

Draft Version 3.0

Unfair Means Policy

The world of academics and higher learning has been a great area of social admiration and respect; the scholars functioning in the area are amongst the most revered in the society. The contributions coming from this sector has the capability to affect large population for a very long period of time. Different academic activities and exercises taken as a part of coursework help a student understand the concepts, challenging the student to think hard and also equally rewarding the student. Thus the output from this domain of expertise and intellect also often comes under the scanner for variety of reason whatever it may be.

It has been observed that this community which happens to be the creator of knowledge and wisdom has also been blamed of types of shortcomings and “plagiarism” has been termed as the most alarming of these. Many students prefer to copy from one another, rather than themselves working out on the problems.

The issues finds genesis in what can be said as “Academic dishonesty”, oxford dictionary defines it as:

“The practice of taking someone else’s work or ideas and passing them off as one’s own” [1]

The Legal dictionary mentions:

“The act of appropriating the literary composition of another author, or excerpts, ideas, or passages therefrom, and passing the material off as one’s own creation.” [2]

The Wikipedia mentions explanation to plagiarism as referred [1. From the 1995 Random House Compact Unabridged Dictionary; 2.From the Oxford English Dictionary:] by:

“Plagiarism is the ‘wrongful appropriation’ and ‘purloining and publication’ of another author’s ‘language, thoughts, ideas, or expressions,’ and the representation of them as one’s own original work.” [3]

In pursuit to educate, control and sensitize people in the academic fraternity there is a felt need to develop and device methods which can guide and alert practicing people and students in the area to avoid such temptations.

Different academic institutions and research groups over the period of time have devised different policies and guidelines for the research and academic communities few which find wide acceptance are mentioned as under:

- PSPB Operations Manual approved by the IEEE Publication Services and Products Board [4]
- Plagiarism Levels and Corrective Actions, as taken from Section 8.2.4.D of the PSPB Operations Manual. [5]
 - This approach mentions 5 levels of plagiarism and correction for the same, also mentioning the severity of the conduct by the concerned creator of “paper”.
- In Oct. 2006.ACM came up with Policy and Procedures on Plagiarism which was further revised in June 2010. [6]
 - The policy describes in detail the classes of plagiarism and also mentions instituted penalties under the ACM’s framework.

The research communities and academic institutions globally have developed a mechanism to control and guide contributors in research and academia to avoid and overcome the menace of plagiarism. Institutions like Stanford [7] MIT [8], Harvard, ULCA and Oxford University others have policies in place that essentially propagate and ensure:

“Academic honesty and acknowledgement of prior work being achieved through education, control and punitive measures.” [9]

It has also been observed that in either case of academic institutions and research groups / professional bodies, the focus has been to empower the Intellectual Property contributors to maintain a self check and self validation through standardized plagiarism detection tool has been promoted. [10-11]

The IEEE Cross Check Portal is a web tool and service that brings the functionality of the Cross Check tool together with an IEEE interface made available to IEEE publications volunteers at no charge. [11]

The overall picture that is established with reference to plagiarism in academic and research communities is that it has been considered as a very serious act of dishonesty. It is important to mention that globally all the leading institutions have also focused on the prevention and educational component more. [12-13]

The Indian Institute of Information Technology Allahabad has taken note of this intentional/unintentional act of academic dishonesty. The following guidelines and procedure have been adopted to control and educate all stakeholders towards the potential threat of plagiarism and its implications.

This policy shall govern the unfair means related to all academic activities including but not limited to quizzes, assignments, lab tests, project reports, project code, project presentations, viva, lab examinations, classwork, homework, mid-semester and end-semester theory examinations, undergraduate projects, postgraduate projects, PhD theses and published works.

In general, unfair means will include copying verbatim or by paraphrasing (without citation or beyond limits) any work or a part from any other student or an internet source; willingly sharing one's work with someone or not adequately protecting one's work from being copied; not following the rules specific to any work as advertised by the instructor in writing or announced verbally; or looking at other's work unless that is allowed by the instructor. Work may refer to a piece of code, software, essay, derivation, problem, etc. What constitutes unfair means is not a part of this document. Some guidelines, examples, suggestions and resources are included in a separate document.

