

MANAV RACHNA UNIVERSITY

Sector 43, Faridabad

PLAGIARISM POLICY OF MRU

In exercise of the power conferred by the clause 8 (iv) (e) of the First Statutes, read with section 34 of the Haryana Private Universities Act, 2006, and further amended as Haryana Private Universities (Second Short Title Amendment) Act 2014 (Haryana Act no. 26 of 2014), the Academic Council of the Manav Rachna University with the approval of the Board of Management hereby makes the Regulation relating to prevention of Plagiarism in research work..

1) Short Title, Application and Commencement

- (a) This Regulation shall be called the Manav Rachna University (Third) Regulation, 2017
- (b) This shall apply to all the Faculty Members and students of Manav Rachna University.
- (c) This shall come in force from the date of approval of the Board of Management.

2) Preamble:

Ethics and honesty are the two most important components of the academic activities; be it teaching or research. Teaching and research being part of a novel profession are based on extremely high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present others work as their own. Such acts affect healthy academic atmosphere in the institution which along with harming the reputation of the institution also harms the individual.

Manav Rachna University (MRU) considers Plagiarism as an unacceptable practice and detrimental to intellectual and moral development of an individual. Individuals found to be indulging in acts of plagiarism will face academic and disciplinary proceedings as per the discretion of Faculty Guide and Academic and Examination Department

It is therefore important for an academic institution to have in place a policy on plagiarism to avoid such type of malafide acts.

3) Definition of Plagiarism:

Plagiarism is defined as presenting another person’s work as one’s own work. Presentation includes copying or reproducing it without the acknowledgement of the source.

Plagiarism involves copying of: phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. Plagiarism could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism).

i) Negligent Plagiarism:

Negligent plagiarism means innocently or carelessly presenting another person's work as one's own without acknowledging the source. It arises from one's inadequate knowledge and competency in writing. It is also due to careless attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism the degree of copying is not substantial.

ii) Dishonest Plagiarism:

Dishonest plagiarism means knowingly and deliberately presenting another person's work as one's own work without acknowledging the source. It involves intentional copying of substantial proportions of the other's work without written or unwritten permission and also without acknowledging the source.

iii) Words and expression used but not defined in the Regulation and defined Act, Statute and Ordinances shall have the meaning respectively as assigned them in the Act, Statute and Ordinances.

4) Guidelines for Students and Research Scholars to avoid plagiarism

Students and Research Scholars are expected to conduct their research work in responsible and ethical manner. Research work submitted by each individual will be subjected to plagiarism test using software tools. A plagiarism certificate mentioning the degree of plagiarism in the report will be issued to each individual by the Faculty. If an individual is found guilty, the matter will be reported to the Academics and Examination department and penalties and sanctions will be imposed depending on the degree of plagiarism.

5) General instructions for the Students and Research Scholars to avoid plagiarism

- a) Learn the conventions for citing and acknowledging sources while doing research
- b) Document your work by taking the note of the source you are referring
- c) Consult your guide when you are unsure of how to cite
- d) Write in your own words
- e) Develop comprehension and critical analysis skills
- f) Learn time management skill to explore the topic in depth and also to avoid last rush of submitting research work

6) Guidelines for Faculty/Guide/Supervisor

Each Faculty is expected to assume the responsibility of avoiding plagiarism at Under Graduate, Post Graduate and Ph.D. level to promote and maintain the academic integrity. Each Faculty is required to issue a certificate to the students and Research Scholars at Under Graduate, Post

Graduate and Ph. D. level at the time of the submission of the thesis stating the extent of plagiarism in their research work. If any individual is found to be guilty the matter will be reported to Academic and Examination Department. If any Faculty is found to be issuing wrong information regarding the extent/degree of plagiarism on the certificate of any student or Research Scholar then severe action will be taken against the concerned Faculty. Each Faculty is expected to become aware about the concept of plagiarism, kinds of plagiarism and methods to avoid plagiarism and how to use plagiarism detecting softwares.

