, K.U. Dharwad for uploading the same in KU web site.**

**Copy for information to:**

1. P. A. to Vice Chancellor, K.U. Dharwad.
2. P. A. to Registrar, K.U. Dharwad.
3. P. A. to Registrar (Evaluation), K.U. Dharwad

