



JSS Academy of Higher Education & Research  
(Deemed to be University)  
Accredited 'A+' Grade by NAAC  
Sri Shivarathreeshwara Nagara  
Mysuru – 570 015, Karnataka, INDIA

## JSS ACADEMY HIGHER EDUCATION & RESEARCH

Sri Shivarathreeshwara Nagara, Mysore-570 015, Karnataka, India

# ACADEMIC INTEGRITY POLICY

# **ACADEMIC INTEGRITY POLICY**

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JSS ACADEMY OF HIGHER EDUCATION & RESEARCH**

## POLICY ON MAINTAINING ACADEMIC INTEGRITY

### ACADEMIC INTEGRITY POLICY

#### PREAMBLE

JSS Academy of Higher Education & Research (JSSAHER) takes pride in the academic integrity of the staff and students but Institutes considers seriously all acts of academic misconduct which by definition “Academic dishonesty” shall be investigated and penalties shall be applied if proven, which shall be applicable to all the students and staff.

Academic integrity shall be maintained through the honesty in academic work in the constituent colleges and department of JSS AHER. The staff and students shall sustain the integrity of the university while facilitating the Institute imperative for the transmission of knowledge based upon the generation of innovative ideas.

- The students shall be responsible of independent thinking and providing of clear reference to all sources consulted.
- The faculties shall be responsible to provide guidance and academic skills support to students in all aspects of learning.

#### OVERVIEW

The policy describes academic dishonesty and research misconduct as (*not limited to*):

1. **Plagiarism:** – Includes incorporating quotation(s) or paraphrasing from the work of another person (s) without acknowledgment and Copying or representing or submitting the work of another person as one’s own.
2. **Malpractice & Cheating :** Attempting to gain unfair advantage in an assessment by dishonest means and includes cheating in an examination, soliciting or receiving information or providing information to, another student or any other unauthorized source through written and printed material, including electronic and digital sources and devices, with the intent to deceive while completing an examination.

3. ***Misrepresentation of documents:*** Forgery, alteration, or misuse of any official document, record or instrument of identification.
4. ***Selling research and academic related materials:*** Selling or offer for sale project work/report, thesis, hand book, records of JSS Academy of Higher Education & Research.
5. ***Misinterpretation of research and publication:*** Fabrication, falsification of research work, research publications as book chapters, journal articles and/or conference publications.
6. ***Previously submitted work:*** Submitting academic/ research related material that has been previously submitted in whole or in substantial part in another course, without prior and expressed consent of the mentor/teacher.

**To promote a strong culture of academic integrity and to control academic dishonesty and research misconduct, JSS Academy of Higher Education & Research, Mysuru had formulated following policies and guidelines:**

1. Anti Plagiarism Policy/Guidelines.
2. Patent Policy/Guidelines.
3. Publication Policy/Guidelines.
4. Malpractice assessing procedure.

These four policies / guidelines shall stand as four pillars in maintaining the academic integrity of JSS Academy of Higher Education & Research, Mysuru.

## JSS ACADEMY OF HIGHER EDUCATION & RESEARCH

### ANTI PLAGIARISM POLICY

#### PREAMBLE

A procedure for the implementation of the policy is appended along with guidelines and a suggested format for use by the constituent colleges and department of JSS Academy of Higher Education & Research

**Anti Plagiarism Policy and Guidelines of JSS Academy of Higher Education & Research shall be a key element in maintaining a culture of academic honesty and integrity, as well as preventing acts of plagiarism.**

#### OVERVIEW

The policy refers plagiarism as the “failure to acknowledge the ideas of another” or “presentation of the ideas of another as one’s own” and copying of passages in the written work without acknowledgement. This policy proposes anti plagiarism guidelines certification.

#### APPENDIX - I

##### ANTI PLAGIARISM GUIDELINES

The Ph.D. / M.Phil candidates shall subject the thesis for anti plagiarism check using anti plagiarism web tool “Turnitin”

The Ph.D. / M.Phil candidates, who are due to submit their thesis from January 2016 onwards, shall submit their thesis along with anti-plagiarism certificate from the Anti-Plagiarism Committee (APC).

Permitted similarity index as per the anti- plagiarism guidelines are as follows:

Thesis/Dissertation	PhD / M.Phil
% Permitted Similarity index	20%
Total continuous words	Not exceeding 10 words

## THE WORKFLOW:

- a) The research scholar shall submit the soft copy of the thesis for the plagiarism check to the guide.
- b) Checking shall be done by the guide for aim and objective, methodology, results, discussion, summary and conclusion excluding the review of literature and references.
- c) The anti-plagiarism report shall be generated by the guide and the report shall be submitted to Anti- Plagiarism Committee (APC) through Head of the department along with the thesis.
- d) The Institution shall form a Anti- Plagiarism Committee (APC) consisting of:
  - i. Principal-Chairman.
  - ii. Member - To be nominated by the Principal.
  - iii. Member secretary- To be nominated by the Principal.
- e) The APC shall certify the plagiarism check indicating the “Similarity index < or > (lesser or greater) than Permitted Similarity index” as per the anti- plagiarism guidelines of the JSS Academy of Higher Education & Research.
- f) The soft bound (draft thesis) with in permitted similarity index as per the anti-plagiarism guidelines shall be recommended and forward to the Controller of Examinations (COE) along with certificate of plagiarism check (Annexure-7).
- g) The submitted thesis with certification shall be subjected to Anti-plagiarism recheck in the office of COE.
- h) If the submitted thesis shows similarity index > (greater than) permitted similarity index, then the thesis shall be returned to candidate for correction, rechecking and resubmission with the fee of Rs.5000/-.
- i) In case the thesis still shows similarity index > (greater than) permitted similarity index, the student shall resubmit the thesis to COE for the third time with the fee of Rs. 7500/- which shall be considered as the final submission failing which the thesis will be rejected.
- j) The candidate shall mandatorily produce the anti-plagiarism certificate as a part of this submission.
- k) "Anti-plagiarism certificate" (Annexure-7) shall be attached in the thesis after the “Copyright” page.

## APPENDIX - II

### INSTRUCTOR'S GUIDELINES

- a) Administrator (JSS Academy of Higher Education & Research (JSS AHER)) will add instructors (Research Guides) to JSS AHER Turnitin account.
- b) The instructor will receive an e-mail from Turnitin through administrator with a temporary password.
- c) To get started, log in to Turnitin (www.turnitin.com) with the e-mail address and password.
- d) Click on the "Instructor" link. Fill in the required information in the new user profile form. In order to complete the profile, one must have an Account ID and an Account Join Password. This information will be provided by JSS Academy of Higher Education & Research Turnitin account administrator.
- e) For submitting thesis for plagiarism check, click on the "View" link to the right of the assignment to open the assignment inbox and then click on the "Submit" button.
- f) On the submission page, enter the thesis title and name of the guide and students.
- g) Users have a choice to upload a file from the computer, Dropbox, or Google Drive. Click on one of the submission buttons "choose from this computer", "Choose from Dropbox" or "Choose from Google Drive" and select the file for submission.
- h) For assignments that only allow file submissions that are able to generate originality reports Turnitin support the following formats:  
Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs (submitted via the Google Drive submission option), plain text files
- i) Click the "Upload" button to upload the thesis.
- j) A preview of the thesis chosen to submit will be shown on this page. Look over all the information and make sure that it is correct. To confirm the submission, click the "Confirm" button.
- k) After submission, system will begin processing the uploaded thesis and will generate an Originality Report within minutes for supported filetypes.
- l) To view the report, click the "Inbox" button on submission confirmation page. The assignment inbox will open.

- m) The Assignment Inbox shows uploaded thesis with their Originality Reports if available. To open the Originality Report for the thesis uploaded, click the report icon.
- n) The Originality Report will open in a new window called the Document Viewer. The Document Viewer allows instructors to access each Turnitin product in one location and view all the products simultaneously as layers.
- o) All the top sources found to match the uploaded thesis are in the sidebar to the right of the paper contents. Top sources are the sources that have the closest match (most matching words without variation) to the document's text.
- p) To view all underlying sources for a top source hover the cursor over the source and click on the arrow icon. The overlapping sources are listed below the top source.
- q) Click print/ save option to generate anti- plagiarism report for the uploaded thesis.

**REGISTRAR**



**APPENDIX – III**

**JSS ACADEMY OF HIGHER EDUCATION RESEARCH**

**Sri Shivarathreeshwara Nagar, Mysuru - 5700 015**

**Certificate of Anti plagiarism check**

It is certified that PhD/ M.Phil thesis titled

by \_\_\_\_\_ has been subjected to anti-plagiarism check.