Degrees of Plagiarism

Mild

Mild plagiarism is basically syntactical in nature.

Instances of verbatim copying of Figures, diagrams, equations, sentences without quotation marks, uncredited copying of few sentences or a paragraph/small portion with minor modifications without proper citation or verbatim copying of a large paragraph/portion with proper citation without quotation marks come under the category of mild plagiarism.

One's own published or submitted work has to be treated as someone else's work for the purpose of publication. Self Plagiarism comes under the category of mild plagiarism.

Similarly taking some personal help from a student in coding and debugging, copying from a student or web source a small part of the code and not attributing the same is a case of mild plagiarism if such a code constitutes a very small part of the entire code and is not related to the main logic of the code.

Moderate

Moderate plagiarism is basically syntactical in nature.

Instances of verbatim copying or paraphrased presentation of a large portion of someone else's work without proper citation or proper permission come under the category of moderate plagiarism. Similarly taking large blocks of code from the web or from another student without attributing, or a small part of code that captures the main logic of the work are examples of moderate plagiarism.

Severe

Severe plagiarism is willful and content/idea and semantic in nature.

Instances of lifting or putting forth someone else's ideas, analyses etc. by camouflaging or misrepresenting and claiming them as one's own, giving an impression and passing someone else's work as one's own creation come under the category of severe plagiarism. Collaboratively doing a project or homework when such a collaboration is not

allowed, exchanging codes between students, taking someone else's code and submitting by morphing or synthetic modifications, etc. are also cases of severe plagiarism.

Prevention of Plagiarism

In order to control, curb and minimize the impact of menace of plagiarism at the institute level it here by suggested that a multi-pronged strategy should be put in place covering following:

- Educating
- Awareness
- Orientation
- Empowerment

S. No.	Issues	Focus Group	Methodology	Outcome
1.	Educating	All Stakeholders at the institute	Popular talks & Seminar on the Issue	General Sensitization
2.	Awareness	All Students	For final year B Tech, M Tech, MBA Workshop (2 days in the start of final year) on Do's & Don'ts while preparing the Master Thesis / Final Project. For BTech and 1 st year MTech students a workshop on how to avoid plagiarism in assignments, labs, projects and reports.	Knowledge of types of Plagiarism, Referencing etc.
3.	Orientation	Research Scholars	Hands on sessions at the time of admission in the Ph.D Program, mandatory for all.	Covering issues of types of Plagiarism, Referencing, Literature Survey / Review, Standard practices at leading academic and research institutions across the world.
4.	Empowerment	Faculty/Members of Academic Staff	Providing them with updates in the area and giving them access to <u>plagiarism check tool</u> for themselves and their students.	This will give them an opportunity to evaluate their student's work before communication to outside world. Also ensure a degree personal responsibility towards any academic & scientific research taken up by the faculty of their students. This also enables them catch plagiarism in submissions related to their course or project work.

These methods and approaches proposed towards prevention of plagiarism are certainly indicative of the fact that mere control in this domain is not the best and only mechanism to prevent the menace of 'Plagiarism' in the academic fraternity, thus infusing a high sense of 'Moral ethics' and commitment will act as catalyst in adopting practices that prevent plagiarism to happen and be reported in our system.

Stipulated Action

- The procedure for dealing with any case of unfair means is summarized in Figure 1.

