



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved)

Gurugram, Delhi-NCR
Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185



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INTERNAL QUALITY ASSURANCE CELL

Anti- Plagiarism Policy

Vice-Chancellor
SGT University,
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Preamble

Shree Guru Govind Singh Tercentenary University (SGTU) despises plagiarism in all forms. Academic excellence, honesty and integrity of the students of the University is of utmost importance at all levels and forms of studies at the university.

“Plagiarism” simply means the practice of taking someone else’s work or idea and passing it as one’s own. This constitutes academic dishonesty and prevalence of plagiarism practices in any Higher Education institution raises questions about the academic integrity of the institution. Plagiarism is considered seriously at SGTU and, if detected, stern action as provisioned in this policy is taken.

This policy is based on the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 via the Gazette notification F. 1-18/2010(CPP-II). - Dated 23rd July 2018. The policy shall be amended from time to time based on need and any amendments by UGC or any other statutory authority.

This policy provides guidelines for all SGT University faculty members, staff, researchers, students and others involved in research or related activities to respect and maintain the high level of integrity and honesty in terms of academic standards, originality of works and also to avoid academic cheating, stealing of others ideas and plagiarism of all kinds.

1. Objectives

The objectives of this policy are to establish a framework for preventing, detecting and dealing with plagiarism to ensure academic excellence, honesty and integrity in academic work at SGTU. The objectives are elaborated below:

- To create awareness about responsible conduct of research, academic integrity and prevention of misconduct including plagiarism in academic writing among students, faculty members, researchers and staff.
- To explain and sensitize about the plagiarism avoidance and to facilitate responsible conduct of research and promotion of academic integrity.
- To define mechanisms to detect plagiarism in thesis, dissertation, reports, papers or articles etc. and define punishments for a student, faculty, researcher or staff of SGTU, if found committing the act of plagiarism.

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2. Definitions

In this policy, unless the context otherwise requires, following definitions are used:

- a. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. "Author" includes a student or a faculty or a researcher or staff of SGT University, who claims to be the creator of the work under consideration;
- c. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;
- d. "Degree" means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956 and is offered at SGTU;
- e. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- f. "Faculty member" refers to a person who is teaching and/or guiding students enrolled in SGTU in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc.;
- g. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- h. "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- i. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- j. "Programme" means a programme/Course of study leading to the award of a undergraduate, graduate, masters and research level degree;
- k. "Researcher" refers to a person conducting academic/scientific research in SGTU;
- l. "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of SGTU; however, this shall exclude assignments/term papers/course work/essays and answer scripts etc.;

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- m. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text;
- n. "Staff" refers to all non-teaching staff working in SGTU in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- o. "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);

3. Methods of Plagiarism

Plagiarism is a serious violation of academic integrity/honesty. Including, reproducing, copying, presenting or claiming another person's script (work), either published or unpublished, as one's own work without duly acknowledging the original source by proper citation and reference or without the permission of the source, is considered as Plagiarism. The "work" can be any of the following, but not limited to:

- a. idea, opinion, discovery, data
- b. word by word text, a section of an article/report/book/thesis/dissertation
- c. figure, graph, drawing, image, artwork, photograph, music, audio-video recording
- d. computer program, software, website, or other digital source,
- e. including data, table, language,

4. Teams for Monitoring Plagiarism and their Roles and Responsibilities

At SGTU following teams/committees/cell contribute to its philosophy of despising plagiarism in all forms.

- 1. The Research Committee:
- 2. Internal quality Assurance Cell
- 3. Institutional/Faculty/Departmental Academic Integrity Panels

The first two shall work to provide awareness on plagiarism, training on avoiding plagiarism, and mechanisms for detection of plagiarism. The panels deal with cases of plagiarism. Their details are given in following sections.

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4.1 The Research Committee:

The Research Committee, constitutes under the Ordinance for Award of Doctoral degrees, is primarily responsible for monitoring all research and associated activities at the university.

