

# Plagiarism Policy in the Purview of UGC norms

## 1. Preamble:

In accordance with the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, the Plagiarism Policy of the institute has been formulated with a view to ensure that the institute ensures zero-tolerance for plagiarism in the research work carried out by its faculty or the students.

## Definition:

'Plagiarism' is the unacknowledged use of another person's work as one's own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

**Self-Plagiarism:** Copying/reproducing, in part or whole one's own published work without giving proper reference of that work.

## 1. Methods of Plagiarism:

- (a) Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgement of the source.
- (b) Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.
- (c) Buying, stealing or borrowing assignments, experiments/results.
- (d) Paragraphing the work of others without due acknowledgements.
- (e) Using ideas of someone else without crediting the originator.
- (f) Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.

## 2. Rules to avoid the Plagiarism:

- (a) Always give the due credit to the original author(s) and give the proper citation and proper reference.
- (b) Place the sentence in inverted commas, if you quote text verbatim.

## 3. Detection of Plagiarism:

- (a) Candidate shall submit the report generated on the plagiarism checking software like Turnitin/ Authenticate / Viper / or similar type of software, of his draft thesis along with a soft copy of the draft thesis for the consideration of Departmental Research Committee.
- (b) He shall also submit a **DECLARATION** (Annexure-I) to be recorded on the plagiarism report obtained from the software.
- (c) He shall also submit an **AFFIDAVIT** (Annexure -II) of plagiarism free and original PhD research work.

#### 4. Similarity checks for exclusion from Plagiarism:

The similarity checks for plagiarism shall exclude the following:

- i) All quoted work reproduced with all necessary permission and/or attribution.
- ii) All references, bibliography, table of content, preface and acknowledgements.
- iii) All generic terms, laws, standard symbols and standards equations.

#### Note:

**The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude common knowledge or coincidental terms, up to fourteen (14) consecutive words.**

#### 5. Levels of Plagiarism :

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

Sl. No	LEVEL No.	Percentage of Similarity
1	0	Similarities up to 10% - Minor similarities, no penalty
2	1	Similarities above 10% to 40%
3	2	Similarities above 40% to 60%
4	3	Similarities above 60%

#### 6. Detection/Reporting/Handling of Plagiarism:

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel.

Upon receipt of such a complaint or allegation, the IAIP shall investigate the matter and submit its recommendations to the **Research advisory panel** or **Institutional Academic advisory panel** of the College.

The authorities of the Institute can also take Suo motu notice of an act of plagiarism and initiate proceedings under these regulations.

Similarly, proceedings can also be initiated by the institute on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

#### 7. Departmental Academic Integrity Panel (DAIP)

i) All Departments in the institute shall notify a DAIP whose composition shall be as given below:

i. Chairperson - Head of the Department

ii. Member - Senior academician from outside the department, to be nominated by the Principal/ Director.

iii. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years.

The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- ii) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii) The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv) The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

### **8. Institutional Academic Integrity Panel (IAIP)**

i) The institute shall notify a IAIP whose composition shall be as given below:

- Chairman – Director of the institute.
- Member - Senior Academician other than Chairman, to be nominated by the Director.
- Member - One member nominated by the Director from outside the Institute.
- Member - A person well versed with anti-plagiarism tools, to be nominated by the Director.

The tenure of the Committee members shall be three years.

The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii) The IAIP shall consider the recommendations of DAIP.
- iii) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv) The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the institute.
- v) The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

### **9. Procedure for reconciliation of plagiarism reports:**

(1) If a draft thesis is found plagiarized and is reported to Departmental Research Committee, then the Departmental Research Committee shall call the candidate to hear the candidate's view.

On hearing the candidate, the Departmental Research Committee shall submit its recommendations keeping in mind the following guidelines:

(a) The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of

such nature which directly affects the original findings of research. No further action is required. Candidate may be permitted to submit the thesis.

**(b) Self-plagiarism:** “Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate Annexure-III) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check.”

Similarity contents are from candidate’s previous published work without proper citation.

Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

**(c) Low- level plagiarism:** When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents marginally outside the limit, the candidate may be allowed to resubmit the work with proper citations.

**(d) Mid- level Plagiarism:** Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit. The candidate may be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.

**(e) High- level plagiarism:** Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else’s work, art work copying, source code copying etc. Intention to cheat is very clear. The candidate ‘s registration may be cancelled.

(2) The thesis resubmitted as recommended by the Departmental Research Committee will be again placed before Departmental Research Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him/her in the thesis.

#### **10. Plagiarism reported after the of Award of Degree**

(a) In case, any plagiarism is reported to the Institute after a Ph.D. degree has already been awarded, the Director may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.

(b) The expert committee may give the opportunity of hearing to the concerned parties as it deems fit.

(c) The Director will place the report along with recommendations of the committee before the Academic Council for its consideration and action.

#### **11. Penalties**

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the Institute only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

## Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

Sl. No	LevelType	Percentage of Similarity	Type of Penalty
1	0	Similarities up to 10%- (Minor similarities)	No Penalty
2	1	Similarities above 10% to 40%	Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
3	2	Similarities above 40% to 60%	Such student shall be debarred from submitting a revised script for a period of one year.
4	3	Similarities above 60%	Such student registration for that programme shall be cancelled.

### Note 1: Penalty on repeated plagiarism

Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

### Note 2: Penalty in case where the degree/credit has already been obtained

If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

## Penalties in case of plagiarism in academic and research publications

Sl. No	LevelType	Percentage of Similarity	Type of Penalty
1	0	Similarities up to 10%- (Minor similarities)	No Penalty
2	1	Similarities above 10% to 40%	Shall be asked to withdraw manuscript.
3	2	Similarities above 40% to 60%	Shall be asked to withdraw the manuscript. Shall be denied a right to one annual increment. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
4	3	Similarities above 60%	Shall be asked to withdraw manuscript. Shall be denied a right to two successive annual increments. Shall not be allowed to be a Master's/PhD supervisor for 3 years

### **1. Penalty on repeated plagiarism**

Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

### **2. Penalty in case where the benefit or credit has already been obtained**

If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

### **3. University shall create a mechanism so as to ensure that each of the paper**

publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

4. If there is any complaint of plagiarism against the Head of the University, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.
5. If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.
6. If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

Keeping in view the policy of plagiarism, the author needs to follow the **citation policy** as well.

When 10 words are taken together from some established core work, citation becomes essential. Also, when the copied content reaches 40 words in accumulation, the fragment needs to be kept under inverted comma (“\_”) in italic.

Authors are necessarily required to cite reference in case of any content adopted from anywhere other than internet open sites. It is also that, even in case of open site internet source the copied contents if found more than 30 percent in aggregate during plagiarism detection, the work shall not be considered for further proceedings.

The core work carried out by the author shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. This core work shall include abstract with keywords, introduction, objective, hypothesis, research methodology, analysis and interpretation, summary and observations, conclusions, recommendations and references. In case Plagiarism is found and claimed, then it would be brought under Plagiarism Disciplinary Authority (PDA) for necessary and maximum penalty.

As in lieu of the ethics in higher education, fair conduct of research and prevention of misconduct, as per UGC Regulations-2018, students, researchers and faculty members should not perform any academic misconduct by the theft of intellectual property in any manner.

Therefore, the proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules and regulations governing the source is essentially required.