

Disciplinary actions for acts of academic malpractices

July 2026

Based on the complaint received against any student (national or international), suitable disciplinary actions up to awarding FR grade will be implemented by the D-ADAC (Departmental Academic Disciplinary Action Committee). For any academic malpractice that requires higher degree of punishment, higher than FR, the D-ADAC shall forward those cases to ADAC(Academic Disciplinary Action Committee).

1. Impersonation/Forging signatures etc.

- 1.1 Proxy in attendance/signing for another student for class, an FR grade will be given to the student found giving proxy.
- 1.2 Physical impersonation of a student during exams
If a student impersonates another student during any type of exam, then the punishment will be ONE SEMESTER academic suspension for both the students involved.
- 1.3 Tampering with official documents like grade sheets, medical certificates, travel documents, conference related documents etc., Forging signatures of Faculty/Staff; producing fake appointment or offer letters of job for requesting the faculty to conduct re-examination, etc.
In this case, the punishment will be academic suspension for minimum ONE SEMESTER.

2. Copying in home assignments, programming assignments and laboratory projects

Formal written warning to both the students for the first time, along with awarding zero marks in the assignments and lab projects. If the malpractice is found to be a repeat offence, then both the student should be awarded one grade penalty.

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 then the punishment is FR grade.
- 3.2. Possession of unauthorized material, such as chits, mobile phones, tablets, smart watches, or any other AI gadgets like smart glasses etc., passing chits/supplements/other unauthorized material to other students, found scribbles on body, bringing cheat sheets into the exam halls during bio-breaks of all types of exams, etc. Use of electronic gadgets, chits, books and other unauthorized materials, during bio-breaks, while exam is in progress. Punishments in these cases will be: FR

and academic suspension for ONE SEMESTER.

3.3. Detection of copying during evaluation of answer booklets or crib sessions

For all the students involved in this act, the punishments will be FR grade

3.4 Modifying the answers during crib sessions will attract an FR grade for the students involved.

4. Repeat Offences

All the cases of repeat offenders of any type of malpractices or their combination will lead to a minimum of one semester academic suspension.

5. Plagiarism in Internal Reports (seminar reports, BTPs and MTPs etc.) and seminars

If a student is found to have reproduced the content using AI tools and other sources like the internet, text books, etc., without proper citations in seminar reports, BTP or MTP or any other project reports etc. by falsifying experimental data and falsely claiming original content, then the faculty must report the case to the D-ADAC. The punishment will be FR grade and the student must be asked to re-register for the course in the next semester. In exceptional cases, the matter is referred to the ADAC. ADAC will decide on the quantum of punishment based on the severity of the malpractice.

6. Plagiarism and unethical practices in PhD Theses and research publications.

The ADAC will handle all the cases of plagiarism and unethical practices in PhD theses and research publications. ADAC will decide on the quantum of punishment based on the severity of the malpractice.

7. Indiscipline academic acts by TAs by unduly helping the students either in the exam hall or at the time of evaluation by increasing or decreasing marks and grades, and any other type of favouritism

If a TA is found aiding/abetting the students in cheating by assigning inflated marks, tampering with the marksheets/answer books etc., then a minimum punishment of one semester academic suspension shall be imposed on the TA.

8. Duration of Suspension

In all the above points, where ever the punishment involved is ONE semester suspension, the duration will be as follows:

- a. For students not in the final graduating semester, the semester suspension punishment will be for the upcoming semester.

- b. For graduating students with pending credit requirements, the suspension will be for the ongoing /current semester.
- c. If graduating students without pending credit requirements (involving ALC, etc), the award of the degree shall be deferred until the end of July or December.
 - i. For incidents that happened between January and April, the degree shall be awarded in December
 - ii. For incidents that happened between May and December, the degree shall be awarded in July of the following calendar year.

9. Appeals

A. Grounds for appeal

Appeals against the decision of the D-ADAC/ADAC can be made ONLY ONCE. An appeal will be considered if the candidate can make a case for one or more of the following:

- a) Procedural error
- b) New evidence that was not available during the original investigation
- c) Bias or discrimination during the process

B. Timeframe for filing

- a) The appeal must be filed within 10 working days after receiving the disciplinary decision.
- b) Later appeals shall not be considered unless there are exceptional circumstances

C. Appeal filing process

- a) Students shall submit a written appeal letter with all supporting evidence or documents

D. Review process

- a) An appointed committee shall review the appeal applications.
- b) The committee shall examine all documents, including previous documents, check if the procedures were followed while making previous decisions.

E. Outcome of the Appeal –

The appeal decision may:

- a) Uphold the original disciplinary action
- b) Modify the disciplinary action (e.g. reduce or increase the penalty)
- c) Overturn the disciplinary action entirely

In all redressals, the respective Committee's decisions on appeals are final and NO further APPEALS will be entertained on their decisions.

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