

Student Academic Misconduct Policy

MSRUAS/REG/SAM POL/2019-20



**RAMAIAH
UNIVERSITY**
OF APPLIED SCIENCES

Pro Vice Chancellor
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This Policy entitled "Student Academic Misconduct"

is applicable to Faculties of MSRUAS

from the Academic Year 2019-20

(As per the SRAs of the respective Faculty)



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Table of Contents

A.	Student Academic Misconduct	1
A.1	Preamble.....	1
A.2	Scope of the Policy.....	1
A.2.1	Definitions:.....	1
A.3	What Constitutes Academic Misconduct (ACM)	2
A.4	Recommended Penalties	3
A.5	Sanction	5

List of Tables

Table 1: Penalties for Academic Misconduct4

A. Student Academic Misconduct

A.1 Preamble

M.S.Ramaiah University of Applied Sciences maintains highest academic standards and enforces strict discipline in the process of academics. It does not tolerate any form of indiscipline/ academic dishonesty. Any such acts will be referred to Academic Disciplinary Committee (ADC), and the decision of the committee will be final and non-applicable.

These regulations shall be called as “Regulations Governing Academic Misconduct by the student during Assessment including Module End Examination, Continuous Evaluation, Term Test, Semester End Examination and Year End Examination”

A.2 Scope of the Policy

The scope of the Student Academic Misconduct Policy is all the students of MSRUAS.

A.2.1 Definitions:

1. **Answer Script**’ means the answer-booklet in which the examinee has attempted/ written his/her answers in response to the questions of the question paper on the examination day. It shall only bear a code number in the case of theory papers, at the time of valuation, and, the identity of the examinee shall NOT be revealed.
2. **Chief Superintendent**’ (CS) means a person, appointed by the Controller of Examinations (COE), with the approval of the Vice-Chancellor, to be in overall control and supervision of the Examination Centre, at a Faculty, for one or more specified period(s)/session(s) of the University examination.
3. **Deputy Chief Superintendent**’ (DCS) means a person, appointed by the Controller of Examinations (COE), with the approval of the Vice-Chancellor, to be in overall control and supervision of the Examination Centre, at a Faculty, for one or more specified period(s)/session(s) of the University examination, to help the CS.
4. **Examination Venue/Centre**’ means any premises, designated as such, and comprising examination rooms, examination offices and other facilities including areas where drinking water is placed and restrooms, etc. during the conduct of an Examination.

5. **'Examiners'** mean faculty from within or external to the University, approved by BOE, and appointed by the COE, for valuation of an examination whether it is a question paper setting, valuation of theory papers, practical examination, clinical, a viva-voce, including undergraduate or postgraduate projects and dissertation by a student or other form of examinations.
6. **'Room Supervisor/Invigilator'** means any members of the teaching faculty of the departments of teaching/study appointed by the CS/DCS, in consultation with the HODs and the Dean of the concerned Faculty.
7. **'Hall Ticket'** means, the admission ticket issued by the Examination Section , permitting the student to attend the examination both theory and practical's/laboratory/Clinical's
8. **'Misconduct'** means behavior considered unacceptable behavior not conforming to approved norms of behavior by a candidate and may include indulgence in one or more acts of misbehavior, such as disobeying the instructions, insolent/ violent behavior, and/or causing hindrance to the duties of the staff on examination duty, etc.
9. **'Academic Misconduct Committee'** is a committee appointed by the Vice-chancellor to hear and decide the complaints received on any matter arising out of the conduct of examinations.
10. **'Student'** means and includes a person who is enrolled as such by the University/department, to pursue education, receive instructions, write examination(s) and qualify for any degree, diploma, or certificate awarded by the University.

A.3 What Constitutes Academic Misconduct (ACM)

All students appearing in the Examination may face the liability of being charged with committing Academic Misconduct if found indulged or indulging in any one of the following whiles being in the examination hall.

