

Academic Integrity Policy



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0		Issued for Implementation
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Introduction

Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is committed to maintaining the highest standards of academic integrity. Academic integrity is essential for the advancement of knowledge, the trustworthiness of the institution, and the personal and professional growth of its members. This policy outlines the principles, expectations, and procedures related to academic integrity to ensure that all members of the college community uphold these values.

Objectives

The primary objectives of the Academic Integrity Policy are:

- To foster a culture of honesty, trust, and integrity in all academic activities.
- To prevent incidents of academic misconduct through education and clear guidelines.
- To establish fair and transparent procedures for addressing violations of academic integrity.
- To support the pursuit of academic excellence through ethical behavior and scholarly integrity.
- To maintain and enhance the college's reputation for academic rigor and ethical standards.

Scope

This policy applies to all students, faculty, staff, and administrators of Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur.

Principles of Academic Integrity

- **Honesty:** Honesty is the foundation of academic integrity. All members of the college community are expected to be truthful in their academic endeavors.
- **Trust:** Trust is essential for a collaborative academic environment. Members of the college community must trust each other to act with integrity and fairness.
- **Fairness:** Fairness involves providing equal opportunities and consistent treatment to all members of the college community.
- **Respect:** Respect for oneself and others is crucial for a positive academic environment. This includes respecting the work and ideas of others.
- **Responsibility:** Responsibility entails being accountable for one's actions and upholding the standards of academic integrity.

Definitions of Academic Misconduct

Academic misconduct includes, but is not limited to, the following:

- **Plagiarism:** Plagiarism is the act of presenting someone else's work or ideas as one's own without proper acknowledgment. This includes copying text, images, or ideas from books, articles, websites, or other sources without proper citation.
- **Cheating:** Cheating involves using unauthorized materials, information, or assistance during an examination, assignment, or other academic exercise. This includes copying from another student, using unauthorized notes, or accessing prohibited resources.

- **Fabrication:** Fabrication is the act of falsifying or inventing information, data, or citations in an academic exercise. This includes making up data for an experiment or citing non-existent sources.
- **Collusion:** Collusion involves collaborating with others inappropriately or without authorization in an academic exercise. This includes working together on an assignment meant to be completed individually.
- **Duplication:** Duplication is the act of submitting the same work, or substantially similar work, for credit in more than one course without permission from the instructors.
- **Misrepresentation:** Misrepresentation involves providing false information or presenting misleading information in an academic context. This includes falsifying academic records or misrepresenting oneself in an academic setting.

Responsibilities

Students

- Students are responsible for understanding and adhering to the principles of academic integrity.
- Students must complete their academic work honestly and without unauthorized assistance.
- Students are responsible for reporting any observed instances of academic misconduct.

Faculty

- Faculty members are responsible for promoting academic integrity in their courses and setting clear expectations for students.
- Faculty must provide guidance on proper citation and research practices.
- Faculty are responsible for identifying and addressing instances of academic misconduct.

Staff and Administrators

- Staff and administrators are responsible for supporting policies and procedures that promote academic integrity.
- They must provide resources and support for educating the college community about academic integrity.

Procedures for Addressing Academic Misconduct

1. Reporting Academic Misconduct

- Any member of the college community who observes or suspects academic misconduct should report it to the relevant faculty member or academic integrity officer.
- Reports can be made confidentially and should include specific details of the alleged misconduct.

2. Initial Review

- The faculty member or academic integrity officer will conduct an initial review of the report to determine if there is sufficient evidence to proceed.

- If the initial review finds insufficient evidence, the matter will be closed, and no further action will be taken.

3. Investigation

- If the initial review finds sufficient evidence, a formal investigation will be initiated.
- The investigation will involve gathering evidence, interviewing relevant parties, and reviewing relevant documents and records. The accused student will be notified of the investigation and given an opportunity to respond to the allegations.

4. Determination and Sanctions

- Based on the investigation findings, a determination will be made regarding whether academic misconduct occurred.
- If misconduct is found, appropriate sanctions will be imposed. Sanctions may include, but are not limited to:
 - Written warning
 - Reduction in grade or failure of the assignment or course
 - Suspension or expulsion from the college
- The severity of the sanctions will depend on the nature and seriousness of the misconduct.

5. Appeals

- The accused student has the right to appeal the determination and sanctions. Appeals must be submitted in writing within a specified timeframe and should include the grounds for the appeal. An appeals committee will review the appeal and make a final decision.

Preventive Measures

1. Education and Awareness

- The college will provide ongoing education and awareness programs on academic integrity for students, faculty, and staff.
- Workshops, seminars, and online resources will be available to educate the college community about academic integrity principles and practices.

2. Clear Guidelines

- Faculty will provide clear guidelines on academic integrity expectations for each course, including proper citation practices and collaboration policies.
- Syllabi will include statements on academic integrity and the consequences of academic misconduct.

3. Use of Technology

- The college will utilize technology tools, such as plagiarism detection software, to help prevent and identify academic misconduct.
- Faculty will be trained on how to use these tools effectively.

Support Services

1. Academic Support: The college will provide academic support services to help students develop the skills needed to maintain academic integrity.

2. Counseling and Guidance

- Counseling services will be available to support students facing academic or personal challenges that may impact their ability to uphold academic integrity.
- Faculty and advisors will provide guidance to students on ethical academic practices.

Monitoring and Evaluation

1. Regular Review

- The Academic Integrity Policy will be reviewed regularly to ensure its continued relevance and effectiveness.
- Feedback from students, faculty, and staff will be considered in the review process.

2. Monitoring Compliance

- The college will monitor compliance with the Academic Integrity Policy through regular audits and reviews of academic work.

Communication

1. Policy Dissemination

- The Academic Integrity Policy will be widely disseminated to all members of the college community.
- The policy will be available on the college's website, in student handbooks, and in faculty and staff manuals.

2. Awareness Campaigns

- The college will conduct awareness campaigns to promote the importance of academic integrity.
- Campaigns will include posters, newsletters, social media, and events to engage the college community.

Conclusion

The Academic Integrity Policy at Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is designed to uphold the highest standards of academic honesty and ethical behavior. By adhering to the principles and procedures outlined in this policy, the college can foster a culture of integrity, support academic excellence, and maintain the trust and respect of the academic community. This policy will be reviewed and updated regularly to ensure its continued relevance and effectiveness in promoting academic integrity.

Approved by



Principal