We undertake the following:

- a. The research work submitted is original.
- b. No sentence, table, paragraph or section has been copied verbatim from any other resource unless it is placed under quotation marks and duly referenced.
- c. There is no fabrication of data or results which have been compiled.
- d. There is no falsification by manipulating research materials, equipment or processes.
- e. The thesis has been checked using Anti plagiarism web tool “TURNITIN” and found within limits as per the anti plagiarism guidelines of JSS Academy of higher education & research, Mysuru.
- f. Similarity index of the thesis is as follows:

<b>% Similarity index</b>	
<b>Total continuous words</b>	

**1. Guide**

**Name:**  
**Signature:**

**2.Student:**

**Name:**  
**Signature:**

**Recommendation/ comments by APC of the Institution:**

**1. Chairman**  
**Secretary**

**2.Member**

**3. Member**

**Name:**  
**Signature:**

**Name:**  
**Signature:**

**Name:**  
**Signature:**

**Institution seal:**



## **JSS ACADEMY OF HIGHER EDUCATION & RESEARCH**

### **POLICY ON INTELLECTUAL PROPERTY / PATENT**

#### **OBJECTIVE**

The JSS Academy of Higher Education & Research (JSS AHER) strives to support and encourage its faculty and students in securing commercial development of intellectual property resulting from their research to benefit the society. Faculty is encouraged to develop their inventions consistent with the academic mission of the JSS AHER.

#### **PERSONS COVERED**

This policy governs all persons at the JSS AHER, including full- and part-time faculty, visiting faculty, students (both undergraduate and graduate) and doctoral scholars.

#### **INTELLECTUAL PROPERTY**

Intellectual property of JSS Academy of Higher Education & Research includes not only inventions, discoveries, creations, or authored works which may be protected legally, such as patents and copyrights, but also the physical or tangible embodiment of the technology (Tangible Research Property - TRP), such as biological organisms, plant varieties, or computer software.

#### **INTELLECTUAL PROPERTY AGREEMENTS**

The JSS Academy of Higher Education & Research (JSS AHER) requires all the faculty of the JSS AHER, including those who participate in an internally or externally sponsored research program at the JSS AHER to execute an Intellectual Property Agreement (IPA). Each constituent colleges and department is responsible for securing execution of the IPA at the outset of the individual's employment or other association with the JSS Academy of Higher Education & Research. The completed forms should be forwarded to prior to the time that the individual begins

Research work. Patent applications for discoveries and inventions are coordinated through the responsibility of the individual constituent college.

### **CONTROL OF TANGIBLE RESEARCH PROPERTY (TRP)**

Control over the development, storage, distribution, and use of Tangible Research Property (TRP) is the responsibility of the principal investigator(s) if the research giving rise to the TRP was externally sponsored, and of the department Head if the research was not externally sponsored, but significant University resources were used in the development.

### **COMMERCIAL VALUE**

Whenever TRP has potential commercial and scientific value, persons controlling that TRP should seek guidance from the JSS Academy of higher education & research to make it available for scientific use without diminishing its commercial value or inhibiting its commercial development.

### **COMMERCIALIZATION**

Costs associated with commercialization, such as securing patent or copyright protection, are the ultimate responsibility of the individual college or department of the inventor. After consultation with the inventor(s) the Dean/Head may submit the disclosure to third party firms for review, evaluation and possibly filing of patent applications or other legal protection. If such third party commercialization entity accepts a disclosure for development, the JSS Academy of Higher Education & Research (JSS AHER) may enter into contractual and financial arrangements with the third party to commercialize the technology and return a share of any financial reward from such commercialization to the JSS AHER. If such financial reward is generated, and income is returned to the JSS AHER, the income will be distributed according to the royalty distribution rules in effect at the time the agreement was signed. Royalties received by the JSS AHER will be distributed to inventors, departments and constituent Colleges.

### **TRADE SECRETS**

Commercial enterprises which sponsor or are otherwise involved in JSSAHER, research may seek to protect their trade secrets with agreements requiring the maintenance of confidentiality. The JSS AHER will not generally enter into such agreements involving University research because of the resultant conflict with the JSS AHER policies of requiring the free and open publication of academic research.

  
REGISTRAR

## JSS ACADEMY OF HIGHER EDUCATION & RESEARCH



### APPENDIX – I

#### Intellectual Property/ Patent Policy Acknowledgement & Agreement

I understand that JSS Academy of Higher Education & Research (JSS AHER) has an Intellectual Property/ Patent Policy that applies to inventions made under JSSAHER auspices. In order to facilitate compliance with the terms of patent policy, I agree as follows:

1. I will abide by the JSS Academy of Higher Education & Research (JSS AHER) Patent Policy, including any amendments to it adopted from time to time, and I will execute any assignments or other documents necessary to comply with its terms.
2. If in the course of research conducted under JSSAHER auspices, as defined by the Patent Policy, I make any invention, I will provide to the JSSAHER a written disclosure of the invention, I will and hereby do assign to JSSAHER my rights in that invention as provided by the Intellectual Property / Patent Policy and I will cooperate with that University in the preparation of any patent applications.
3. I do not have any consulting or other agreement with any third person or organization which grants rights that are in conflict with this agreement, nor will I knowingly enter into any such agreement.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

## **JSS ACADEMY OF HIGHER EDUCATION & RESEARCH, MYSURU**

### **APPENDIX –II**

#### **RESEARCH/ PATENT AGREEMENT TEMPLATE**

This Agreement is made between JSS Academy of Higher Education & Research (JSS AHER), Mysuru and a faculty of JSS AHER employed at \_\_\_\_\_, hereinafter referred to as the First Part, and JSS AHER, Mysuru referred to as Second Part and collectively referred to herein as 'Parties'.

Whereas the first party includes Principle Investigator/Co Investigator/Project Investigating team/ Inventors.

Whereas both Parties hereto have agreed to jointly work on projects in topics of mutual interest and to patent the product as defined below and develop products under terms and conditions mutually agreed upon by the parties and whereas the parties desire to record the broad terms and conditions that are jointly accepted and agreed to in this Agreement as contained hereunder.

#### **DEFINITION**

- (a) 'Projects' shall mean and include the individual Projects under the Agreement, the terms and conditions for execution of each of which shall be jointly agreed upon, in writing.
- (b) 'Principal Investigator' shall mean the individual, employee of JSS AHER, having the responsibility of conducting and supervising the Project(s) under this agreement.
- (c) 'Co-Investigator' shall mean the individual(s) participating in the Project(s) under the supervision of Principal Investigator, including, but not limited to, students, employees, representatives, and agents.
- (d) 'Project Investigator Team' shall comprise the Principal Investigator and the Co-Investigators participating in the Project(s) under this agreement.
- (e) 'Products' shall mean the results and other deliverable generated

as a result of work to meet the objectives of the Projects.

(f) "Patent" shall mean

the invention or process protected by this right.

## **AREAS OF AGREEMENT**

**The parties agree to collaborate in the following said items/areas:**

- (a) Tangible Research Property. property/Patent/Copyrights
- (b) Result/ Invention/Discovery of Research. licensing-related transactions.
- (c) Intellectual
- (d) Technology
- (e) Commercialization and trade.

## **ASSIGNMENT**

The parties hereto shall not transfer or assign any of their rights and obligations under this Agreement to any other party without obtaining prior consent in writing from other Parties hereto.

## **TERM / DURATION**

This Agreement shall be initially valid for a period of years from the date of signing of this agreement. The parties may extend the term of this Agreement for additional periods as desired under mutually agreeable terms and conditions which shall be reduced to writing and signed by the Parties.

## **TERMINATION**

Any of the parties may terminate this Agreement by serving a written notice on the other Parties months prior to the intended date of termination provided that the termination by either of the parties shall not relieve that party of its obligations accrued prior to such termination.

## **NOTICES**

All communications by first party involving financial, administrative and other matters shall be sent to Registrar, JSS University, Mysuru. Any disputes between the parties shall be resolved by mutual discussions. Unresolved disputes, if any, shall be subject to resolution by a panel consisting of the Registrar and Dean who shall represent the JSSAHER and faculty/Inventor(s).

IN WITNESS WHEREOF, the Parties hereto have set and subscribed their respect; hands and seal on the day, month and year first herein above mentioned.

FOR AND ON BEHALF OF JSS  
UNIVERSITY

FOR AND ON BEHALF OF  
FACULTY

IN THE PRESENCE OF

IN THE PRESENCE OF

WITNESS

WITNESS

## **JSS ACADEMY OF HIGHER EDUCATION & RESEARCH, MYSURU**

### **PUBLICATION POLICY**

#### **PREAMBLE:**

Publication Policy of JSS Academy of Higher Education & Research (JSS AHER) is framed to ensure that research publication as output of quality research are freely accessible without economic, social and cultural barrier. It has been framed with a view (i) to support and assist the faculty members, research scholars, research associates and students for an effective research output, (ii) to increase the visibility of their publications by gathering and exhibiting them in the public domain within the liability of copy right agreements.

