

# **POLICY ON CONDUCT AND ACADEMIC INTEGRITY**

## **FOR STUDENTS**

### **1. PREAMBLE**

This Handbook highlights the standard procedures and practices of the Indian Institute of Science (hereinafter referred to as the 'Institute') for all students enrolling with the Institute for pursuing various courses. All students must know that it is their responsibility to abide by the Code of Ethics and Conduct (hereinafter referred to as the 'Code').

The Institute's endeavor, by means of enforcing this Code is to put in place a Document for all students that is egalitarian, conscientious, effectual and expeditious; and to provide a system which promotes student growth through individual and collective responsibility.

All students are requested to be familiar with this Code, which can be also be found on the official website of the Institute.

The Code holds students (both individuals and groups) responsible for their actions and its consequences. Those who fail to fulfill their responsibilities stand to lose their privileges or have penalties imposed on them.

### **2. JURISDICTION**

- 2.1** The Institute shall have jurisdiction over the conduct of the students enrolled in or associated with the Institute.
- 2.2** This Code shall apply to any student enrolled in a degree programme, or a course at the Institute or visiting scholars, post-docs, etc. The Code will apply to conduct that occurs on the premises of the Institute, including activities sponsored by the Institute and functions hosted by other recognized student organizations. It also applies to conduct that occurs elsewhere, which could impact the Institute's interests or reputation such as those occurring in sponsored programmes, activities by the Institute (students travelling for educational purposes or to attend seminars etc.), or in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the Institute.
- 2.3** At the time of admission, each student must sign a statement accepting this Code and give an undertaking that

- (a) He/she shall be regular and will complete his/her studies in the Institute.
- (b) In the event that a student is forced to discontinue studies for any legitimate reason, then the student will be relieved from the Institute, but only after submitting a written consent from the Deans. Before leaving, the student must clear all pending dues including hostel/mess dues. And if a student has a scholarship, the said grant shall be revoked.

### 3. WHAT CONSTITUTES MISCONDUCT?

The Institute believes in promoting an environment that ensures safety to all and promotes academic efficiency by enforcing behavioural standards. These standards include upholding of academic integrity and respecting all persons, their rights and property etc., Prohibited conduct includes, but is not limited to the following:

#### 3.1 Alcohol and Substance Abuse:

- (a) Consumption, manufacture, sale, possession and distribution of alcohol is prohibited on campus. Any student found guilty of behaving irresponsibly under the influence of alcohol will be penalised. A first-time offender will be charged a fine of Rs 10,000/- and asked to submit a written commitment that he/she will not repeat the offence. A second-time offender will be fined Rs 25,000/- and in the offence will also be reflected in the student records. A third-time offence will attract a more severe penalty, including rustication from the Institute.
- (b) Students found guilty of engaging in any unlawful possession, use, distribution or manufacture of controlled substances or illegal drugs, or their raw materials will be referred to the state police. Once found guilty the student will be suspended and could also be dismissed.

#### 3.2 Ragging

The Institute has a coherent and an effective anti-ragging policy in place which is based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']. The UGC Regulations have been framed as per the directions issued by the Honorable Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

##### 3.2.1 Ragging constitutes one or more of the following acts:

- a. any conduct by a student or students hurting, teasing, or being rude to other students;
- b. rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship, physical or psychological harm or raise fear or apprehension thereof in any other student;

- c. asking a student to do an act which makes him/her uncomfortable and which has the effect of causing or generating a sense of shame, torment or embarrassment, affecting the physique or psyche of such a student;
- d. any act that prevents, disrupts or disturbs the regular academic activity of any student;
- e. exploiting other students to complete academic tasks assigned to them;
- f. any act of financial extortion or forceful expenditure burden put on a student by other students;
- g. any act of physical abuse including sexual abuse, stripping, indulging in obscene, lewd acts including but not limited to gestures, causing bodily harm or any other danger to the health of a student;
- h. any act or abuse either orally or in writing including by spoken words, emails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i. any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure.

### **3.2.2 Anti-Ragging Committee**

The Anti-Ragging Committee, as constituted by the Director and headed by students' affairs advisors, shall examine all complaints of anti-ragging and come up with recommendations based on the nature of the incident. The committee can have the Deans, Student Counselors, Faculty Advisors, and the Chairperson of the concerned Department as its members as decided by the Competent Authority from time to time. The Committee, however, should have a diverse mix of membership in terms of levels and gender.

### **3.2.3 Anti-Ragging Squad**

To assist students, the Institute has also constituted a body called the Anti-Ragging Squad, which consists of various members of the campus community. The Squad shall keep a tab on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee.

### **3.2.4 Penalties**

On receipt of any recommendation from the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of the Institution shall also immediately determine if a case under the criminal laws have been made out and if so, then either on his own or through a member of the anti-ragging committee authorized by him on his behalf proceed to file a First Information Report (FIR)n within

twenty four hours of receipt of such recommendation with the police or local authorities including those of abetment to ragging, criminal conspiracy to rag, unlawful assembly and other offences as enumerated in Regulation 7 of the Regulation.

