



Your Dreams Our Goal **POORNIMA** **UNIVERSITY**

Academic Integrity & Plagiarism Policy

1. Preamble

Poornima University, Jaipur has been established by the Rajasthan State Legislature and is approved by University Grants Commission under Section 2(f) with the right to confer degrees as per Section 22 (1) of the UGC Act, 1956.

The University enjoys healthy growth over a period of time producing well-disciplined and well-groomed Graduate, Post Graduate and Ph.D. students and various disciplines. The University started its Ph.D. Program from the Academic Session 2012-13.

A student/researcher/faculty/staff is required to have ethical and moral values in his academic pursuit. The student/researcher/faculty/staff is expected to produce and submit original and genuine work. In the present era, huge amount of information is available on the internet and online as source material. In this context, plagiarism has become a serious problem. Recently, University Grants Commission's (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 published in Gazette of India, has come into the force. Thus, in compliance of the UGC's Regulations, Poornima University, Jaipur is also exercising the following regulations pertaining to plagiarism.

2. Definitions

'Plagiarism' is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. Plagiarism is considered academic dishonesty.

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.


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Self-Plagiarism

Self-Plagiarism is the use of one's own previous work in another context without citing that it was used previously.

3. Objectives

- 3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of university committing the act of plagiarism.

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 a 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:

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 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 (DAIP)**. Upon receipt of such a complaint or allegation the DAIP shall investigate


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the matter and submit its recommendations to the **Institutional Academic Integrity Panel (IAIP)** of the University.

The authorities of University 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 university on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

Procedure:

Scholar shall submit the report generated on the plagiarism checking software like Turnitin / Urkund 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.

7. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the President.
 - c. 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. University shall notify a IAIP whose composition shall be as given below:
 - a. Chairman - Pro-President /Dean/Senior Academician of the university.
 - b. Member - Senior Academician other than Chairman, to be nominated by the President.
 - c. Member - One member nominated by the President from outside the university
 - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the President of the university.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).


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- 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 university.
 - v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
 - vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the university within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- 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 view of 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 Plagiarised in the check, only these articles should be excluded from the check, 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 Program 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.


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- 2) The thesis resubmitted as recommended by the Departmental Research Committee in view of clauses (1)(a) to (d), 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 in the thesis.

10. Plagiarism reported after the of Award of Degree

- (a) In case, any plagiarism is reported to the University when a Ph.D. degree has already been awarded, the President 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 President 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 university only after academic misconduct on the part of the individual 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.

11.1 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% - Minor Similarities, no penalty.**
- 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 for a period of one year.**
- iv. Level 3: Similarities above 60% -Such student registration for that Program 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 President.


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11.2 Penalties in case of plagiarism in academic and research publications

I. Level 0: Similarities up to 10% - Minor similarities, 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 and Ph.D. Student/scholar for a period of two 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.

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.

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 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 president.

Note3: 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 president is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the President, 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 institution 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.

12. Removal of Difficulty

Poornima University, Jaipur reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations as per PU, norms.


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