

# Policy on Academic Malpractice

Ver 2.0.0



**Indian Institute of Technology Goa**

## Revision History

Revision	Date	Author(s)	Description
1.0.0	30-01-2018	Senate	The version approved by the Senate, IIT Goa in its 1 <sup>st</sup> meeting
2.0.0	01-10-2024	Senate	

## **Preamble**

Prof. Dharendra Katti, Director, IIT Goa, constituted the committee below-mentioned through IITGoa/Acad/AP/33/03 dated 31-07-2024 to relook at the Malpractice policy at IIT Goa.

Dr Sreejith A V, Chair, SSAC - Chair

Dr Rishikesh Narayan, Dean (SA) - Member

Dr Neelakandan R, Dean (AP) - Member

Dr Kalpesh Haria, Warden - Member

Dr Rahul CS, Warden - Member

Dr Apeksha Madhukar, Warden - Member

Mr Dhiraj Pachore, Boys Representative - Member

Ms Bannela Pranavi, Girls Representative - Member

Mr Dileep Kumar P S, Supt. (AP) - Convenor

The primary objective of this committee was to review the existing malpractice policy and suggest revisions. After discussions, the committee agreed on the following policy.

# Contents

<b>1 Honor Code</b>	<b>1</b>
<b>2 Introduction</b>	<b>1</b>
<b>3 Disciplinary Actions</b>	<b>1</b>
3.1 Types of Disciplinary Actions	1
3.1.1 Warning	1
3.1.2 Grade Penalties	1
3.1.3 Re-submission of Work	2
3.1.4 Probation	2
3.1.5 Suspension	2
3.1.6 Expulsion	2
3.1.7 Other Penalties	2
3.2 Factors Considered in Disciplinary Action	3
<b>4 Academic Malpractices</b>	<b>3</b>
4.1 Types of Academic Malpractices	4
4.1.1 Cheating in Assignments and Examinations	4
4.1.2 Plagiarism	5
4.1.3 Collusion	5
4.1.4 Forgery, Fabrication or Falsification of Data	6
4.1.5 Impersonation	7
4.1.6 Inappropriate Actions	7
4.1.7 Sabotage	7
4.1.8 Indiscipline by Teaching Assistants	8
4.1.9 Destruction of Evidence or Obstruction of Justice	8
4.1.10 Repeat Offence	9
<b>5 Procedure for Handling Academic Malpractice</b>	<b>9</b>
<b>6 Appeals Process</b>	<b>9</b>
6.1 Right to Appeal	9
6.2 Timeline for Filing an Appeal	10
6.3 Contents of the Appeal	10
6.4 Review of the Appeal	10
6.5 Final Decision	10
<b>7 Conclusion</b>	<b>10</b>

## List of Tables

1	Penalties for Cheating in Examinations and Assignments . . . . .	4
2	Penalties for Plagiarism . . . . .	5
3	Penalties for Collusion . . . . .	6
4	Penalties for Forgery, Fabrication or Falsification of Data . . . . .	6
5	Penalties for Impersonation . . . . .	7
6	Penalties for Inappropriate Actions . . . . .	7
7	Penalties for Sabotage . . . . .	8
8	Penalties for Indiscipline by Teaching Assistants . . . . .	8
9	Penalties for Indiscipline by Teaching Assistants . . . . .	8
10	Repeat Offence . . . . .	9

## Glossary

**Academic Office** The Office of the Dean of Academic Programs. [9](#)

**committee** Committee refers to Senate Students Advisory Committee. [3, 7, 9, 10](#)

**IIT Goa** Indian Institute of Technology Goa. [1, 3, 9, 10](#)

**institute** Institute refers to Indian Institute of Technology Goa. [10](#)

**Senate** refers to Senate of Indian Institute of Technology Goa. According to the Institutes of Technology Act, the Senate of an Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. [10](#)

**SSAC** SSAC refers to Senate Students Advisory Committee. The committee handles academic malpractice cases at the institute level. [3, 9](#)

**student** Unless otherwise mentioned, a student stands for a student enrolled in any academic program at Indian Institute of Technology Goa. [1-10](#)

# 1 Honor Code

Indian Institute of Technology Goa (IIT Goa) is dedicated to cultivating a community of learning and exploration. All members are expected to uphold values of *academic integrity, responsibility, and respect for others*, creating an environment where knowledge can flourish and individuals thrive.

