



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(An Institute of National Importance by Act of Parliament)

Deoghat Jhalwa, Allahabad - 211012 (U.P.), India

Ph: 0532-2922025, 2922067; Fax: 0532-2430006; Web: www.iita.ac.in; E-mail: contact@iita.ac.in

[Ref: Item No. 5, 8th Senate]

F.No. IIT-A/Secy.Senate/2017/

Dated: August 21, 2017

OFFICE ORDER

Sub: Consideration and approval of the draft Policy for prevention on use of Unfair Means by students (UFM) in the Institute

While considering the Agenda Item No. 5 in its 8th Meeting held on 5.8.2017, the Senate considered the matter and resolved as follows:

"Dr. Rahul Kala presented the draft Policy for prevention on use of Unfair Means by the Students in the Institute through plagiarism. After due deliberation, the Senate accepted the policy recommendation in principle. It was also suggested that the existing policy of plagiarism should become part of the policy document which should take the shape of a regulation. It will be applicable for all evaluations.

The details of the policy should be circulated at the time of registration and before start of semester examination to spread the awareness among the students.

Further, it was decided that it is the course instructor who could decide if a candidate has resorted to plagiarism or that could be condoned or could be considered acceptable, specifically with regard to assignments and tutorial exams."

Dean (Academics & Research) is accordingly requested to initiate and apprise needful action taken in the context latest by ^{24th}₂₅ August, 2017 to the undersigned for reporting in the next Senate meeting.


Secretary

Senate, IIT-Allahabad

Copy to:

- Chairman, Senate, IIT-A
- Dean (Academics & Research), IIT-A

Indian Institute of Information Technology Allahabad

(Approved by the Senate vide Agenda Item No.5 of the 8th Meeting of the Senate dated 5/8/2017)

Unfair Means Policy

- 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, etc. The policy however does not include the mid-semester and end-semester theory examinations conducted by the examination cell.
- 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 ones work with someone or not adequately protecting ones 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.
- The procedure for dealing with any case of unfair means is summarized in Figure 1.

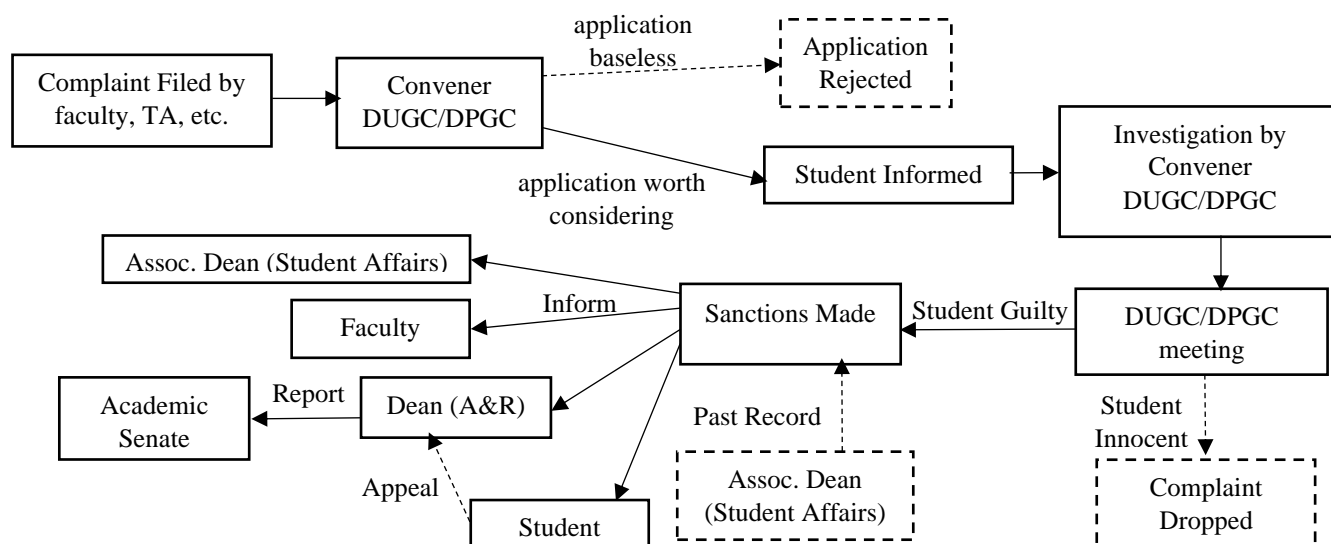


Figure 1: Procedure for dealing with complaints related to Unfair Means

- 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 student 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.

- On receiving any complaint, the convener DUGC/DPGC shall assess all the evidences. If *prima facie* there appears to be a valid case of unfair means, the convener DUGC/DPGC shall go forward with the case. However the convener DUGC/DPGC 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 shall write to the candidate regarding the case, giving all the filed evidences to the student.
- The Convener DUGC/DPGC will study and examine the evidences. He/she will be free to investigate the matter by asking the student to submit statements and explanations, interrogating the students and/or witnesses, and anything necessary to collect more facts.
- The student may also meet the convener DUGC/DPGC to enquire about the procedures and rights.
- The convener DUGC/DPGC shall call a meeting of 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.
- The complainant, student and all witnesses will be invited for the meeting, when the evidences are being presented and the witnesses are being examined. However the complainant, student and witnesses may be asked to leave when the case is being discussed or the charges are being filed.
- The student, complainant and witnesses may present themselves telephonically or by using video conferencing. The student may get one person for advice, who will not be allowed to speak in the meeting but can offer personal advice to the student.
- In the meeting, first the Convener DUGC/DPGC shall present the case and present all the evidences, recorded statements, and his/her observations. The DUGC/DPGC will then examine the evidences and witnesses, and thereafter discuss the case.
- If the student is found innocent by the DUGC/DPGC, the complaint against the student will be dropped. The faculty is not allowed to reduce the marks, drop grades, etc. if the student is regarded as innocent by the panel.
- If the student is found guilty, the DUGC/DPGC 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.
- 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 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.
- 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 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 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.
- The findings of the DUGC/DPGC shall be notified to the Dean (Academics and Research), student, 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 student believes there are grave errors in the conduct of the process, like a bias in the members of the DUGC/DPGC, wrongly collecting and recording evidence, etc., the student 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. 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.

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.

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.
- 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.