1. **AM1:** Usage of abusive or obscene language and exhibiting rude or unprofessional behaviour with the examination team entrusted with the responsibility of conduct of examination, either inside or outside the examination venue.
2. **AM2:** Carrying the admission ticket containing purported material for potential use and/or

Student Academic Misconduct Policy

committing the same on the question paper and/or distributing/sharing with other student/students inside the examination venue

3. **AM3:** Entering the examination venue carrying the forbidden electronic devices such as cell phones, USB or scientific programmable calculators or any other data storage device
4. **AM4:** Indulgence of seeking help from other students either through oral or written communication while being present in the examination venue
5. **AM5:** Copying the content available in other student or students' answer booklet or seeking help from the other students present in the examination hall
6. **AM6:** Seeking favor from the examination team in or near the examination venue either through bribe or intimidation or inducement
7. **AM7:** Exerting pressure on the faculty member and/or examination team either directly or indirectly to seek favors
8. **AM8:** Attempt to take away the answer booklet to outside the examination venue or destroying the answer booklets or append the material written outside the examination venue
9. **AM9:** Bringing into the examination venue, any study material either in the form of scribbling on the body parts or paper/napkins/clothes/electronic devices, instruments, etc.
10. **AM10:** Unauthorized entry into the examination hall without valid proof of identification and eligibility to write the examination.
11. **AM11:** Attempting to indulge proxy either to get the help for the self or to aid others.
12. **AM12:** Destruction or mutilation of the answer booklets or the material related to malpractice or run away with the answer booklet from the examination venue.

A.4 Recommended Penalties

Note:

- i. Invigilator to Chief Superintendent to Academic Disciplinary Committee (ADC) forms the hierarchy for information

Student Academic Misconduct Policy

- ii. It is recommended to collect letter of confession from the student for any such Academic Misconduct instances

Table 1: Penalties for Academic Misconduct

Academic Misconduct (AM) clause	Details of AM clause (situations under which applicable)	Penalty
AM1	Usage of abusive or obscene language and exhibiting rude or unprofessional behaviour with the examination team entrusted with the responsibility of conduct of examination, either inside or outside the examination venue.	The student will be warned by the concerned examination officials and the matter will be referred to Chief Superintendent and ADC for further action.
AM2	Usage of abusive or obscene language and exhibiting rude or unprofessional behaviour with the examination team entrusted with the responsibility of conduct of examination, either inside or outside the examination venue.	The student will be warned / asked to leave the examination hall/ referred to ADC for further action
AM3	Entering the examination venue carrying the forbidden electronic devices such as cell phones, USB or scientific programmable calculators or any other data storage device	The student will be warned / asked to leave the examination hall/ the possessions will be confiscated and referred to ADC for further action. The student will not be permitted to attend subsequent examinations.
AM4	Indulgence of seeking help from other students either through oral or written communication while being present in the examination venue	The student will be warned by the room superintendent at the first instance and on repetition he / she will be asked to leave the examination hall.
AM5	Copying the content available in other student or students' answer booklets or seeking help from the other students present in the examination hall	The student will be asked to leave the examination hall/ referred to ADC for further action
AM6	Seeking favor from the examination team in or near the examination venue either through bribe or intimidation or inducement	The student will be warned/ asked to leave the examination hall by the room superintendent and referred to ADC for further action
AM7	Exerting pressure on the faculty member and/or examination team either directly or indirectly to seek favors	The examiners / officials are advised to provide detailed information of such students to the Dean / Academic Registrar and further it is referred to ADC.

Academic Misconduct (AM) clause	Details of AM clause (situations under which applicable)	Penalty
AM8	Attempt to take away the answer booklets to outside the examination venue or destroying the answer booklets or insert	The answer booklet will be confiscated and he/she will be sent out and further referred to ADC.
AM9	Bringing into the examination venue, any study material either in the form of scribbling on the body parts or paper/napkins/clothes/electronic devices, instruments, etc.	The answer script will be confiscated along with the possession and he/she will be sent out and further referred to ADC. The student will not be permitted to attend subsequent examinations
AM10	Unauthorized entry into the examination hall without valid proof of identification and eligibility to write the examination.	The student will be warned by the room superintendent, after confirming the identity of the student
AM11	Attempting to indulge proxy either to get the help for the self or to aid others.	The impersonating person will be handed over to the police and the student involved in such activity will not permitted to attend any subsequent examination and further to referred to ADC.
AM12	Destruction or mutilation of the answer booklets or the material related to malpractice or run away with the answer booklet from the examination venue.	Award of zero will be will be the immediate action for the said examination by the room superintendent and further referred to ADC.

A.5 Sanction

The Academic Disciplinary Committee (ADC) is a committee appointed by the Vice-chancellor to hear and decide the complaint. While determining the quantum or category of punishment the ADC shall after due perusal of the materials placed before it, and after enquiring the accused candidate in person, shall pass orders regarding the penalty to be imposed or otherwise as per the relevant provisions in the pertinent regulations of the University.