



MMC Internal, Midterm and Model Examinations Disciplinary Actions for Mal-Practices and Grievances

Dear HoDs, In-charges and Class-in-Charges,

The following actions must be taken if a student is caught with any malpractices and grievances during examinations:

1. In the instance of a mal-practice or grievance, information should be given to the CoE at the earliest.
2. Then the HoD/In-charge of the concerned department must be informed and invited to the Exam cell.
3. A personal letter of acceptance of the fault and apologizing the wrong doing by the student is mandatory. This will be monitored and signed by the HoD/In-Charge/Class-In-Charge.
4. The examination in which he/she is found with such an act is **cancelled** for him/her.
5. The future course of the cancelled exam is left with him/her and the subject teacher to sort out. The concerned teacher can decide a remedial exam with sufficient seriousness and appropriate punitive elements.
6. He/she must bring his/her parents/guardians to be aware of this serious fault. Parents of students from other states and faraway places can be contacted via phone for informing the same.
7. His/her further examinations will depend on his/her bringing the parents and also his/her docility to accept the fault and resolution **NOT to repeat it** anymore.
8. If a student's malpractice or grievance is missing sufficient evidence and supportive documents, he can be given a serious warning to be alert and wise in the exam hall. This decision is made by the CoE or Principal only.
9. Exam cell can guide the student, HoD and class-in-charge in this regard. However, the issue, the student and the progress of the process must be brought to the Controller of Examination for final approval and action.
10. If a mal-practice or grievance occurs for the first time, that particular student can be punished leniently. However, if the same student repeats the same mal-practice or grievance, he/she should get a serious punishment including suspension and cancellation of all the exams appeared in the same season.
11. All issues of mal practices and grievances primarily should come to the controller of examinations and exam cell. In case of need, the CoE will proceed to the Principal for further actions.
12. Comprehensive files of the issue must be kept in the exam cell, duly signed.

Fr. Issac P.J.
Principal

Dr. Joshy V. Paramthottu CMI
Vice-Principal and Controller of Examinations