## Core Principles

*Academic Integrity:* Students must maintain the highest standards of honesty.

*Responsibility:* Students are encouraged to report any Honor Code violations. Maintaining these standards is a collective responsibility.

*Respect for Others:* Every individual should be treated with respect. This includes acknowledging the contributions of others and engaging in constructive dialogue.

## 2 Introduction

Academic malpractice encompasses any activity, whether intentional or unintentional, that undermines the integrity of scholarship and research. Examples include plagiarism, collusion, contract cheating, fabrication, and falsification of results. All incidents of academic malpractice, whether deliberate or accidental are treated seriously.

This document outlines the procedures for addressing acts of academic malpractice at IIT Goa.

## 3 Disciplinary Actions

The consequences of academic malpractice depend on the severity of the offence and whether it is a repeat occurrence.

### 3.1 Types of Disciplinary Actions

#### 3.1.1 Warning

1. A formal written warning may be issued for minor, first-time offences like unauthorized collaboration.
2. The warning letter might include guidance on avoiding future violations and may include penalties for repeat offences.

#### 3.1.2 Grade Penalties

1. For moderate offences, the most common penalty is a reduction in marks/ grades for a specific assignment, test, or course. This includes:

- (a) reduction of marks on the plagiarized assignment or a score of zero;
- (b) lowering the overall course grade (e.g., reduction by a letter grade); or
- (c) failure in the course by grading the course with the fail grade (F) for serious offences like cheating in an exam.

### **3.1.3 Re-submission of Work**

1. In some cases of minor malpractice, **students** may be asked to resubmit the work after correcting the issues.
2. This may accompany a reduction in marks for the assignment but allows the **student** a chance to correct the error.

### **3.1.4 Probation**

1. For repeated or more serious violations, a **student** may be placed on probation for a specified period.
2. While on probation, **students** are often required to maintain a certain academic standard and further violations may lead to harsher penalties.

### **3.1.5 Suspension**

1. Suspension is a temporary removal from the institute for a specified duration. The **student** is barred from attending classes, sitting for exams, or participating in any official activities during the suspension.
2. Suspension is usually imposed for severe or repeated offences such as cheating in major exams, impersonation, or fabrication of research data.

### **3.1.6 Expulsion**

1. Expulsion is the most severe form of disciplinary action, leading to permanent dismissal from the institute.
2. Expulsion may be imposed in cases of extreme misconduct, such as severe cheating or fraud, particularly if it's a repeated offence.

### **3.1.7 Other Penalties**

Depending on the nature of the offence, additional penalties could include:

1. Community service,
2. Fine,
3. Compensation for damages,



4. Loss of scholarships or financial aid,
5. Ban from participating in institute activities, like clubs or teams,
6. Ban from leadership positions in academic or extracurricular groups,
7. Ban from representing IIT at various forums (e.g. inter-IIT competitions),
8. Suspension of privileges like:
  - (a) Hostel accommodation/ privileges,
  - (b) Non-eligibility of awards given by the institute,
  - (c) Placement activity,
  - (d) Internship activity.

### **3.2 Factors Considered in Disciplinary Action**

SSAC will consider several factors when determining the penalty, including:

1. severity of the offence (e.g., plagiarism vs. impersonation);
2. whether it's a first-time or repeat offence;
3. intent of the [student](#) (deliberate cheating vs. inadvertent error); and
4. impact on others (e.g., sabotage affecting another [student's](#) work).

