

# **SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

(A unit of Shri Sode Vadiraja Mutt Education Trust ®)  
VISHWOTHAMA NAGARA, BANTAKAL, UDUPI

**An Autonomous Institution**

Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

Accredited by NBA (BE – CSE, ECE, MBA) and NAAC with 'A' Grade



## **SMVITM**

### **MALPRACTICE MANUAL**

### **(2025-2026)**

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# 1. Acts of Malpractices

Any candidate appearing for the Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) shall be liable to be charged with committing malpractice in the following cases:

- Possession of electronic gadgets such as mobile phones, smartwatches, programmable calculators, pen drives, or any other storage devices in the examination hall.
- Possession of unauthorized books, manuscripts, blank papers, or any reference materials in the examination hall.
- Possessing written matter on calculators, body parts, handkerchiefs, clothing, socks, instrument boxes, identity cards, hall tickets, scales, etc.
- Copying from materials, other students' answers, giving assistance to or receiving from another student within the examination hall.
- Writing on the question paper or admission ticket
- Passing any material to another student in the examination hall.
- Disclosing identity by writing their name, words, peculiar marks, or USN on any page other than the facing sheet of the answer book.
- Communicating with others inside or outside the examination hall for taking or giving assistance in answering the examination.
- Misbehavior with officials or engaging in rude, obscene, or abusive language inside or near the examination hall or create disturbance of any kind in and around the examination hall or organizing a walk out or instigating others to walk out or indulge in any other act of misconduct or mischief which result in damage to or destruction of property in and around the examination hall or engaging in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.
- Possession of any lethal weapon or firearm in the examination hall.
- Entering the examination hall under the influence of alcohol, drugs, or any other intoxicating substances.
- Making requests, offering threats, or attempting bribery to the Room Superintendent or any examination official for favors.
- Using objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writing to the examiner requesting for the award of marks.
- Attempting to influence or pressurize examination officials or staff directly or indirectly for favorable treatment in the examination.

- Smuggling in or out answer book pages or supplementary sheets, tearing them off, or inserting pages written outside the examination hall into the answer book or arranging to send out the question paper during the examination
- Impersonating or allowing another person to impersonate and write the examination on their behalf.
- Destroying evidence of malpractice, such as tearing, mutilating answer books, or running away with answer books from the examination hall.
- Copying detected on the basis of internal evidence such as during valuation or during internal scrutiny.

## **2. Semester End Examination**

To ensure fair conduct of examinations and to prevent malpractices, the following procedure shall be strictly followed when a case of malpractice is detected during SEE.

### **2.1 Appointment of Squad Members**

The COE, in consultation with the Principal, shall appoint a team of squad members to monitor and ensure the smooth conduct of examinations and to detect/prevent malpractices.

### **2.2 Procedure for Reporting Malpractices in SEE**

The below procedure should be followed for Reporting the Malpractice cases:

1. If the case of a malpractice detected by the Room Superintendent (RS), Flying Squad, or any other official, they shall seize the incriminating materials and report the matter to the DCS.
2. Based on the discretion of the DCS, the student may be permitted to continue writing the examination from a fresh page marked by DCS.
3. At the end of the exam, RS and DCS shall report the matter to the CS along with below documents.
  - Answer booklet of the candidate along with Question paper
  - Materials seized from the candidate attested by the Room Superintendent.
  - Hall ticket of the candidate.
  - Copy of plan of seating arrangement indicating the sitting position of the candidate in the block/floor.
  - Report of the concerned Room Superintendent / DCS / Flying squad
4. Upon receiving a malpractice report, the CS shall conduct a preliminary inquiry, including:
  - Reviewing the report from the Room Superintendent.
  - Recording statements from the student(s) involved.

- Gathering all relevant evidence.
5. The preliminary inquiry process must be video recorded.
  6. The CS shall then forward the malpractice report, answer book(s) marked MPC in the left hand corner of facing page, incriminating materials, and any other relevant documents in a sealed cover to the CoE immediately.

