



Internal Order: Malpractice Prevention Committee Constitution

Subject: Constitution of Malpractice Prevention Committee for Academic Year 2025-26

Reference No.: VVIT/MPC/2025/01

Date: 01 July 2025

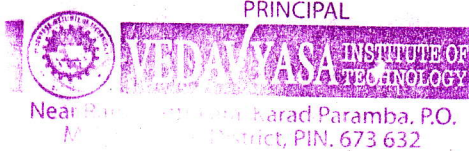
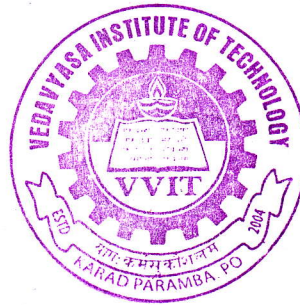
In accordance with university statutes and to ensure the sanctity of all examinations, the **Malpractice Prevention Committee** for the academic year 2025-26 is hereby constituted. Its purpose is to enforce a strict policy against academic misconduct and uphold the integrity of the examination process. The committee members and their contact details are listed below:

Name	Designation	Department	Contact Number	Email ID
Er. Divya K K	Chairman	CE	9400906939	hodce@vedavyasa.org
Dr. Lijin George	Convenor	ME	7837838483	hodme@vedavyasa.org
Ms. Sreekala N	Member	ECE	9747939783	sreekalavvit@gmail.com
Ms. Viji K	Member	EEE	8943721213	kviji002@gmail.com

This order is effective immediately. All faculty, staff, and students are directed to cooperate with the committee to ensure a fair and honest examination environment.

Authorized Signature:

Principal
Vedavyasa Institute of Technology



Malpractice Prevention Committee Constitution

1 Article I: Committee Authority

The Vedavyasa Institute of Technology Malpractice Prevention Committee is established under the Principal's authority, in accordance with the university's regulations, to oversee all actions related to the prevention and handling of examination misconduct.

2 Article II: Objectives

The committee's primary objective is to proactively prevent all forms of academic malpractice, including but not limited to cheating, impersonation, and unauthorized communication. The committee will also ensure a fair and just inquiry into all reported cases.

3 Article III: Roles & Responsibilities

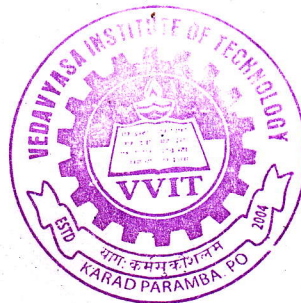
- **Chairman:** Provides overall leadership, approves all disciplinary actions, and acts as the final authority on appeals.
- **Convenor:** Oversees daily operations, manages records of reported cases, and serves as the main point of contact for invigilators.
- **Committee Members:** Conduct surprise inspections during examinations and assist in the investigation of reported malpractice cases.

4 Article IV: Procedure

1. **Surveillance:** The committee will conduct surprise visits to all examination centers to ensure proper invigilation and identify any suspicious activity.
2. **Reporting:** Any invigilator or faculty member who suspects malpractice must immediately report the incident to the committee convenor with a detailed account.
3. **Investigation:** The committee will promptly convene to investigate the reported incident, collect evidence, and hear from the involved parties before making a decision.

Article V: Awareness and Deterrence

The committee will ensure a zero-tolerance policy is clearly communicated to all students and will post warnings and guidelines in all examination halls to ensure effective enforcement.





Malpractice Prevention Committee Meeting Minutes

Meeting Title: Malpractice Prevention Committee Meeting

Date: July 01, 2025

Time: 02:00 PM - 03:30 PM

Venue: College Admission Room

Attendees:

- **Chairman:** Er. Divya K K
- **Convenor:** Dr. Lijin George
- **Member1:** Ms. Sreekala N
- **Member2:** Ms. Viji K

1 Agenda

1. **Vigilance Plan:** Discuss and approve the plan for conducting surprise checks and patrols in all examination centers.
2. **Reporting Protocol:** Finalize the formal procedure for invigilators and faculty members to report any instances of malpractice.
3. **Disciplinary Action:** Standardize the disciplinary measures to be taken for different types of offenses, ensuring consistency and fairness.

2 Decisions & Actions

1. Vigilance Plan

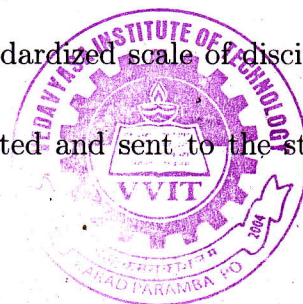
- **Decision:** The committee approved a system of surprise visits during examination days to all halls to prevent misconduct.
- **Action:** Dr. Lijin George will communicate the plan for surprise patrols to all committee members. Ms. Sreekala N and Ms. Viji K are assigned to conduct these surprise checks and must document any suspicious activity for the committee.

2. Reporting Protocol

- **Decision:** The committee approved a formal reporting protocol for all malpractice incidents.
- **Action:** Ms. Sreekala N will ensure that the required report forms are given to invigilators at the time of a reported incident. The forms will be available with the committee members throughout the examination period.

3. Disciplinary Action

- **Decision:** The committee approved the existing standardized scale of disciplinary actions as outlined in the KTU examination manual.
- **Action:** The offenses and penalties will be documented and sent to the student WhatsApp groups. All actions will be reported to KTU.



3 Next Meeting

Date: July 25, 2025

Time: 02:30 PM

Agenda: Review the effectiveness of malpractice prevention measures and address any reported cases.

Meeting Adjourned: 03:30 PM

Minutes Recorded By:

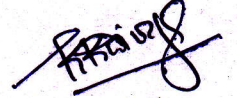
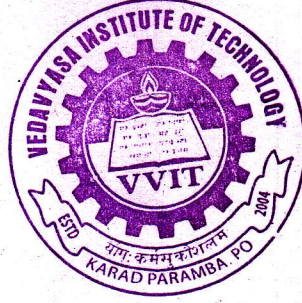
Minutes Approved By:



Dr. Lijin George

Associate Professor

Convenor



Er. Divya K K

PRINCIPAL Principal



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Malappuram District, PIN. 673 632