

Procedures for handling acts of academic malpractices by students

April 16, 2015

1 Overview of the procedures

Acts of academic malpractices by students are dealt with at two levels. At the department level, they are handled by a Departmental Academic Disciplinary Action Committee (D-ADAC) and at the institute level, by the Academic Disciplinary Action Committee (ADAC). The D-ADAC deals with acts which attract a maximum disciplinary action of a fail grade (FR or DX). Acts which deserve a more stringent disciplinary action are handled by the ADAC.

An instructor, on discovery of a case of academic malpractice by a student will report it to the Head of the Academic Unit who will refer it to the D-ADAC. The D-ADAC will examine each case and recommend an appropriate disciplinary action, which is forwarded, via the Head, to the Dean (AP) for implementation. The Dean (AP) may approve the recommendation and forward it to the Academic Office for implementation or may forward it to the ADAC for consideration. In cases of serious acts of malpractice, like impersonation, repeat offences by the same student, etc., the D-ADAC forwards the documents through the Head to the Dean (AP)'s office. In such cases, the appropriate disciplinary action is decided by the ADAC. The Dean (AP) will finally forward the decision of the ADAC to the Director for approval.

Remark. The instructor should send such complaints to the Head of the Department which administers the course. For instance, if a student of the Electrical Engineering Department is found cheating in a course run by the Civil Engineering Department being taught by a faculty member from the Mathematics Department then the report should be submitted to the Head of the Civil Engineering Department.

2 Constitution of the D-ADAC

The role of the D-ADAC is played by the DUGC/ DPGC/ IDPC of the academic units. Acts of academic malpractice in undergraduate (postgraduate) courses are handled by the concerned DUGC (DPGC/IDPC, respectively).

3 Constitution of the ADAC

The ADAC is convened by the Dean (AP). Other members are the Associate Dean(AP), Dean(SA)/Associate Dean(SA), Convenor UGAPEC, Convenor PGAPEC, SC/ST/OBC Liaison Officer (as required), SC/ST Faculty Advisor (as required), GSEC(AA) UG and GSEC(AA) PG. At least four faculty members must be present for quorum.

The Head (or a representative) of the Academic Unit which had forwarded the complaint and the Head (or a representative) of the Academic Unit of the student concerned may be invited for discussion and information dissemination. The faculty member(s) who had submitted

the complaint, the student concerned, and other concerned persons may also be invited for discussion. However the invitees will not take part in the deliberations and decision making.

4 Procedures and Guidelines

This section outlines procedures to be followed and provides guidelines for instructors and members of the D-ADAC/ADAC.

4.1 Guidelines for Instructors

On discovery of an act of academic malpractice, the instructor will prepare a report, collect evidence and submit the same to the D-ADAC. 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.

The instructor submits this report to the Head of the Academic Unit administering the course. The last date for submitting a complaint, in each semester, is one day after the last date for filing grades.

Home Assignments.

The instructor must clearly specify policies regarding collaborations in case of home assignments. If no specific instructions are specified, it will be assumed that all submissions must be individual effort.

If a case of copying in home assignments is confirmed by the D-ADAC, the instructor will be informed and the instructor will award zero marks on the assignment. No other punitive measures will be taken by the instructor. It is the D-ADAC or ADAC which decides other measures. The instructor grades the student purely based on his/her academic performance and communicates the grade to the Academic office/ASC as per normal procedure.

Attendance issues. In case a student is found missing from the class after having submitted attendance, a warning is issued by the instructor to the student for the first occurrence. Only when a second violation is detected should the Instructor report it (both) in the format specified above.

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 Head of the Department conducting the course.

4.2 Guidelines for Office Staff

A member of the office staff may be deputed to assist the D-ADAC in discharging its duties. The Head 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 these two days, the office intimates the D-ADAC. The office also contacts the Dean(AP)'s office to check for repeat offences.

4.3 Guidelines for the D-ADAC and the ADAC

On receipt of a complaint, the D-ADAC considers the evidence put forward. The D-ADAC 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 D-ADAC.

A meeting of the D-ADAC is then convened to decide on the disciplinary action. The elected student representative in the committee (DUGC/DPGC/IDPC) must be invited to attend the meeting. However, the meeting may be convened even if the student representative is not present. Each D-ADAC 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 D-ADAC even if he/she happens to be a member of the DUGC/DPGC/IDPC.

After due deliberation, the disciplinary action is decided. The attached document listing suitable disciplinary actions is to be used for this purpose. The main role of the D-ADAC 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 goes to the student.

The recommendation is forwarded via the Head to the Dean(AP) for approval. The Dean(AP) may approve the recommendation, seek clarifications, or submit it to the ADAC if a more stringent measure is warranted. Once approved by the Dean(AP), 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 (AP)'s office maintains all documents related to reported cases of academic malpractices. It is the Dean (AP)'s office that flags repeat offenders. On discovery of a case of repeat offence, the relevant documents are forwarded to the ADAC. 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 D-ADAC sends in its reports at most ten days after the last date for submitting grades, each semester. In case the D-ADAC opines that a more stringent punitive measure is called for, the matter may be referred to the ADAC.

The procedure to be followed by the ADAC is similar to that of the D-ADAC. The Dean(AP) convenes ADAC meetings.

5 Redressal Mechanisms

Students are allowed *one appeal* against the decisions of the D-ADAC and the ADAC. If the case was considered by the D-ADAC then the appeal is forwarded to the ADAC for consideration.

If the case was considered by the ADAC, the appeal is sent to an apex committee consisting of the DD(AIA) (Convenor), DD(FEA), Dean(AIA), Dean(IR), Dean(FA). At least 3 members must be present for quorum. The recommendations of both the ADAC and the Apex Committee are sent to the Director for approval. The Dean(AP) forwards the recommendations/decisions to the Academic Office for implementation.