The goal of disciplinary actions is not only to penalise but also to educate [students](#) on the importance of academic integrity, ensuring they understand and adhere to ethical standards moving forward.

## **4 Academic Malpractices**

The types of malpractices at [IIT Goa](#) are carefully defined to uphold the standards of academic integrity. They range from minor offences to more severe infractions such as cheating during examinations. The corresponding disciplinary actions are meant to be proportional to the severity of the offence.

In the next subsection, we elaborate on some commonly occurring academic malpractices and recommended disciplinary actions. However, the [committee](#) may recommend alternate disciplinary action if:

1. the malpractice committed do not fall under any of these categories;
2. the [committee](#) finds the penalty proposed to be inadequate; or
3. the standard penalty is not applicable. For example, a [student](#) not writing an exam colluded with a [student](#) writing an exam.

## 4.1 Types of Academic Malpractices

Academic malpractice can include any behaviour that violates the principles of honesty and integrity in academic work. Below are common types of academic malpractices.

### 4.1.1 Cheating in Assignments and Examinations

Cheating refers to using unauthorized materials or methods to gain an unfair advantage during an exam / quiz or assignment/ project. This includes:

- bringing unauthorized notes or electronic devices into the exam hall,
- copying answers from a neighbour during an exam,
- using mobile phones or smartwatches during an online or offline examination.

The recommended penalties in this category are mentioned in Table 1.

#	Category	Penal action
1	A student copies with the consent of another student	Zero for the assignment or project
2	A student copies from external sources or another student without their consent	Zero for the assignment or project + one grade penalty
3	A student uses extreme measures (e.g., hacking) to copy	Fail (F) grade for the course; additional penalties based on severity
4	Communicating with other students	Zero for the exam
5	Possession of unauthorized materials (e.g., cheat sheet, micro-photocopies, scribbling on body or clothes)	Zero for that exam + one-grade penalty
6	Detection of identical answers or confirmed case of copying	Zero for that exam + one grade penalty
7	Possession of unauthorized electronic gadgets (laptops, mobile phones, smart watches, Bluetooth devices) and books	Fail (F) grade for the course

Table 1: Penalties for Cheating in Examinations and Assignments

The following are outlined for clarity:

- Possession of an unauthorized item (such as a mobile phone or cheat sheet), even if not actively used, will be treated the same as copying from that item.
- Any malpractice committed during bio breaks will be treated with the same severity as those occurring inside the examination room.

### 4.1.2 Plagiarism

Plagiarism occurs when a [student](#) submits a work that is copied from another source (such as the internet, books, journals, or another [student's](#) work) without giving proper credit. This includes:

- direct copying or paraphrasing without citation,
- using someone else's ideas, theories, or data without acknowledgement,
- copying a passage from a book and pasting it into an assignment without citation,
- submitting someone else's project report or code as one's own.

Penalties recommended for different events of plagiarism are mentioned in [Table 2](#).

#	Category	Penal action
1	Reproducing material without proper citations	Penalty ranges from zero on the question to a Fail grade, depending on severity
2	Other cases of plagiarism	Penalty determined based on severity

Table 2: Penalties for Plagiarism

### 4.1.3 Collusion

Collusion happens when two or more [students](#) work together on a work that is meant to be done individually. It can also occur when a [student](#) allows their work to be copied by another. This includes:

- two [students](#) submitting almost identical individual assignments,
- a [student](#) sharing their exam answers with others during an online test,
- discussing answers with classmates during a take-home exam when the exam instructions prohibit it,
- collaborating on individual programming assignments,
- forming and participating in groups made in WhatsApp, Telegram, etc.

Penalties recommended for different events of collusion are mentioned in [Table 3](#).

