



**स्वामी राम हिमालयन विश्वविद्यालय**  
**Swami Rama Himalayan University**

## **POLICY FOR PREVENTION OF PLAGIARISM**

Approved by the Board of Management in its 23<sup>rd</sup> Meeting held on  
4<sup>th</sup> May 2019

**Swami Rama Himalayan University**

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

# SWAMI RAMA HIMALAYAN UNIVERSITY

## Policy for Prevention of Plagiarism

1. This policy shall be called the “Prevention of Plagiarism” in Swami Rama Himalayan University.
2. This policy shall apply on academic and research work done by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation, publication of research papers, chapters in books, full-fledged books and any other similar work.
3. This policy shall be deemed to have come into force from the date it has been approved by Board of Management of the University

### 4. Definitions

In this policy, unless the context otherwise requires-

- 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 any employee, student and researcher of the 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;
- e. “Departmental Academic Integrity Panel” shall mean the body constituted at the departmental/School level to investigate allegations of plagiarism;
- f. “Faculty” refers to a person who is teaching in any academic unit of the University and/or guiding the students enrolled in the University;
- 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 University level to consider recommendations of the departmental academic integrity panel and take appropriate decisions;
- 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 of study leading to the award degree;

  
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- k. "Researcher" refers to a person conducting academic / scientific research in University;
- l. "Script" includes research paper, thesis, dissertation, chapters in books submitted for assessment / opinion leading to the award of degrees. It also includes full-fledged books and any other similar work, or publication in print or electronic media by students or faculty or researcher or staff of University; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- 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; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in above at 4 (g) ;
- n. "Staff" refers to all non-teaching staff working in University 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;
- p. "University" means the Swami Rama Himalayan University;
- q. "Year" means the academic session in which a proven offence has been committed.

## 5. Objectives

- 5.1. To ensure that elements of academic integrity and originality are observed.
- 5.2. 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.
- 5.3. To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 5.4. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and to take necessary action against a student, faculty, researcher or staff of the University committing the act of plagiarism.

## 6. Awareness about Academic Integrity

- a) University/Heads of constituent academic units shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and

  
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specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

- b) University/Heads of constituent academic units shall conduct sensitization seminars/ awareness programmes on regular basis on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- c) Train faculty & staff, researchers and students for using plagiarism detection tools and reference management tools.
- d) Encourage faculty & staff, researchers and students to register on international researcher's Registry systems.

## 7. Curbing Plagiarism

- a) All the documents such as thesis, dissertation, publications or any other such documents shall be scanned through a Plagiarism detection tool/Software approved by the University, to ensure that such documents is free of plagiarism at the time of their forwarding/submission.
- b) Every faculty & staff, researcher, Ph.D scholars and student submitting a thesis, dissertation, reports or any other such documents to the University 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.
- c) Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University. Certification of the University to this effect should be attached with the thesis/dissertation/publications or any other documents
- e) The University shall instruct faculty & staff, researcher, Ph.D scholars and student 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.
- f) University shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".

## 8. Similarity checks for exclusion from Plagiarism

8.1 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.



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- 8.2 The research work carried out by the faculty, researcher, staff and student 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, upto 14 (fourteen) consecutive words.

## 9. Similarity checks for Plagiarism

### 9.1 Levels of Plagiarism

Plagiarism is quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Similarities upto 10% : Level 0 (Minor Similarities)
- ii. Similarities above 10% to 40% : Level 1
- iii. Similarities above 40% to 60% : Level 2
- iv. Similarities above 60% : Level 3

## 10. Detection/Reporting/Handling of Plagiarism

On suspecting with appropriate proof, that a case of plagiarism has happened in any document, the matter shall be reported to Departmental Academic Integrity Panel (DAIP). The DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the University.

### 10.1 Constitution and Power of DAIP /IAIP

#### A. Departmental Academic Integrity Panel (DAIP)

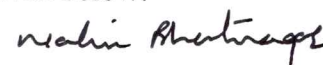
- i. All constituent colleges/schools of the University shall notify a DAIP whose composition shall be as given below:
  - a. Chairman - Head of the constituent college/school
  - b. Member - senior academician from outside the constituent college/school, to be nominated by the Chairman.
  - c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Chairman.

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.

#### B. Institutional Academic Integrity Panel (IAIP)

- i. University shall notify IAIP whose composition shall be as given below:



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- a. Chairman - Pro-VC/Dean/Senior Academician of the University.
- b. Member - Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
- c. Member - One member nominated by the Vice Chancellor from outside the University
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.

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).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in this policy.
- 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 Vice Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall communicate the report to the person(s) against whom inquiry report is submitted.

## 11. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG, Masters, Ph.D. and 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%** - No penalty
- ii. **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 6 months.

*Neelam Bhatnagar*  
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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's registration for that course shall be cancelled.

**11.1.1 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.

**11.1.2 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 decided by the competent authority.

## **11.2 Penalties in case of plagiarism in academic and research publications**

i. **Level 0: Similarities upto 10%** - No penalty

ii. **Level 1: Similarities above 10% to 40%** - Shall be asked to withdraw manuscript submitted for publication.

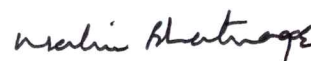
iii. **Level 2: Similarities above 40% to 60%** - shall be asked to withdraw manuscript submitted for publication, shall be denied a right to one annual increment(if any) and shall not be allowed to be a supervisor to any UG, PG, Master's, Ph.D. student/scholar for a period of two years.

iv. **Level 3: Similarities above 60%** - shall be asked to withdraw manuscript submitted for publication, shall be denied a right to two successive annual increments (if any) and shall not be allowed to be a supervisor to any UG, PG, Master's, Ph.D. student/scholar for a period of three years.

**11.2.1 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 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 from service shall be executed.

**11.2.2 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 competent authority.

**11.2.3 Penalty in case any authority is being charged for plagiarism-**If there is any complaint of plagiarism against the Head of constituent college/Head of University/ Authorities, then such member shall be excluded from the meeting(s) where his/her case is being discussed/investigated. A suitable action, in line with this policy, shall be taken by the Controlling Authority of the University.



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## 12. Maintaining Research record

- a) University shall create Institutional Repository on website which shall include dissertation / thesis / paper / publication and other in-house publications.
- b) Hard copies of all Masters, Research program's dissertations and thesis shall be maintained by the concerned Department/School.

13. Notwithstanding anything stated in this policy, for any unforeseen issues arising and not covered under this policy, or in the event of differences of interpretation, the Vice-Chancellor may take appropriate decision. The decision of the Vice-Chancellor in this regard shall be final.

14. The University reserves the right to amend this policy as and when required.

  
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