4.2 Internal quality Assurance Cell (IQAC)

IQAC at SGTU, a mandatory requirement for NAAC/UGC, is also involved in internal quality assurances, including quality of research and research publications.

4.3. Faculty/Departmental Academic Integrity Panel (FAIP/DAIP)

Each Faculty or identified large Departments in a Faculty (with more than 10 faculty members in department) shall constitute and notify FAIP/DAIP, whose composition shall be as given below:

1. Chairperson – Dean of the Faculty/Head of the Department, as the case may be.
 2. Member – Head of a Department (if not the Chairman)/senior faculty member from the Faculty/department, to be nominated by the Dean.
 3. Member – Senior academician from outside the Faculty/department, to be nominated by the Dean.
 4. Member – A person well versed with anti-plagiarism tools, to be nominated by the Dean.
- The tenure of the members shall be two years.
 - The quorum for the meetings shall be 3 out of 4 members (including Chairman).

Roles and responsibilities of FAIP/DAIP:

- The FAIP/DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher or staff.
- The FAIP/DAIP shall have the power to assess the level of plagiarism.
- The FAIP/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, whichever is earlier.

4.4. Institutional Academic Integrity Panel (IAIP)

An Institutional Academic Integrity Panel (IAIP) shall be constitute and notified with composition as given below:

1. Chairperson - Pro-VC/Dean/Senior Academician of the SGTU to be nominated by VC.

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2. Member - Senior Academician other than Chairman, to be nominated by the VC.
3. Member - One member nominated by the VC from outside the SGTU.
4. Member - A person well versed with anti-plagiarism tools, to be nominated by the VC.
 - The Chairman of IAIP shall not be chairperson of any FAIP/DAIP.
 - The tenure of the IAIP committee members including Chairman shall be three years.
 - The quorum for the meetings shall be 3 out of 4 members (including Chairman).

Roles and responsibilities of IAIP:

- i. 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.
- ii. The IAIP shall review the recommendations of FAIP/DAIP including penalties with due justification and approve with or without modifications.
- iii. The IAIP can also investigate cases of plagiarism independently.
- iv. The IAIP may also call the person(s) involved and provide enough opportunity to defend in a fair or transparent manner.
- v. The IAIP shall send the report after review and/or investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of FAIP/DAIP/ complaint/initiation of the proceedings, whichever is earlier.
- vi. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

5. Awareness Programs and Training

The Research Committee/IQAC shall establish the mechanism to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism. Some of the suggestion for achieving these are:

- i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
- ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
- iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the departments.

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- iv. Create mechanism so as to ensure that each publication / thesis / dissertation by the student, faculty, researcher or staff of the SGTU is checked for plagiarism before forwarding/submission.
- v. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
- vi. Establish facility equipped with modern technologies for detection of plagiarism.
- vii. Encourage student, faculty members, researcher and staff to register on international researcher's Registry systems.
- viii. Instruct students, faculty members, researchers 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, international conventions and regulations governing the source.
- ix. Conduct sensitization seminars/awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

6. Curbing Plagiarism at SGTU

The following practices shall be followed for curbing the plagiarism:

- a. Implementing the technology based mechanism using appropriate software tools so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b. The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc. It should be made available in the Library or any other suitable central place. The procedure for performing similarity check shall be notified.
- c. Every student submitting a thesis, dissertation, or any other such documents to the Department shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the Competent Authority.
- e. Each supervisor of Thesis/Dissertation shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.

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- f. Research Committee shall ensure that soft copies of all Masters, Research program's dissertations and thesis are submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- g. Research Committee shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

7. Similarity checks for exclusion from Plagiarism

In order to establish quantum/level of plagiarism in a document/script, suitable standard software tools shall be deployed. 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. .
- iv. A common knowledge or coincidental terms, up to fourteen (14) consecutive words.