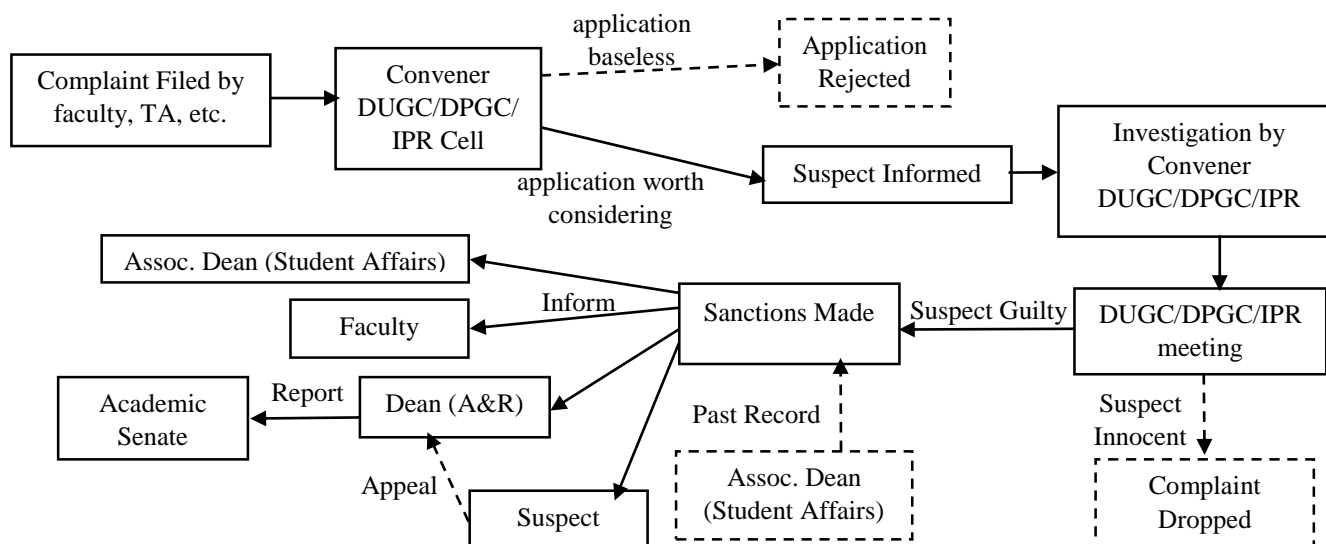


Figure 1: Procedure for dealing with complaints related to Unfair Means

- The complaints of plagiarism may be made by the students, instructors, teaching assistants, invigilators, or anyone.
- The complaints must be made to the Convener DUGC (for undergraduate courses) or convener DPGC (for postgraduate courses) of the department that floated the course.
- The Convener DUGC/DPGC must preferably be a subject matter expert related to the complaint, bias free and not related to the suspect concerned. Similarly, he/she cannot be associated in the capacity of an instructor in the same course related to the complaint. In case the Convener DUGC/DPGC is the complainant, non-expert or is otherwise strongly related to the case so as to have a bias, his/her duties shall be rendered by the Chairman, DUGC/DPGC. In case both the Convener DUGC/DPGC and Chairman DUGC/DPGC are related to the case, or in case that both do not agree to investigate the case, the Assoc. Dean (AAA) may appoint another faculty member to serve as the convener for the particular case.
- If there is a case of plagiarism related to publication of a paper that is not related to any coursework, the complaint has to be lodged against the concerned person(s) with the IPR Cell. The IPR Cell may also suo motu take cognizance of a suspected act of plagiarism. On the recommendation of the IPR Cell, the Director shall constitute a three member committee. One of the members of the committee as named by the director shall be the chair and will perform the duties of the convener as described below. The three member committee henceforth is referred to as the IPR committee.
- On receiving any complaint, the convener DUGC/DPGC/IPR shall assess all the evidences. If *prima facie* there appears to be a valid case of unfair means, the convener DUGC/DPGC/IPR shall go forward with the case. However the convener DUGC/DPGC/IPR can reject a case if there are no strong grounds, no evidence, or the case is outside the purview of this policy.
- On accepting a case, the convener DUGC/DPGC/IPR shall write to the suspect regarding the case, giving all the filed evidences to the suspect.
- The Convener DUGC/DPGC/IPR will study and examine the evidences. He/she will be free to investigate the matter by asking the suspect to submit statements and explanations, interrogating the suspects and/or witnesses, and anything necessary to collect more facts.
- The suspect may also meet the convener DUGC/DPGC/IPR to enquire about the procedures and rights.
- The convener DUGC/DPGC/IPR shall call a meeting of the DUGC/DPGC/IPR.
- For cases being addressed by the DUGC/DPGC, the meeting cannot include the complainant as a member if he/she is also a member of the DUGC/DPGC and any other member who is strongly related to the student. A faculty teaching the same course cannot be a member of the meeting. If the convener was chosen as a faculty who

is not the regular member of the DUGC/DPGC, he/she shall necessarily be a member of this meeting. The meeting must consist of at least 4 faculty members and at least 1 student member. In case the members fall short due to unavailability or DUGC/DPGC members are strongly related to a case, the Assoc. Dean (AAA) can nominate replacement members.

