

Disciplinary actions for acts of academic malpractices

April 16, 2015

Disciplinary actions are decided by the D-ADAC or the ADAC depending on the severity of the act of malpractice. Acts which attract a disciplinary action of upto a DX/FR grade are handled by the D-ADAC. Other serious acts of academic malpractice are handled by the ADAC.

1 Impersonation/Forging signatures etc.

1.1 Proxy in attendance/signing for another student/ Leaving the class after giving attendance

- A DX grade is awarded to the student who is caught signing for another student in a course.
- If a student is found missing at the end of the class after having given attendance, a warning is issued by the instructor. If a second violation is detected, an FR grade is awarded to the student.

1.2 Impersonation of a student during exams

The disciplinary action taken against a student who impersonates another student during exams is suspension for one semester.

1.3 Tampering with official documents like grade sheets, medical certificates etc.

An FR grade is awarded to the student registered for the course and the student is suspended for one semester.

1.4 Forging signatures of faculty/staff

The disciplinary action taken against a student found forging signatures of faculty/staff is suspension for one year.

2 Copying in home assignments, programming assignments and laboratory projects

A student found copying in an assignment/laboratory project is given a zero in the assignment/project and is further given a one grade penalty.

The same disciplinary action is taken against both the person copying and the person from whom the material was copied. If it is found that the person who copied obtained the material through nefarious means like hacking etc., the person from whom the material was copied may not be punished.

3 Copying in Examinations

3.1 Communicating with other students during exams

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 FR grade.

If a student is found passing chits/supplements/other unauthorised material to other students the penalty is an FR grade.

3.2 Carrying unauthorised material during exams

If a mobile phone is found in the possession of a student after the exam has begun, the penalty is loss of one grade.

If a student is found using a mobile phone during the exam the penalty is an FR grade.

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

3.3 Detection of copying during evaluation of answerscripts

If during evaluation of answerscripts 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 FR grade.

3.4 Making changes in valued answer books

If it is found that a student has made changes in valued answer books, the student is assigned an FR grade.

3.5 Communicating with others during toilet breaks during exams

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

4 Repeat Offences

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

Reproducing material from sources like the web, texts, etc., without proper citations in seminar and project reports.

Penalties for reproducing material in seminar reports without proper citation range from a warning (in case the mistake was unintentional) to loss of two grades in the Seminar. For project reports, the minimum penalty is loss of one grade and the maximum penalty is an FR grade.

In more serious cases, like deliberately claiming false results on experiments, falsely claiming original content in a M.Tech/M.Phil/Ph.D. thesis, the case should be referred to the ADAC and the minimum penalty is suspension for a period of one year.

In exceptional cases, the matter is referred to the Apex Committee and the registration may be terminated, with or without an exit degree depending on the severity of the act. For the Ph.D. thesis, if the ADAC finds that the charges are proved, it may forward the matter to the apex committee which may recommend withdrawal of the degree already awarded to the candidate.

6 Indiscipline by students serving as TAs

If a TA is found aiding/abetting students in cheating (who he/she is TAing) by deliberately assigning inflated marks, tampering with the marksheet/answerbooks etc., the disciplinary action taken is suspension for one semester. No stipend is given during this period.