### **2.3 Guidelines for Documentation and Evidence Collection**

The guidelines for documentation and evidence collection is listed below.

1. The student, RS, DCS, and the Flying Squad Observer (if applicable) shall provide handwritten statements in the prescribed format (Annexures I, II and III).
2. These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
3. If a student refuses to hand over incriminating materials or refuses to provide a statement, they shall be asked to write and sign a statement of refusal.
4. If the student refuses to do so, the incident shall be recorded in writing and signed by two faculty members as witnesses.
5. The CS, DCS, Squad Member, and RS concerned shall sign all documents related to the malpractice case, including: sketch plan of the examination hall, hall ticket, a copy of the ID card, confiscated answer book, and question paper of the student.

### **2.4 Examination Continuation and Result Processing**

1. Students booked under malpractice shall be allowed to write subsequent examination papers. The answer books of subsequent examinations of the student(s) shall be submitted along with other answer books without marking them as a malpractice case (MPC).
2. The answer books of students involved in malpractice shall be evaluated, but their results shall be withheld until the CS reviews and clears the recommendations of the (MC<sup>3</sup>).

### **2.5 When a student is booked under malpractice, the official shall strictly adhere to the following steps**

1. The student shall be debarred from continuing the examination for that particular paper in which they have been booked for alleged malpractice.

2. A memo shall be issued to the student, instructing them to attend the MC<sup>3</sup> meeting as per the instructions of the CoE.
3. The answer book of the concerned paper, along with all relevant documents, shall be sent directly to the Office of the CoE through the office of CS. The answer book shall be superscribed as "MPC" on the left-hand corner of the facing sheet only. No other pages of the answer book shall contain any indication of malpractice (MPC).
4. The ID card shall not be confiscated. The student shall be permitted to appear for subsequent examination papers, if any by collecting duplicate hall ticket. Answer books of such subsequent papers shall be submitted to the CoE along with other answer books without any indication of malpractice.

## **2.6 Penalties & Punishments**

- The MC<sup>3</sup> shall enquire the malpractices registered during examinations. The Committee shall have tenure of two years.
- The committee shall meet after the conclusion of each semester examination on the dates fixed by the CoE and inquire on all matters connected with the students booked under Malpractices.
- The committee shall frame definite charges together with a statement of allegation on which they are based and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
- In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the committee shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments in their absence.
- The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- The committee shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The student shall be entitled to cross-examine the witnesses and the audio-visual and documentary evidence produced in support of the charges as well as to give evidence in defense.
- A student is awarded punishment only once though he/she may have indulged in malpractices in several papers in the ensuing Semester End Examinations. This punishment will be decided taking into consideration all malpractices during the semester examination.
- The committee shall examine the evidence/s placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the committee shall recommend suitable penalties or punishments on the student.

- A complete video recording of all enquiry proceedings shall be maintained as part of the official record.
- While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken into consideration to decide the severity of the case.
- At the conclusion of the inquiry, the committee shall submit a report to the Principal with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.

The Guidelines for recommending penalties and punishments to the students involved in Malpractices during Semester End Examinations (SEE) shall be as given in Table 1.

Table 1: Penalties and punishments to the students involved in Malpractices during Semester End Examinations (SEE)

Sl. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	<p>1.Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusing language.</p> <p>2.Writing in the Question Paper / Admission Ticket and/or passing to the other student in the Examination Hall.</p> <p>3.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.</p> <p>4. Possession of Electronic devises like mobile, Programmable Calculator, Pen-drive and any other electronic devises / storage devises in the examination hall.</p> <p>5.Communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.</p> <p>6.Having any written matter on scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,)</p>	<p>The MC<sup>3</sup> shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <p>a. Fine up to Rs. 5000/-</p> <p>b. Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice</p> <p>c. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>d. Debarring the student from appearing for one more subsequent examination.</p> <p>e. Debarring the student from appearing for two more subsequent examinations.</p>

