



# MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

(Autonomous) (ISO 9001:2015) (ISO/IEC 27001: 2013)

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No. MSBTE/D-70/MS-CIT/2024/ 4607

Date: 31 JUL 2024

**Confidential:**

**Circular:**

**Subject: - Regarding Punishment for Adopting Malpractice in MS- CIT Examination.**

Ref: MSBTE circular No. MSBTE//D-70/MS-CIT/2012/1540 dated 19<sup>th</sup> Mar 2012

With reference to above subject, circular was issued vide reference regarding nature of malpractice conducted by Learner's vis-à-vis quantum of punishment for the malpractices.

MSBTE has revised the Nature of Malpractice & Quantum of Punishment and has been approved in 54<sup>th</sup> Governing Board meeting vide item 54.3. Accordingly, Nature of Malpractice & Quantum of Punishment is revised herewith, and as attached at Annexure A and Annexure B for MS-CIT examination and shall be applicable henceforth.

In addition to the nature of cases mentioned, the provisions of Maharashtra Prevention of Malpractices at Universities, Board and other specified Examinations Act 1982 shall be applicable.

(Dr. Mahendra R. Chitlange)

Secretary

M. S. Board of Technical Education,

Mumbai.

Copy for information and necessary action:

- 1) Hon. Director, MSBTE Mumbai for information.
- 2) Hon. Managing Director, MKCL Pune for information.
- 3) Deputy Secretary, RBTE Mumbai/Pune/ Nagpur/Chhatrapati Sambhajinagar.

## Annexure A

Below is the Explanation on Cases of malpractice vis-a-vis quantum of punishment for Learner's involvement in Malpractice during the course of MS-CIT examinations.

| Category | Sr. No. | NATURE OF MALPRACTICE  | QUANTUM OF PUNISHMENT  |
|----------|---------|--|--|
| A        | 1       | Making an appeal to the staff appointed for conducting MS-CIT examination with a clear intent of getting undue benefit/s, revealing, One's Name, Phone number, Address, etc. | Cancellation of performance of the examination to which candidate/ Learner has appeared. |
| A        | 2       | Candidate/ Learner or his associate / s influencing the staff appointed for conducting MS-CIT examination to allow malpractice during examination.                           | Cancellation of performance of the examination to which candidate/ Learner has appeared. |
| A        | 3       | Communicating or talking with another candidate/ Learner during examination timings/ slot with intention of getting undue help.  | Cancellation of performance of the examination to which candidate/ Learner has appeared. |
| A        | 4       | Candidate/ Learner caught during the examination possessing copying materials, irrespective of whether copying material is used or not.                                      | Cancellation of performance of the examination to which candidate/ Learner has appeared. |
| A        | 5       | Candidate/ Learner found exchanging notes /copy material with other candidate/ Learners.   | Cancellation of performance of the examination to which candidate/ Learner has appeared. |

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| A | 6  | Cases of mass scale malpractice reported during the examination Period   | Cancellation of performance of the examination to which candidate/ Learner has appeared.  |
| A | 7  | Candidate/ Learner offering money to the staff appointed for conducting MS-CIT examination with / without a request of favoring candidate/Learners in examination. | Cancellation of performance of the examination to which candidate/ Learner has appeared.  |
| A | 8  | Bringing or possessing mobile phone or any electronics communication Gadget or I pod or any similar device during examination.                                     | Cancellation of performance of the examination to which candidate/ Learner has appeared.  |
| A | 9  | Causing deliberate disturbance or mischief in Examination System before, during and after examination period.  | Cancellation of performance of the examination to which candidate/ Learner have appeared.   |
| A | 10 | Using Provocative or abusive and threatening language to staff appointed for conducting MS-CIT examination.  | Cancellation of performance of the examination to which candidate/ Learner has appeared.  |
| B | 1  | Tampering with PC/ any Peripherals allotted to candidate/ Learner or allotted to other candidate/ Learners, before, during and after conduct of the examination.   | Cancellation of performance of the examination to which candidate/ Learner has appeared and not allowed to appear for next one examination event. |
| B | 2  | Impersonation: Candidates/ Learners who are involved in case/s of impersonation.   | Following actions shall be taken:<br>a) Cancellation of the performance of current examination plus debarring both the candidate/Learner,         |

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|   |   |  | <p>(the impersonator and the candidate/ Learner for whom the impersonation was prompted) from appearing to next consecutive one examination event and</p> <p>b) If the candidates/Learners are employed, the matter shall be informed through concerned ALC to the employer of both the candidate/Learner i.e. the impersonator as well as the candidate / Learner for whom impersonation was prompted.</p> |
| B | 3 | Attempting the examination using Remote application software during examination  | Cancellation of the result of current and debarring from appearing to next one examination.   |
| B | 4 | Bringing or possessing of any weapon, Explosives, Narcotic drugs, Alcoholic drinks, any contraband article in examination hall or entering the examination center under drunken state. | Cancellation of the result of current examination and debarring from appearing to next one examinations, followed by lodging a complaint by Coordinator of examination center with the police.  |
| B | 5 | Tampering with the Provisional or Appearing or Final MS-CIT certificate or their copies and any other documents issued by or on behalf of the Board.                                   | Cancellation of performance of the examination to which candidate/ Learner has appeared and debarring the candidate/ Learner for next one examination and filing complaint by the   |

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|   |   |  | concerned Institute/ ALC to Police against the candidate/ Learner involved in such activities. |
| C | 1 | All other cases not covered above and the cases having involvement of examination center/s / ALC/s / staff appointed for conducting MS- CIT examination shall be dealt independently on the basis of merit of the cases reported to MSBTE. | All such cases to be considered separately and punishment be given as deemed fit.              |

NOTE: Cancellation of the performance means cancellation of performance of that on-line examination event to which the candidate/ Learner has appeared, unless otherwise specifically mentioned. Further the candidate/ Learner is not allowed to join any examination of this Board during the period of punishment.

