

# LEAD COLLEGE (Autonomous)

Approved by AICTE, Affiliated University of Calicut

## LEAD College (Autonomous) Academic Integrity Policy

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### Preamble

LEAD College (Autonomous) affirms that academic integrity is the foundation of authentic learning, responsible research, ethical leadership, and entrepreneurial action. This commitment is fully aligned with the institution's vision to be a leader in management and technology education focused on developing leaders and entrepreneurs, and with its mission to contribute to the development of individual competencies, create innovative teaching-learning platforms, engage stakeholders, and innovate region-specific solutions. The College recognises that integrity in academic work is not only a compliance requirement but also a formative value that shapes professional character, institutional trust, and social legitimacy.

Academic integrity is the basis of intellectual discovery, scholarship, accurate attribution, appropriate use of data, and transparent acknowledgement of others' contributions. LEAD adopts these core ideas while extending them to the realities of digital-native learners, blended learning environments, and the rapidly expanding use of Generative Artificial Intelligence and Agentic AI in academic work. The College therefore commits itself to a culture in which technology supports learning, creativity, and problem-solving, but never replaces honesty, accountability, human judgment, and scholarly responsibility.

### Purpose

This policy establishes the principles, expectations, procedures, and responsibilities that govern academic integrity at LEAD College (Autonomous). It is intended to:

- Protect the credibility and fairness of academic evaluation and certification.
- Promote ethical learning, responsible scholarship, and trustworthy research.
- Clarify acceptable and unacceptable academic practices in conventional, digital, and AI-enabled contexts.
- Educate students and faculty on the responsible use of emerging technologies, including Generative and Agentic AI.
- Provide fair and transparent procedures for handling alleged academic misconduct.

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## Scope

This policy applies to all students, faculty, academic staff, research scholars, project guides, and any other members of the academic community engaged in teaching, learning, assessment, research, publication, consultancy-linked academic work, or extension-related scholarly output. It applies to all forms of academic activity, including:

- Classroom assignments, presentations, reports, case analyses, fieldwork, lab work, coding tasks, simulations, and viva voce.
- Mid-semester, end-semester, online, proctored, take-home, and practical examinations.
- Internships, capstone projects, dissertations, theses, business plans, startup proposals, and research publications.
- Individual and group work in physical, blended, and digital environments.
- Use of software tools, digital platforms, online databases, and AI systems in

## academic work. **Institutional Values**

This policy is grounded in values widely reflected in strong academic integrity frameworks across leading institutions. Harvard states that integrity underpins intellectual discovery, artistic creation, independent scholarship, and meaningful collaboration. MIT describes honesty and responsible behavior as the cornerstone of scholarship and expects students to act with integrity in all academic work.

In the context of LEAD College, academic integrity shall be interpreted through the following value commitments:

- **Honesty:** presenting work truthfully and accurately.
- **Trust:** building a dependable academic culture among students, faculty, and stakeholders.
- **Fairness:** ensuring that grades, recognition, and academic progress reflect genuine merit.
- **Respect:** acknowledging intellectual labour, institutional norms, and the dignity of others.
- **Responsibility:** taking ownership of one's actions, decisions, and learning processes.
- **Courage:** choosing ethical conduct even when shortcuts are possible or pressures are high.

These values directly support LEAD's aspiration to develop leaders and entrepreneurs who can be trusted to act ethically in business, technology, society, and public life.

## **Definition of Academic Integrity**

Academic integrity means producing and presenting academic work in ways that adhere to scholarly and intellectual standards of accurate attribution, appropriate collection and use of data, honest representation of effort, and transparent acknowledgement of the contributions of others. It requires students and faculty to ensure that submitted work reflects genuine learning and responsible judgment rather than deception, concealment, or unfair advantage.

At LEAD, academic integrity includes:

- Creating original work or clearly and properly acknowledging sources and assistance.
- Representing data, observations, citations, and references truthfully.
- Respecting course-specific rules on collaboration, tools, and AI use.
- Taking responsibility for the accuracy and authenticity of every submission.
- Ensuring that technology-enabled assistance does not compromise personal accountability.

## **Academic Misconduct**

Academic misconduct is any act or omission that gives, attempts to give, or helps another person gain an unfair academic advantage, or that misrepresents the authenticity, originality, authorship, process, or validity of academic work. The following categories are illustrative and not exhaustive.

