

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH & STUDIES
(Deemed to be University under section 3 of the UGC Act 1956)



Policy No. MRIIRS-IQAC-PL-AIPP/2019-20

**Policy for Maintaining Academic Integrity and
Prevention of Plagiarism
(Effective from AY 2019-20)**

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH & STUDIES

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HARYANA



**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH
AND STUDIES, FARIDABAD**

Deemed-to-be-University
Accredited by NAAC with A Grade in the First Cycle

Policy for Maintaining Academic Integrity and Prevention of Plagiarism

Number: MRIIRS-IQAC-PL-AIPP/2019-20

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Reviewed by IQAC: December 20, 2019

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Date of BoM Approval: January 18, 2020

Date of Release: January 22, 2020

Contents

1. Preamble:	3
2. Definition:	3
3. Methods of Plagiarism:	4
4. Scope of Policy:	4
5. Rule to avoid the Plagiarism:	4
6. Detection of Plagiarism:	4
7. Similarity checks for exclusion from Plagiarism	5
8. Zero Tolerance Policy in the core Area:	5
9. Levels of Plagiarism	5
10. Detection/Reporting/Handling of Plagiarism:	5
11. Departmental Academic Integrity Panel (DAIP)	6
12. Institutional Ethical Committee for Research and Intellectual Property(IECRIP):	6
13. Workflow for reconciliation of plagiarism reports	6
14. Penalties:	7
15. Additional guidelines for e-contents	9
16. Exigencies, if any	9
Annexures : Forms and Formats	10
Form-1: Request for plagiarism check In Thesis/ Dissertation for roll Number: xxxxxxx	10
Form-2: Request for Plagiarism Verification (Other than Thesis) Staff / Student / Research Scholar	11
Form-3: Plagiarism Check Report (Theses)	12
Form - 4 : Plagiarism Check Report (Articles/Conference Papers/ Books / Chapters / Research papers)	12

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 (published vide no. 287, dated 31 July 2018, Link: https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf), the “policy on maintaining academic integrity and prevention of plagiarism” of MRIIRS has been formulated with a view to ensure zero-tolerance for plagiarism in the assessment of academic and research work carried out by its faculty, staff or the students.

2. *Definition:*

All the definitions given by UGC regulations will be applicable. However, some important are mentioned for quick reference.

- (a) **“Academic Integrity”** is the intellectual honesty in proposing, performing, and reporting any activity, which leads to the creation of intellectual property.
- (b) **“Council of Doctoral Program(CDP)”** is the body of MRIIRS, which governs the Ph.D. program at MRIIRS. CDP’s prime function is to facilitate, monitor and assure the quality of research work. It is headed by one of the senior professors nominated by the Vice Chancellor.
- (c) **“Department Academic Integrity Panel(DAIP)”** shall be a committee formed at departmental level to resolve the cases of plagiarism and submits its recommendations to Institutional Ethical Committee for Research and Intellectual Property(IECRIP).
- (d) **“Department Research Committee (DRC)”** shall mean a Departmental Research Committee consisting of Head of the Department(s) concerned, all professors from the Departments concerned in various Faculties, three Associate Professors and two Assistant Professors by rotation in order of seniority (for two years). The Dean may nominate any other person to attend meeting of DRC, on recommendation of Chairman of DRC, DRC shall be initially headed by senior most Head of Department (HOD) out of various Heads the Departments of concerned departments of different Faculties with a term of two years. Chairmanship of DRC shall be rotated among HODs based on seniority. PhD qualification is mandatory for all members of DRC.
- (e) **“e-contents”** shall be a combination of or in isolation, the lecture notes, video lectures prepared by faculty members, power point presentation, which are to be uploaded on a public platform/cloud.
- (f) **“Institutional Ethical Committee for Research and Intellectual Property(IECRIP)”** shall mean a body constituted to ensure ethical practices to be used to ensure ethical practices to be followed in the University as notified by regulatory body including academic integrity and prevention of plagiarism.
- (g) **“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.
- (h) **“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 an HEI;

however, in the case of assignments / term papers / project reports / course work / essays and answer scripts etc. rules stipulated by CoE (Controller of Examinations) will apply;

- (i) **“Self-Plagiarism”** shall mean Copying/reproducing/excepting/ paraphrasing, in part or whole one’s own published work without giving proper reference of that work;
- (j) **“Source”** shall means the published primary and secondary material from any source whatsoever and includes.
- (k) **“University”** means Manav Rachna International Institute of Research and Studies or MRIIRS.