The Institute shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures and any remedial action shall be initiated and completed immediately and no later than 7 days of reported occurrence of the incident of ragging. A student found guilty by the committee will attract one or more of the following penalties, as imposed by the Anti-Ragging Committee:

- i. Suspension from attending classes and academic privileges;
- ii. Withholding/withdrawing scholarship/fellowship and other benefits;
- iii. Debarring from appearing in any test/examination or other evaluation processes;
- iv. Withholding results;
- v. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work;
- vi. Suspension/expulsion from the hostels and mess;
- vii. Cancellation of admission
- viii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period;
- ix. When the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment;
- x. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take an appropriate decision, including the imposition of punishment, depending on the facts and the nature and gravity of the incident.

An Appeal against any of the orders of punishment enumerated above can be submitted to the Director of the Institute.

### **3.3 Sexual harassment**

Students should note that sexual misconduct or harassment encompasses a range of behaviour, including but not limited to, sexual assault, unwanted physical contact, persistent unwelcome comments, sending e-mails, messages on social media or pictures that are insulting or degrading.

Sexual harassment amounts to a serious misconduct and will be dealt with as per the Indian Institute of Science Policy on Prevention and Prohibition of Sexual Harassment at Workplace, 2017 and the Indian Institute of Science Rules for Internal Committee, 2017. All cases will be referred to the 'Internal Committee Against Sexual Harassment' (ICASH) of IISc. ICASH will determine, based on the circumstances of each case, whether

the actions brought to its notice constitutes a violation of the sexual autonomy and dignity of the recipient of the action.

### 3.4 Other misconducts

- a. Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, drugs, or toxic or otherwise dangerous materials on Institute premises.
- b. Stealing, misusing, destroying, defacing or damaging Institute property or property belonging to someone else.
- c. Unauthorised use of any Institute facilities, equipment, services or computers. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tampering of Institute property or facilities, the private residence of staff/professors, offices, classrooms, computers networks, and other restricted facilities.
- d. Making false accusations against any member of the Institute.
- e. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, skin colour, region, language, sexual orientation, marital or family status, physical or mental disability, , etc.
- f. Not producing the identity card issued by the Institute or refusing to produce it on demand by campus security.
- g. Physical assault, threats of violence, which includes any disruptive activity in a classroom or in an event sponsored by the Institute. Any conduct which has a negative impact or constitutes a nuisance on and off campus.
- h. Organising meetings and processions without permission from the Institute.
- i. Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
- j. Smoking on the campus of the Institute.
- k. Parking a vehicle in a no parking zone or an area earmarked for parking other types of vehicles.
- l. Rash driving on the campus that may cause any inconvenience to others.
- m. Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- n. Mis-behaviour at the time of student body elections or during any activity of the Institute.
- o. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- p. Altercations of any kind between students or student groups will be taken seriously as a violation of the code and will be dealt with accordingly.
- q. Students encouraging, aiding, or conspiring in any prohibited conduct. And failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code.

If these acts are committed off-campus, the Institute will determine whether the Code will apply after considering the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

## **4. IISc POLICY FOR ACADEMIC INTEGRITY**

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment. Academic Integrity encompasses honesty, responsibility and awareness of the ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

### **4.1 Scope and Purpose**

Academic Integrity, which forms an integral part of the Code, applies to all students at the Institute. Students are required to adhere to the said policy. The purpose of the Policy is twofold:

- i. To clarify the principles of academic integrity;
- ii. To provide examples of dishonest conduct and violations of academic integrity.

Failure to uphold these principles of academic integrity threatens both the reputation of the Institute and the value of the degrees awarded to its students. Every member of the Institute community, therefore, bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The principles of academic integrity require that a student:

- i. properly acknowledges and cites the use of the ideas, results, material or words of others;
- ii. properly acknowledges all contributors to a given piece of work;
- iii. makes sure that all work submitted is his or her own in a course;
- iv. produces academic work without the aid of impermissible materials or impermissible collaboration.
- v. obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions;

- vi. respects the integrity of other students and their right to pursue educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Violations of this policy include, but are not limited to:

**Plagiarism:** It includes the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve the submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b. Self-plagiarism which constitutes copying verbatim from one's own earlier published work (data, illustrations, figures, images) in a journal or conference proceedings without appropriate citations.
- c. Taking material from class notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- d. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

**Cheating:** It includes, but is not limited to:

- a) Copying during examinations, and copying homework, assignments, term papers, theses or manuscripts.
- b) Allowing or facilitating copying, or writing a report or taking an examination for someone else.
- c) Using unauthorised material, copying, collaborating when not authorised and purchasing or borrowing papers or material from various sources.
- d) Fabricating or falsifying (manipulating) data and reporting them in thesis and publications.
- e) Creating sources or citations that do not exist.
- f) Altering previously evaluated data and resubmitting the work for re-evaluation.
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

**Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**

- i. Use proper methodology for experiments and computational work. Accurately describe and compile data.