- For cases being addressed by the IPR committee, the quorum will be the entire three member committee.
- The complainant, suspect and all witnesses will be invited for the meeting, when the evidences are being presented and the witnesses are being examined. However the complainant, suspect and witnesses may be asked to leave when the case is being discussed or the charges are being filed.
- The suspect, complainant and witnesses may present themselves telephonically or by using video conferencing. The suspect may get one person for advice, who will not be allowed to speak in the meeting but can offer personal advice to the suspect.
- In the meeting, first the Convener DUGC/DPGC/IPR shall present the case and present all the evidences, recorded statements, and his/her observations. The DUGC/DPGC/IPR will then examine the evidences and witnesses, and thereafter discuss the case.
- If the suspect is found innocent by the DUGC/DPGC/IPR, the complaint against the suspect will be dropped. The faculty is not allowed to reduce the marks, drop grades, etc. if the suspect is regarded as innocent by the panel.
- If the suspect is found guilty, the DUGC/DPGC/IPR will then decide the sanctions. The sanctions cannot include any award of grades to the candidate. The grades are entirely a perspective of the faculty. However, the DUGC/DPGC can give some recommendations to the faculty based on the understanding of the case. The faculty may or may not abide by the recommendations.
- For cases related to credited courses, in most cases the faculty will be expected to give an F grade, irrespective of the status of student scholarship, internship, placements, academically deficient nature, extension of the degree, etc. However the faculty may consider a smaller penalty for clauses like the unfair means was minor in nature, the unfair means occurred in a component that did not have any marks, the unfair means occurred in a significantly small component of the entire work and was not a part of the main logic of the work, the faculty wishes to have alternative means to correct the student for the particular course, or likewise.
- For cases related to credited courses, depending upon the severity of the case, the committee may recommend sanctions against the student. For the first misconduct the student shall be suspended for a week, in which case all academic privileges shall be taken away. The student will lose all attendance in all courses for this duration, and this period cannot be claimed under leave of any kind. The suspension period may be adjusted to exclude the mid-semesters, end-semesters, lab exams, quizzes, etc. The committee is not obligated to consider student appeals on the grounds of not meeting the attendance criterion, loss of student scholarship, internship, placements, academically deficient nature, extension of the degree, etc.
- For the above category, for the second and subsequent complaints the sanctions may include suspension for a longer duration as judged by the DUGC/DPGC. The misconduct here does not only refer to the unfair means, but also includes any disciplinary action that the candidate has been to in the past. In the worst cases, the committee may recommend to the Senate for expulsion of the student. The Associate Dean of Student Affairs must provide a disciplinary history of the student, and must file unfair means against the candidate for which he/she has been found guilty.
- For plagiarism cases related to a masters' project, final year project and publication of a work, in case the plagiarism is minor in nature, the person may be asked to perform relevant modifications and resubmit the work. Repeated offences of mild plagiarism shall be treated as a case of severe plagiarism and dealt with accordingly.
- For the above category in case the plagiarism is moderate in nature, the person may be asked to withdraw the work. He may be allowed to resubmit a modified version after a specified time period through a scrutiny committee constituted for the purpose. For undergraduate/postgraduate projects, the highest grade which can be awarded is B+.
- For the above category for cases of severe plagiarism, the person may be asked to withdraw his work. The project (undergraduate or postgraduate) or PhD thesis shall stand annulled. The student will have to undertake a fresh project/research on another topic. In case of an undergraduate or postgraduate project, the student shall re-register for the relevant semester. In case of PhD, the student shall re-register in the PhD program as a fresh student.
- For an identified act of severe plagiarism by a member of the academic staff of the institute, he/she will be interdicted from submission of research work for possible publication for a maximum period of six months. After the prohibition period, the member of the academic staff of the institute may be allowed to submit his research work for possible publication through a committee constituted for the purpose for a minimum period of another six months.