3. *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

4. *Scope of Policy:*

This Policy is applicable for academic and research work done in the form of research papers, book writing, chapter writing, Ph.D. thesis, PG-Dissertations, UG-project reports, e-content generation (e-text/ notes/ assignments, Video, Power point presentations for public consumption).

5. *Rule 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.

6. *Detection of Plagiarism:*

- a. The library shall provide the plagiarism checking service to research scholars upon a receiving a request through proper channel. In case of Ph.D./research work all the plagiarism checking will be done using Turnitin software.
- b. For plagiarism checking at UG level project report, URKUND software, facilitated by library to departmental library coordinator will be used.
- c. All the research output documents like research papers, short synopsis, long synopsis, draft thesis, and final thesis will have original copy of the plagiarism report generated on the plagiarism detecting software available with university, preferably by Turnitin. In case of UG project reports URKUND can be used to generate the plagiarism report. The

- appropriate forms (Form-1/Form-2, placed at annexure can be used to send a request to the university librarian).
- d. This report should have Unique-ID/RollNo. Of scholar, Scholar name and title of the work. These certificates will be signed by the supervisor, the librarian and finally by the CDP.
 - e. He shall also submit a declaration to be recorded on the plagiarism report obtained from the software.
 - f. He shall also submit an affidavit of plagiarism free and original PhD research work.

7. *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 similarities of minor nature.
- iv) All generic terms, laws, standard symbols and standards equations.

8. *Zero Tolerance Policy in the core Area:*

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. These should not have any similarities. It shall exclude common knowledge or coincidental terms, up to fourteen (15) consecutive words.

9. *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%

Note: Additional 5% relaxation is permitted in case of e-contents, which are to be made available on public platform.

10. *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 IECRIP. The authorities of the university can also take suo moto action of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the university based on findings of an examiner. All such cases will be investigated by IECRIP.

11. *Departmental Academic Integrity Panel (DAIP)*

- i. The respective Department in the university shall constitute a three member DAIP upon receiving the complaint, whose composition shall be as given below:
 - a. Chairperson – Chairman of DRC(if the case is not against him, Other wise a Sr. Professor nominated by Dean with the permission of Director CDP(Central Doctoral Program and Vice chancellor)
 - b. Member - Senior academician from outside the department, to be nominated by the Director-Central Doctoral Program.
 - c. Member - A person well versed with anti-plagiarism tools, preferably Librarian or his nominee.

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.

The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the Institutional Ethical Committee for Research and Intellectual Property(IECRIP), within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

12. *Institutional Ethical Committee for Research and Intellectual Property(IECRIP):*

- (i) Registrar will notify the formation of the IECRIP, with the permission of Vice Chancellor.
- (ii) It shall consider the recommendations of DAIP.
- (iii) It shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (iv) It shall have the power to review the recommendations of DAIP including penalties with due justification.
- (v) It shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

13. *Workflow for reconciliation of plagiarism reports*

- g. 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:
 - i. 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.
 - ii. Self-plagiarism: "Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate, 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.

- iii. 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.
 - iv. 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.
 - v. 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, artwork copying, source code copying etc. Intention to cheat is very clear. The candidate ‘s registration may be cancelled.
- b. 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 university 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-CDP will place the report along with recommendations of the committee before the Academic Council for its consideration and action.

14. *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 the individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

- i. **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.
 - a. **Level 0:** Similarities up to 10% - Minor Similarities, no penalty.
 - b. **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.
 - c. **Level 2:** Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

- d. **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 Ethical Committee

ii. **Penalties in case of plagiarism in academic and research publications** (5% additional relaxation, in case of e-contents (e-notes, video lectures, animations, PowerPoints)

- a. **Level 0:** Similarities up to 10% - Minor similarities, no penalty.
- b. **Level 1:** Similarities above 10% to 40% i) Shall be asked to withdraw manuscript.
- c. **Level 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.
- d. **Level 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

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 and approved by IECRIP.