- ii. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny if required, and the changes made should be clearly described.
- iii. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to cherry pick data: omitting some data points to make an impressive figure.
- iv. Laboratory notes must be well maintained in bound notebooks with printed page numbers, which can be checked during publications or patents. The date should be indicated on each page.
- v. Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- vi. Give due credit to previous reports, methods, computer programmes, etc., with appropriate citations. Material taken from your own published work should also be cited.

## 4.2 Conflict of Interest

A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research and publication, and working in committees, funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities, including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influence public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis.

## 4.3 Individual and Collective Responsibility

The responsibility varies with the role one plays.

- i. **Student roles:** Before submitting a thesis (M Tech, M Tech (Res), or PhD) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is an original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any



violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

- ii. **Faculty roles:** Faculty members should ensure that the students follow proper methods for experiments, computations, and theoretical developments, record proper data and save them for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues related to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses to ensure minimal academic dishonesty, and to respond appropriately to violations of academic integrity.

#### 4.4 Reporting authority and Penalties

- i. It is recommended that the faculty bring any academic violations to the notice of the Department Chairperson. All complaints lodged against students regarding breach of academic integrity and research misconduct against students shall be governed by the Indian Institute of Science (IISc) policy for handling Misconduct in Research.
- ii. All cases of student-faculty conflict will be handled by the concerned Dean with assistance from the committee. Students may approach the committee or the Dean if they have a genuine problem.
- iii. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case-by-case basis.
- iv. A breach of academic integrity is a serious offence with long-lasting consequences for both the individual and the institute, and this can lead to various penalties. In the case of a student, the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion.

#### 4.5 Print and Visual Media, and Social Media clauses

- (a) Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons to the campus without the permission of the Institute authorities.
- (b) Students are not permitted to either audio or video record lectures in classrooms, actions of other students, faculty, or staff without prior permission.
- (c) Students are not permitted to provide audio and video clippings of any activity on campus to the media without prior permission.
- (d) Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or indulge in any such related activities that could have negative ramifications on the reputation of the Institute.

## 5. THE DISCIPLINARY PROCESS

A complaint of misconduct can be made by any student, staff or faculty member of the Institute at the concerned Department, Security office, the Hostel office or the Dean's office. An enquiry will be made by the concerned authority. All efforts will be made to address the issue. If the problem persists, the case may be referred to the Committee for Students Affairs.

The subsequent process will be as follows: A case sheet will be opened. The student(s) will be called for a hearing and the alleged charges and circumstances will be documented. If the committee feels there is indeed an offence, the committee will make recommendations to the Dean of Science or Engineering, who are the disciplinary authorities. The recommendation will be reviewed by the Dean, who will recommend subsequent action. The officer in charge of academic section will issue the penalty.

### 5.1 Penalties:

The recommendation can be, but will not be restricted to, one or more of the following actions, depending on the nature of the offence:

- 5.1.1 Warning**- indicating that the action of the said student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action. The student may be required to tender a written apology.
- 5.1.2 Community Service** - for a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- 5.1.3 Restrictions** - reprimanding and restricting access to various facilities on the campus for a specified period of time.
- 5.1.4 Monetary Penalty** - may also include suspension or forfeiting scholarship/fellowship for a specific time period.
- 5.1.5 Withholding Grades** – withholding the grade card or certificate for the courses studied or work carried out.
- 5.1.6 Suspension** - a student may be suspended for a specified period of time, which will entail prohibition from participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use

various Institute facilities unless permission is obtained from the Competent Authority. Students may be suspended and dismissed, along with the following additional penalties.

**5.1.7 Expulsion** - student may be expelled from the Institute permanently. The student is prohibited from entering the Institute premises or participating in any student-related activities and staying in campus residences etc.

**5.1.8 Ineligibility** - to reapply for admission to the Institute for a period of three years.

**Note: Repeat offenders will be given a higher penalty.**

## **5.2 Disciplinary Authorities:**

For imposing the penalties 5.1.1 and 5.1.2, the Students' Affairs Committee will be Disciplinary Authority.

For all other penalties, the Dean Science, Dean Engineering or Dean Undergraduate will be the Disciplinary authority for students from Science, Engineering or Undergraduate Programme, respectively.

## **6. APPEAL**

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:

- (a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in the Code corresponding to the gravity of the proved misconduct, or
- (b) Refer the case back to the committee for reconsideration.

In any case, the Director's decision is final and binding in all the cases where there is possible misconduct by a student.

## **7. STUDENT PARTICIPATION IN GOVERNANCE**

Students are members of the Institute campus and they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein seeks to encourage students to be involved in governance in both administrative

and academic areas. Students must, at all junctures, be encouraged to put forth their views and advice, for informed decision making. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute, are advised to uphold the policy, inform the Institute of any violations, and assist individually and collectively to improve the quality and effectiveness of this Code and policies.