

File Name	Academic Integrity and Plagiarism Policy - The SOBHA Academy
Reference	SKT - TSA POLICY - II - 005
Date	13-05-2025

1. Objective

To uphold ethical standards in academic work by fostering a culture of honesty, originality, and responsibility. The policy aims to educate students on the importance of academic integrity and prevent plagiarism through proactive guidance, monitoring, and accountability.

2. Scope

This policy applies to all students and teaching staff involved in academic activities from **Grade 6 onwards**, covering assignments, projects, internal assessments, and other school-related academic submissions.

3. Definitions

- **Academic Integrity:** Adherence to moral and ethical principles in academic work, including honesty, fairness, and accountability.
- **Plagiarism:** Using someone else's work, ideas, or expressions without proper acknowledgment or citation, whether intentional or unintentional.

4. Policy Guidelines

4.1 Student Awareness & Education

- Academic integrity will be introduced as a core value from **Grade 6** onwards.
- Classroom sessions, workshops, and handouts will provide instruction on research ethics and citation.
- Training on citation formats such as **MLA, APA** and use of digital referencing tools will be provided.

4.2 Use of Plagiarism Detection Tools

- The school will employ plagiarism detection software (e.g., Turnitin, Grammarly, or other CBSE-approved tools).
- Students will be encouraged to pre-check their assignments before submission under teacher guidance.

4.3 Promoting Originality

- Teachers will assign tasks that require original responses, personal insights, or local context.
- Inquiry-based and project-based learning methods will be prioritized to develop creativity and critical thinking.

4.4 Teacher Responsibilities

- Teachers must demonstrate academic honesty in their own materials.
- All submitted work will be evaluated for originality and proper citation.

- Consistent standards will be maintained in addressing any instances of plagiarism.

4.5 Disciplinary Framework

Level	Offense	Examples	Consequences
Level 1	First-time/minor offense	Small portion copy-pasted without citation	Warning + Re-submission + Counseling
Level 2	Repeated/moderate offense	Significant uncredited copying	Grade reduction + Parent notification
Level 3	Major/intentional offense	Full project copied, impersonation, paid submissions	Zero grade + Disciplinary Committee Review + Written apology

5. Confidentiality

All incidents will be handled with discretion. Records of violations will be maintained confidentially and used solely for academic accountability.

6. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board