



OFFICE OF EXAMINATIONS

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Policy on Academic Misconduct and Unfair Means during Examinations

1. Preamble

Academic integrity is the cornerstone of all assessment and evaluation processes at IIITDM Kancheeppuram. This policy outlines the framework for identifying, reporting, and penalizing acts of academic misconduct or the use of unfair means during examinations, ensuring fairness, transparency, and proportionality in disciplinary action.

2. Objectives and Scope

2.1 This policy applies to all students appearing in any written, laboratory, online, or oral examination conducted by the Institute.

2.2 It defines categories of misconduct, prescribes procedures for inquiry, and establishes graded corrective actions based on intent, extent, and recurrence.

2.3 The policy covers only examination-related misconduct.

3. Definitions

Term	Definition
Academic Misconduct	Any deliberate or negligent act by a student to gain unfair academic advantage during an examination.
Unfair Means	Possession, use, or attempted use of unauthorized material or communication to obtain or assist in obtaining credit.
ADC	Academic Disciplinary Committee — the body constituted by the Chairman, Senate to investigate and recommend action.
Supplementary Examination	An additional opportunity provided for a failed course as per Institute regulations.
Recurrence	Repetition of similar or related misconduct after one or more prior disciplinary actions.

4. Procedure for Inquiry and Decision

Sl. No.	Step	Description	Explanation / Remarks
1	Reporting	Any suspected act shall be reported immediately by the invigilator using the prescribed <i>Invigilator Incident Report Form</i> (Annexure I), along with confiscated material.	Ensures contemporaneous evidence collection and uniform reporting.

2	Preliminary Action	The invigilator may expel the candidate from the hall if the act disrupts order or integrity.	Prevents continuation of misconduct.
3	ADC Inquiry	ADC reviews the report, evidence, and student response; may call the student for hearing.	Aligns with Senate practices for fair deliberation.
4	Recommendation and Approval	ADC recommends suitable corrective action based on severity. The Dean (Academic Affairs) forwards it to the Senate Chairperson/Director for approval.	Ensures administrative oversight.
5	Record and Communication	The decision is communicated to the student in writing and recorded in the confidential misconduct register maintained by the Office of Examinations.	Enables tracking of repeat offenders.

The student shall be permitted to continue writing the examination unless his/her behaviour disturbs other candidates appearing for the examination. The student shall fill up the *Student Statement Form* (Annexure II) in the presence of the invigilator/course faculty after the submission of the answer script. The benefit of the doubt shall be extended to the student until the case is decided. However, the answer script will be evaluated only after the competent authority has made a final decision on the case.

5. Graded Corrective Actions for Academic Misconduct

Sl. No.	Nature of Misconduct	Indicative Description / Examples	Recommended Corrective Action
1	Rude or disorderly behaviour toward invigilators or fellow students	Arguing loudly, refusing instructions, and disturbing others without any cheating intent	The student is liable to be expelled from the examination hall, and a severe warning letter shall be issued to the student.
2	Communicating or attempting to communicate with another student	Whispering, gesturing, or signalling answers/questions during the exam	Fail grade (F/U) in the concerned course and one grade less in one other theory or theory-cum-lab courses in which the student has secured highest grades in that semester.

3	Possession of unauthorized or incriminating material irrespective of its usage	including electronic gadgets/written/print material; unauthorized additional sheets, bits, scribbles on stationery/handkerchief/on the body; misuse of calculator/cell phone etc.	<p>ADC shall recommend one of the following in addition to the confiscation of materials until the decision is made:</p> <p>a) Fail grade (F/U) in the concerned course and one grade less in two other theory or theory-cum-lab courses in which the student has secured highest grades in that semester. The student shall be denied the opportunity to appear in the supplementary examination for the course in which fail grade have been awarded, for one subsequent round.</p> <p>b) Fail grade (F/U) in the concerned course and one grade less in all other theory and theory-cum-lab courses in that semester. The student shall be denied the opportunity to appear in the supplementary examination for the course in which fail grade have been awarded, for one subsequent round.</p>
4	Exchange or passing of answer books / question papers or referral of material/discussion with other students, either inside or outside the hall during examination.	Handing over/receiving answer sheet, writing hints on exchanged paper, discussing answers outside the hall	<p>ADC shall recommend one of the following:</p> <p>a) Fail grade (F/U) in the concerned course and Fail grade (F/U) in two other theory or theory-cum-lab courses in which the student has secured highest grades in that semester. The student shall be denied the opportunity to appear in the supplementary examination for the courses in which fail grade have been awarded, for one subsequent round.</p> <p>b) Fail grade (F/U) in the concerned course and Fail grade (F/U) in all other theory and theory-cum-lab courses in that semester. The student shall be denied the opportunity to appear in the supplementary examination for the courses in which fail grade have been awarded, for one subsequent round.</p>
5	Repeat offence of involvement in malpractice in the examination	Second malpractice incident or elaborate planned act (hidden devices, pre-written sheets, etc.)	<p>ADC shall recommend one of the following:</p> <p>a) Fail grade (F/U) in all courses in that semester. The student shall be denied the opportunity to appear in the supplementary examination for the courses in which fail grade have been awarded, for one subsequent round.</p> <p>b) Fail grade (F/U) in all courses in that semester. The student shall be denied the</p>

			opportunity to appear in the supplementary examination for the courses in which fail grade have been awarded, for one subsequent round. The student will also be debarred from registering and appearing for examinations in the subsequent semester.
6	Impersonation / allowing impersonation	Writing exam for another student or permitting another to write on one's behalf	Fail grade (F/U) in all courses in that semester. The student shall be denied the opportunity to appear in the supplementary examination for the courses in which fail grade have been awarded, for two subsequent rounds. The student will also be debarred from registering and appearing for examinations in the next two subsequent semesters.

- For items 3, 4, and 5, the ADC may suggest a suitable recommendation based on the severity of the malpractice, which may be assessed based on the following aspects:
 - Intent (Accidental/ Opportunistic/ Deliberate / Premeditated)
 - Extent (Limited/ Moderate/ Widespread)
 - Impact (No/ Partial/ Major - advantage gained)
 - Evidence strength (Weak / Circumstantial/ Moderate/ Strong or direct proof)
- ADC may suggest suitable recommendations for any act of indiscipline that is not listed above.

P. S. S.
05/01/2026
DR (Academics)



To:

- Students

Copy to:

- Faculty members
- Invigilators
- Web-Admin