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CIRCULAR-17(1)/Plagiarism/2018

Sub: Policy of Plagiarism

Ref: 1. This office circular No. YU/REG/ACA/Plagiarism/2018 dtd. 17.05.2018
2. Decision of the 43rd Board of Management held on 11.08.2018, vide agenda - 12

The committee for prevention of plagiarism, Yenepoya (Deemed to be) University has formulated on policy for prevention of plagiarism based on UGC guidelines. The same is to be circulated to all the students, research scholars and faculty members of Yenepoya (Deemed to be) University. The policy will come into effect immediately.


(Dr. G. Shreekumar Menon)
Registrar
mj

Copy to:

1. The Principals of the Constituent Colleges
 2. All the Centers Heads
 3. Academic Section
- } for information and circulation among the staff & students working under them



YENEPOYA
(DEEMED TO BE UNIVERSITY)

Recognised under Sec 3(A) of the UGC Act 1956
Accredited by NAAC with 'A' Grade

POLICY FOR PREVENTION OF PLAGIARISM

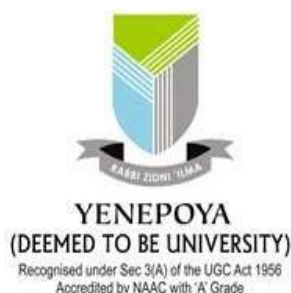


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POLICY FOR PREVENTION OF PLAGIARISM

1. Preamble

Yenepoya (Deemed to be University) has state-of the art facilities to support high quality research in interdisciplinary/ multidisciplinary areas to meet the contemporary challenges. The focus is to generate new knowledge towards national development through quality research integrated with highest ethical standards.

Yenepoya (Deemed to be University) has taken all steps to maintain highest ethical standards and academic discipline among the faculty, research scholars and students.

As per the recommendations of University Grants Commission (UGC) Yenepoya (Deemed To Be University) formulated a policy on plagiarism in line with UGC (Promotion of Academic Integrity and Prevention of plagiarism in Higher Education Institutions) Regulations, 2017.

The Policy will provide guidelines to establish the mechanism to ensure academic integrity & prevention of plagiarism as per the act 2017.

2. Short title, application and commencement

- a. The policy is called as “Yenepoya (Deemed to be University) Policy on Plagiarism”.
- b. Policy shall apply to the students, researchers, faculty and staff of all constituent colleges under Yenepoya (Deemed to be University).
- c. This Policy shall come into force from the date of their notification by Yenepoya (Deemed to be University).

3. Definitions

- a. ‘Academic Misconduct Panel’ shall mean the body constituted to investigate allegations of plagiarism as described in UGC regulations - clause 11.
- b. ‘Academic Integrity’ is the intellectual honesty in processing, performing and reporting any activity, which leads to the creation of intellectual property.

- c. Author includes a student or a faculty or a researcher or staff of Yenepoya (Deemed to be University) who claims to be creator of the work under consideration;
- d. Information means data, message, text, images, sound, voice, codes computer programs, software and database or micro film or computer generated micro fiche.
- e. Notification means a notification issued by Registrar Yenepoya (Deemed to be University).
- f. Plagiarism means an act of academic dishonesty and a breach of ethics. It involves using someone else's work as one's own. It also includes data plagiarism and self-plagiarism.

4. Awareness Programmes and Trainings

- a. Yenepoya (Deemed to be University) shall instruct students, faculty and staff about 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.
- b. Sensitization seminars/ awareness programmes will be conducted on responsible conduct of research, project work, assignment, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty and other members of academic staff.
- c. Yenepoya (deemed to be University) shall include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/PG Diploma as a compulsory course work.
- d. Committee for prevention of plagiarism has been constituted and institution has subscribed for www.checkforplag.com

5. Steps for Curbing Plagiarism

- a. All researchers shall be provided with access to the plagiarism check software.
- b. Every student, researcher, faculty and staff of all constituent colleges under Yenepoya (Deemed to be University) submitting a thesis, dissertation, term papers, reports, manuscripts for publication or any other research document shall submit an undertaking that the document has been prepared by him or her and the document is his/her original work and free of any plagiarism.
- c. Each submission should have the report generated by the anti-plagiarism software and counter signed by the concerned researcher; head of the department/guide/co-guide and respective center in charge for research and PhD scholars. In case of dissertations the document should be certified by the Deans of the constituent colleges.