#	Category	Penal action
1	Assisting another <b>student</b> in copying during assignments or projects	A warning + community service. Penalty may be increased based on severity.
2	Assisting another <b>student</b> in exams	Zero for the exam
3	Training / tutoring other <b>students</b> to cheat	Penalty determined based on the severity
4	Planning on collusion (e.g. creation of WhatsApp groups)	Penalty determined based on the severity
5	Assisting through other means	Penalty determined based on the severity
6	Assisting multiple <b>students</b>	Penalty determined based on the severity

Table 3: Penalties for Collusion

#### 4.1.4 Forgery, Fabrication or Falsification of Data

Forgery involves tampering with documents (answer sheets, grade sheets, etc). Fabrication involves inventing data or results that did not occur during research or an experiment. Falsification involves manipulating research data to make it appear valid. This includes:

- creating fake survey responses for a research project,
- altering experimental results to match the desired hypothesis,
- forging documents or altering grades,
- falsifying references or evidence for academic appeals.

The recommended penalties in this category is given in Table 4.

#	Category	Penal action
1	Tampering with evaluated answer books or score sheets	Fail (F) grade for the course
2	Tampering with official documents like grade sheets, medical certificates, etc.	Fail (F) grade for the course + suspension for one or two semester(s)
3	Deliberately claiming false results on experiments, falsely claiming original content in an M. Tech./ Ph.D. thesis	Suspension for one semester to expulsion (based on severity)
4	Forging signatures of faculty/ staff	Suspension for one year
5	Any other instance of forgery/ fabrication/ falsification	Penalty determined based on the severity
6	Hacking Academic Portals, AMS, etc	Suspension for an year; penalty might increase on severity

Table 4: Penalties for Forgery, Fabrication or Falsification of Data

#### 4.1.5 Impersonation

Impersonation refers to a [student](#) attempting to take an exam or an assignment on behalf of another [student](#) or having someone else complete it for them. This includes:

- a [student](#) asking a friend to take an online test on their behalf,
- using fake identity documents to gain entry into an exam hall.

Penalties recommended for different events of impersonation are mentioned in Table 5.

#	Category	Penal action
1	Signing for another <a href="#">student</a> / Leaving the class after giving attendance	Warning issued
2	Impersonation of a <a href="#">student</a> during exams	Suspension for one semester

Table 5: Penalties for Impersonation

#### 4.1.6 Inappropriate Actions

Action that is not appropriate for a conducive working environment. Inappropriate behavior, production/ display of offensive material etc. fall under this category. This includes:

- obscenities, verbal abuses, offensive comments,
- racist remarks, lewd comments and drawings,
- disorderly conduct, including, but not limited to, inappropriate behaviours,
- any act that endangers the mental/ physical health or safety of a person,
- physical abuse, harassment, coercion, threats.

The penalty recommended for inappropriate actions is mentioned in Table 6.

#	Category	Penal action
1	Inappropriate action(s)	Penalty determined based on the severity; If the <a href="#">committee</a> feels, it can request medical help for the <a href="#">student</a>

Table 6: Penalties for Inappropriate Actions

#### 4.1.7 Sabotage

Sabotage refers to deliberately harming another [student's](#) work or academic performance. This includes:

- intentionally damaging a lab partner's experiment,

- hiding or stealing another [student's](#) assignment to prevent submission.

The penalty recommended for sabotage is mentioned in Table 7.

#	Category	Penal action
1	Sabotage	Penalty determined based on the severity

Table 7: Penalties for Sabotage

#### 4.1.8 Indiscipline by Teaching Assistants

All actions by teaching assistants (TA) that enable academic malpractice is under this category. This includes assisting [students](#) in cheating.

Penalties recommended for different events of indiscipline by teaching assistants are mentioned in Table 8.

#	Category	Penal action
1	Non-reporting of malpractice during invigilation duties	TA stipend suspension for one week to a semester depending on the severity
2	Loss of answer sheets or equivalent	Suspension for one semester with no TA stipend during this period
3	Aiding <a href="#">students</a> in cheating/ deliberately assigning inflated marks, tampering with the mark-sheet/ answer books	Suspension for one semester with no TA stipend during this period. Penalty to be increased or decreased based on the severity.