	<p>7. 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.</p>	<p>f. Debarring the student from appearing for three more subsequent examinations.</p>
<p>II</p>	<p>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.</p> <p>2. Making any request of representation or inducing to bribery to Room Superintendent or and any other official or officer of the University/College for favors in the examination hall or to the Examiner in the answer script.</p> <p>3. Approaching directly or indirectly the teachers, officers, officials or examiners or bring about undue pressure or undue influence upon them for favour in the examination.</p> <p>4. Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.</p> <p>5. Receiving material for copying from outside or inside the examination hall.</p> <p>6. 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.</p> <p>7. Copying or taking aid from any material or matter referred to in sub-clause V (l &amp; m) to answer in the examinations</p> <p>8. Having any written matter on scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,)</p> <p>9. 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.</p>	<p>The MC3 shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.</p> <p>a. Fine up to Rs. 5000/-</p> <p>b. Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice</p> <p>c. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>d. Debarring the student from appearing for one more subsequent examination.</p> <p>e. Debarring the student from appearing for two more subsequent examinations</p> <p>f. Debarring the student from appearing for three more subsequent examinations.</p>

	10. 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.	
III	Repeated Indulging in malpractice.	<p>a. The fine shall be subject to a multiplicative increase (up to Rs. 10,000 / Rs. 20,000 / higher)</p> <p>b. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>c. Debarring the student from appearing for subsequent examinations extending up to three more examination.</p> <p>d. Possible suspension from the Institute</p>
IV	<p>1. Impersonating another person or to allowing impersonate any to Answer in his/her place in the examination hall.</p> <p>2. Threatening with weapons or any other means to the Room Superintendent, Members of the Flying Observers, officers / officials of the Examination centers / University</p>	<p>a. The fine shall be subject to a multiplicative increase (up to Rs. 10,000 / Rs. 20,000 / higher)</p> <p>b. Rusticate the student from university.</p> <p>c. In case of Impersonation, both the students concerned shall be handed over to the police by the Chief Superintendent with intimation to the University.</p>

## 2.7 Procedure for Dealing with Unfair Means at Assessment Centre

1. During the assessment of answer books, if examiner suspects that there is prima-facie evidence that the examinee/s, whose answer book/s the examiner is assessing, appear/s to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the CoE who shall then forward the

case in separate sealed envelope marked with "Suspected Unfair Means Case" to the Principal for necessary action.

2. If any staff is found involved in any type of malpractice/unfair means, CoE shall report the case to the Principal for further action.

## **2.8 Procedure for Dealing with Unfair Means at Paper Setting/Printing**

If any paper setter/staff/any person/s related with paper setting and or printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, CoE shall report the case to the Principal for further action.

## **3. Continuous Internal Evaluation**

Continuous Internal Evaluation (CIE) is an ongoing evaluation process conducted during the semester through theory internal assessment, practical internal assessment, quizzes, assignments, lab work, seminars, etc., contributing to the final grade.

### **3.1 Procedure for Reporting Malpractices**

The COE, in consultation with the Principal, shall appoint a Squad to supervise CIE sessions, ensure orderly conduct, and detect/prevent malpractices.

### **3.2 Procedure for Reporting Malpractices**

1. If the case of a malpractice detected by the Room Superintendent (RS), Squad, Examiner or any other official, they shall seize the incriminating materials and report the matter to the Respective Head of the Department/First year coordinator.
2. Based on the discretion of the HOD, the student may be permitted to continue writing the examination from a fresh page marked by RS/Examiner.
3. The RS/Examiner shall submit the below documents to the Respective Head of the Department/First year coordinator after the conclusion of the examination.
  - Answer booklet of the candidate along with Question paper
  - Materials seized from the candidate
4. Upon receiving a malpractice report, the HOD shall conduct a preliminary inquiry, including:
  - Collecting handwritten statements in the prescribed format (Annexures I and II) from the RS/Examiner/Squad and student.
    - If a student refuses to hand over incriminating materials or refuses to provide a statement, the incident shall be recorded in writing and signed by RS and HOD as witnesses.
5. The HOD shall then forward the malpractice report, answer book(s), incriminating materials, and any other relevant documents to the CoE immediately.

