



# Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

Policy Number: *SGMC/Acad.Pol/005/2020*

Category: Student Affairs

Content: Academic Integrity

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Inquiries: Office of the Principal,  
Sree Gokulam Medical College & Research Foundation  
Venjaramoodu, Thiruvananthapuram  
Tele: 0472 - 3041234 - 2405

Signed by:



Director



Dean Emeritus



Principal





## Academic Integrity

### Statement of Purpose

This policy outlines the expected academic integrity from both the faculty and the students and also lists the punitive actions taken for dishonesty by the students.

### Policy

The institution is committed to upholding academic integrity amongst its faculty and students. It allows the members of this institution to conduct academic activities in an honest manner, upholding the values of the institution.

### Procedure

- Any faculty member suspecting academic dishonesty by a student shall report the matter immediately to his / her superior officer.
- The superior officer shall investigate the matter immediately using fair methods.
- If academic dishonesty is confirmed, it shall be reported to the Disciplinary Committee.
- The Disciplinary Committee shall convene a hearing in the presence of the offender, faculty member reporting the academic dishonesty, superior officer conducting the investigation, witnesses (if any) and the offender's parent(s) (if possible) within 7 working days of the incident.
- An appropriate action shall be taken by the Disciplinary Committee following the hearing from all the concerned parties.
- If the offence has been proved, the same shall be added to the student's records.
- Consequently, the chairman of the Disciplinary Committee shall check the offender's records for prior offences and shall take those facts into consideration before finalising the punitive action.
- First offence invites punitive action for the concerned examination or the assignment.
- Second offence invites punishment up to suspension.
- Any subsequent offence, invites more stringent action that may extend up to termination from the college, subject to disciplinary committee decision and sanction from the legal committee.



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- Any incriminating material (e.g. record, log book, assignment book, answer books, paper chits, picture of the body part with written data relevant to exams, mobile, any other electronic gadgets, etc.) confiscated by the faculty member shall remain in the custody of the faculty member as the evidence material until the hearing is completed. The student may be issued a receipt for the same. The material has to be returned to its owner after the completion of the hearing.
- Student / offender trying to destroy the evidence material is automatically considered to be guilty of academic dishonesty.
- Academic dishonesty with respect to University Examinations shall be dealt with the regulations of the University.

## Definitions:

- Academic dishonesty: Refers to deliberate actions committed or omitted by the students to obtain higher score through false means in the examinations, such as cheating, copying, helping others copy and using unauthorised material like mobiles or other electronic gadgets. Academic dishonesty also includes plagiarism, passing off others work as his/her own, falsification of facts, forgery, buying or obtaining ready thesis or dissertations, etc. in case of research activities.
- Disciplinary Committee: A committee constituted by the members appointed by the office of the Director, with the convener acting as the Chairman of the Committee for the proceedings.

## Applies to:

All the faculty and the students of Sree Gokulam Medical College and Research Foundation.

Prepared by	Reviewed by	Approved by
Dr Mamata Chimmalgi Professor of Anatomy, IQAC Coordinator	Dr P Chandramohan Dean	Dr K K Manojan Director
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