- The findings of the DUGC/DPGC/IPR shall be notified to the Dean (Academics and Research), suspect, faculty and the relevant committee for action. The findings shall be informed to the Associate Dean of Student Affairs if the sanction involves a suspension. The Associate Dean of Student Affairs shall inform all concerned.
- If the suspect believes there are grave errors in the conduct of the process, like a bias in the members of the DUGC/DPGC/IPR, wrongly collecting and recording evidence, etc., the suspect may appeal to the Dean of Academics and Research.
- Till the committee resolves the sanctions of a student involved in Unfair Means, the student shall be given I grade by the faculty, if the resolution is made after the declaration of the results by the faculty.
- The Associate Dean of Student Affairs shall maintain and release annual statistics of all cases filed and actions taken for cases involving students. The IPR cell shall maintain and release the same statistics for cases involving academic staff. The same shall be reported to the Academic Senate through the Dean Academics and Research.
- The complete process must be completed within 7 days after receiving the complaint.
- For cases involving publication and issues related to Intellectual Property Rights, a complainant whose work has been plagiarized may take recourse to legal action and seek redressal under Civil Laws for infringement of copyright, unauthorized use, fraud.

References

- [1] <http://www.oxforddictionaries.com/definition/english/plagiarism>
- [2] <http://en.wikipedia.org/wiki/Plagiarism>
- [3] <http://legal-dictionary.thefreedictionary.com/plagiarism>
- [4] IEEE PSPB Operations Manual, Amended 22 November 2013.pdf
- [5] http://www.ieee.org/documents/Level_description.pdf
- [6] http://www.acm.org/publications/policies/plagiarism_policy
- [7] <https://communitystandards.stanford.edu/student-conduct-process/honor-code-and-fundamental-standard>
- [8] https://integrity.mit.edu/sites/default/files/images/AcademicIntegrityHandbook2016-color_1.pdf
- [9] <https://www.acm.org/about/code-of-ethics>
- [10] http://www.ieee.org/publications_standards/publications/rights/crosscheck_portal_users_guide.pdf
- [11] <http://www.acm.org/sigs/sgb/minutes/october-1-2013-sgb-meeting-materials/Pubs%20Orientation.pdf>
- [12] http://www.ieee.org/publications_standards/publications/rights/crosscheck_portal_users_guide.pdf
- [13] <http://thejournal.com/articles/2001/11/01/echeating-combating-a-21st-century-challenge.aspx>
- [14] <http://writing.mit.edu/wcc/resources/teachers/detectplagiarism>

Understanding and Avoiding Unfair Means

Please note that this document is a generic set of guidelines to observe. The instructor's set of rules override these rules in case there is any conflict. The instructor may completely override these rules and not apply any constraint mentioned here.

A. Open Book Programming Assignments

- In many courses, the instructor will give open book programming assignments, wherein you will be given a question to be taken home and submitted at a later date.
- Discussing the questions and solutions with friends, searching for material on the internet, and searching the solutions in the library are all allowed for such assignments.
- However, when you actually start coding, it is expected that you do not have any help available in the form of friends sitting with you, open web pages, open books, etc. In any case you cannot "copy" anything from any source and "paste" it into the editor/portal. It is expected that every character is typed by you without looking at any source at the time of writing.
- If you are stuck, it is acceptable to discuss the problem with friends. However during discussion none of you should have the code visible as raw files. Similarly, you can ask for debugging help, but again your friend must tell you strategies to spot the error, rather than sitting on your system and actually debugging the code.
- Morphing of code, inserting dummy code that does nothing, inserting fake code, inserting things in code that have nothing to do with the question, over-complicating the code structure that is otherwise not prevalent in the coding signature of the student, a sudden change in the coding style of the student as compared to previous submissions, and any similar patterns will be taken as UFM even if the source from where copy happened cannot be traced by the committee.
- You will normally be allowed to reuse your own code submitted in the same course in the same semester, but not any code written by you in any other course or any other semester. If you need to reuse your own code, please consult the instructor.
- Security of your code is your own responsibility. Your system must always be password protected. You must lock the system even if you are going out of room for a very brief period. You must not share your system password with anyone. If using online platforms, you must ensure that the code is not publically viewable and is password protected. If using your lab system on a shared mode, you must always take away the files on a storage device and remove the originals from the shared system. If giving the laptop to anyone, please make sure to create a new user account that cannot access your code folder. In numerous cases someone steals the code and fails to take responsibility on being caught. Not taking measures to protect your work can also be charged for unfair means.

