

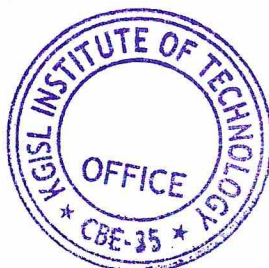
# ACADEMIC POLICY



## KGiSL Institute of Technology

(An Autonomous Institution)

Affiliated to Anna University, Approved by AICTE, Recognized by UGC,  
Accredited by NAAC & NBA (B.E-CSE, B.E-ECE, B.Tech-IT),  
365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641035.



Dr. S.SURESH KUMAR, M.E., Ph.D., C Engg.  
Principal  
KGiSL Institute of Technology  
Saravanampatti, Coimbatore - 641 035.

## ACADEMIC POLICY

August 28, 2025

### ACADEMIC POLICY ON MALPRACTICE IN LABORATORY EXERCISES

#### Scope and Purpose

This policy outlines the steps to be taken when a student is found engaging in any form of malpractice during laboratory exercises. It aims to uphold academic integrity while also providing opportunities for learning and correction.

#### Definition of Malpractice

Malpractice refers to any dishonest or unethical behavior intended to gain unfair academic advantage. In the context of laboratory exercises, this includes but is not limited to:

- Ø Referring to unapproved materials or devices during laboratory sessions
- Ø Submitting lab work or reports copied from peers or previous submissions.
- Ø Reporting invented or altered data without performing the actual experiment.
- Ø Working with others on individual lab tasks without permission.
- Ø Using others' designs, code, or files.
- Ø Misusing tools or software to manipulate or fake experimental outcomes.
- Ø Signing in for absent students or having others sign in for you.
- Ø Claiming credit for work not actually contributed to in group tasks.
- Ø Using or directly copying AI-generated content while performing laboratory exercises.
- Ø Using or taking help from AI Browser plugins while performing laboratory exercises

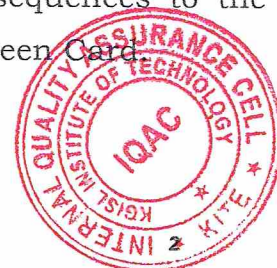


## ACADEMIC POLICY

### Policy Escalation Framework and Consequences

#### 1. First Instance

- In the case of a first instance of malpractice in any of the laboratory courses, a report will be sent to the respective Class Advisor/Mentor via email by the Laboratory In-charge, with a copy marked to the HoD and Course Coordinators. The student involved will be formally enquired by the Class Advisor/Mentor, in the presence of the Laboratory In-charge, to understand the circumstances surrounding the incident.
- During this interaction, verbal guidance will be provided, focusing on:
  - Ø Educating the student about the importance of academic honesty
  - Ø Explaining the consequences of unethical behavior
- The student must submit an undertaking letter to the respective Head of the Department (HoD) through the following academic authorities:
  - Ø Laboratory in-charge
  - Ø Course coordinator
  - Ø Class advisor/Mentor
- The undertaking letter should include:
  - Ø Acknowledgment of the mistake
  - Ø A declaration of understanding the consequences if such malpractice occurs again in the future
- The Class Advisor/Mentor will report the incident and its consequences to the student's parents and ensure that the details are entered in the Green Card





## ACADEMIC POLICY

### 2. Second Instance

- In the event of a second instance of malpractice in any laboratory course, a report will be sent to the respective Class Advisor/Mentor via email by the Laboratory In-charge, with a copy to the HoD and Course Coordinators.
- The student involved will be formally enquired by the Class Advisor/Mentor along with the Laboratory In-charge. During this interaction, it will be declared as the second instance of malpractice by verifying the records in the Green Card.
- The student must be instructed to submit a letter to the respective Head of the Department (HoD) about the incident through the following academic authorities:

Ø Course handling faculty

Ø Course coordinator

Ø Class advisor/Mentor

- The undertaking letter should include:
  - Ø Acknowledgment of the mistake
  - Ø A declaration of understanding about the consequences of the malpractice
- The Class Advisor/Mentor will declare this as the second instance in the letter submitted by the student and recommend that a formal written memo be issued to the student, imposing a 25% reduction in the Internal Assessment marks of all laboratory courses.
- Based on this recommendation, the HoD will forward the letter to the Principal for endorsement. After receiving the Principal's endorsement, the Class Advisor/Mentor will prepare the official memo, signed by the Principal, informing the student about the 25% reduction in marks for all laboratory courses, and issue it to the student.
- Upon receiving the student's acknowledgment, scanned copies of the memo will be sent to the Laboratory In-charge and Course Coordinator, with a copy marked to the Controller of Examinations (CoE).
- The original memo will be retained in the departmental records by the Class Advisor/mentor for future reference.