### **Plagiarism**

Plagiarism includes the appropriation of another person's ideas, words, data, figures, code, processes, analyses, or results without appropriate credit. It includes copying in full or in part, inadequate citation, patch writing, close paraphrasing without attribution, and presenting sourced or AI-generated material as original personal work.

### **Cheating**

Cheating involves taking unfair advantage in tests, assignments, projects, presentations, or other academic tasks. This includes using unauthorized materials, websites, mobile devices, hidden notes, shared files, or AI tools during assessments; altering graded work for re-evaluation; misrepresenting circumstances to obtain unfair concessions; or accessing restricted assessment content without authorization.

### **Unauthorized Collaboration**

Collaboration is valuable in higher education, but institutions such as MIT emphasize that acceptable collaboration varies by course and must be determined by the instructor. At LEAD, unauthorized collaboration occurs when students work together beyond the extent permitted, submit jointly produced work as individual work, or

share files, code, answers, or other materials in ways that undermine fair assessment.

## **Fabrication and Falsification**

Fabrication and falsification include inventing, altering, manipulating, or suppressing data, citations, documents, observations, attendance, fieldwork records, coding outputs, or research findings in order to mislead evaluators or gain academic advantage. Such misconduct is especially serious because it damages the credibility of research, institutional reputation, and stakeholder trust.

## **Contract Cheating and Outsourced Work**

Having another person or service complete academic work on one's behalf constitutes academic misconduct. This includes commercial writing services, paid project completion, proxy test-taking, ghost-writing, purchased code, or delegating substantive assessed tasks to external experts or AI agents without permission and disclosure.

## **Facilitation of Dishonesty**

Assisting or enabling another student to commit misconduct is itself a violation of academic integrity. Examples include sharing previous answers without permission, allowing copying, completing another student's work, circulating restricted materials, or knowingly helping someone conceal academic dishonesty.

## **Responsible Use of Generative and Agentic AI**

LEAD College recognises that Generative AI and Agentic AI are now part of the evolving landscape of management and technology education. These tools can support idea generation, language refinement, coding assistance, simulation, research support, and productivity. At the same time, they can also blur authorship, conceal dependence, produce fabricated citations or false information, and weaken authentic learning if used irresponsibly.

Accordingly, LEAD adopts the following principles:

1. AI tools may be used only in ways permitted by the instructor, course handbook, programme regulations, or institutional policy.
2. Students remain fully responsible for the truthfulness, originality, legality, and academic quality of submitted work, even where AI tools have been used.
3. Any substantive use of Generative or Agentic AI in assessed work must be transparently disclosed.
4. AI-generated output must never be submitted as wholly self-authored work when such use is restricted or undisclosed.
5. AI tools must not be used to fabricate references, invent empirical data, impersonate participation, or automate assessment tasks in violation of course expectations.

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6. Agentic AI systems that autonomously plan, retrieve, generate, revise, or submit work across multiple steps may be treated as equivalent to unauthorized outsourcing if used beyond permitted boundaries.

## **Disclosure Requirement for AI Use**

Where AI use is permitted, students shall disclose:

- The name of the tool or system used.
- The nature of assistance received, such as idea generation, language editing, coding help, summarisation, or data interpretation.
- The extent to which AI output was incorporated, modified, validated, or rejected.

A simple disclosure note may be required in assignments, project reports, code appendices, or presentations. Non-disclosure of significant AI use may be treated as misrepresentation and therefore as academic misconduct.

## **Faculty Responsibility in AI-Era Assessment**

As leading institutions note, instructors should communicate expectations clearly and define collaboration and conduct norms early in the term. LEAD faculty shall therefore specify in each course, as appropriate:

- Whether AI use is prohibited, restricted, or allowed.
- Which tasks may involve AI-assisted brainstorming, drafting, coding, or editing.
- Which tasks must reflect fully independent student work.
- How AI use must be acknowledged.
- What safeguards, viva, drafts, logs, or process evidence may be required.

## **Responsibilities of Stakeholders**

### **Students**

Students are expected to:

- Read, understand, and comply with this policy and course-specific instructions.
- Seek clarification when assignment, collaboration, citation, or AI-use rules are unclear.
- Submit only work that genuinely reflects permitted effort and authorship.
- Preserve drafts, notes, research logs, code histories, and other evidence of process when required.
- Refrain from conduct that undermines their own learning or the fairness of evaluation.
- Report major integrity breaches through appropriate institutional channels where necessary.