Examples

- "My friend asked me for help. I was too busy. I only gave him/her the code to look at. He/she promised he/she will only glance through it" – Both charged with UFM
- "I spent 10 days but could not debug my code. I panicked and accidentally copied a few lines of code" – Charged with UFM
- "Out of 1000 lines of code, only 5 lines of code were copied. I spent so much time on it" – Charged with UFM
- "I was not well, so I had no option" – Charged with UFM
- "My friend's laptop broke. I gave him/her laptop, but not the code. My friend stole away the code without my knowledge" – Both charged with UFM
- "My friends, whose name I cannot disclose, also copied but were not caught, why should I be caught? First catch everybody and then me." – Charged with UFM
- "It was a mere coincident" – While the UFM charge will depend upon the findings of the committee, a UFM can be charged if the committee is clear that the similarity is beyond coincidence.
- "I did not know that the rules. I did not know the penalty will be so high. It was my first time" – Charged with UFM

B. Mini/Major/BTech/MTech Projects, Large-end Programing Projects

- Most of the rules are the same as A, except that here you will typically be using open source libraries and will need support code from internet.
- If you download and use any open source library, it will come with a license agreement whose summary is provided at every file and a main license file. It is necessary that you do not tamper either of these. If you

have made small changes in any such file, please add in the license of the same file, what changes were made and where.

- If you instead, download and use a file from the internet where there was no license file, please add as a comment in the same file mentioning as many details about the source as possible.
- If a segment of the code was added in the middle of a code file written by you, please add a comment attributing the source before the code segment, and a comment at the start stating all codes that are not written by you.
- In the main readme file of your project, please attribute all the open source libraries used and codes taken from other sources. This must also be done in the relevant sections of the report and presentation
- Care must be given to read and understand the license statement, whether such a reuse is allowed by the author or not. In case of any confusion, please email the author for clarification. The committee shall never use your project code commercially or put the same on a public platform. Similarly many licenses will require a special way of citing them that needs to be adhered to.
- Any code written by a friend of yours must also be attributed in the same mechanism.
- Normally it will be encouraged that you use the code written by you in the previous semesters or a different course. Such a code need not be cited by specifying exact lines of code that you are carrying forward, however, your readme file of the project, the project report and the presentation must mention what you did previously and how are you extending the same.
- Some projects may be restricted to survey and experiments only, wherein there is no element of a code, except for changing the inputs or dataset. Here as well, the project folder, report and experiments must mention that the code is entirely a public library taken as it is.
- Please make sure the citations are included in the readme file of the project root folder, project report and the presentation.

Examples

- “The deadline was near, I forgot to cite the sources” – Charged with UFM
- “The sources were cited in the middle of the code. I forgot to cite them at other places.” – Charged with UFM
- “The copied code is a significantly small part of the entire project” – Charged with UFM
- “A group member was supposed to do the citations. He/she messed up.” – If the submission mentions the individual contributions of the students, only the concerned students will be charged with UFM. If not, the entire group will be charged with UFM.
- “I honestly forgot to cite a particular source. I did not intend to copy.” – Charged with UFM.
- “I did present this project previously. But then the project was not properly made. I changed a lot from there to here. I forgot to cite.” – Charged with UFM.

