

## MALPRACTICE COMMITTEE

### About:

*In an academic environment dedicated to excellence and integrity, the establishment of a Malpractice Committee stands as a cornerstone in upholding the values of fairness and honesty. Within the context of NSB Academy, where the pursuit of knowledge and professional development is paramount, the Malpractice Committee serves a vital role in safeguarding academic standards and preserving the institution's reputation.*

Element	Description
<b>Purpose and Objectives</b>	<i>To investigate and address instances of academic malpractice, maintain institutional reputation, and uphold standards.</i>
<b>Composition</b>	<i>Srinidhi K Parthasarathi, Director (Chairperson)</i>
	<i>Prof. B R Keshava (Professor of Practice) Prof. Shalini R Nayak (Assistant Professor) Prof. Aradhita Deb (Assistant Professor) Prof. Swarnadeep Maity (Assistant Professor)</i>
<b>Procedures and Guidelines</b>	<i>Reporting mechanisms, investigation protocols, sanctioning guidelines, appeal process.</i>
<b>Training and Awareness</b>	<i>Training sessions for faculty, staff, and students on academic integrity principles.</i>
<b>Regular Review and Evaluation</b>	<i>Periodic reviews to identify improvements and ensure alignment with institutional goals.</i>
<b>Documentation and Record-keeping</b>	<i>Maintain detailed records of cases, investigations, hearings, and outcomes.</i>

*Committed to fostering a culture of integrity, the Malpractice Committee is tasked with investigating and addressing instances of academic malpractice, including plagiarism, cheating, and other breaches of ethical conduct. Led by a dedicated team of faculty members, administrators, and potentially student representatives, the committee operates with diligence, impartiality, and adherence to established procedures.*

### Roles and Responsibilities

## 1. Prof. B R Keshava (Professor of Practice) – Chairperson

- **Role:** Lead and oversee the functioning of the Malpractice Committee.
- **Responsibilities:**
  - Set the agenda for committee meetings and ensure effective discussions.
  - Provide guidance and support to committee members in handling malpractice cases.
  - Serve as the primary point of contact between the committee and the institution's administration.
  - Ensure that decisions made by the committee are in line with the institution's policies and ethical standards.
  - Oversee the implementation of disciplinary actions recommended by the committee.
  - Ensure confidentiality and fairness throughout the investigation process.

## 2. Prof. Shalini R Nayak (Assistant Professor) – Investigation Head

- **Role:** Lead the investigation process for reported malpractice cases.
- **Responsibilities:**
  - Collect and review all evidence related to reported cases of academic malpractice.
  - Interview students, faculty, and other relevant parties to gather facts.
  - Prepare a comprehensive report on findings and present them to the committee.
  - Collaborate with the IT department for digital forensics if needed.
  - Ensure that investigations are conducted promptly and without bias.

## 3. Prof. Aradhita Deb (Assistant Professor) – Compliance Officer

- **Role:** Ensure that all committee procedures and decisions adhere to institutional policies and legal requirements.
- **Responsibilities:**
  - Review the institution's academic policies and ensure committee actions are compliant.



- Provide guidance on legal and regulatory aspects of academic integrity.
- Monitor the implementation of the committee's recommendations to ensure compliance.
- Keep the committee updated on changes in laws or policies that may impact their work.
- Handle any appeals or grievances related to the committee's decisions.

#### 4. Prof. Swarnadeep Maity (Assistant Professor) – Student Liaison

- **Role:** Act as the main point of contact between the committee and the student body.
- **Responsibilities:**
  - Communicate the committee's decisions and policies to students in a clear and transparent manner.
  - Provide support and guidance to students involved in malpractice cases, ensuring they understand the process.
  - Organize workshops and seminars on academic integrity and ethical conduct.
  - Collect feedback from students on the committee's processes and suggest improvements.
  - Assist in the development of educational materials to prevent academic malpractice.