#### **PUBLICATION POLICY**

1. JSS Academy of Higher Education & Research (JSS AHER) Publication Policy requires that, from 1<sup>st</sup> July 2016:
  - a. Authors shall record publication details and deposit full text copies of research outputs, i.e. accepted peer-reviewed journal articles and conference proceedings (with ISBN number) no later than three months after the date of acceptance for publication/presentation.
  - b. Authors must use a standardized institutional affiliation "JSS Academy of Higher Education & Research"(JSS AHER), Mysuru" in all research outputs to ensure clear affiliation with the JSSAHER.
  - c. The policy applies to all research outputs, including those published by the Officers, Faculty, Non Teaching Staff, students and PhD scholars by adhering to Guidelines for Good Publication Practice to maintain academic integrity.



- d. On the event of any misconduct like plagiarism on publication the author shall solely be responsible for such actions and the JSS AHER supports the committee on publication ethics (COPE) code of conduct available at <http://publicationethics.org/>

## **PUBLICATIONS REVIEW COMMITTEE**

JSS Academy of Higher Education & Research (JSS AHER) Publication / Journal Committee shall monitor over all publication activity of JSS AHER.

### **1). Publications Review Committee in Constituent Colleges & Departments:**

The constituent colleges and departments of JSS AHER shall constitute a Publication Committee consisting of:

- a) Principal-Chairman.
- b) Member secretary- Editor - IJHAS Journal / JSS AHER News Letter Committee member.
- c) Member – IQAC Coordinator of the constituent college.

The Role and Responsibilities of the Publications Committee:

- a) To promote, facilitate, and monitor the publications.
- b) To ensure that all publications preserve the scientific integrity of the study.
- c) To review and suggest necessary revisions prior to the submission for publication.
- d) To avoid conflict with and/or duplication of other publications.
- e) To check plagiarism prior to the submission for publication.
- f) To ensure authors record publication details of all research outputs in the JSSAHER cloud based IT framework of JSS AHER.

### **2). Publications Review Committee in JSSAHER**

The constituent colleges and departments of JSS Academy of Higher Education & Research (JSS AHER) shall constitute a Publication Committee consisting of:

- a) Registrar -Chairman.
- b) Member secretary- Director (Academics) / Director (Research).
- c) Member - IQAC Coordinator of JSS Academy of Higher Education & Research
- d) Member – External Expert.

### **The Role and Responsibilities of the Publications Committee:**

- a) To monitor the publications and ensuring quality.
- b) To promote faculty publication through “Best Publication Award” annually for the University.
- c) To ensure that all publications preserve the scientific integrity of the study.

### **Guidelines for Good Publication Practice (GPP)**

The guidelines to be adhered during the process of publication for an effective management of publications and its repository. The JSS Academy of Higher Education & Research appeals all the faculty members, research associates, research scholars and students to adopt good publication practices and to maintain the academic integrity.

#### **1. Objectives**

This guideline has been laid down with the purpose of:

Ensuring good authorship practice among all faculty members and students of JSS Academy of Higher Education & Research

Illuminating the authorship attribution criteria for all research outputs contributed by the faculty members and students of JSS Academy of Higher Education & Research

Clarifying the authorship credit for publications in which more than one department / institution have contributed.

#### **2. Scope**

This guideline is meant for all the faculty members, students, research scholars, research associates of JSS Academy of Higher Education & Research (JSSAHER), who are engaged in the conduct of research in association with the JSSAHER.

This guideline does not address ownership of intellectual property, authorship of copyright works, or inventions or patents.

It is not under the scope of this guideline to elaborate and guide the manuscript preparation as it is generally well defined by the individual journals.

### 3. Definitions

For the purpose of this guideline, the few terms are defined as follows:

**Research:** a process of systematically carrying out original investigation by collecting and analyzing information to gain knowledge, to increase our understanding and insight about the phenomenon under the study".

**Publication:** a formal dissemination of research findings in a public domain in any format viz. hardcopy, electronic, web-based or other tangible forms. It includes but not limited to refereed and non-refereed books, journals, web-pages, creative works, technical papers, popular articles, etc. It does not include a dissertation or thesis of a student or research scholar.

**Note:** *The research work presented in a conference and published as a „Conference Proceedings“ is not defined as a research publication. It will be considered **only** as a scientific presentation.*

**Written consent:** original hand-written document in the prescribed format with signatures communicated through e-mails, fax, scanned documents or electronic identifications as appropriate.

**Corresponding author:** one of the co-author nominated by agreement among all the authors and who is responsible for communication between the publishers and co-authors. The corresponding author also holds the responsibility of maintaining records of authorship agreement.

**Authorship agreement:** a document to be signed by all the authors of a publication before communicating the manuscript to the publisher and modified accordingly if any modification in the authorship on a later stage and to be maintained by the corresponding author for all auditing purposes. (Annexure-1)

### 4. Guidelines on Authorship

#### Criteria for Authorship:

To define the qualifications for authors, this guideline has adopted the „Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals“ updated in December, 2013 by International Committee of Medical Journal Editors (ICMJE). Accordingly, one can get the authorship based on the following 4 criteria:

- (i) Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- (ii) Drafting the work or revising it critically for important intellectual content; AND
- (iii) Final approval of the version to be published; AND

(iv) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific parts of the work. Authors should also have confidence in the integrity of the contributions of co-authors.

Those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Authors should give written consent.

Any change in the author list should be approved by all authors including one being removed from the list. The corresponding author should act as a point of contact between the editor and the other authors and should inform and involve co-authors in major decisions about the publication (e.g. responding to reviewers' comments).

### **Criteria for Acknowledgement:**

Those who do not meet all four criteria or those meet fewer than these four criteria should be acknowledged.

The contributions those may be acknowledged include but not limited to staff, editorial assistants, medical writers, or other individuals given inputs for statistics, data collection, data entry, administrative support and scholarly advice.

As acknowledgment may imply endorsement by acknowledged individuals of a study's data and conclusions, the corresponding author is advised to obtain a written permission from all acknowledged individuals for being acknowledged.

4.2.4 Due acknowledgement should be made to supporting staff/department, funding agency or help from other sources.

### **Criteria for unacceptable authorship:**

*Guest authors* are those who do not meet accepted authorship criteria but are listed because of their seniority, reputation or supposed influence.

*Gift authors* are those who do not meet accepted authorship criteria but are listed as a personal favor or in return for payment.

*Ghost authors* are those who meet authorship criteria but are not listed.

### **Authorship Order:**

The members who earned authorship should jointly decide their order and should submit the signed 'Authorship Consent Form' in the prescribed format.

In consultation with the co-authors, the lead author or corresponding author should decide the order of authorship preferably at the onset of the project and he/she can revise the decision as needed at the time of submission of manuscript for publication.

A student is usually listed as principal author on any multiple-authored article that is based primarily on the student's master's dissertation or doctoral thesis. In such cases, the guide/supervisor of the student can be the corresponding author.

In case of masters degrees by course work and undergraduate projects, the student may or may not be listed as a principal author, depending on his/her relative intellectual contribution to the research and final output.

In case of disputes if any about the order of authorship, 'The Head' of the department where the major work done should mediate an effort to resolve the dispute. If this is not successful, such mediation may be addressed by the Principal of the college. In cases that cannot be resolved, the lead author or the corresponding author in consultation with the Head of the Department / Principal will have the final authority to determine the order of authorship.

### **Authorship Credit:**

The credit for the publications done in the journals with impact factor (Thomson Reuters) should be given to all the authors. Any one of the following approaches may be adopted and the same should be accepted by all the authors. The method used must be revealed while officially claiming for the credit of impact factors by an individual.

(1) *The "sequence-determines-credit" approach (SDC):* The sequence of authors should reflect the declining importance of their contribution. It was suggested in the literature that the first author should get credit for the whole impact (impact factor), the second author half, the third a third, and so forth, up to rank ten. When papers have more than ten authors, the contribution of each author from the tenth position onwards is then valued just 5%.

(2) *The "equal contribution" norm (EC):* Authors use alphabetical sequence to acknowledge similar contributions or to avoid disharmony in collaborating groups. The literature suggests that the contribution of each author is valued as an equal proportion (impact divided by the number of all authors, but a minimum of 5%).

(3) *The "first-last-author-emphasis" norm (FLAE):* In many labs, the importance of last authorship is well established. The literature suggests that the first author should get credit of the whole impact, the last author half, and the credit of the other authors is the impact divided by the number of all authors [as in (2)].

(4) *The "percent-contribution-indicated" approach (PCI):* There is a trend to detail each author's contribution which is defined by several journals. This can also be used to quantify the credit of each author in terms of impact factor.

### **5. General Guidelines:**

The publication could be original research articles, systematic reviews, short/brief communications/ Case reports/letters to editor/editorial or any other specific format of a journal.

