

**It is important that each student reads and adhere the examination rules.**

**Academic Misconduct includes the following**

2.8.1. Possession of unauthorized notes/ formulas/ documents / equipment or use of any other mechanism that is considered as to provide undue advantages for the student

a. Notes/formulas written on the material such as Institute booklet, admission card, paper, pencil case, calculator, clothes, water bottles, own body etc.

b. Possession of electronic equipment such as mobile devices, tablets, note-books, data processing wrist-watches, communication devices etc.

2.8.2. Copy or attempt to copy

a. Copy or attempt to copy from any external resource (book, electronic media, etc.) or from the script of another candidate.

b. Facilitating or providing opportunity to others to copy by keeping his/her answer scripts or any other document in such a way that the other candidate/s can see or by word of mouth or by signs and gestures or by any other means

2.8.3. Removal of examination stationary and other material provided for the examination out of examination hall.

2.8.4. Writing name on the answer script unless it is requested.

2.8.5. Disorderly Conduct

a. Not carrying out the instructions of Supervisor/ Invigilators during the examination or immediately before and after the examination.

b. Disturbing supervisor or his staff, or to other candidates in the examination hall or its precincts.

2.8.6. Impersonation

a. A candidate getting another to act on his/ her behalf in an examination is considered as violating examination rules. Both parties involved are considered to have committed an offense and will be charged accordingly.

b. In cases where the impersonator is an outsider he/ she will be charged outside the examination offense process.

2.8.7. Obtain or attempt to obtain prior knowledge of Examination papers / questions.

2.8.8. Influencing Examiner/s or other staff who involve in examinations activities.

2.8.9. Aiding and abetting to the 2.8.7 and 2.8.8 mentioned above.

2.8.10. Plagiarism

Work that has been copied from that of another person (whether published or not) without attribution, or the presentation of another's work as if it were his/her own. This includes copying text from a website without acknowledgment or simply changing a few words on an assignment without referencing.

2.8.11. Self-plagiarism or duplication: copying and reproducing work that was originally completed and submitted by the student and resubmitted for another purpose, including examinations without acknowledgment of this, unless resubmission was permitted. Self-plagiarism occurs;

a. When a student submit work or larger sections of previous assessments of his/ her own for different assessments either in the same unit or subsequent units.

b. Where a student is required to repeat a unit and the work completed when the student first undertook the unit is submitted again.

c. When a student reuses work they have previously presented/ published.

2.8.12. Collusion

A form of an agreement between the two or more people to act with the intention to deceive an assessor as to who was actually responsible for producing the material submitted for the assessment. The agreement may be overt (openly discussed) or covert (not specifically discussed but implied).

2.8.13. Contract cheating

Posting a message on a website or community forum asking for people to bid on the job of doing assignments, coursework, reports, project work or any other academic submissions to be submitted by the student(s). Purchasing academic related work as given above from someone or from a website with the intention to deceive.

2.8.14. Selling material

2.8.15. Falsifying data

2.8.16. Dishonest practices

2.8.17. Aiding and abetting any of the above offences shall be deemed to have committed that offence.

2.8.18. Forging signature of any official of the University or Outsiders related to the Examination process

a. In dissertation - by undergraduates

. In other examination or official documents- by undergraduates

c. In any document - by Postgraduate students

2.8.19. If any malpractice is detected which is not covered in the above clauses 2.8.1 to 2.8.18 shall be reported to the Academic Misconduct Investigation Panel for recommendation of suitable punishment/s.

### **Punishments on Academic Misconduct**

A student who is found to be guilty of an academic misconduct is liable to be subjected to any one or more of the following punishments.

- Written warning
- Nullifying the results/ marks of the particular assessment in which the offence occurred.
- Nullifying the results/marks of all the assessments of the particular module examination that the offence occurred.
- Nullifying the results/ marks of all the assessments of the particular module examination that the offence occurred and debarring the student from sitting the said module examination or equivalent module during the next two semesters / next academic year
- Nullifying the results/ marks of the all assessments of all the modules in the study semester/ year and debarring the student from taking any assessment for a specified period considering the scale of offense
- Suspension of studentship for a specified period considering the scale of offense.
- Termination of studentship.