Table 8: Penalties for Indiscipline by Teaching Assistants

#### 4.1.9 Destruction of Evidence or Obstruction of Justice

*Destruction of evidence* is deliberately destroying or tampering with any materials, devices, or documents that could serve as evidence in an academic malpractice investigation. *Obstruction of justice* is intentionally impeding or hindering the investigation of academic malpractice by providing false information, interfering with witnesses, or disrupting the investigation process.

Penalties recommended for destruction of evidence and obstruction of justice are mentioned in Table 9.

#	Category	Penal action
1	Destruction of evidence	One semester suspension
2	Obstruction of justice	One semester suspension

Table 9: Penalties for Indiscipline by Teaching Assistants

#### 4.1.10 Repeat Offence

There was a previous academic malpractice case against the [student](#). In this case, the [committee](#) might recommend severe penalties in addition to those recommended for the offence as mentioned in Table 10.

#	Category	Penal action
1	All the offences are warnings	One of the following penalties: (a) 0 in assignment / exam, (b) 1-grade penalty in a course
2	At least one offence resulted in 0 in an assignment or exam	Fail (F) in the course
3	At least one offence resulted in a grade penalty or a Fail (F) grade	One-semester suspension
4	At least one offence resulted in a semester suspension	Expulsion from the institute

Table 10: Repeat Offence

## 5 Procedure for Handling Academic Malpractice

**Reporting:** Instructors/ Invigilators report malpractice cases to the [Academic Office](#) or the Chairman, [SSAC](#).

**Review:** [SSAC](#) reviews the case, considering the evidence and issuing appropriate disciplinary actions.

**Appeals:** [Students](#) may submit one appeal, with supporting documents, *within two weeks* of receiving the penalty.

## 6 Appeals Process

The *Appeals Process* at [IIT Goa](#) provides [students](#) with an opportunity to challenge the decisions made by [SSAC](#) regarding academic malpractice. This process ensures fairness and allows [students](#) to present their case if they believe the decision was unjust or if there are new mitigating factors. Here's an elaboration of the appeals process:

### 6.1 Right to Appeal

- After receiving a decision from [SSAC](#) regarding academic malpractice, a [student](#) has the right to appeal if they believe the decision was unfair or incorrect.
- Appeals can be made only for the introduction of new evidence that were not available during the original investigation.

## 6.2 Timeline for Filing an Appeal

- Appeals must be submitted within *two* weeks from the date the [student](#) is formally notified of the [committee](#)'s decision.
- The appeal should be submitted in writing to the *Chairman, Senate* or the relevant Appeals Body as indicated in the formal communication of the decision.

## 6.3 Contents of the Appeal

The [student](#) must submit a detailed written appeal, which should include:

- a clear explanation of why the appeal is being made (e.g., reason for disagreement),
- new pieces of evidence or information that were not previously considered.

## 6.4 Review of the Appeal

Upon receiving the appeal, the Chairman, [Senate](#) or a designated Appeals Body will review the case.

## 6.5 Final Decision

- The decision of the Appeals Body is *final and binding*. Once the appeal has been reviewed and a decision is made, *no* further appeals can be submitted.
- The final decision will be communicated to the [student](#) and the relevant parties in writing, typically within a set time frame after the appeal has been submitted.

# 7 Conclusion

Maintaining academic integrity is paramount to ensuring the value of education and the credibility of the [institute](#). Academic malpractices, ranging from plagiarism to impersonation, undermine this integrity. Through this document, the institution has laid out clear procedures and penalties to address such violations, ensuring that [students](#) are treated fairly while upholding ethical standards. Penalties, which range from warnings to expulsion, serve both as corrective and deterrent measures. By adhering to these guidelines, [IIT Goa](#) fosters a culture of integrity, responsibility, and respect for one another, crucial for the growth of its [students](#).