### **Publishing in journals with impact factors and indexed in popular data bases:**

All are encouraged to publish in any journal not listed in Dr.Bealls list of predatory journals available at <http://scholarlyoa.com/2016/01/05/bealls-list-of-predatory-publishers-2016/>. This list has been periodically updated and has been

considered by editors as a genuine list to identify fake/predatory journals and publishers.

5.1.2 All the researchers of this JSS Academy of Higher Education & Research are encouraged to publish their research findings in the journals with impact factor published by "Thomson and Reuters" only, the information of which is available at [www.journalmetrics.com](http://www.journalmetrics.com)

In a similar line, the researchers are expected to publish their research findings in the journals indexed in any one of the following data bases. viz., Medline, PubMed Central, Science Citation Index, Embase/Excerpta Medica, Scopus, Cochrane, Web of Science and IndMed.

Additional requirements as deemed by the regulatory authorities like MCI/DCI/PCI/UGC/NAAC, etc. prevailing at that time will be applicable over and above the above stipulated guidelines

### **Official credits and weightage on publications for career advancement:**

Except for the individual credits, (E.g.: seeking promotion for higher position, individual profile, etc.) the co-authors are not entitled to submit the publication details to the department/college for the overall database.

Only the first author or corresponding author is entitled to submit the publication details to the department/college for updating the data base and for any quality audit purposes viz. inspections, etc. (This is to avoid multiple entry of the same publication in the data base when more than one author from the same department or from more than one department). If the student remains the first author, then the credit of the publication by default will be given to the department to which the guide/supervisor belongs to irrespective of whether he/she is a corresponding author or not.

### **Communicating the status of publication(s) with documentary evidence:**

The researchers need to officially intimate about their publication(s) to their department(s)/college(s) during the statuses of both „articles accepted for publication" and „articles published" (online / print).

### **Rights reserved for publication during faculty-student collaboration in research:**

The output of the research work carried out by the students/research scholars/research associates should not be submitted for publication without the consultation and consent from their respective research supervisor/guide.

If the student fails to publish/refuse for authorship within a period of six months from the completion of his/her course, and it is believed that the student will not publish the work in near future and or where the work would be no longer be novel and publishable due to delay in the publication process, the outcome of the research can be communicated for publication by the respective research supervisor/guide as a principal author with all reasonable attempts to inform the student for the intention to do so.

## **Due affiliation to be given to JSS Academy of Higher Education & Research, Mysore.**

All the authors who publish their research findings should mention, "JSS University, Mysore – 570015, India" in the affiliation section apart from their college/department as the case maybe.

## **Publication repository of JSS Academy of higher education & research:**

Wherever the copyright agreement between the authors and the publishers allows, the articles published with the affiliation of JSS Academy of Higher Education & Research (JSS AHER), Mysore should be submitted as an electronic copy / print copy as the case may be to the „Publication repository of JSS AHER' as soon as possible after the publication.

Other research outputs like book chapters and books can also be deposited in this repository. If the agreement mentions about a restriction period for the open access of a publication item, then it can be deposited after the expiry of the expiry period.

Number of publishers allows the authors to deposit their own „author final version" of their work in institutional repositories. It is bound responsibility of the corresponding author to ensure that the publisher agreement permits deposit in online repositories.

Under no circumstances the authors are required to deposit their publications in the repository in contravention to the copy right agreements made by them.

By meeting the criteria of this guideline, if an authors wants to deposit their publications in the repository, he or she can e-mail the same (preferably in PDF format) to the IQAC coordinator of the respective colleges/departments.

## **6. Approval by the Ethical Committee:**

All original research articles involving human or animal subjects shall obtained an ethics committee approval prior to publication.

All case reports should have patient consent form and if patients image is being used then patients consent for use of his/her image is mandatory.

## **7. Plagiarism check**

All publications shall undergo a plagiarism check through cloud based web tool "turnitin" installed by JSS Academy of Higher Education & Research and the details shall be sought from the Anti- Plagiarism Committee of the constituent colleges and departments.

In the event of any adverse event like plagiarism arises following a publication the author shall solely be responsible for such actions taken by the editor of the journal.

## **8. Violation of Guidelines:**

Any violation from the content of this guideline by knowingly, intentionally and recklessly will be considered as research misconduct.

Such act will be duly informed to the higher authorities of the college and university for necessary actions.

Violations of the content of this guideline that do not rise to the level of research misconduct will demand a corrective action or other sanctions by the individual as deemed by the higher officials of the Institution/university.

## 9. Following the Regulations:

The nomenclature of the departments should be strictly followed as per the MCI, DCI and PCI Regulations/ JSS Academy of Higher Education & Research(JSSAHER) Regulations.

Additional requirements as deemed by the National and International regulatory authorities like UGC/AICTE/ MCI/DCI/PCI etc. and JSS AHER Regulations prevailing at that time will be applicable over and above the above stipulated guidelines.

## 10. Bibliography Vancouver

### Citation Style

The Vancouver Style is the citation style used by most biomedical journals and many scientific journals. It came out of a meeting of medical journal editors in 1978, held in Vancouver, BC, and is maintained by the International Committee of Medical Journal Editors (ICMJE). It is also known as the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*.

### Vancouver Citation Style

The Vancouver Style is the citation style used by most biomedical journals and many scientific journals. It came out of a meeting of medical journal editors in 1978, held in Vancouver, BC, and is maintained by the International Committee of Medical Journal Editors (ICMJE). It is also known as the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*.

#### a) Additional Resources on the Vancouver Style

For the complete guide to the Vancouver Style, please consult this online book:

#### Citing Medicine, 2nd ed.

<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.TOC&depth=2>

This book provides very detailed examples for almost any type and variation of resource: conference papers, wikis, journal articles with a supplement, etc.

#### b) Using Vancouver Style

Vancouver Style uses in-text citations and a Reference List at the end of your document. Citations within the text of your paper are identified with a number in round brackets.

**Example:** Jones (8) has argued that...

References are numbered consecutively in the order they are first used in the text. The full citations will be included in the Reference List at the end of your document, with matching numbers identifying each reference. When multiple references are cited together, use a hyphen to indicate a series of inclusive numbers. Use commas to indicate a series of non-inclusive numbers. A citation with these references (4,5,6,7,14,19) is abbreviated to (4-7,14,19).

**Example:** Multiple clinical trials (4-6,9) show...

The original number used for a reference is reused each time the reference is cited.

**Example:** "...the theory was first put forward by Lee (7) in 1999, but there was disagreement (3,5,8) over its importance."

Include the page number for any direct quotes or specific ideas.

**Example:** "...has been proven demonstrably false." (4, p23)

The citation in brackets is placed after any commas and periods, and before any colons



and semi-colons.

**Example:** ... a new definition. (13, p111-2) ...this option is preferred (11);

### **c) Indirect Citations**

An indirect source is when one author is quoted in the text of another author. These types of citations are generally not accepted in Vancouver Style, so seek permission from your instructor. Include the author and date of the original source in the text. Use "as cited in" or "as discussed in" to say where you found the quotation and provide the citation to that reference.

**Example:** James Wallace (2001) argued (cited by 5, p26), that...

### **d) Reference List**

Provide full citations in your Reference List, included starting as a **new page** at the end of your document. Follow the examples included in this guide for different types of resources:

- Books
- Articles in Journals
- Websites

### **Annexure -10**

- Other Resources
- Personal Communication

### **e) Books**

#### **Standard Format for Books:**

Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher;Year.

#### **i. Book with One Author or Editor**

1. Mason J. Concepts in dental public health. Philadelphia: Lippincott Williams & Wilkins; 2005.
2. Ireland R, editor. Clinical textbook of dental hygiene and therapy. Oxford: Blackwell Munksgaard;2006.

#### **ii. Two-Six Authors/Editors**

- 1.. Miles DA, Van Dis ML, Williamson GF, Jensen CW. Radiographic imaging for the dental team. 4th ed. St. Louis: Saunders Elsevier; 2009.
2. Dionne RA, Phero JC, Becker DE, editors. Management of pain and anxiety in the dental office. Philadelphia: WB Saunders; 2002.

#### **iii. More than Six Authors/Editors**

1. Fauci AS, Braun Wald E, Kasper DL, Hauser SL, Longo DL, Jameson JL, et al., editors. Harrison's principles of internal medicine. 17th ed. New York: McGraw Hill; 2008.

#### **iv. Organization as Author**

1. Canadian Dental Hygienists Association. Dental hygiene: definition and scope. Ottawa: Canadian Dental Hygienists Association; 1995.

#### **v. No Author/Editor**

1. Scott's Canadian dental directory 2008. 9th ed. Toronto: Scott's Directories;2007.

#### **vi. Government Document**

1. Canada. Environmental Health Directorate. Radiation protection in dentistry: recommended safety procedures for the use of dental x-ray equipment. Safety Code 30. Ottawa: Ministry of Health; 2000.

