

ANTI-PLAGIARISM POLICY

(Approved as per the resolution number 2920 of 101 Academic Council of the University)

The following guidelines are proposed to eliminate the scope of plagiarism.

I. Percentage of Similarity Permitted in case of thesis/ dissertation:

The similarity of PG research will be checked at two stages i.e. at the synopsis stage and at the time of the submission of the final thesis.

- i. At the synopsis stage:** Before the submission of the final draft of synopsis, the proposal shall be run through prescribed software. The maximum permissible percentage of similarity allowed in the complete synopses of PG Students is up to 10 %.

The report of the synopsis and the thesis/dissertation/project report in PDF format generated using the software shall be duly signed by the Student, the concerned Advisor and the Head of Department. A Soft copy of these reports in PDF format should be submitted to Dean of PG studies along with the final synopsis.

- ii. At the time of final submission of thesis/dissertation:** The final draft of the thesis shall be run through the software before its submission to check for similarity. The maximum permissible percentage of similarity in the complete thesis of PG students is upto 10 %.

The report generated using this software shall be duly signed by the Student, the concerned Major Advisor and the Head of the Department. A CD of the report in the PDF format should be submitted to Dean of PG Studies along with the final thesis. Any thesis /dissertation/project report having similarity more than the prescribed percentage shall be reviewed by the researchers and the concerned advisor till it reaches the prescribed permissible percentage.

II. Percentage of similarity permitted in case of research publication: The final draft of the research article has to be run through the software before its submission to the publisher. The permissible percentage of similarity is upto 10 %.

III. Similarity Checks for exclusion:

The similarity checks for plagiarism shall exclude the following as per UGC (promotion of academic integrity and prevention of plagiarism in higher education institutions) regulations dated 23rd July, 2018.

1. All quoted works with all necessary permission and / or attributions
2. All references, bibliography, table of contents, preface, definitions and acknowledgments

3. All generic terms, laws, standard symbols and standard equations

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

IV. Levels of Plagiarism:

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

1. Level 0: Similarities upto 10% (permissible-no penalty)
2. Level 1: Similarities above 10% to 40%
3. Level 2: Similarities above 40% to 60%
4. Level 2: Similarities above 60%

V. 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 (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the University.

The authorities can also take suo motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

VI. Penalties:

Penalties in case of plagiarism shall be imposed as per the UGC regulations, 2018. While allowing the thesis / dissertation for submission and research articles for publication, the maximum similarity limit indicated above will be followed.

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.

- i. Level 0: Similarities upto 10% (permissible)**
- ii. Level 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.**

- iii. **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script within a stipulated time period of one year.
- iv. **Level 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

- i. Level 0: Similarities upto 10% (permissible-no penalty)
- ii. Level 1: Similarities above 10% to 40%
 - i. Shall be asked to withdraw manuscript.
- iii. Level 2: Similarities above 40% to 60%
 - i. Shall be asked to withdraw manuscript.
 - ii. Shall be denied a right to one annual increment.
 - iii. Shall not be allowed to be a supervisor to any new Master's, M. Phil., Ph.D. Student/scholar for a period of three years.
- iv. Level 3: Similarities above 60%
 - i. Shall be asked to withdraw manuscript.
 - ii. Shall be denied a right to two successive annual increments
 - iv. Shall not be allowed to be a supervisor to any new Master's, M. Phil., Ph.D. Student/scholar for a period of three years.

Note 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.

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 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 Vice-Chancellor.

Note 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 is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

Note 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.

Note 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.

VII. Timeline: This policy shall come into force on the synopsis proposals from the first semester of the Academic Year 2019-20 and the final thesis/dissertation/project report submitted after **30th June, 2019.**