## Faculty

Faculty members are expected to:

- Design authentic assessments that encourage reflection, application, analysis, creation, and contextual problem-solving.
- Communicate expectations on citation, collaboration, AI use, and permitted resources at the beginning of the course and before each major assessment.
- Guide students in scholarly conventions, source use, research ethics, and responsible digital practice.
- Evaluate suspected misconduct objectively, proportionately, and confidentially.
- Maintain records and follow institutional procedures consistently.

## Institution

LEAD College shall:

- Build awareness of academic integrity through orientation, handbooks, workshops, and curriculum integration.
- Provide student support in writing, citation, research practice, digital literacy, and responsible AI use.
- Encourage assessment innovation that privileges genuine understanding over superficial output.
- Maintain fair procedures and institutional records relating to violations.
- Review this policy periodically in light of pedagogical, technological, regulatory, and societal changes.

## Assessment Design Principles

Because the purpose of education is transformation rather than mere submission, LEAD encourages assessment practices that reduce incentives for dishonesty and strengthen authentic learning. This is especially important in management and technology education, where leadership, judgment, communication, analytical thinking, design, and execution matter as much as final written output.

Faculty are encouraged to use combinations of the following:

- Context-specific case analysis and live problem solving.
- Reflective writing linked to classroom discussion or field exposure.
- Viva voce, oral defence, demonstrations, and iterative reviews.
- Draft-based submission and process documentation.
- Project milestones, logs, repositories, and version histories.
- Local or region-specific business, technology, social, and entrepreneurial challenges.

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Such approaches align strongly with LEAD's mission to create innovative learning platforms, engage stakeholders, and develop solutions linked to industry and society.

## Reporting and Preliminary Review

Any suspected breach of academic integrity may be reported by faculty members, invigilators, evaluators, academic staff, or students acting in good faith. Reports should be submitted to the designated Academic Integrity Officer, Department Head, Programme Coordinator, Controller of Examinations, or as defined by College regulations.

On receipt of a complaint, a preliminary review shall be conducted to determine whether there is sufficient basis for formal consideration. The student shall be informed of the concern and given an opportunity to respond. Fairness, confidentiality, documentation, and natural justice shall guide the process, consistent with the careful case-by-case approach described in major institutional frameworks.

## Investigation and Adjudication

Where a matter requires formal examination, the competent authority or Academic Integrity Committee shall:

- Review the allegation and supporting evidence.
- Obtain the student's written and/or oral response.
- Seek clarification from the faculty member, evaluator, or other relevant persons.
- Examine drafts, plagiarism reports, AI-use disclosures, metadata, code histories, or related records where relevant.
- Determine whether a violation occurred on the balance of available evidence.

Proceedings shall be timely, impartial, and proportionate. Special care shall be taken in cases involving ambiguous AI use, first-generation learners, or insufficiently communicated assignment expectations, without excusing deliberate deception.

## Sanctions and Educational Measures

Sanctions shall reflect the seriousness of the offence, the intent involved, the extent of unfair advantage, the level of study, prior violations, and the educational interests of the institution. LEAD notes that academic dishonesty is serious and that responses should be documented and handled appropriately at the institutional level.