#### **vii. Chapter in a book**

1. Alexander RG. Considerations in creating a beautiful smile. In: Romano R, editor. The art of the smile. London: Quintessence Publishing; 2005. p. 187-210.

#### **viii. E-book**

1. Irfan A. Protocols for predictable aesthetic dental restorations [Internet]. Oxford: Blackwell Munksgaard; 2006 [cited 2009 May 21]. Available from Net library: <http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&>

v=1&bookid=181691

#### **ix. Multiple Authors**

Cite authors in the same way for all types of resources: articles, websites, videos, etc. List up to the first 6 authors/editors, and use "et al." for any additional authors.

#### **x. Articles in Journals**

Journal articles can be accessed in three different ways: (1) from the print (paper) copy; (2) from the journal's website; or (3) from an online article database like Medline. You will cite the article differently depending on how you accessed it.

#### **xi. Standard Format for Journal Articles:**

Author Surname Initials. Title of article. Title of journal, abbreviated. Date of Publication: Volume Number(Issue Number): Page Numbers.

#### **xii. Journal Article in Print**

1. Haas AN, de Castro GD, Moreno T, Susin C, Albandar JM, Oppermann RV, et al. Azithromycin as a adjunctive treatment of aggressive periodontitis: 12-months randomized clinical trial. J Clin Periodontol. 2008 Aug; 35(8):696-704.

#### **Xiii Journal Article from a Website**

1. Tasdemir T, Yesilyurt C, Ceyhanli KT, Celik D, Er K. Evaluation of apical filling after root canal filling by 2 different techniques. J Can Dent Assoc [Internet]. 2009 Apr [cited 2009 Jun 14];75(3):[about 5pp.]. Available from: <http://www.cda-adc.ca/jcda/vol-75/issue-3/201.html>

#### **xiv. Journal Article from an Online Database**

1. Erasmus S, Luiters S, Brijlal P. Oral hygiene and dental student's knowledge, attitude and behaviour in managing HIV/AIDS patients. Int J Dent Hyg [Internet]. 2005 Nov [cited 2009 Jun 16];3(4):213-7. Available from Medline:

<http://cclsw2.vcc.ca:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=cmedm&AN=16451310&site=ehost-live>

1. Monajem S. Integration of oral health into primary health care: the role of dental hygienists and the WHO stewardship. Int J Dent Hyg [Internet]. 2006 Feb [cited 2009 Jun 21];4(1): 47-52.

Available from CINAHL with Full Text: <http://tinyurl.com/kudbxw>

#### **f. Websites**

##### **Standard Format for Websites:**

Author Surname Initials (if available). Title of Website [Internet]. Place of publication: Publisher; Date of First Publication [Date of last update; cited date]. Available from: URL

##### **Website with Author**

1. Fehrenbach MJ. Dental hygiene education [Internet]. [Place unknown]: Fehrenbach and Associates; 2000 [updated 2009 May 2; cited 2009 Jun 15]. Available from: <http://www.dhed.net/Main.html>

##### **Website without Author**

1. American Dental Hygienists' Association [Internet]. Chicago: American Dental Hygienists' Association; 2009 [cited 2009 May 30]. Available from: <http://www.adha.org/>

##### **Part / Article within a Website**

1. Medline Plus [Internet]. Bethesda (MD): U.S. National Library of Medicine; c2009. Dental health; 2009 May 06 [cited 2009 Jun 16]; [about 7 screens]. Available from: <http://www.nlm.nih.gov/medlineplus/dentalhealth.html>

##### **Blog**

1. Skariah H. The tooth booth dental blog [Internet]. Mississauga (ON): Hans Skariah; 2004 - [cited 2009 Jun 20]. Available from: <http://dentaldude.blogspot.com/>

##### **An Entry / Article within a Blog**

1. Skariah H. The tooth booth dental blog [Internet]. Mississauga (ON): Hans Skariah; 2004 -

Dental did you know: breastfeeding duration and non-nutritive sucking habits; 2009 May 18 [cited 2009 Jun 20]; [about 1 screen]. Available from:

<http://dentaldude.blogspot.com/2009/05/dental-did-you-know-breastfeeding.html>

##### **Image on the Internet**

1. Mc Courtie SD, World Bank. SDM-LK-179 [image on the Internet]. 2009 Apr 29 [cited 2009

Jun 14]. Available from: <http://www.flickr.com/photos/worldbank/3486672699/>

#### **g. Other Resources**

##### **Newspaper Articles**

1. Fayerman P. Women must now wait to 40 for publicly paid amnio test. Vancouver Sun. 2009 Jun 9; Sect. A:5.

2. Health Canada issues warning over fake toothbrushes. The Globe and Mail [Internet]. 2009

April 10 [cited 2009 Jun 23]. Available from:

[http://www.theglobeandmail.com/news/national/health-canada-issues-warning-over-fake-toothbrushes/](http://www.theglobeandmail.com/news/national/health-canada-issues-warning-over-fake-toothbrushes/article973190/)

article973190/

3. Waldman D. Mouth is 'window on the rest of the body': oral health, dental hygiene is linked to more than teeth, gums. The National Post [Internet]. 2009 Apr 14 [cited 2009 Jun 22]. Available from Canadian

Newsstand:<http://cclsw2.vcc.ca:2048/login?url=http://proquest.umi.com/pqdweb?did=1680306071&sid=1&Fmt=3&clientId=6965&RQT=309&VName=PQD>

##### **Video recordings**

1. Dental dam: still the best dry-field technique [DVD]. Provo (UT): Practical Clinical Courses; 2007.

2. Cuaron A, director; Abraham M, producer. Children of men [DVD]. Universal City(CA): Universal;2006.

#### **Dictionary, Encyclopedia or Similar Reference Book**

##### **Unsigned**

26. Mosby's dental dictionary. 2nd ed. St. Louis: Mosby Elsevier; 2008. Frenotomy; p.273.

##### **Signed (and Online)**

27. Murchison DF. Dental emergencies. In: Merck Manual of Diagnosis and Therapy [Internet]. 18th ed. Whitehouse Station (NJ): Merck; 2009 [last modified 2009 Mar; cited 2009 Jun 23]. Available from:

<http://www.merck.com/mmpe/sec08/ch096/ch096a.html?qt=dental&alt=sh>

#### **h. Personal Communications**

##### **Personal Letters and**

##### **Conversations**

Personal communication (with the exception of email) should not be included in the Reference

List, as they are unpublished and cannot be easily traced by the reader. Instead, acknowledge

personal conversations and letters within the text in parentheses.

##### **Conversation**

"...in conversation with a fellow student from the Dental Hygiene program (Affleck, Ben. Conversation with: Matt Damon. 2008 Sep 07.)."

##### **Personal Letter**

"...this information was later confirmed in a letter (Hepburn, Katherine. Letter to: Spencer Tracy. 2005 Mar 03. 4 pages.)."

##### **Email**

Email correspondence is included in the Reference List as emails are easily traceable and dated.

Bloom, Orlando. Searching Medline for dental hygiene articles [Internet]. Message to: Johnny Depp. 2008 Nov 11 [cited 2009 Jun 22]. [3 paragraphs].

##### **Permission**

When citing any personal communication, you must have written permission from the cited person(s) to use that communication.

Acknowledge the permission in a footnote or in a "Notes" section at the end of the text.

**(REFERENCE: Vancouver Community College Library)**

**Date of implementation**

This policy will come into immediate effect from 01.01 .2022

**Date of revision**

01.01.2024

  
REGISTRAR

JSS AHER

## JSS ACADEMY OF HIGHER EDUCATION & RESEARCH, MYSURU

### Annexure-1

### Authorship Consent Form

1. Title of publication communicated

2. Name of the journal/publisher

3. Type of publication (E.g.: research article, review article, book, book chapter, etc.)

4. Order of authors

Author No.	Name of the author(s) as appears in communication	Name of the department and college
1.		
2.		
3.		
4.		
5.		
6.		
7.		

5. Details of substantial intellectual contribution made by individual author for the research work and manuscript preparation

Author(s)	Contribution
Author 1	
Author 2	
Author 3	
Author 4	
Author 5	
Author 6	
Author 7	

**6. Authorship credit system\* agreed upon (make a tick mark in any one checkbox)**

- Sequence-Determines-Credit(SDC)
- Equal Contribution(EC)
- First-Last-Author-Emphasis(FLAE)
- Percent-Contribution-Indicated(PCI)

\* Refer guideline 4.5. of the „Good Publication Practice“ document for details.

**7. Corresponding author details**

Name as communicated	Affiliation	Contact details (Tel /Mobile No., e-mail i.d.)