7) General Instructions for the Faculty to avoid plagiarism

- a) State the MRU's Plagiarism Policy to the students and Research Scholars in the beginning of your course clearly explaining the consequences of committing plagiarism acts.
- b) Teach the students and Research Scholars how to cite and acknowledge sources in the research work
- c) Explain clearly to the students and Research Scholars the difference between Quoting, Paraphrasing and Summarizing by giving examples
- d) Try to design new assignments every semester which encourage students and Research Scholars in exploring a topic in depth
- e) Help each student and Research Scholar in identifying the topic of research which will reduce the chances of plagiarism
- f) Encourage students and Research Scholars to develop habit of writing in their own words
- g) Make documentation of research work mandatory for students and Research Scholars
- h) Monitor the work of students and Research Scholars in phases by collecting smaller parts of assignment to keep a check on the progress and quality of the work
- i) Provide help to students and Research Scholars who face problems in documenting and using citing conventions
- j) Make use of software to detect the extent of plagiarism in the research work of the student and Research Scholar
- k) Issue Plagiarism Certificate to students and Research Scholars mentioning the degree of plagiarism in the report;
- l) Synopsis and full Thesis shall be uploaded on Shodagangotri and Shodhganga for widespread circulation. Plagiarism, if any shall be detected. This conforms to the direction of UGC.

8) Academic and Disciplinary proceedings

Plagiarism of any sort is unacceptable at all levels of Under-Graduate, Post Graduate and Ph. D. programmes. All the cases of plagiarism will be reported to Academic and Examination Department. Any individual found to be committing acts of plagiarism will face academic and disciplinary proceedings depending on the degree of plagiarism.

9) **Guidelines for action:**

The University will form a committee of three experts who will establish whether there is a plagiarism or not, if it is then what is the level. This committee will also have Head of the concerned Department as an ex-officio member. This committee will submit its report to the Vice Chancellor who will take up it further with the Academic Council/Board of Management (If decides so) for a final decision in this regard. The committee of experts will use the best possible software provided by UGC or National Knowledge Commission for detecting the plagiarism. Depending on the severity of crime the punishment could be:

a) **Under Graduate Programmes**

For the plagiarism of **minor** nature, the penalty would normally be reprimand i.e. an official warning issued in writing that repeating the same behavior may lead to severe penalties and getting an undertaking signed by the student where he agrees to make necessary changes in the report. On repeating the same offence, it would be identified as offence of major nature and following penalty will be applicable:

- (i) For the plagiarism of **major** nature, the penalty would be assigning zero marks to the student in that assignment or report.

b) **Post Graduate Programmes**

For the plagiarism of **minor** nature, the penalty would normally be reprimand i.e. an official warning issued in writing that repeating the same behavior may lead to severe penalties and getting an undertaking signed by the student where he agrees to make necessary changes in the report. In addition to this, some marks would be deducted.

On repeating the same offence, it would be identified as offence of major nature and following penalty will be applicable:

- (ii) For the plagiarism of **major** nature, the penalty would be assigning zero marks for that report or zero marks for all the assessments in that year or one year suspension to the student.

c) **Ph. D Programme**

(i) For Research Scholars

For the plagiarism of **minor** nature, the penalty would normally be reprimand i.e. an official warning issued in writing that repeating the same behavior may lead to severe penalties and getting an undertaking signed by the Research Scholar where he agrees to make necessary changes in the report. In addition to this, some marks would be deducted and Research Scholar may be prohibited from using college facilities like laboratories, library for some time period.

On repeating the same offence, it would be identified as offence of major nature and following penalty will be applicable:

For the plagiarism of **major** nature, the penalty would be revocation of the Ph.D. degree award and expulsion of the Research Scholar from the University permanently. Permanent remarks mentioning the act committed would be added in the file of the Research Scholar and the Research Scholar would be excluded from all future assessments of the University.

(ii) For Faculty

In case of the Faculty pursuing Ph. D. from MRU, if **minor** nature plagiarism occurs, the penalty would normally be reprimand i.e. an official warning issued in writing that repeating the same behavior may lead to severe penalties and getting an undertaking signed by the Faculty where he agrees to make necessary changes in the report. In addition to this, some marks would be deducted and the Faculty may be prohibited from using college facilities like laboratories, library for some time period.

In addition to above penalty there would be reduction in the increment of the concerned Faculty.

If **major** nature plagiarism occurs, the penalty would be revocation of the Ph. D. degree award and the increment would be set off for next one year or Faculty would be suspended for some time period