

**Academic Ethics Policy**

<p><b>What is not Academic Dishonesty?</b></p> <ul style="list-style-type: none"> <li>● A student submitting the work done alone or in the knowledge of Course Instructor.</li> <li>● Submitting a single group project wherever permitted.</li> <li>● Students discussing the methodology of solution.</li> <li>● Students discussing the course material for understanding.</li> </ul>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Academic Dishonesty and Suggested Penalties:**

<b>Offense</b>	<b>Punishment</b>
<p><b>Cheating</b></p> <ul style="list-style-type: none"> <li>● Carrying <i>cheat sheets</i> or <i>chits</i> during exams. The student may or may not use the sheets during the exams. But possessing the chits will be treated as cheating [Severe].</li> <li>● Keeping books/chits etc. in toilets [Severe].</li> <li>● Possessing the electronic items/gadgets (smart phones, smart watches, tablets, similar items) during the exam. Calculators, wherever permitted, can be carried for the exam.</li> <li>● Using the electronic items/gadgets (smart phones, smart watches, tablets, similar items) during the exam. [Severe].</li> <li>● Exchanging the answer books or question papers with some of the answers on it [Severe].</li> <li>● Sharing answers, soliciting answers, peeking into the answer sheets of others.</li> <li>● Any evaluation component such as assignment, project etc. if copied or plagiarised, will have the same serious consequence as that of copying in the exam.</li> </ul>	<p><b>Cheating</b></p> <ul style="list-style-type: none"> <li>● Expel from the examination hall</li> <li>● Award 0 (zero marks) for the exam component.</li> <li>● No makeup Exam.</li> <li>● “F” grade for all offences.</li> <li>● Disciplinary action to be taken for severe issues, including semester drop.</li> </ul>
<p><b>Information Falsification or Fabrication</b></p> <ul style="list-style-type: none"> <li>● Falsification of data. [severe]</li> <li>● Date fabrication. [severe]</li> </ul>	<p><b>Information Falsification or Fabrication</b></p> <ul style="list-style-type: none"> <li>● Students are warned and scholarship may be temporarily stopped for a period of time</li> <li>● <b>Research students will be terminated.</b></li> <li>● These issues will be handled by Dean Academics separately.</li> </ul>
<p><b>Facilitation of Academic Dishonesty</b> (Applicable to TAs also)</p>	<p><b>Facilitation of Academic Dishonesty</b> (Applicable to TAs also)</p>

<ul style="list-style-type: none"> <li>● Providing the materials or others to the students without permission.</li> <li>● Providing the question papers or others to the students without permission. [severe]</li> <li>● Leakage of question papers</li> </ul>	<ul style="list-style-type: none"> <li>● TAs are warned and their scholarship may be suspended for a 6 months of time.</li> <li>● The students (both student and TA) may be suspended for next semester, or the student is not allowed to register for the next semester.</li> <li>● <b>If the TA is the main culprit, s/he may be terminated from the program.</b></li> <li>● <b>For leakage of question papers, or attempting to leak the question papers, students will be terminated from the programs.</b></li> </ul>
<p><b>On-line Cheating</b></p> <ul style="list-style-type: none"> <li>● Creating instant <u>Whatsapp</u> or other groups and sharing the answers or solutions. [Severe]</li> <li>● Participating in Whatsapp or other groups while being aware that the group is used for dishonest academic purposes [Severe].</li> <li>● Impersonation. [Severe]</li> <li>● Online screen sharing</li> <li>● Exchange answers with others. [Severe]</li> <li>● At the beginning, exchange <u>pdfs</u> to verify the sets. [severe]</li> <li>● Keeping phones, books <u>etc.</u> out of camera region. [severe]</li> <li>● Violations due to any other unforeseen or technological developments.</li> </ul>	<p><b>On-line Cheating</b></p> <ul style="list-style-type: none"> <li>● Award F grade for the whole group or class.</li> <li>● Disciplinary actions, including suspension, semester drop etc. may be taken.</li> <li>● Makeup Exam is not offered.</li> </ul>
<p><b>Others</b></p> <ul style="list-style-type: none"> <li>● Faking identities to get third party assistance. [severe]</li> <li>● Impersonation (both online and offline). [severe]</li> </ul>	<p><b>Others</b></p> <ul style="list-style-type: none"> <li>● Disciplinary action will be taken</li> <li>● Exam component is cancelled</li> <li>● Suspension / stopping scholarship for a period of time</li> </ul>
<p><b>Severe Issues</b></p> <ul style="list-style-type: none"> <li>● Student impeding the investigation on academic dishonesty</li> <li>● More than one incidents</li> <li>● Forging signatures of a faculty/staff member</li> <li>● Tampering or modifying the evaluated answer sheets.</li> <li>● Leakage of Question Papers</li> <li>● Data Fabrication</li> </ul>	<p><b>Severe Issues</b></p> <ul style="list-style-type: none"> <li>● Redoing/re-attending the course, in subsequent year. All the assignments, tests, quizzes <u>etc.</u> need to be submitted afresh.</li> <li>● For TAs, scholarship may be suspended for a period of time.</li> <li>● The student may be suspended for next semester, or the student is not allowed to register for the next semester.</li> <li>● Mandatory attendance in academic honesty workshop at the beginning of semester.</li> <li>● Academic and/or disciplinary probation</li> <li>● An intimation regarding the student's</li> </ul>

	<p>academic dishonesty will be sent to the parents.</p> <ul style="list-style-type: none"> <li>● "F" grade in all registered courses</li> <li>● Student is not allowed to fill the teacher and course feedback.</li> <li>● Barring from contesting in elections, applying for internships, placements etc.</li> </ul>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Some More Comments:**

- All the items with [severe] suffix are major issues.
- The appropriate authority / committee will deal any unforeseen violations due to technological advancements or others.
- Instructor needs to prove the offense.
- A workshop on the Academics need to organized at the beginning of the semester.
- The items mentioned are some general issues. List can be exhaustive. Faculty / committee will take the relevant action upon the incident.
- All the serious issues to be should be authorized or to be penalized by the concern committee appointed by Dean Academics.
- Serious issues attract disciplinary actions, in addition to the above-mentioned academic penalties.
- Issues related to Plagiarism related to external submissions, Data fabrication etc. should be handled by the Dean Academics through a different committee, specific to the case.
- All serious issues attract more than one punishment.
- Institute needs to sensitize the students about plagiarism, ethics, academic honesty etc., during the orientation programs. This document should be made available on the intranet.
- Student is allowed to present his/her points before being punished.
- Since the offences and violations are also criminal offences, the Institute may file a police complaint as per the IPC or provisions of the law.