### **3.3 Examination Continuation and Result Processing**

1. Students booked under malpractice shall be allowed to write subsequent examination papers.
2. The answer books of students involved in malpractice shall be evaluated, but their results shall be withheld until the Principal reviews and clears the recommendations of the Malpractice Cases Consideration Committee (MC<sup>3</sup>).

### **3.4 Penalties & Punishments**

Malpractice Cases Consideration Committee (MC<sup>3</sup>): A statutory committee that investigates examination malpractice and recommends penalties. This committee investigates and takes appropriate action against examination-related malpractice cases. It consists of the Principal as Chairperson, the Controller of Examinations (CoE), two or more senior faculty members, and a department representative as Member-Secretary.

- The MC<sup>3</sup> shall enquire about the malpractices registered during examinations. The Committee shall have tenure of two years.
- The committee shall issue a memo to the students, instructing them to attend the MC<sup>3</sup> meeting (Annexure III).
- The committee shall meet after the conclusion of each CIE on the dates fixed by the CoE and inquire on all matters connected with the students booked under Malpractices.
- The committee shall frame definite charges together with a statement of allegation on which they are based and direct the student in writing, and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
- In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the committee shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments in their absence.
- The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- The committee shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The student shall be entitled to cross-examine the witnesses and the audio-visual and documentary evidence produced in support of the charges as well as to give evidence in defence.
- A student is awarded punishment only once though he/she may have indulged in malpractices in several papers in the ensuing CIE. This punishment will be decided taking into consideration all malpractices during the CIE.
- The committee shall examine the evidence/s placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the committee shall recommend suitable penalties or punishments on the student.
- All enquiry proceedings shall be conducted under CCTV surveillance and should be maintained as part of the official record.
- While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken into consideration to decide the severity of the case.

- At the conclusion of the inquiry, the committee shall submit a report to the Principal with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.

*The Guidelines for recommending penalties and punishments to the students involved in Malpractices during CIE shall be as given in Table 1.*

Table 1: Penalties and punishments to the students involved in Malpractices during CIE

SI. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	<p>1. Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusing language.</p> <p>2. Writing in the Question Paper / Admission Ticket and/or passing to the other student in the Examination Hall.</p> <p>3. Possession of Electronic devices like mobile, Programmable Calculator, Pen-drive and any other electronic devices / storage devices in the examination hall.</p> <p>4. Communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.</p> <p>5. Having any written matter on scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,)</p> <p>6. 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.</p> <p>7. 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.</p> <p>8. Making any request of representation or inducing to bribery to Room Superintendent or and any other official or officer of the University/College for favors in the examination hall or to the Examiner in the answer script.</p> <p>9. Approaching directly or indirectly the teachers, officers, officials or examiners or bring about</p>	<p>Denial of benefit of performance of that Particular paper. (The student shall secure eligibility for the Semester End Examination solely through the remaining tests. )</p> <p>And</p> <p>Student will not be eligible for any additional improvement tests.</p> <p>And</p> <p>Parents should mandatorily meet the respective HOD personally and discuss the matter.</p> <p>And</p> <p>Fine up to Rs. 5000/-</p>