Note:

The research work carried out by the student, faculty member, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations and shall not have any similarities

8. Detection/Reporting/Handling of Plagiarism

If any member of the academic community of SGTU suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Faculty/Departmental Academic Integrity Panel (FAIP/DAIP). Upon receipt of such a complaint or report the FAIP/DAIP shall investigate the matter and submit its report and recommendations to the Institutional Academic Integrity Panel (IAIP) of the University.

The authorities, FAIP/DAIP or IAIP can also take suo moto notice of an act of plagiarism and initiate proceedings based on direct or indirect information received. Similarly, proceedings can also be initiated by the Research Committee/IQA on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

9. Penalties

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

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Penalties in the cases of CONFIRMATION of plagiarism shall be imposed on the student pursuing studies at the level of Masters or Research programs, on the researcher, on the faculty member or the staff of the SGTU, only after academic misconduct on the part of the individual has been established without doubt, and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

9.1 Levels of Plagiarism and Penalties in case plagiarism is detected in submission of Report, Thesis or Dissertation:

Level 0: Similarities up to 10% (Minor similarities) – no penalty

Level 1: Similarities above 10% and up to 40% –

- shall be asked to submit a revised script within a stipulated time period not exceeding six months.
- shall not be allowed to publish any work for a minimum period of one year

Level 2: Similarities above 40% to 60% –

- rejection of report/thesis/dissertations submitted
- shall be debarred from submitting a revised script for a period of one year.
- in case of employee/faculty member:
 - shall be denied a right to one annual increment.
 - shall not be allowed to be a supervisor to any UG, PG, Master's, M.Phil., Ph.D. student/scholar for a period of one year.

Level 3: Similarities above 60% –

- rejection of report/thesis/dissertations submitted
- registration for the Course/programme for which Thesis or Dissertation was submitted shall be cancelled.
- in case of employee/faculty member:
 - shall not be allowed to publish any work for a minimum period of two years,
 - shall be denied a right to two successive annual increments
 - 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.

Note 1: Penalty on repeated plagiarism- Such case shall be punished for the plagiarism of one level higher than the previously committed level. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

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Note 2: Penalty in case where the degree/credit has already been awarded - If plagiarism is proved on a date later than the date of award of degree or credit, as the case may be, then the degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution. For plagiarism at Level 2 or 3, if any certificate has been awarded based on the work, the same may be withdrawn.

9.2 Levels of Plagiarism and Penalties in case of plagiarism in Academic or Research publication

Level 0: Similarities up to 10% (Minor similarities) – no penalty but the author(s) shall be advised/asked to immediately correct the manuscript and revert.

Level 1: Similarities above 10% and up to 40% –

- shall be asked to withdraw the manuscript.

Level 2: Similarities above 40% to 60% –

- shall be asked to withdraw manuscript.
- in case of employee/faculty member:
 - 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 one year.

Level 3: Similarities above 60% –

- shall be asked to withdraw manuscript.
- in case of employee/faculty member:
 - shall be denied a right to two successive annual increments.
 - 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.

Note 1: Penalty on repeated plagiarism - Such case shall be punished for the plagiarism of one level higher than the previously committed level. 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 Vice Chancellor.

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10. Special Situations

If there is any complaint of plagiarism against the Vice Chancellor, a suitable action, in line with this policy, shall be taken by the management of SGTU.

If there is any complaint or a case of plagiarism against the Dean/Head of Department/Authority of the SGTU, Vice Chancellor shall constitute an independent committee to investigate and recommend the suitable action, in line with this policy.

If there is any complaint of plagiarism against any member of FAIP/DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated. If the case of plagiarism is established against the member, s/he should cease to be a member of the FAIP/DAIP/IAIP and penalty as per this policy shall be awarded.

11. Provision for Appeal/Removal of Difficulty

Any candidate, who is found guilty of plagiarism and is awarded a punishment, deserves the right to appeal against the punishment.

This policy may be revised from time to time for handling of any difficult unpredicted situation, guidelines announced by UGC or other statutory body or experiences gained, with the approval of the competent authority.

This policy on plagiarism after approval by Competent Authority, shall be placed on the homepage of the University website.

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