**8. The overall credit of this publication to be given to the following department/institution for any audit purpose (E.g.: inspection ,etc.)**

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**9. Declaration**

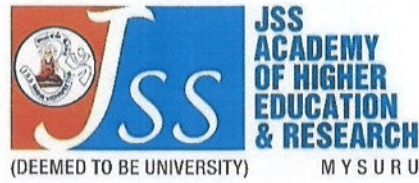
I agree that the individuals listed in item no.3 deserve the authorship for the publication mentioned in item no.1 communicated to the journal mentioned in item no.2

I confirm that I have made substantial contribution to this research/publication as mentioned in item no.5.

I also declare that the information given here are verified by me and agree the content.

Author No.	Name of the author(s) as appears in communication	Signature	Date

*Note: The corresponding author should submit a copy of this form to IQAC along with the hard copy of the publication while retaining the original with him/her.*



**JSS ACADEMY OF HIGHER EDUCATION & RESEARCH**

**Regulations pertaining to Malpractice in the JSS  
Academy of Higher Education & Research**

**Examinations - 2009**

(Amended)

Approved by the Board of Management in its 4<sup>th</sup> Meeting held on 19-12-2009

(Notification No. REG/APPT/REG/002/2009-10/2581 dated 20-03-2010)

Amendments approved by the Board of Management in its  
16<sup>th</sup> Meeting held on 24-08-2012 and incorporated.

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Phone No.: 0821-2548399

FaxNo.:0821-2548001

website: [www.jssuni.edu.in](http://www.jssuni.edu.in)

# JSS ACADEMY OF HIGHER EDUCATION & RESEARCH

## Regulations Pertaining to Malpractices in the JSS Academy of higher education & research Examinations.

In exercise of the powers conferred by Rule (a)(xiv), 15(c)(ix) and 26(h), (n) and (p) of JSS Academy of Higher Education & Research (JSSAHER) Rules and Bye Laws, JSS AHER has framed Regulations pertaining to Malpractices in Examinations.

### **1. Short Title and Commencement**

- a) These regulations shall be called the “JSS Academy of Higher Education & Research (JSS AHER) Regulations pertaining to Malpractice in the JSS AHER Examinations, 2009.”
- b) They shall come into force with immediate effect.

### **2. Definitions**

- a) ‘Chief Superintendent’ shall mean any person appointed by the JSS Academy of Higher Education & Research (JSSAHER), to be overall in charge of the examination Centre.
- b) ‘JSS Academy of Higher Education & Research’ shall mean JSS AHER.
- c) ‘Disciplinary Authority’ shall mean the authority competent under these regulations to impose penalties on the student indulging in malpractice.
- d) ‘JSS Academy of Higher Education & Research Students’ or ‘Students’ shall mean and include all students studying in the Constituent Colleges/Departments/Faculties of the JSSAHER, as well as candidates who register themselves for any super specialty courses, M.Phil, PhD or other programs.
- e) ‘Examination Centre’ shall mean any premises consisting of examination halls used for conduct of examinations.
- f) ‘Examination Hall’ shall mean any Room, Hall, Laboratory, Workshop or such other premises that may be used for holding of examinations.
- g) ‘Misconduct’ is a generic term and shall mean conduct that is amiss, wrong or improper behavior or conduct and includes misdemeanor, delinquency, indiscipline and other acts amounting to offences involving moral turpitude or acts which adversely affect the prestige of the institution.
- h) ‘Malpractice’ shall mean misconduct in relation to the conduct of any examination conducted by the JSSAHER and includes any acts of omission or commission mentioned in these regulations.



- i) 'Malpractice and Lapses Enquiry Committee' hereinafter referred to as MPLEC shall mean the Committee or standing committee appointed by the BOM or the Vice Chancellor for enquiring into any malpractice, misconduct or lapses committed by a University student.
- j) 'Preliminary Enquiry' shall mean a fact finding enquiry in the nature of an investigation into any complaint or report, before initiating a regular enquiry under these Regulations and none of the provisions of these Regulations shall be applicable to such preliminary enquiry.
- k) Any other expressions, words or phrases that may have been used in these regulations but not defined, shall have the meaning assigned to them in the regulations.

### **3. General**

- a) Every JSS Academy of Higher Education & Research (JSSAHER) student shall at all times take reasonable steps to ensure and protect the interest and prestige of the JSSAHER, pursue his/her studies diligently in accordance with the rules, regulations, ordinances, bye laws and statutes of the JSSAHER, maintain discipline and do nothing which is unbecoming of a JSSAHER student, contravention of which shall be deemed to be tantamount to misconduct.
- b) During the examination, candidates shall be under the disciplinary control of the Chief Superintendent of the Centre.
- c) Every day, before commencement of the examination, instructions shall be given to all the candidates to search their persons, desks etc and to hand over all papers, books, notes, photo copies, reference material of any kind, mobile phones, pen scanners, blue tooth equipment or any other material that may be used to copy. Late comers may be repeated the same instructions. Being in possession of any of these items shall be construed as intent to use unfair means and shall be dealt with as malpractice and action taken as per the regulations.

### **4. Some Acts of Commission and Omission amounting to malpractice areas under:-**

- a) Bringing in or being in possession of any document, paper, book photocopy, or any other material including electronic devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment etc. other than those permitted by the JSS Academy of higher education & research, in the examination hall, at any time during the examination.

- b) Taking or giving or attempting to take or give, any help from, or to any person or from any material, written, recorded, typed, printed or electronic or in any other form whatsoever.

JSSAHER

- c) Removing original sheets of an answer book and/or inserting new ones, or taking outside the examination hall any answer book issued at the examination or writing answers in any form on the question paper or admission ticket.
- d) Copying answers of another candidate, or assisting any other candidate in copying answers either from his own answer book or from common or different sources.
- e) Being a party to mass copying, that is to say, where, barring minor or insignificant deviations, the question chosen for answering, or the answers of himself and two or more students appearing simultaneously for the examination in the same centre are almost identical in content, sequence, or pattern, or are having such other telltale features in common.
- f) Using impersonation technique in any form to write answers in answer books.
- g) The presence of unusual marks, folding, creases, wrinkles or soiled appearances in one or more answer scripts or any other attempt to disclose identity; or writing on the question paper or any other paper some answers to the questions set in the question paper.
- h) Altering, defacing, tampering with the answer book , identity card, or admission ticket or any other relevant document or handing over or parting with his identity card or admission ticket to a third party during the examination period.
- i) In case of apprehension or attempt at apprehension by authorized persons or authority, for any suspected act of malpractice, offering resistance to such apprehension or escaping or attempting to escape or disobeying instructions, or declining to give written explanation when asked to do so, or destroying or substantially altering any material evidence seized, or about to be seized.
- j) Re-entering or attempting to re-enter examination hall, during the hours of examination, after he had left the same earlier, without permission or without proper escort.

- k) Being in possession of answer book outside the examination hall.
- l) Using abusive or obscene language, or behaving in a disorderly or unruly manner or using physical violence, in or around the examination hall.
- m) Using any means to communicate or attempting to communicate with the examiners, or officers of the examination, directly or indirectly with requests, threat, inducement, appeal or undue influence upon them for favor in the examination.
- n) Using or attempting to use any other unfair means to deceive, mislead or induce the authorities.
- o) Communicating with any candidate or any other person in or outside the examination hall with a view to take unfair assistance or aid to answer in the examination, by use of any means of communication.

**5. Disciplinary Authorities**

- a) The powers regarding discipline, disciplinary action and imposing punishments in regard to JSS Academy of Higher Education & Research students shall vest with the Vice- Chancellor.
- b) The Vice Chancellor is empowered to impose any of the punishments given at appendix-A to these regulations.
- c) The Vice Chancellor may refer any case for the decision of the Board of Management.

**6. Procedure for Reporting of Malpractice**

- a) When a case of malpractice is detected at an examination Centre by any person appointed to supervise the examination other than the Chief Superintendent (eg: Invigilator, Room superintendent, squad member, Dy Chief Superintendent, etc) he shall immediately send intimation to the Chief Superintendent and seize all documents and materials concerned which are suspected to be evidence of the malpractice and detain the Candidate. On arrival of the Chief Superintendent, he shall hand over the candidate and the evidence along with a brief report.
- b) If the candidate refuses to hand over the incriminating material, or

destroys or runs away with the material, the facts shall be recorded and duly witnessed by two members of the supervisory staff and the matter reported to the Chief Superintendent. If the candidate runs away, the assistance of police may be sought to apprehend and securing the presence of the candidate.

