

Policy on Academic Integrity

1.0 Introduction

1.1 This policy is based on the vision, mission and objectives of M. S. Ramaiah Institute of Management (MSRIM). This policy establishes the ethics and its procedures to be followed in all academic activities, i.e., Curricular and Co-curricular activities, initiatives and the culture within which all the faculty, staff and students aim to conduct themselves and their work respectively.

1.2 This policy has to be read along with other policies and related documents of MRIM.

2.0 The components of Academic integrity are:

- Being honest, creating and expressing one's own ideas and having originality in all aspects of academic work.
- Acknowledging all sources of information, across all academic work.
- Complete assignments / project work and related academic work independently or acknowledging the collaboration and support of all the concerned Faculty, Non-teaching staff and students, in their respective work done.

3.0 Objectives

The objectives are

- To set up an institution-based mechanism through the use of training / educating, in order to ensure responsible behavior and promotion of all aspects of academic integrity.
- To bring in awareness regarding responsible conduct and moral behavior in all of academic and its related activities among Faculty, Non-Teaching staff and students.

4.0 The composition of a committee to bring the culture of Institute's Academic integrity with following members:

- Director (A, R, A)
- Academic Head
- Academic Coordinator
- Research Head
- Head of Quality Cell
- Manager, Administration



- Faculty members (a Senior and a Junior faculty)
- One Subject Matter Expert (academic / ethics / morals)
- One student representative (from the 2nd year PGDM program)

5.0 Plagiarism

Plagiarism is a concern viewed seriously under the Institute's ethical and academic rules and regulations. This Policy addresses all the Faculty, Non-Teaching and students related to plagiarism. It also includes information and advice to all concerned.

5.1 Definition of Plagiarism

Copy or reproduce information / diagrams / sketches / issues concerned, either in part or whole, from a source and by not providing proper acknowledgment of the source / citation / reference, what so ever.

5.2 Detection of Plagiarism

Traditionally, plagiarism as a misconduct has been detected by faculty manually by verifying the originality of work, which has been submitted for evaluation. The process of detection would come up based on the possession of detailed knowledge by the concerned faculty with regards to the subject / related literature. Students must be provide their respective document in soft copy (word/pdf, etc.) which in turn is scanned, using anti-plagiarism software (in a computer). This process ensures that the submitted document has been corrected of any unethical content/practice, thus making a better / improvised document.

5.3 Avoid plagiarism

The original author of the concerned document has to be given the recognition. One can avoid plagiarism by providing the complete reference of the source of information, as in

- The primary contributor of an idea and the document thereof (which could be the extension of the idea).
- Working with other persons (internal / external) concerning the development of the document.
- Work done previously that has been submitted by others in any particular area of work.
- The similarity index (as set in the anti-plagiarism guidelines) is the total number of

continuous words, which are not exceeding ten; also, the percentage of similarity index up to 15%, in comparison to the original source, is the basic norm on which this aspect has to be looked into.

6.0 Responsibilities of the Academic and Research Administration of the Institute

1. Academic and Research Administration of the Institute are responsible to initiate and sustain the academic ethics, integrity, moral behavior and other related issues.
2. Assist the faculty in the investigation, collection of information, pertaining to any violations of any issue, in the Institute.
3. Conduct activities in the form of workshops and seminars in the areas of academic honesty and ethics for all concerned in the Institute.
4. To liaison and collaborate with the faculty and the Non-teaching staff, in the creation of standard operating procedures, policies, manuals and other related documents for the purpose of creating awareness, ensure the compliance with regards to academic ethics and integrity by all in the Institute.

7.0 Role of the Faculty

1. To disseminate on a regular basis, the various aspects of the policy regarding academic honesty, moral behavior and ethics with all concerned.
2. To set academic assessment levels across various semesters in order to avoid forced plagiarism by students.
3. To disseminate appropriate and systematic norms of referencing techniques (for the faculty and students) in their fields of study; and this aspect must be repeatedly reinforced to the faculty and students alike.
4. To cultivate with all faculty, non-teaching and students, an organizational climate of mutual respect for original work and its person concerned.

8.0 Role of Students

1. To always, discourage oneself and others from plagiarizing any issue or any document.
2. To learn to rely on oneself and one's knowledge and skills in any academic



activity or a program.

3. To possess good clarity regarding the systematic and appropriate referencing and assessment practices in their academic disciplines.
4. To always think and behave with academic integrity.

9.0 Reporting of Plagiarism

The formal lodging of the complaint against any academic misconduct or plagiarism is to be made by a formal letter to the Director of the Institute. The Director, may forward the complaint to committee for initial assessment.

This initial assessment has to be completed within a week of the day of lodging the complaint. If the preliminary investigation shows evidence of misconduct, the particular case to be taken up and investigated.

10.0 Penalty for academic misconduct

The seriousness of the offence, the damage to the reputation it has caused to all persons concerned (including the Institution), and based on other relevant issues, committee shall put forth in front of the competent authority to take suitable action / penalize, as per the guidelines of the Indian copyright law.

11.0 Penalty

11.1 Minor misconduct

This type of misconduct happens because of lack of awareness / knowledge regarding the academic ethics and / or inexperience. Depending on the extent of the misconduct, minor penalties may be set, which could involve the details given below:

- A written warning and the person concerned to provide an undertaking in writing saying that the specific academic misconduct will not be repeated in the future.
- A copy of this written warning is sent to the personal file of the faculty.
- The severity of the punishment may be decided as per the case and also the type / kind of offence.

11.2 Moderate misconduct

Moderate misconduct may be defined as copying some paragraphs including some results, but has been plagiarized without the providing the citation, then a moderate

penalty may be imposed, which could comprise of the following -

- The demotion to a lower grade of academic position / designation with appropriate reduction in terms of the salary and other benefits.
- Other penalty/ies may be levied as per the discretion of the committee and the Director of the Institution.

11.3 Major Misconduct

In those specific issues, where a major portion of the concerned research paper/s, along with its results, have been exactly plagiarized, then this type of misconduct may call for the following:

- Suspension / removal from the job / service, along with other minor penalties.
- The concerned person may be "Blacklisted" and could be termed ineligible for employment anywhere in the country and elsewhere.


11.4 Penalties for students

The following penalties may be considered in lieu of the academic misconduct by the specific student and are as follows

- The concerned student could be given a "Fail" grade in the subject / course / Dissertation / Project work.
- There may be financial penalty on the student, as deemed appropriate; the quantum of penalty may vary as per the case may be.
- The degree awarded may also be withdrawn, but this is subject to the kind of academic misconduct displayed by the student.

11.5 Appeal:

The concerned student / faculty / staff can appeal to the Director (A, R, A) for a review of the committee's findings within 3 weeks, from the date of communication to the concerned person.

Approved and issued by	Name :	Dr. Manasa Nagabhushanam
	Signature :	
	Date :	3/2/22

Director
Academics, Research & Administration
M.S. Ramalah Institute of Management
M.S.R.I.T. Post, M.S. Ramaiah Nagar
Bangalore - 560054