

Deemed-to-be-University u/s 3 of UGC Act 1956, Government of India NAAC ACCREDITED

Approved by MHRD / AICTE / PCI / BCI / COA / NCTE Nachauli, Jasana Road, Faridabad- 121002 | Ph: 0129-2598200-05 Website: www.lingayasvidyapeeth.edu.in

Minutes of Meeting (MOM)

Subject: Planning Workshop on Academic Honesty and Integrity

Date: [Insert Date]

Time: [Insert Time]

Venue: [Insert Venue]

Attendees: [List of Attendees]

Agenda: To plan and organize workshops focused on the importance of academic honesty and integrity, aimed at educating students about plagiarism, cheating, and other unethical academic behaviors.

Introduction:

• The meeting was opened by [Chairperson's Name], who highlighted the necessity of addressing academic dishonesty and fostering a culture of integrity within the institution.

Purpose of the Workshop:

- The primary goal is to educate students on what constitutes academic honesty and integrity.
- To provide practical guidance on avoiding plagiarism and cheating.
- To discuss the consequences of unethical academic behaviors.

Content and Structure of the Workshop:

- The workshop will include presentations, interactive sessions, and case studies.
- Key topics: Understanding Plagiarism, Ethical Research Practices, Consequences of Academic Dishonesty, and Strategies to Maintain Academic Integrity.

Resource Persons and Speakers:

- A list of potential speakers, including faculty members and external experts in academic ethics, was discussed.
- The need for engaging speakers with experience in handling academic integrity issues was emphasized.



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Workshop Title: Upholding Academic Honesty and Integrity

Objective:

This workshop is designed to educate students on the importance of academic honesty and integrity, providing them with the knowledge and tools to avoid plagiarism, cheating, and other forms of academic dishonesty. It aims to foster a culture of ethical academic practice and responsible scholarship.

Duration:

Approximately 3 hours.

Content Overview:

- 1. Introduction to Academic Honesty and Integrity
- 2. Definition and importance of academic honesty and integrity in education.
- 3. Overview of the institution's policies on academic misconduct.
- 4. The impact of academic dishonesty on personal, academic, and professional reputation.

Understanding Plagiarism

- 1. What constitutes plagiarism and its different forms.
- 2. Common misconceptions and myths about plagiarism.
- 3. Real-life examples and case studies of plagiarism and its consequences.

Avoiding Plagiarism: Skills and Strategies

- Proper citation and referencing techniques across various styles (APA, MLA, Chicago, etc.).
- 2. Tips for effective paraphrasing and summarizing.
- 3. Utilizing plagiarism detection tools and software.

Ethical Research Practices

- 1. Conducting research with integrity.
- 2. Understanding and avoiding fabrication and falsification of data.
- 3. Ethical considerations in collaborative work and group assignments.



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Cheating and Its Implications

- 1. Forms of cheating in an academic setting (e.g., during exams, in assignments)
- 2. The short-term and long-term consequences of cheating.
- 3. Institutional policies and disciplinary actions related to cheating.

Interactive Session: Scenario Analysis and Discussion

- 1. Participants are presented with various scenarios involving academic dishonesty.
- 2. Group discussion on how to handle these situations ethically and within the guidelines of academic integrity.
- 3. Emphasis on decision-making and moral reasoning in academic contexts

Creating a Culture of Integrity

- 1. Strategies for students to promote and uphold academic integrity within their peer groups and the wider academic community.
- 2. Encouraging a dialogue on integrity beyond the classroom.

Q&A and Wrap-Up

- 1. Open forum for students to ask questions or share concerns.
- 2. Summary of key takeaways and reinforcement of the importance of academic honesty.

Materials and Resources:

- Presentation slides.
- 2. Handouts with key points, citation guidelines, and reference materials.
- 3. Case studies and real-life scenarios for discussion.

Facilitators:

- 1. Academic staff or faculty members specialized in academic ethics.
- Guest speaker (optional) an expert in academic integrity or a representative from an academic integrity organization.

Methodology:

- 1. The workshop will be interactive, combining presentations with discussions, group activities, and scenario analyses.
- 2. Use of multimedia tools and real-life examples to engage students and illustrate concepts.



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Evaluation and Feedback:

- 1. Participants will be asked to complete a feedback form at the end of the workshop.
- 2. Suggestions for improvement and additional topics of interest will be solicited.





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