C. Lab Test/Exam

- All the general rules as specified by the exam cell for theory examination hold, unless specified otherwise by the instructor.
- Carrying mobile phones, pendrives, hard disks, etc. will be called as unfair means, even if none of them have anything related to the examination. Similarly access to the internet, discussing solutions, exchanging notes, etc. will also be counted as unfair means.
- It is important to secure your codes while attempting the lab exam. You should object if someone peeps into your screen. Your system must be password protected. In case of common passwords/shared systems, it is advisable to temporarily change the password to avoid unauthorized access.

Examples

- “I did not give my code. I do not know how somebody copied it, possibly by looking at the monitor.” – A protected code cannot be stolen without consent, a long code cannot be copied by mere looking, both charged with UFM.
- “A similar code was already on my system” – Every piece of code must be written by the student, charged with UFM.
- “My friend forced/threatened me and stole the code in front of my eyes, I couldn’t gather the strength to go against him/her” – Both charged with UFM

D. Project Reports/Essays

- Using internet sources, papers, books, library, etc. for references is acceptable.

- However, when you actually start writing, it is expected that every word/equation is written by you, every figure/table is made by you, without copying the same from any source. It is best to close all reference material when you actually do the writing to avoid any temptation to copy. In any case you cannot “copy” anything from any source and “paste” it into the report, with or without paraphrasing. It is expected that every character is typed by you without looking at any source at the time of writing.
- Paraphrasing must be avoided. In exceptional cases where it is impossible to write a paragraph or two without paraphrasing, proper citation must be given to the original source. Further, it is suggestive to read and understand the original source, and then to put it down on the report, rather than shuffling of words which will be regarded as UFM even if the source is mentioned.
- Paraphrased text from a single source shall preferably not exceed 200 words. If an entire section is paraphrased from a single source, an additional citation must be made at the section title; if an entire chapter is paraphrased from a single source, the citation must be prominently inserted at the chapter title; if the complete report is paraphrased from a single source, the citation should happen at the report title. Every attempt must be made to make citations to these larger segments of paraphrased text stand out from the main text. E.g. if sections 3.3, 3.4 and 3.5 are paraphrased, use the titles as “3.4 Section Title*” and add a footnote “* These sections are paraphrased from [Citation]. The notations and text has been adapted as per the specific use.” Any similar scheme is equally acceptable as long as the citations are distinctive.
- Definitions, theorems, and similar text cannot be changed while writing a report and needs to be written verbatim. It is advisable to keep the same as distinct as possible from the main text by using double quotes, italics, boxes or different indentation. A source must always be mentioned.
- Tables and Figures should not be copied from any source. In exceptional circumstances if using a Figure/Table is absolutely necessary, a proper citation must be given in the figure/table title (©Website/Publisher Name, Year. Taken from [citation], adapted for use if anything was changed, e.g. ©IEEE, 2017, Taken from [1]) and text. Changing the language of the cells of a table does not make it original. Similarly making small changes like line style of a figure does not make it original.
- Equations follow the same norms as text. Therefore you should not copy complete derivations from any source. Note that you may summarize the derivation in your own words using text and quote only the equation with the final result by giving proper citation. In case copying a large number of equations is required, please cite as discussed for the text.
- If you are extending the work from a previous semester or some different course, you can re-use your report. However at least 60% of the report should be new. You must properly mention the segments of report, concepts and ideas that you are re-using in your report.
- The presentations are not formally submitted and therefore it is acceptable to copy anything that you like, including figures, equations, tables, etc., as long as all of them are properly cited.

Examples

- “I did not know how to write a report. The guide pressurized to write a nice one.” – Charged with UFM
- “There was no other way to write the section.” – Charged with UFM
- “I did not know how to make a citation” – Charged with UFM
- “Only one section/paragraph was copied” – Charged with UFM
- “The section was important to my work, there is no way I could have written it on my own”- Charged with UFM

E. Quiz

- All the general rules as specified by the exam cell for theory examination hold. These are enlisted in item F.