- d. The PhD Center of Yenepoya (Deemed to be University) shall submit to INFLIBNET soft copies of, M.Phil, Ph.D. Dissertation/Thesis carried out in its various departments after the award of degrees for hosting in the digital repository under the “Shodh Ganga e-repository: program”.
- e. The Chief Librarian of Yenepoya (Deemed to be University) shall create Institutional Repository on institute website which shall include dissertation/thesis/paper/publication and other in-house publications.
- f. Each researcher should maintain the copy of plagiarism check. In case of students, a copy of plagiarism check should be maintained in the office of the respective guides.

6. Similarity checks for exclusion from Plagiarism

The similarity checks for Plagiarism shall exclude the following:

- a. All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution
- b. All references, bibliography, table of content, preface and acknowledgements.
- c. All small similarities of minor nature
- d. All generic terms, laws, standard symbols and standard equation

Researcher may choose to “exclude” certain parts of the document from checking for similarities based on above mentioned exclusion points. The checker software lists out all such exclusion performed in the final printout. It is the responsibility of the researcher and guide (as applicable) to acknowledge each of the exclusions and give a brief reason in writing for each of the exclusions and sign them.

Who should countersign the similarity exclusion statement of researcher/guide (As applicable)?

- a. In case of dissertations, it should be countersigned by the respective Heads of the department and Deans of the constituent colleges.
- b. In case of Ph.D. thesis, it should be countersigned by Deputy Director, Center for PhD Program.
- c. In case of research scholars it should be countersigned by Deputy Director, Yenepoya Research Center.
- d. In case of any research done by faculty and students other than dissertation/thesis it should be countersigned by The Deans of the constituent colleges.
- e. For research done by Deans or University centre in-charge, a three member committee of senior faculty members constituted by University will countersign the document.

7. Zero Tolerance Policy in core area:

The core work carried by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. In case plagiarism is established in the core work claimed, then Plagiarism Disciplinary Authority of the Yenepoya (Deemed to Be University) shall impose maximum penalty.

The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

8. Levels of Plagiarism in non-core areas

For all other (non-core) cases, plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- a. Similarities up to 10%-excluded
- b. Level 1: Similarities above 10 % to 40%
- c. Level 2: Similarities above 40% to 60%
- d. Level 3: Similarities above 60%

Similarity is permitted for non-core areas of all type of documents up to 10% only.

9. 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 Registrar, Yenepoya Deemed to be University. Upon receipts of such a complaint or allegation the Registrar shall refer the case to Academic Misconduct Panel of Yenepoya Deemed to be University who in turn shall submit a report to the Plagiarism Disciplinary Authority constituted by Yenepoya (Deemed to be University).

The authority of Yenepoya (Deemed to be University) can also take suo moto notice of an act of plagiarism and initiate proceedings under these regulations. Similarly proceedings can also be initiated by the Yenepoya Deemed to be University on the basis of the findings of an examiner.

10. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of PG, Masters, M.Phil, Ph.D and faculty only after academic misconduct on the part of the offender has been established without doubt, when all avenues of appeal have been

exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

Since act of plagiarism, witting or unwitting, is potentially detrimental to the academic credibility and social reputation of the individual concerned, all proceedings of investigations and imposition of penalties shall be conducted in camera so as to prevent encrustation of stigma and slur upon individual concerned.

a. Penalties for students:

Plagiarism Disciplinary Authority of Yenepoya (Deemed to be University), based on recommendations of the Academic Misconduct Panel, shall impose penalty considering the severity of the Plagiarism.

- I. Level 1: Similarities above 10% to 40%-** such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script within a stipulated time period not exceeding six months.
- II. Level 2: Similarities above 40% to 60%-** such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script after a time period of one year but not exceeding eighteen months.
- III. Level 3: Similarities above 60%-** such student shall not be given any mark and/or credit for the plagiarized script and his/her registration for that course to be cancelled.

Note 1: Penalty on repeated plagiarism-such students shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In cases 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 provided 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 decision by the AMP and PDA.

b. Penalties for faculty, staff, researcher of HEI

- I. Level: Similarities above 10% to 40%-** Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year
- II. Level 2: Similarities above 40% to 60%-** Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of two years and shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any UG, PG, Master's, M.Phil. , Ph.D. student/scholar for a period of two years.
- III. Level 3: Similarities above 60%-** Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of three years and shall be denied a right to two successive

annual increments and shall not be allowed to be supervisor to any UG, PG, Master's, M.Phil. , PhD. Student/scholar for a period of three years.

Note 1: Enhanced penalty on repeated plagiarism-Shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of higher level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the concerned person shall be dismissed.

Note 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 decided by the AMP and PDA on recommendation of the AMP.

Note 3: If there is any complaint of plagiarism against the Head of the Yenepoya (Deemed to Be University), a suitable action, in line with these regulations, will be taken by the Competent Authority/Governing Board/Governing Council as the title may be.