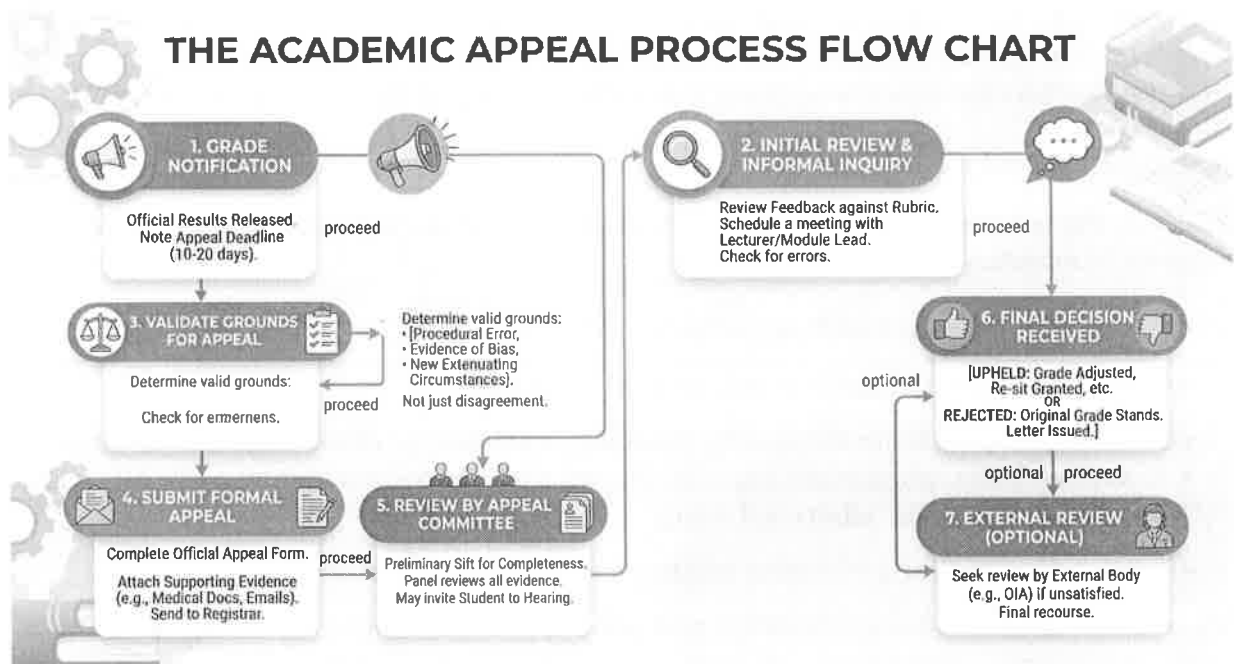
Depending on the case, outcomes may include one or more of the following:

- Advisory warning and mandatory counselling on academic integrity.
- Resubmission with penalty or a capped grade.
- Reduction of marks or award of zero for the component.
- Failure in the course.

- Cancellation of examination results.
- Suspension from the programme for a defined period.
- Debarment from specific academic privileges.
- Expulsion in grave or repeated cases.

In appropriate first-time or low-severity cases, educational responses may be preferred when the primary issue is ignorance, poor academic practice, or weak citation skills rather than deliberate fraud. However, deliberate cheating, fabrication, impersonation, contract cheating, or systemic deception shall attract stricter penalties.

## Appeals



A student may appeal a decision within the time period prescribed by the College, on grounds such as procedural irregularity, new evidence, disproportionality of sanction, or substantial error in interpretation. Appeals shall be considered by the competent appellate authority or committee designated by the College, separate from the original decision-making body wherever feasible.