F. Theory Examination Rules

- All the students are instructed to be seated in their Examination Room at least 10 (Ten) minutes before the commencement of the Examination in accordance with their seating plan. In no case a student will be allowed to enter into the Examination Room after 10 (ten) minutes of the commencement of the examination. Students are not allowed to change their allotted seats unless permitted by the Invigilator.
- Every Student is instructed to ensure on their own that their pockets contains only the I-Card and they should not carry any copying material/ slips in wallet/ purse etc., to the examination hall. Any type of books, papers and bags must be left at the entrance of the examination room else this will be booked as a case of adopting Unfair Means (UFM).

- Students are not permitted to carry any mobile phone/electronic gadgets/high-end scientific calculator in the examination hall. During the examination, if invigilator/flying squad found any such gadget/ instrument with any student then UFM case will be registered against him/ her.
- Frisking of students will take place on entering the examination hall to catch attempts of bringing mobile phone, electronic gadgets, high-end scientific calculator, books, notes, chits, etc. in the examination hall.
- Each student will have to produce his/her original identity card (valid and verifiable) in each examination on demand by the Invigilator/Observer as authorized. If the identity card is expired/lost, then the student will be required to produce a valid authorization as Admit Card issued by Faculty-In-Charge (Exam.)/Assistant Registrar (Academics & Exam.) to allow his/her identity to be verified for the sake of examination on that date.
- If use of any unfair means by the students would be found, during the examination, by the Invigilators/Observers/Instructors, then it will be reported, along with all the supporting documents, to the Head of the Flying Squad for necessary action.
- Any kind of misbehaving/ threatening/ non-cooperation with the Invigilators/ Observers/ Instructors will come under the category of gross misconduct. The case will be judged by the Chief Proctor for further disciplinary proceedings.
- Students are advised to check their desk that nothing is written on top or elsewhere. Nothing should be written on anywhere except the enrollment number on the question paper. If noticed later on, this will be deemed as use of unfair means and shall be dealt with as per UFM rules. The examinees must check immediately after receiving that the Question Paper contains the same number of questions as indicated in the instructions at the top. If any deficiency is noticed in the Question Paper, the Invigilator may be requested to replace the same immediately.
- Students should maintain total silence during examinations, and are not permitted to talk/consult among each other by way of voice/gestures etc., while in the examination hall.
- Student may leave the hall for Wash Room or drinking water but not before one hour after the commencement of the examination and should not carry question paper or any other paper with him/her.
- Providing/receiving help in any form/manner will be an offence to be dealt right over there by concerned invigilator(s) to report to the head of the flying squad for necessary actions.
- It is the responsibility of students to put their signature at all the required places. As and when the Attendance sheet is produced before them, a student will properly fill up and sign the attendance sheet in presence of the Invigilator(s) and reply to the questions, if any, put to them by the Invigilator.
- No student should leave the examination hall without handing over the answer scripts to the Invigilator. Once the answer book is handed over to the Invigilator, the same cannot be taken back by the student.
- Students should not take with them any answer book or supplement while leaving the examination hall else their examination will be cancelled.
- Usual actions taken by UFM committee against a student on valid cases range from imposing a monetary fine, cancellation of concerned paper, award of F grade, withdrawal of scholarship, expulsion from Institute, etc. The parents of the concerned student will also be informed through telephone and/or letter.

G. Resources

- Academic Integrity at Princeton: <http://www.princeton.edu/pr/pub/integrity/pages/academic-integrity-2011b.pdf>
- Academic Integrity at MIT: https://integrity.mit.edu/sites/default/files/images/AcademicIntegrityHandbook2016-color_1.pdf
- Northwestern University: <http://www.northwestern.edu/provost/policies/academic-integrity/how-to-avoid-plagiarism.html>
- Dartmouth University: <http://writing-speech.dartmouth.edu/learning/materials/sources-and-citations-dartmouth>
- WISC: https://writing.wisc.edu/Handbook/Acknowledging_Sources.pdf

For clarifications, concerns, explanations and if you're unsure if something is allowed or not prior to being charged, please contact the instructor, or Dr. Rahul Kala, rkala@iiita.ac.in, Ext. 2117, Room 2203, CC-I.