## Procedure of Reporting cases of Malpractice by Examination Centers

It shall be duty of Examination center and local controller appointed at that center to report these cases by sending e-mail along with necessary documents/proofs and CCTV footage on same day on which the incidence of Malpractice has occurred to e-mail IDs given below.

| Sr. No. | Name of Office                      | E-mail ID            |
|---------|-------------------------------------|----------------------|
| 1       | MSBTE head office, Mumbai           | mscitexam@msbte.com  |
| 2       | MKCL, Pune                          | examsupport@mkcl.org |
| 3       | Concerned offices of RBTE           |                      |
| 3.1     | For Chhatrapati Sambhajnagar office | rbteau@msbte.com     |
| 3.2     | For Mumbai office                   | rbtemmscit@msbte.com |
| 3.3     | For Nagpur office                   | rbteng@msbte.com     |
| 3.4     | For Pune office                     | rbtepn@msbte.com     |

The institutes appointed as Exam center and the staff appointed for conduct of MS-CIT examinations are instructed to take note of the clarifications given above and take necessary action whenever the cases of malpractice as mentioned above will take place. The Examination Center to provide CCTV footage of entire examination to MSBTE/RBTE as and when required. Further please note the learner/ candidate should not be deprived of opportunity to appear for examination in above cases. The action against the learner/ candidate shall be taken by MSBTE after ascertaining the cases reported to MSBTE.

Failure to take action whenever the cases of malpractice as mentioned above takes place will amount to participation of concerned staff with the Candidate/ Learner involved in malpractice. The staff so found participating in malpractice shall automatically lose their remuneration and shall have to face the action as MSBTE may feel dimmed fit.

## Annexure B

### THE PENALTY/PUNISHMENT FOR THE MALPRACTICES & NEGLIGENCE IN THE PROCESS OF EXAMINATION

A] **Delay in Submission/Uploading of the Necessary Documents/Data Required for Declaration of Result, Issue of MS-CIT Certificates, Preparation of Pre-Examination Documents etc.:**

**Punishment/ Penalty :-**

- Withholding/forfeiting entire remuneration of concerned persons for that examination. If remuneration is already paid, it shall be recovered from concerned person/s, And/or
- Imposing a penalty up to Rs. 3,000/- as decided by MSBTE to the person guilty of negligence, And /Or
- Debarring the concerned persons from the Board work for one year.

B] **Submission/Uploading of Documents/Data with Incorrect or False Information:**

**Punishment/ Penalty:-**

- Withholding/forfeiting entire remuneration of concerned persons for that examination. If remuneration is already paid, recovering the same from concerned person, And/Or
- Imposing penalty up to Rs. 3,000/- per case to the person involved in such malpractice, And/Or
- Imposing penalty as decided by MSBTE up to Rs. 10,000/- to the Institute involved in such malpractices and/or negligence, And/Or
- Debarring the concerned Exam-coordinator from Board work for a period up to two years.

**C) Submission/Uploading of Forged & Fabricated Documents pertaining to the Result Declaration, Award of MS-CIT Certificates:**

**Punishment/ Penalty :-**

- Withholding/forfeiting entire remuneration of concerned staff for that examination. If remuneration is already paid, recovering the same from the concerned persons, And/Or
- Debarring the concerned Internal & External Examiner from Board work for a period up to Two Years, And/Or
- Imposing penalty up to Rs. 3,000/- per case from the person involved in such malpractice, And/Or
- Imposing and recovering fine of up to Rs. 10,000/- per case from the Institute involved in such malpractice.

**D) Mass Copying at the Examination center reported from Examination Center**

**Punishment/ Penalty:-**

Detailed enquiry shall be carried out in to the matter, based on enquiry findings

- Withholding/forfeiting entire remuneration of concerned staff for that examination. If remuneration is already paid, recovering the same from the concerned persons, And/Or
- Imposing penalty up to Rs. 3,000/- per case from the person involved in such malpractice, And/Or
- Imposing penalty up to Rs. 10,000/- to the Institute involved in such malpractices, And/Or
- Cancellation/ Shifting of Examination Center to other Institute for certain period and charging Examination Centre fee, And/Or
- Demanding affidavit from management giving undertaking that due care shall be exercised to avoid recurrence of such events in future, And/Or
- Debarring entire staff of Institute including Principal/Head of Institute etc. those are involved in such malpractice from Board work, for a period up to two years and issuing directions to his/her controlling authority to initiate disciplinary proceedings against him/her.

**E] Unfair Practice, Breach of Rules and Breach of Instructions by the Exam-coordinator:**

**Punishment/ Penalty:-**

- Warning to the Exam-coordinator to follow Board norms, And/Or
- Withholding & forfeiting entire remuneration of all concerned persons for that examination. If the remuneration is already paid, recovering it from concerned persons, And/Or
- Imposing penalty up to Rs. 3,000/- to the person involved.

**F] Not Following the Decision of the Board:**

**Punishment/ Penalty:-**

- Considering institutes attitude as conflicting, challenging and arrogant towards Board, Impose additional financial penalty of any amount that Board may deem fit, And/Or
- Withhold the results of entire Institute for the present/current examination without assigning any reasons thereof, And/Or
- Issue a Show-Cause Notice to explain why the enrollment of candidates for the next academic year should not be withheld? And/Or
- Require the institute to furnish an affidavit before "First class Judicial Magistrate" stating that in future the Institute shall follow scrupulously all the Rules, Regulations, Norms, Quality parameters and Instructions given by Board.