- c) The Chief Superintendent when he himself detects the malpractice or on getting the report, shall conduct a preliminary enquiry. Should the enquiry indicate the commitment of malpractice, he shall obtain written statement from the candidate along with the report of the Room Superintendent/invigilator.
- d) If the candidate refuses to give a written statement, the candidate shall be asked to record in writing his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by the Chief Superintendent, duly witnessed by two members of the Supervisory staff.
- e) The Chief Superintendent shall forward a report, along with the answer script and all other incriminating documents, materials or substances, report of the Room Superintendent, statement of the candidate and any other relevant material, in a sealed envelope, to the Registrar(Evaluation) by name, who shall place the same before the MPLEC.
- f) The answer book of the candidate detected to be indulging in malpractice shall be seized by the Chief Superintendent and shall be sent to the Registrar (Evaluation) in a separate sealed cover, superscribed "Malpractice Case," along with his report.
- g) The Chief Superintendent shall expel the candidate detected to be indulging in malpractice.
- h) If any case of malpractice is detected in the valuation Centre by the Custodian, Coordinator or other staff, the Custodian shall report the matter in writing along with all incriminating material and report of the staff who detected malpractice to the Registrar Evaluation, by name.
- i) In case the malpractice is detected by an examiner while evaluating an answer script, he shall return the script and other incriminating material, without further valuation, with reasons in writing, to the Registrar Evaluation, through the custodian. If already valued, wholly or partially, the marks shall not be entered in the valuation sheet in which marks awarded to other candidates are furnished, but entered in a

separate list which is sealed in a separate cover and sent along with other documents.

- j) When a case of copying on a mass scale (more than 1/3 of the total candidates) at a particular examination centre/ hall is detected or reported, the Chief Superintendent shall ascertain the facts by a preliminary enquiry, report to the Registrar (Evaluation) and cancel the examination of all the concerned candidates.

## **7. Constitution of MPLEC**

- a) The Vice Chancellor shall constitute a Committee known as Malpractices Lapses Enquiry Committee (MPLEC).
- b) The Committee shall consist of six members as under:
- i. Dean of Faculty/ Principal of a constituent college.
  - ii. Chairperson of a University Board.
  - iii. Lawyer.
  - iv. Lady member.
  - v. A member nominated by the Vice Chancellor (person of eminence among members of the public, senior or retired officer of the Central or State Govt.)
  - vi. Registrar (Evaluation).
- c) One of the members so nominated shall be appointed as Chairperson and another as member secretary, by the Vice Chancellor.
- d) The term of the Committee shall be three years, unless otherwise specified in the order constituting the committee.
- e) The Registrar (Evaluation) shall not be a member, if any of the examination staff is involved in the malpractice. Similarly, the Dean/ Principal who has reported the malpractice or who is a witness for the same, shall not be a member.
- f) The committee shall enquire into cases of alleged malpractices in University examinations, in accordance with procedures outlined in these regulations, and based on its findings, to recommend the imposition of appropriate penalties by the Disciplinary Authority, on the concerned student.

## **8. Procedure for Imposing Penalties**

- a) No penalties may be imposed on a candidate except after an enquiry is held by the MPLEC.
- b) The Registrar Evaluation, on getting a report of a case of malpractice, shall issue a notice in writing to the accused student concerned, setting forth the relevant facts in brief, frame definite charges and ask him to show cause as to why action under the Regulations should not be taken against him. The student shall also be instructed to appear before the MPLEC on a fixed date, time and place.
- c) The candidate shall be required to submit a written statement in his defense within the stipulated time specified. If the accused student fails to reply in writing, a second show cause notice may be issued.
- d) If the accused student fails to reply in writing and to turn up on the date fixed, the MPLEC may proceed exparte and base its findings on the reports and other proceedings in the case and make appropriate recommendations to the Vice-Chancellor.
- e) Where the accused student admits the charge of malpractices, as set out in the show cause notice, in his written reply to the charges, the MPLEC may in its discretion, accept the same and make suitable recommendations to the Vice-chancellor including the proposed penalty.
- f) Where the student appears on the fixed date, but denies the charge of malpractices, the MPLEC shall proceed to carry out a detailed enquiry.
- g) The Vice Chancellor may appoint any person, to be known hereafter as "Presenting Officer", to present on behalf of the JSS Academy of higher education & research case in support of the charges framed.
- h) The presenting officer and the accused student shall have the right to examine and to cross-examine the witnesses who may have been summoned.
- i) The MPLEC may in its discretion, summon and examine any person not cited or any document not produced before it already.

- j) The statements of each witness shall be recorded separately. The MPLEC shall proceed to record its findings on each charge after taking into consideration the representations contained in the student's written reply in his defense, citing reasons for arriving at the findings. For purposes of proper identification, each witness examined and document exhibited shall bear an identifiable connotation and number (such as PW or DW or Exhibit No).
- k) During the course of the inquiry, or on the completion of the inquiry, if the MPLEC finds that any other person or persons, ought to have been named as accused of malpractice, the MPLEC may in its discretion submit its report against the persons already presented before it, or postpone the further hearing till notice to such other person to show cause, is issued. The evidence already on record shall subject to all just exceptions be read as evidence against the person subsequently summoned.
- l) The accused person shall not have the right or liberty to be assisted or represented by any legal practitioner or other person in the inquiry. But he shall have access to the papers or other materials produced during the inquiry. However, he shall not be entitled to get copies of any such documents or proceedings.
- m) The MPLEC in its discretion, may also deny inspection of any document, or material, on grounds such as preserving the confidentiality and secrecy associated with valuation or on other similar grounds.
- n) Where the MPLEC finds that the accused student is trying to delay the proceedings by arising any tactic, or by unreasonably lengthy or irrelevant examination or cross examination of witnesses, the MPLEC shall have the discretion to terminate the proceedings and proceed to give its findings with appropriate recommendations.
- o) Where the proceedings relate to two or more students, the MPLEC may jointly inquire into such cases, and where one of the cases has been commenced or inquired into earlier, the evidence on record may be read as evidence in the other case, with liberty to the accused student or students to recall and examine any witness subject to their paying travelling allowance, if any of the concerned witness or parties;
- p) On completion of the enquiry, the MPLEC shall prepare a report recording its findings on each charge, together with reasons therefore and submit its report to the Vice Chancellor with its recommendation regarding the



proposed penalty. However, if the proceedings of the inquiry establish a charge different from those originally framed, it may record its findings on such charges, provided that the findings on such charges shall not be recorded, unless the accused JSS Academy of higher education & research student has admitted the facts constituting them or had the opportunity of defending himself against them.

- q) The MPLEC may also express its views on the role played by any staff members of institutions, in the malpractice alleged, for appropriate action by the JSS Academy of Higher Education & Research
- r) If on receipt of the report of MPLEC the Vice Chancellor disagrees with the findings of MPLEC on any of the charges, he shall record his reasons for such disagreement and record his findings on each charge, provided the evidence on record is insufficient for the purpose. If however, the Vice- Chancellor agrees with the findings of the MPLEC, he need not record his reasons for so agreeing.
- s) On the basis of such findings arrived at by the Vice Chancellor, he may proceed to pass one or more penalties specified in the annexure after due consideration of the recommendations made by MPLEC. In case, the Vice Chancellor feels that, it is necessary or advisable to leave the matter for the decision of the Board of Management, he may direct the case to be placed before the Board of Management for its decision and the Board of Management may consider and impose one or more of the said penalties.
- t) The proceedings and records of the MPLEC shall be preserved for a minimum period of 5 years from the date of submission of report of MPLEC to the JSS Academy of Higher Education & Research

#### **9. Communication of Orders, Imposing Penalties**

The Registrar (Evaluation) shall communicate the final decision of the Vice-Chancellor / BOM to the concerned JSS Academy of higher education & research student, to his parents as well as to the heads of the College/Institution to which he belongs.

#### **10. Review of the Case**

There shall be no provision for review.

**REGISTRAR**

**APPENDIX-A**

	<b>Nature of Malpractice / Use of unfair means</b>	<b>Punishments</b>
1	Persistent talking to another candidate or any person inside or outside the examination hall.	<ul style="list-style-type: none"> <li>• Fine not less than Rs. 5000/- and not exceeding Rs. 15000/- <b>and</b> any one or more of the following punishment depending on the severity of the malpractice:</li> </ul>
2	Willfully writing wrong Register number	
3	Deliberately disclosing one's identity, writing name or college name, using colour thread, marking in colour pencil or making any distinctive marks in the answer book for the purpose.	<ul style="list-style-type: none"> <li>• Cancel the particular paper or subject only of the candidate concerned.</li> <li>• Cancel the entire examination of the candidate for that session/term.</li> <li>• Cancel the entire examination of the candidate of that session/term and also debar for next one examination.</li> <li>• Cancel the entire examination of the candidate of that session/term and also debar for next two examinations.</li> <li>• Cancel the entire examination of the candidate of that session/term and also debar for next three examinations.</li> <li>• If the person concerned is a student of the institution concerned but not taking the examination, the candidate shall be debarred from taking</li> </ul>
4 (a)	Possession by a candidate or having access to books, notes (on any paper, question paper, hall ticket, ruler or on the person), paper, another student's answer book or any other material, whether written, inscribed, engraved or electronic or any other devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment etc., which could be of help or assistance to him in answering any part of the question paper.	
4(b)	Found copying using any of the material mentioned in 4 (a) above.	
5	Attempting to or concealing, destroying, disfiguring, rendering illegible, swallowing, running away with answer script, notes, paper or other material or device, used or attempted to be used for assistance in answering a question.	