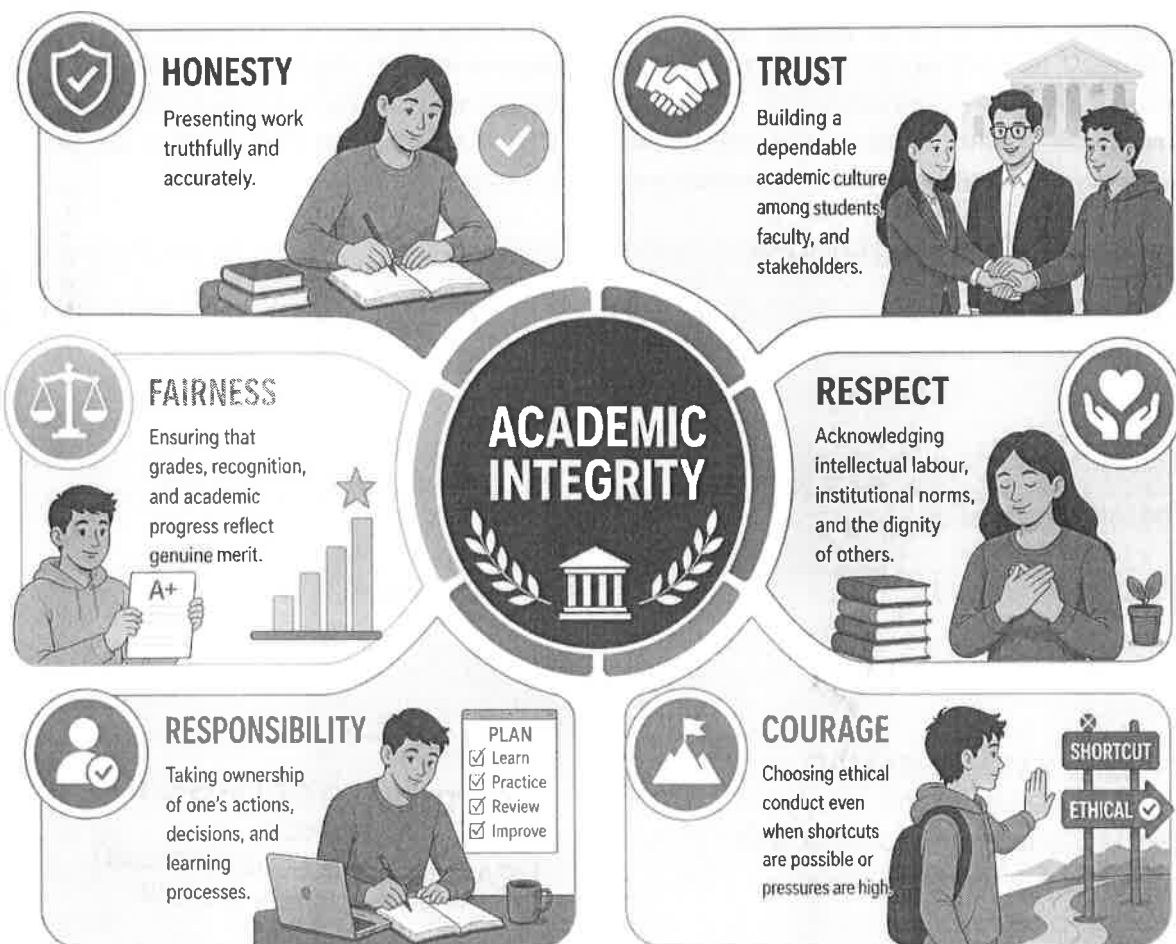
## Record Keeping and Confidentiality

All cases, evidence, decisions, and sanctions shall be documented and maintained securely by the College. Records shall be handled confidentially and accessed only by authorised persons for legitimate academic or disciplinary purposes. Central record keeping helps institutions detect repeated violations and uphold consistency in response.

## Academic Integrity in Research, Innovation, and Outreach

In keeping with LEAD's mission to innovate and execute region-specific research and industry-and-society based solutions, academic integrity extends beyond classroom assessment to all research, innovation, consultancy, incubation, extension, and publication activity. Data integrity, ethical consent, truthful reporting, accurate authorship, responsible citation, and honest communication with community and industry partners are mandatory.

Any research misconduct involving fabrication, falsification, plagiarism, suppression of negative findings, manipulated evidence, false claims of field engagement, or unethical AI-assisted research representation shall be treated as a serious breach of institutional values and scholarly responsibility.



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## Capacity Building and Culture

An integrity policy becomes meaningful only when it is lived in daily academic practice. LEAD therefore commits to building a culture, not merely enforcing a rulebook. The College shall promote regular awareness sessions, student inductions, faculty development programmes, writing and citation support, research ethics training, and practical guidance on AI-era academic conduct.


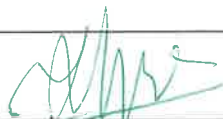
The goal is not to discourage innovation, experimentation, or technological fluency, but to ensure that future leaders and entrepreneurs learn to use powerful tools with discipline, transparency, and ethical judgment. This is especially important for an autonomous institution seeking excellence, credibility, relevance, and social trust.

## Review

This policy shall be reviewed periodically by the College in light of evolving educational practices, accreditation expectations, legal requirements, digital technologies, and developments in Generative and Agentic AI. Revisions may be proposed through the appropriate academic and statutory bodies of the institution to ensure that the policy remains current, educative, and institutionally relevant.

## Suggested Integrity Declaration

LEAD College may require students to affirm the following declaration in examinations, assignments, projects, and dissertations:

Prepared & Issued by:	Approved by:
Mrs. Yasmin Samad,	Dr. Thomas George K.
Administrator 	Director 

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Administrator  
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Dhoni, Palakkad - 678 009

Dr. THOMAS GEORGE. K  
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