## ACADEMIC POLICY

- Class Advisor/Mentor will report about the incident and the consequence of it to the parents and enter the details in the Green card.

### 3. Third Instance

- In the event of a third instance of malpractice in any laboratory course, a report will be sent to the respective Class Advisor/Mentor via email by the Laboratory In-charge, with a copy marked to the HoD and Course Coordinators.
- The student involved will be formally enquired by the Class Advisor/Mentor along with the Laboratory In-charge. During this interaction, it will be confirmed as the third instance of malpractice by verifying the records in the Green Card.
- The student must be instructed to submit an undertaking letter to the respective Head of the Department (HoD) about the incident through the following academic authorities:

- Ø Course handling faculty
- Ø Course coordinator
- Ø Class advisor/Mentor

The undertaking letter should include:

- Ø Acknowledgment of the mistake
- Ø A declaration of understanding about the consequences of the malpractice

- The Class Advisor/Mentor will declare this as the third instance in the letter submitted by the student and recommend that the student be awarded zero internal marks in all laboratory courses.
- Based on this declaration and recommendation, the HoD will forward the letter to the Principal for endorsement. After receiving the Principal's endorsement, the Class Advisor/Mentor will prepare an official letter, signed by the Principal, stating that the internal assessment marks for all laboratory courses will be zero, and issue it to the student.





## ACADEMIC POLICY

- Upon receiving the student's acknowledgment, scanned copies of the memo will be sent to the Laboratory In-charge and Course Coordinator, with a copy marked to the Controller of Examinations (CoE).
- The student must submit a letter of commitment confirming that he/she will continue attending all remaining lab sessions and complete the assigned exercises in order to fulfill course requirements and remain eligible for final evaluation.
- The original memo and the commitment letter will be retained in the departmental records by the Class Advisor/Mentor for future reference.
- The Class Advisor/Mentor will report the incident and its consequences to the student's parents and ensure the details are accurately recorded in the Green Card.

### 4. Fourth Instance

In the event of a fourth instance of malpractice in any laboratory course, a report will be sent to the respective Class Advisor/Mentor via email by the Laboratory In-charge, with a copy marked to the HoD and Course Coordinators.

The student involved will be formally enquired by the Class Advisor/Mentor along with the Laboratory In-charge. During this interaction, it will be confirmed as the fourth instance by verifying the record in the Green Card.

The student must be instructed to submit an undertaking letter to the respective Head of the Department (HoD) about the incident through the following academic authorities:

- Ø Course handling faculty
- Ø Course coordinator
- Ø Class advisor

The undertaking letter should include:

- Ø Acknowledgment of the mistake
- Ø A declaration of understanding about the consequences of the malpractice



## ACADEMIC POLICY

- The Class Advisor/Mentor will declare this as the fourth instance in the letter submitted by the student and recommend that the student be barred from appearing for all end-semester laboratory examinations.
- Based on this declaration, the HoD will forward the recommendation to the Principal for endorsement. Upon receiving the endorsement, the letter will be forwarded to the Controller of Examinations (CoE) for official record.
- The CoE will:
  - Ø Inform the student about the disciplinary action
  - Ø Arrange a disciplinary committee inquiry
  - Ø Officially record the proceedings
  - Ø Issue a formal notice of the decision, with a copy marked to the Class Advisor/Mentor, HoD, Laboratory Handling Faculty, and Course Coordinator
- The student will be required to acknowledge receipt of the notice by submitting a formal letter to the Principal, confirming awareness of the disciplinary consequences. This letter will be forwarded to the respective Class Advisor.
- The original notice and the acknowledgment letter will be retained in the departmental records by the Class Advisor/Mentor for future reference.
- The Class Advisor/Mentor will inform the parents about the incident and the disciplinary action, and enter all details in the Green Card.