6	Passing on or attempting to pass on, a copy of a question paper or a part thereof or solution to a question paper or a part thereof, to any other candidate or to any person.	<p>next three examinations.</p> <ul style="list-style-type: none"> <li>If the person concerned is a staff of the Institution, disciplinary action shall be initiated against him by Head of the Institution and he/she may be debarred from examiner-ship specified period of time/ permanently.</li> </ul>
7	Leaving the examination hall without handing over the answer book and / or continuation sheet, if any, to the Invigilator and taking away, tearing off or otherwise disposing off the same.	
8	Making an appeal for consideration with or without any promise of consideration to the Examiner through the answer book or by any other means.	
9	Insertion of pre-written answer papers.	
10	Approaching or influencing directly or indirectly a question paper-setter, examiner, evaluator, moderator, tabulator or any other person connected with The JSS AHER examination to leak out the question paper or any part thereof or to enhance marks or Favorably evaluate or to change the award in favor of The candidate.	<ul style="list-style-type: none"> <li>If the person concerned outsider the Police may be informed for necessary action.</li> </ul>
11	For offering or actually giving in cash or in kind any form of inducement to anyone connected with the conduct of JSS Academy of higher education & research examinations or the valuation of the answer books or other tests to secure unfair or unlawful advantage.	
12	Forging a document or using a forged document knowing it to be	

| forged in any matter relating to |

JSSAHER

	the examination.	
13	Communicating in any manner, electronic or otherwise, answers or information, either from inside the hall or from outside, thereby helping the candidate or getting help to copy.	
14	Smuggling into the examination hall an answer book or a continuation sheet or taking out or arranging to send an answer book or continuation sheet or replacing or attempting to get the answer book or continuation sheet replaced, during or after the examination with or without the help of any person or in connivance with any person connected with the examination or through any other agency.	
15	Presenting a thesis, dissertation, practical or class work note-book not prepared by the candidate himself.	<ul style="list-style-type: none"> <li>• Fine not less than Rs. 5000/- and not exceeding Rs. 15000/- <b>and</b></li> <li>• Cancel the entire examination of the candidate of that session and also his thesis, dissertation, practical or class work note-book, etc.</li> </ul>
16	Tampering in the statement of marks, provisional and degree certificates issued by the JSS Academy of Higher Education & Research	<ul style="list-style-type: none"> <li>• Fine not less than Rs. 5000/- and not exceeding Rs. 15000/- <b>and</b></li> <li>• The tampered certificates be retained in the JSS Academy of higher education &amp; research and duplicate be not given.</li> <li>• Matter be referred to police for further action, if warranted.</li> </ul>

17	Impersonating any candidate at the examination, by present or past candidate or others or outsiders.	<ul style="list-style-type: none"> <li>• Fine not less than Rs. 5000/- and not exceeding Rs. 15000/- <b>and</b></li> <li>• Cancel the entire examination of that session of both the candidates and also debar them for next two exams.</li> <li>• In case of person other than student, matter to be referred to Police for further action.</li> </ul>
18	A candidate or anyone on his behalf abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff or threatens to do so or abuses, insults, intimidates, assaults any other candidate or threatens to do so.	<ul style="list-style-type: none"> <li>• Fine not less than Rs. 5000/- and not exceeding Rs. 15000/- <b>and</b></li> <li>• Cancel the entire examination of the candidate of that session and also debar for next three exams.</li> <li>• In case of other students, staff, outsiders, etc. the Head of the Institution shall report the matter to the Police.</li> </ul>
19	For manhandling or injuring the Chief Superintendent, Invigilator and other examination officials or personnel (College or JSSAHER).	
20	<p>Malpractice by examiners, question paper setters or JSSAHER / college staff.</p> <p>a) Permitting or assisting in Mass copying</p> <p>b) Helping or assisting the candidate in using unfair means or to copy or by giving answers to questions or tutoring</p> <p>Accepting or demanding bribe and other considerations to boost or alter marks</p> <p>c) Tampering with the marks by the examiners or other staff</p> <p>d) Influencing and being influenced by Examiners to boost marks of candidates,</p>	<ul style="list-style-type: none"> <li>• Fine not less than Rs. 5000/- and not exceeding Rs. 15000/- <b>and</b></li> <li>• Debarred from examiner-ship specified period of time or permanently.</li> <li>• Authority concerned to be informed.</li> <li>• Police complaint to be given, if necessary.</li> </ul>

	<p>during Central Valuation</p> <p>e) Demanding money or gift to assist the candidate in Theory / Practical Examination</p> <p>f) Any other malpractice in examination work</p>	
21	Mass copying by candidates	<ul style="list-style-type: none"> <li>• Fine not less than Rs. 5000/- and not exceeding Rs. 15000/- for each of those involved in copying, helping or assisting in Mass copying <b>and</b></li> <li>• Cancel the entire examination of all the candidates concerned for that session.</li> </ul>
22	All other malpractices not covered in the above categories.	Punishment as deemed fit.

**JSS ACADEMY OF HIGHER EDUCATION & RESEARCH  
MALPRACTICE CASE REPORT FORM**

(To be sent to the Registrar (Evaluation) by name in sealed cover)

**PART – I**

College	:	
Examination	:	
Subject	:	
Paper	:	
Date	:	
Name of the candidate	:	
Register No of candidate	:	
Name of the father	:	
Permanent address	:	

1. The case took place in the room as shown in the copy of the seating plan on (date).....(time).....
2. The distance between the offending candidate(s) and the Superintendent's stable was approximately .....
3. The following are attached:
  - a) The Superintendent's / Invigilator's report
  - b) The Chief Superintendent's detailed report
  - c) Statement of the candidate / refusal to give statement
  - d) Report of the Observer/ Squad
  - e) The Superintendent's / Invigilator's diary
  - f) Seating plan
  - g) Materials seized from the candidate
  - h) Answer book
  - i) Question paper

Place:

Yours faithfully,

Date:

Chief Superintendent  
(with seal)



## **PART – II**

### **Report of the Superintendent / Invigilator**

1. Certified that the statement given by me is based on my personal observation
2. Before commencement of the examination I warned the candidates stating “You should search your pockets, benches, desks, purses and handover any paper, book, notes or electronic equipment of any kind which you may find therein before starting to answer your paper of examination”. This warning was given individually to late comers also.
3. While performing my duty on (date) ..... at about (time)..... I detected this case of Malpractice in Room No ..... The candidate’s Register Number is .....
4. Detailed report of the case is as under:

Signature of the Room Superintendent /  
Invigilator

## **PART – III**

### **Statement of the Candidate**

1. Statement of the candidate shall be obtained from the candidate by the Chief Superintendent in the presence of a responsible witness.
2. The statement shall be in the candidate’s own handwriting and shall be signed by the candidate and attested by the witness and the Chief Superintendent.
3. If the candidate refuses to give his / her statement, the candidate shall be asked to record in writing his refusal to give a statement.
4. If he / she refuses to do even that, the fact shall be noted duly witnessed by two members of the supervisory staff.

Signature of the Candidate

**PART – IV**  
**Report of the Chief Superintendent**

Signature of the Chief Superintendent

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**PART – V**  
**Report of the Squad / Observer**

Signature of the Squad / Observer

**SHOWCAUSE NOTICE**

The Malpractice Lapses and Enquiry Committee of JSS Academy of Higher Education & Research constitute by the Chancellor, the disciplinary authority undersection

..... of the Statute relating to malpractice in the examination, makes the following charges against you:

Name

Mr. /Ms.....

Charges:

- 1. ....
- 2. ....
- 3. ....

And finds you guilty of malpractices in the examination held on..... as per Statute relating to Malpractice. The following witnesses and the documents substantiate the charges made against you:

Witnesses:

- 1. Room Superintendent
- 2. Squad Member
- 3. Chief Superintendent

Documents:

- 1. Malpractice report
- 2. Invigilators Diary
- 3. Admission Ticket
- 4. Seating plan
- 5. Squad report

Your reply should be submitted to the Registrar (Evaluation) within seven days of the date of this notice. You are informed to appear before theMPLEC committee on ..... at ..... If you fail to appear before the committee, the committee would consider that you have nothing to say in this regard and case would be decided accordingly.

**Controller of Examinations**