

Disciplinary actions for acts of academic malpractices

Acts of academic malpractices by students are dealt by Institute Academic Disciplinary Action Committee (IADC).

1. Constitution of IADC:

1	Dean/ Associate Dean Academic	Chairman
2	H.O.D to which Department the student(s) belong, if students are from multiple department the corresponding H.O.Ds	Member
3	2 Faculty members	Members
4	Student (VP Student Gymkhana)	Member
5	A.R. Academic	Secretary NonMember

2. Guidelines for invigilators:

Upon discovery of an act of indiscipline by a student during an exam, the invigilator should confiscate relevant material like chits, phones, answer papers, etc.

A fresh answerbook should be issued to the student and the student should be allowed to resume writing the exam.

A detailed note should be prepared as above and submitted to the Associate Dean Academic. The report should contain the following:

1. The roll number and name of the student
2. The course number
3. A report containing a description of the act
4. A description of the evidence collected along with the material evidence to the extent possible.

3. Guidelines for the IADC

On receipt of a complaint, the IADC considers the evidence put forward. The Associate dean Academic will call a meeting. It is the responsibility of the invigilator and the student to be present for the meeting at the time given by the IADC. A meeting is then convened to decide on the disciplinary action.

The Dean/ Associate Dean (Academic) will finally forward the decision of the IADC to the Director for approval. Once approved by the Director, the report is sent to the Academic Office for implementation. A letter is also issued to the student regarding the implementation of the report with copies to the concerned instructor, the parents of the student, and the Head of the student's department.

The Dean/ Associate Dean (Academic)'s office maintains all documents related to reported cases of academic malpractices.

It is the Dean/ Associate Dean (Academic)'s office that keeps track of the repeat offenders. On discovery of a case of repeat offence, the relevant documents are forwarded to the IADC. A repeat offence means that the student has already been found guilty of an offence earlier; it need not be in the same course, or even in the same department. The student (repeat offender) may be suspended for a semester.

4. Punishment/ Penalty

4.1 Communicating with other students during exams

(i) If a student is found verbally communicating with another student during the examination, in the absence of any other evidence except a signed note from the invigilator, the penalty is loss of one grade. If however there is other evidence, like identical answers in the answerbooks, then the penalty is an F grade.

(ii) If a student is found passing chits/supplements/other unauthorized material to other students the penalty is an F grade.

4.2 Carrying unauthorized material during exams

(i) If a mobile phone is found in the possession of a student after the exam has begun, the penalty is 'F' grade. The invigilators will warn the students twice, through an announcement, to deposit mobile within a few minutes of the commencement of exam.

After the stipulated time as announced, if any student is found in possession of the mobile, whether using it or not, will be penalized with F grade in the concerned course.

(ii) If a student is found carrying unauthorized material like chits, electronic gadgets like tablets, calculators etc. (other than mobiles), using prohibited facilities like the internet etc., or is found with scribbles on one's body, the penalty is an F grade. Detection of such material with the student is enough to attract the penalty.

4.3 Detection of copying during evaluation of answer scripts

(i) If during evaluation of answer scripts of an exam, it is detected that a student A has copied from another student B, the disciplinary action taken against both the students is an F grade.

4.4 Communicating with others during toilet breaks during exams

(i) The disciplinary action taken against a student who is found using a mobile phone, chits, books and other unauthorized material during toilet breaks, while the exam is in progress, is an F grade and suspension for one semester.

4.5 Carrying out Answer script/ Supplementary sheet

(i) If a student takes away the answer script from the examination hall, the penalty is an F grade.

NB: The student penalized F grade because of conducting the academic offense is not allowed to register for the Summer Course or Supplementary examination in that academic year for the said subject.