	<p>undue pressure or undue influence upon them for favour in the examination.</p> <p>10. Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.</p> <p>11. Receiving material for copying from outside or inside the examination hall.</p> <p>12. 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.</p> <p>13. Copying or taking aid from any material or matter to answer in the examinations</p> <p>14. 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.</p>	
II	<p>Repeated Indulging in malpractice (more than once in the entire program).</p>	<p>Denial of benefit of performance of that Particular paper. (The student shall secure eligibility for the Semester End Examination solely through the remaining tests.)</p> <p>And</p> <p>Student will not be eligible for any additional improvement tests.</p> <p>And</p> <p>Parents should mandatorily meet the respective HOD personally and discuss the matter.</p> <p>And</p> <p>The fine shall be subject to a multiplicative increase (up to Rs. 10,000 / Rs. 20,000 / higher)</p> <p>And</p> <p>Possible suspension from the Institute</p>
III	<p>1. Impersonating another person or to allowing impersonate any to Answer in his/her place in the examination hall.</p> <p>2. Threatening with weapons or any other means to the Room Superintendent, squad, or any other officials of the Examination centres.</p>	<p>Rusticate the student from institution.</p>

## **4. General guidelines**

- The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
- Malpractice and punishments imposed on the students shall invariably be intimated to the concerned parents by the College.
- Rejection of performance of the examination shall not be permitted for the students who are punished for Malpractice(s).
- The student punished under Malpractice(s) shall not be eligible to take admission to the next higher semester, till the redeeming of the punishments imposed on him/her.
- The confiscated material may not be returned to the student till the end of the course as decided by the MC<sup>3</sup> committee.

## **5. Authority for imposing penalties & punishments**

The Principal shall be the Authority for imposing penalties and punishments on the students as recommended by the committee.



## ANNEXURE-I

### DETAILS OF THE MALPRACTICE CASE

Name of the Candidate	:		USN:	
Department	:		Semester	
Date	:		Exact Time:	
Course:	:		Course Code:	
Nature of Malpractice	:	Chits/Written matter on Calculator /Palm / Kerchief /Desk / Bringing Mobile phone/ pen drive / Bluetooth device/Smart watch etc. ..... ..... ..... (Mention the reason for booking the case)		
Case Detected by	:	RS/RRS/DCS/Squad/CS		
Permanent address of the Candidate with Contact Number	:			
Name of the Room Superintendent	:			
Statement of the Candidate	:			
Statement made and signed before me	:	Chief Superintendent	Deputy Chief Superintendent	



**ANNEXURE-II**

**REPORT OF EXAMINATION OFFICIALS AT COLLEGE**

This Statement given by me is based on my personal knowledge of the case. Before the distribution of the Question papers, I had warned the candidates as "All of you should search your pockets, desks/ tables and benches, whether there are any papers, books, notes or electronic gadgets and if you find any, keep them outside the examination hall before you start answering the paper".

The Candidate ..... bearing USN ..... booked under malpractice during the examinations on ..... at ..... while writing the course ..... course code ..... the case was detected by ..... and the details of the case are .....

**Signature of the Room Superintendent**

**REPORT OF THE DEPUTY CHIEF SUPERINTENDENT**

.....  
.....  
.....

**Signature of the Deputy Chief Superintendent**

**REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD)**



**ANNEXURE-III**

**MEMO**

Mr./Ms. .... bearing  
USN..... Booked under Malpractice during Semester End  
Examination in the course ..... course code  
..... on ..... is hereby directed to appear before the  
Malpractice Cases Consideration Committee Meeting convened on  
..... at Controller of Examinations Office, SMVITM. If you fail to  
appear before the committee, ex parte decision will be taken.

**(Chief Superintendent)**

**To, Mr./Ms.**

.....

Copy to:

1. The Controller of Examinations, for information & needful.
2. File.

Signature of the candidate for having received the Memo

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**An Autonomous Institute Affiliated to VTU, Belagavi**

A Unit of Shri Sode Vadiraja Mutt Education Trust®, Udupi  
Approved by AICTE, New Delhi | Accredited by NAAC with 'A' Grade  
Vishwothama Nagar, Bantakal – 574115, Udupi District, Karnataka



**SMVITM**

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**Name and Signature of the Squad Member/s**