## ACADEMIC POLICY

### Policy Escalation Framework and Consequences ( for easy understanding)

Instance	Action Taken	Student Requirement	Communication & Record Keeping	Consequences
First Instance	- Report sent by Lab In-charge to Class Advisor/Mentor (cc: HoD, Course Coordinators) - Formal enquiry by Class Advisor/Mentor with Lab In-charge	- Submit undertaking letter via Lab In-charge → Course Coordinator → Class Advisor Letter must include: Acknowledgment of mistake • Declaration of understanding consequences	- Class Advisor reports to parents - Details recorded in Green Card	- Verbal guidance only (No academic penalty)





## ACADEMIC POLICY

Second Instance	<ul style="list-style-type: none"> <li>- Report sent by Lab In-charge (cc: HoD, Course Coordinators)</li> <li>- Formal enquiry held and verified as second instance</li> </ul>	<ul style="list-style-type: none"> <li>- Submit letter to HoD via Course Faculty → Course Coordinator → Class Advisor</li> <li>- Letter includes: <ul style="list-style-type: none"> <li>• Acknowledgment of mistake</li> <li>• Declaration of understanding</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Class Advisor recommends memo for 25% mark reduction</li> <li>- HoD forwards to Principal for endorsement</li> <li>- Memo issued and acknowledged by student</li> <li>- Memo shared with Lab In-charge, Course Coordinator, CoE</li> <li>- Green Card updated</li> <li>- Parents informed</li> </ul>	<ul style="list-style-type: none"> <li>- 25% reduction in Internal Assessment marks for all lab courses</li> </ul>
-----------------	--	---	---	--



## ACADEMIC POLICY

Third Instance	<ul style="list-style-type: none"> <li>- Report sent by Lab In-charge (cc: HoD, Course Coordinators)</li> <li>- Formal enquiry held and verified as third instance</li> </ul>	<ul style="list-style-type: none"> <li>- Submit undertaking letter via Course Faculty → Course Coordinator → Class Advisor</li> <li>- Letter includes: <ul style="list-style-type: none"> <li>• Acknowledgment of mistake</li> <li>• Declaration of understanding</li> </ul> </li> <li>- Submit commitment letter to continue attending lab</li> </ul>	<ul style="list-style-type: none"> <li>- Class Advisor recommends zero internal marks</li> <li>- HoD → Principal for endorsement</li> <li>- Official memo issued and acknowledged</li> <li>- Memo &amp; commitment letter stored in department</li> <li>- Shared with Lab In-charge, Course Coordinator, CoE</li> <li>- Green Card updated</li> <li>- Parents informed</li> </ul>	<ul style="list-style-type: none"> <li>- Zero internal assessment marks for all lab courses</li> <li>- Must continue attending labs to remain eligible</li> </ul>
----------------	---	--	---	---

## ACADEMIC POLICY

Fourth Instance	<ul style="list-style-type: none"> <li>- Report sent by Lab In-charge (cc: HoD, Course Coordinators)</li> <li>- Formal enquiry held and verified as fourth instance</li> </ul>	<ul style="list-style-type: none"> <li>- Submit undertaking letter via Course Faculty → Course Coordinator → Class Advisor</li> <li>- Letter includes: <ul style="list-style-type: none"> <li>• Acknowledgment of mistake</li> <li>• Declaration of understanding</li> </ul> </li> <li>- Submit acknowledgment letter to Principal post decision</li> </ul>	<ul style="list-style-type: none"> <li>- Class Advisor recommends bar from end-sem lab exams</li> <li>- HoD → Principal → CoE</li> <li>- CoE initiates disciplinary inquiry</li> <li>- CoE issues final notice</li> <li>- Student acknowledges and letter stored</li> <li>- Green Card updated</li> <li>- Parents informed</li> </ul>	<ul style="list-style-type: none"> <li>- Barred from appearing in all end-semester lab exams</li> <li>- Disciplinary committee inquiry held</li> </ul>
-----------------	--	---	---	--

Effective from- 28.08.2025

This policy takes effect immediately.



*[Signature]*  
**Principal.**

**Dr. S.SURESH KUMAR, M.E., Ph.D., C.Engg.**  
Principal  
KGiSL Institute of Technology  
Saravanampatti, Coimbatore - 641 035

