

Indian Institute of Technology Goa

At Goa Engineering College Campus, Farmagudi, Ponda, Goa-403401



IIT Goa/RegOff/2018/35

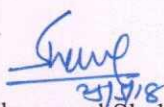
25.05.2018

OFFICE ORDER

Subject: Policy for academic malpractices

The competent authority of the Institute on recommendation of the Senate, IIT Goa in its 1st Meeting held on 30.01.2018 has approved the policy for handling acts of academic malpractices by the students. The detailed policy document is enclosed herewith.




Mohammed Shakeel
Registrar (In-Charge)

Encl: As above

Copy to

1. Director's Office
2. Dean (AP)
3. All Faculty, Staff and Students
4. System Administrator for website updation
5. Order File

Procedures for handling acts of academic malpractices by Students

Overview of the procedures

An appropriate committee should be constituted to handle the cases of Academic Malpractices. On discovery of an act of Academic Malpractices by a student, the Instructor shall report the case to the Designated Committee (DC). The DC will examine the report in the light of the facts and evidences and make suitable recommendations/findings to the Dean (AP) for further course of action.

Procedures and guidelines

This section provides procedures to be followed by the Instructor for reporting an act of Academic Malpractices and Guidelines for the members of DC.

Guidelines for Instructors

On discovery of an act of Malpractice, the Instructor should collect the evidence, and prepare a report. The report should be submitted to the DC, and should contain the following information:

1. The roll number and name of the student.
2. Details of the course and the examination/assignment/project.
3. A description of the act and evidence.
4. Material evidence to the extent possible.
5. Response of the student on confrontation (whether the student agrees to the act or not).

Guidelines for Invigilators/TA

On observation of an act of academic malpractice during an examination (or assignment correction), the invigilator should confiscate the relevant materials like chits, phones, answer sheets etc. and report to the course Instructor. A fresh answer sheet should be issued to the student and the student should be allowed to resume writing the exam for the remaining time of the examination. A report should be prepared by the Course Instructor, in the above mentioned format, and be submitted to the DC. The involved Invigilator should sign the report.

Guidelines for Office staff

- A member of the office staff may be deputed to assist the DC in discharging its duties.
- The Chairperson, DC informs this staff member of the complaint and issues a letter to the student informing him/her of the reported case of academic malpractice.
- The office staff makes a copy of both the report by the Instructor and the evidence submitted, contacts the concerned student and gives him/her these copies.
- The student is given two working days to submit a written response.
- After two days, the office intimates the Dean (AP) office. The office also contacts the Dean's office to check for repeat offenders.

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Guideline for DC

- On receipt of a complaint: The DC may call a meeting with both the Instructor and the student, if required. It is the responsibility of the Instructor and the student to be present for the meeting at the time given by the DC.
- Meeting of the DC: The Appropriate Authority convenes DC meetings. The elected Student Representative in the committee (SUGC) must be invited to attend the meeting. However, the meeting may be convened even if the Student Representative is not present. Each DC meeting must be attended by at least three faculty members. The Instructor who submitted the complaint and the student against whom the complaint was made will not be part of the DC even if he/she happens to be a member of the DC or SUGC respectively.
- **Disciplinary action:** The attached document listing suitable disciplinary actions which are to be used for this purpose. The main role of the DC is in sifting through the evidence and establishing the type of malpractice, if any. The final recommendation should be unambiguous. Members not agreeing with the report, may add a dissenting note. In case the evidence is not clear, the benefit of doubt will go to the student.
- **Dean's approval:** The DC recommendation will be forwarded to the Dean (AP) for approval. The Dean may approve the recommendation, seek clarifications, or submit it to the DC if a more stringent measure is warranted. Once approved by the Dean, 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 and the parents of the student, if required. The DC must send its report at most ten days after the last date for submitting grades, each semester.
- **Record of all documents:** The Dean's office will maintain all documents related to reported cases of Academic Malpractices. It is the Dean's office that flags repeat offenders. On discovery of a case of repeat offense, the relevant documents will be forwarded to the DC. A repeat offense means that the student has already been found guilty of an offense earlier; it need not be in the same course, or even in the same department.

Redressal mechanism

Students are allowed one appeal against the decision of DC to the appropriate authority.

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Disciplinary action for malpractices in examination

Disciplinary actions shall be recommended by a Designated Committee may be named 'Academic Disciplinary Action Committee' (ADAC) according to the severity of the act of malpractice.

1 Impersonation/Forgingsignaturesetc.

Malpractice	Penal action
Signing for another student in a course/Leaving the class after giving attendance	A warning is issued for the first two times, DX grade is awarded for the third violation
Impersonation of a student during exams	Suspension for one semester
Tampering with official documents like grade sheets, medical certificates etc.	An FR grade and suspension for one semester
Forging signatures of faculty/staff	Suspension for one year

2 Copying in home assignments, programming assignments and laboratory projects

Category	Penal action
A student who copied an assignment/ project	Zero in the assignment/project and one grade penalty
A student from whom an assignment/project was copied	A warning is issued if done on purpose. No action if the copying was done by means of hacking etc.

3 Copying in examination

Malpractice	Penal action
Communicating with other students	Zero in that particular exam.
Found using or carrying mobile or other electronic gadgets such as tablets, calculators (when prohibited)	Zero in that particular exam and one grade penalty.
Found in possession of chits, micro-photocopies, scribbles on body or clothes, or other unauthorized material	Zero in that particular exam and one grade penalty in the course.
Detection of identical answers during examination or evaluation, resulting in confirmed case of copying	Zero in that particular exam and loss of one grade point in the course.
Found communicating with other students or using a mobile phone, other electronic gadget, chits, books and any other unauthorized material during toilet breaks, while the exam is in progress	Zero in that particular exam and one grade penalty.
Tampering with evaluated answer books or score sheets	Penalty is FR grade

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4 Repeat Offenses

Repeat offences should be communicated to the ADAC. The disciplinary action taken against repeat offenders is suspension for one semester.

5 Plagiarism in Internal Reports

Malpractice	Penal action
Reproducing material from sources like the web, texts, etc., without proper citations in seminar and project reports	No penalty if the mistake was unintentional/loss of two grade points or FR if intentionally done depending on the severity.
Deliberately claiming false results on experiments, falsely claiming original content in a M. Tech / Ph.D. thesis	Should be referred to the ADAC and the minimum penalty is suspension for a period of one year.

6 Indiscipline by students serving as TAs

Malpractice	Penal action
Aiding students in cheating/deliberately assigning inflated marks, tampering with the mark-sheet/answer books	Suspension for one semester and no stipend

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