

K.K University

Berauti, Nepura, Bihar Sharif, Nalanda, 803115, Bihar




K.K University Academic Integrity Policy, 2024

A handwritten signature in blue ink, appearing to read "Runku", is positioned above the official title.

Pro Vice Chancellor
KK University
Berauti, Nepura, Bihar Sharif
Nalanda - 803115 (Bihar)

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This Policy will be known as K.K University Academic Integrity Policy, 2024 and will be effective from the date of notification by the University. This Policy shall supersede all Policies made earlier in these regard.

1. Introduction

The objective of this policy is to emphasize the institution's commitment to upholding the highest standards of academic honesty and ethical behavior among its community. This policy underscores the importance of integrity in all academic endeavors, including research, coursework, and examinations, to foster a culture of trust and respect. It outlines the responsibilities of students, faculty, and staff in preventing and addressing academic misconduct, promoting a fair and transparent environment for learning and scholarly activities. Through this policy, K.K. University aims to ensure that all academic achievements are a true reflection of individual effort and merit, reinforcing the value of honest and diligent scholarship. All these are being incorporated in the form of K.K University Academic Integrity Policy, 2024.

2. Applicability

This policy applies to all students, academic staff and staff at K.K University.

3. Definitions

- a) **'University'** means K.K University.
- b) **'Competent Authority'** means the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Deans/the Principals/Directors/HoDs, the Registrar or any other authority so designated by this Policy.
- c) **'Campus'** means K.K University campus.
- d) **"Student"** means all enrolled students of the K.K University.
- e) **"Academic Staff"** means the person engaged in academic activities viz. Demonstrator/Laboratory Technician/Tutor/Lecturer/Assistant Professor/Associate Professor/Professor etc.
- f) **"Faculty Member"** means the person engaged in academic activities viz. Lecturer/Assistant Professor/Associate Professor/Professor etc.
- g) **'Staff'** means all persons who have been appointed/engaged by the University to perform some jobs or tasks
- h) **"Academic Integrity"** means the commitment to and demonstration of honest and moral behavior in an academic setting.
- i) **"Plagiarism"** means the practice of taking someone else's work or ideas and passing them off as one's own.
- j) **"Cheating"** means using unauthorized materials or assistance during an examination, assignment, or any academic exercise.

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- k) **"Fabrication"** means falsifying or inventing any information, data, or citation in an academic exercise.
- l) **"Facilitation"** means helping or attempting to help another student commit an act of academic dishonesty.
- m) **"Misrepresentation"** means providing false information or credentials in any academic context.
- n) **"Academically dishonest activities"** refer to any actions that compromise the integrity and honesty of academic work.

4. Academic Integrity Principles

- a) **Honesty:** All members of the university must be truthful in their academic pursuits.
- b) **Trust:** Building a culture of trust by accurately representing one's own work and respecting others' contributions.
- c) **Fairness:** Ensuring equality in all academic activities.
- d) **Respect:** Valuing diverse opinions and recognizing the work of others.
- e) **Responsibility:** Being accountable for one's own actions in all academic endeavors.

5. Violations of Academic Integrity

- a) Plagiarism
- b) Cheating
- c) Fabrication
- d) Facilitation
- e) Misrepresentation
- f) Participation in academically dishonest activities

6. Reporting and Resolution

- a) **Reporting:** Suspected violations must be reported to the Academic Integrity Committee (AIC).
- b) **Investigation:** The AIC will investigate all reported cases.
- c) **Hearings:** A formal hearing may be conducted if necessary.
- d) **Sanctions:** Depending on the severity, sanctions can range from a warning to expulsion for students, and disciplinary actions for academic staff and staff.

7. Support and Education

- a) **Workshops and Training:** The University will conduct regular workshops to educate students and staff on the importance of academic integrity.
- b) **Resources:** The University will give access to plagiarism detection tools and writing support services.

8. Appeals

- a) Procedure: Students and staff have the right to appeal any decision made by the AIC within 7 (seven) days excluding the day on which the decision was taken.
- b) Review: The University will conduct an independent review through an Appeals Committee, and the decision of the Appeals Committee will be final. The Appeals Committee will be constituted by the Vice Chancellor and/or Pro Vice Chancellor as and when required.

9. Academic Integrity Committee (AIC)

a) Constitution of the Academic Integrity Committee

Sl.	Designation	Responsibility
1.	Chairperson - A senior teacher not below the rank of Associate Professor/Professor to be appointed by the Vice Chancellor and/or Pro Vice Chancellor	Oversees all committee activities, chairs meetings, ensures fair proceedings, and represents the AIC in discussions with the university administration.
2.	Member - At least three faculty members (preferably one faculty member from the law department) from different departments not below the rank of Assistant Professor to be appointed by the Vice Chancellor and/or Pro Vice Chancellor	Participate in investigations, hearings, and decision-making processes. Provide expertise from their respective academic disciplines.
3.	Member - Two student members nominated by the Principal/Dean/HoD of respective schools and appointed by the Vice Chancellor and/or Pro Vice Chancellor	Represent the student body, provide insights on student-related issues, and participate in hearings and discussions.
4.	Member Secretary - One administrative staff from the Office of the Registrar nominated by the Reto to be appointed by the Vice Chancellor and/or Pro Vice Chancellor	Ensure proper documentation and record-keeping, assist in logistical arrangements for meetings and hearings.

b) Powers of the Academic Integrity Committee

- I. Investigative Authority: The AIC has the authority to investigate all reported cases of academic integrity violations.
- II. Scope: Includes interviewing witnesses, reviewing evidence, and consulting relevant departments.
- III. Decision-Making: The AIC has the power to make decisions regarding the outcome of investigations, including the determination of sanctions.
- IV. Sanctions: May range from warnings to more severe consequences such as suspension or expulsion for students, and disciplinary actions for faculty and staff.

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- V. **Advisory Role:** The AIC can advise the university administration on policy revisions and improvements related to academic integrity.
- VI. **Policy Development:** Propose new policies or amendments to existing ones to address emerging challenges.

c) Functions of the Academic Integrity Committee

- I. **Case Management:** Managing the process of reporting, investigating, and resolving cases of academic misconduct.
- II. **Process:** Includes receiving reports, conducting investigations, holding hearings, and issuing decisions.
- III. **Policy Development:** Reviewing and suggesting updates to the Academic Integrity Policy as needed.
- IV. **Regular Review:** Conducting annual reviews to ensure the policy remains relevant and effective.
- V. **Awareness Campaigns:** Conducting campaigns and workshops to promote awareness of academic integrity among students and staff.
- VI. **Education:** Organizing seminars, workshops, and information sessions on academic integrity.
- VII. **Record Keeping:** Maintaining confidential records of all reported cases, investigations, and resolutions.
- VIII. **Confidentiality:** Ensuring all records are secure and accessible only to authorized personnel.
- IX. **Continuous Learning:** Offering ongoing education to keep the community informed about best practices and changes in academic integrity standards.

10. Conclusion

K.K University is dedicated to maintaining a culture of integrity and excellence. All members of the academic community are expected to understand and adhere to this policy to preserve the university's academic standards.