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

Note 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.

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 IECRIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or University level ethical committee, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated. Alternatively, Vice Chancellor may depute a senior professor of university, in place of the disputed member, till the allegations are proved invalid.

15. *Additional guidelines for e-contents*

- a. The course coordinator or the faculty member will obtain a copyright clearance for any readings, images and video clips used as core and supplementary reading in case of licensed material if used from DAIP, before the contents are uploaded on the public platform.
- b. Direct reference to the specific material should be avoided in video content or other course material till clearance has been obtained.
- c. The similarity of the e-content should not exceed 15% in any case.

16. *Exigencies, if any*

Notwithstanding anything stated in this policy, for any unforeseen issues arising, and not covered by this policy, or in the event of differences in the interpretation, the vice chancellor may take a decision, after obtaining, if necessary, opinion/advice of a committee constituted for this purpose, the decision of the vice chancellor shall be final.

Annexures : Forms and Formats

All the forms and formats can be forwarded to the librarian@mriu.edu.in, for plagiarism check through the official mail ids of stake holders, in the sequence of signatures (for example student/scholar send to the guide, guide sends the request to library). Such request through emails, should have subject line mentioned against the form number (e.g. in case of form1 for a request for plagiarism check in a draft thesis; the subject should have “ Request for plagiarism check in draft thesis for rollnumber”.

Form-1: Request for plagiarism check In Thesis/ Dissertation for roll Number: xxxxxxx

- The attached document should contain only abstract, summary, hypothesis, observations, results, conclusions and recommendations of the draft/final thesis.
- The similarity report will be shared through email only within 24 hours of receiving the request

To

The librarian,

MRIIRS, Faridabad

Subject: Request for plagiarism check report of PhD thesis

Dear Sir/Madam,

Please find attached the softcopy of my Ph.D. thesis. you are requested to check the plagiarism and share the similarity report.

Roll No. of Research Scholar	
Name of Research Scholar	
Contact Details (email-id,mobile) of research scholar	
Name of the Research Guide	
Contact Details (email-id,mobile) of research guide	
Title of Thesis	
Date of request (DD/MM/YYYY)	

I hereby declare that, I am aware of anti-plagiarism policy of MRIIRS. I further declare that the soft copy being submitted for plagiarism check is the same as print copy of dissertation / thesis.

Signature of Research Scholar

Signature of Research Guide

(No need for signature, if the mail is forwarded through the official email-ids of research scholar/guide.)

Form-2: Request for Plagiarism Verification (Other than Thesis) Staff / Student / Research Scholar

- The similarity report will be shared through email only with in 24 hours of receiving the request.
- The document should be ready as final for the submission.
- The document should contain chapters from introduction to conclusion in word format.

Name of (Student/Staff/ Scholar)	
Enrolment ID/Employee-ID	
Email-id	
Mobile	
Type of work (Select the appropriate one)	Abstract Research Paper Project Conference Journal Article Book Chapter Book
Title of the work	
Date of Request(DD/MM/YYYY)	

Recommended and forwarded to the Library for similarity verification of the above documents through Turnitin/URKUND (as per the policy).

Form-3: Plagiarism Check Report (Theses)

Name of Research Scholar			
Roll Number			
Name of Research Guide			
Title of Thesis/ Dissertation			
Similarity contents identified	Introduction/ Review of Literature	Material and Methods	Results/ Discussions/ Summary/ Conclusion
Software used			
Date of Plag Check (dd/mm/yyyy)			
Date of Reply to sender(dd/mm/yyyy)			

Checked by: Signature of Librarian

Form - 4 : Plagiarism Check Report (Articles/Conference Papers/ Books / Chapters / Research papers)

Name of Research Scholar	
Roll Number	
Type of work (Select the appropriate one)	Abstract Research Paper Project Conference Journal Article Book Chapter Book
Title of Work	
Similarity contents identified	
Software used	
Date of Plag Check (dd/mm/yyyy)	
Date of Reply to sender(dd/mm/yyyy)	

Checked by : Librarian Signature