

Nava Nalanda Mahavihar
Nalanda

Anti-Plagiarism Policy and Regulations -2018

(Approved vide Academic Council resolution dated 15.11.2021)

1. Preamble

In pursuance of ‘University Grants Commission’s Academic Integrity and prevention of Plagiarism Regulation-2018 vide D. O. No F.1-18/2010 (CPP-II) dated 23 July 2018, 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 the original and genuine work. In the present era, huge information is available on the internet and other sources. In this context, plagiarism has become a serious problem. Thus, in compliance of the **UGC’s Regulations, Nava Nalanda Mahavihar has framed the following Regulations:**

2. University Academic Integrity Committee (UAIC)

There shall be a University Academic Integrity Committee for every Faculty whose composition shall be as follows:

- (i) Chairman - Pro-Vice Chancellor / Dean / Senior most Professor.
- (ii) Member – One Senior Academician to be nominated by the Vice Chancellor
- (iii) Member - One Senior member to be nominated by the Vice Chancellor
- (iv) Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.
- (v) Member Secretary- To be nominated by the Vice Chancellor.

The tenure of the committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 5 members (including member Secretary).

2.1 Role and Responsibilities of University Academic Integrity Committee

- (i) “The UAIC shall consider the recommendations of the Departmental Academic Integrity Committee.
- (ii) The UAIC shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (iii) The UAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff of the university.

- (iv) The UAIC shall have the power to review the recommendations of DAIC including penalties with due justification.
- (v) The UAIC shall send the report after investigation and the recommendation on penalties to be imposed on the researcher to the Vice Chancellor within a period of 45 days from the date of receipt of the recommendation of DAIC.
- (vi) The UAIC shall provide a copy of the report to the person(s) against whom inquiry report is submitted”.

3. Departmental Academic Integrity Committee (DAIC)

There shall be a Departmental Academic Integrity Committee (DAIC) whose composition shall be as given below:

- (i) Chairman - Head of the Department
- (ii) Member - Senior academician of the subject from outside the department, to be nominated by the Vice Chancellor.
- (iii) Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department .

The tenure of the members shall be for two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

3.1 Role and Responsibilities of Departmental Academic Integrity Committee (DAIC)

- (i) “The DAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff.
- (ii) The DAIC shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- (iii) The DAIC after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIC within a period of 45 days from the date of receipt of complaint.

4. Definition:

“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 acknowledgment of the source.

4.1 Methods of Plagiarism:

- (a) Quoting directly another person’s language, data, illustration, tables, etc. without due acknowledgment 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 acknowledgments.
- (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 ownwork without giving proper reference/citation.
- (e) And any other means which have not been listed here.

4.2 **Self-Plagiarism**

Copying/reproducing, in part or whole one's own published work without giving proper reference to that work.

4.3 **Golden Rule to avoid the Plagiarism:**

- (a) Always give the due credit to the original author (s) and give the proper citation and properreference.
- (b) Place the sentence in inverted commas, if you quote text verbatim.

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 thepurpose of its definition:

- i. Zero Level: Similarities up to 20% - no penalty
- ii. Low Level: Similarities above 20% to 40% - Research work / thesis will be returned back to the researcher for necessary changes provided he/she wish to submit again within 6 months.
- iii. Mid Level: Similarities above 40% to 60% - Research work thesis rejected, fresh writing needed, Supervisor will be debarred for two years for fresh registration.
- iv. High Level: Similarities above 60 % to 80 % - Researcher debarred for resubmission for thesame theme for 2 years, Supervisor is also debarred for two years.
- v. Very High level above 80% - Both debarred for research work for five years. Fresh work /new work after 5 years.

6. Procedure for Submission of Documents for Plagiarism check

University already has a subscription of a Plagiarism Check Software URKUND. It would be available in the university's Central Library. Any student, faculty, researcher and staff who wish to submit his/her final thesis, dissertation, research paper or any other such documents to the university or to some other agency, shall be required to submit the soft copy of the thesis/ dissertation/ manuscript to the librarian for the plagiarism check prior to final submission. The librarian shall supply the soft copy of the report generated on the plagiarism checking software and soft copy of the document to the concerned Head of the Department and to the concerned candidate.

7. Procedure for the reconciliation of plagiarism reports:

- 7.1 If a case of plagiarism is found in the report generated on the plagiarism checking software supplied by the librarian then Head of the Department shall call a meeting of DAIC to consider the report and shall summoned the candidate to hear the candidate's view. The DAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff. On hearing the candidate, the DAIC shall submit its recommendations keeping in view of the following guidelines:

The DAIC shall exclude the following at the time of performing the check:

- 7.1.1 All quoted work reproduced with all necessary permission and/or attribution
 - 7.1.2 All references, bibliography, table of content, preface and acknowledgments.
 - 7.1.3 Phrases
 - 7.1.4 All generic terms, laws, standard symbols and standards equations.
 - 7.1.5 Name of Institutions, Departments etc.
- 7.2 Departmental Academic Integrity Committee (DAIC) may recommend the penalty on the student/ researcher/ staff member on considering the severity of the Plagiarism to University Academic Integrity Committee (UAIC).
- 7.3 **Penalties in case of plagiarism in the submission of thesis and dissertations.**
- 7.3.1 **For Zero Level Similarity:** The similarity between documents is within the limit (not more than 20%) 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. The committee may recommend to UAIC that candidate may be to permitted to submit the thesis/ dissertation without any penalty.
 - 7.3.2 **For Low Level Plagiarism :** When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 20% to 50%), then the committee may recommend to UAIC that candidate may be allowed to resubmit the work with proper citations within a stipulated time period not exceeding 1 year.

- 7.3.3 **For 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 (above 50% to 80%). Then the committee may recommend to UAIC that the candidate shall be debarred from submitting a revised script for a period of one year and shall 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.
- 7.3.4 **For High-Level Plagiarism:** Deliberate and planned attempt to copy the work done by someone else. A large amount of data taken from someone else's work, artwork copying, source code copying etc. Intention to cheat is very clear. The similarity between documents is outside the limit (above 80%). Then the committee may recommend to UAIC that the candidate's registration may be cancelled.
- 7.3.5 **For Self Plagiarism:** "Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate-Annexure-III) 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 the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

- 7.3.6 **For Repeated Plagiarism:** The committee may recommend to UAIC the penalty on repeated plagiarism that such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In the case where plagiarism of the highest level is committed then the punishment for the same shall be operative.

7.4 **Penalties in case of plagiarism in academic and research publications**

- 7.4.1 **For Zero Level Similarity:** The similarity between documents is within the limit (not more than 20%) 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. The committee may recommend to UAIC that No further action is required.
- 7.4.2 **For Low-Level Plagiarism:** When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 20% to 50%), then the committee may recommend to UAIC that candidate shall be asked to withdraw manuscript.

7.4.3 **For 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 (above 50% to 80%). Then the committee may recommend to UAIC that

- The candidate shall be asked to withdraw manuscript.
- The faculty member shall be denied a right to one annual increment.
- The supervisor shall not be allowed to be a supervisor to any new Master's/ Ph.D. Student/scholar for a period of two years.

7.4.4 **For High-Level Plagiarism:** The similarity between documents is outside the limit (above 80%). Then the committee may recommend to UAIC that

- (i) The candidate shall be asked to withdraw manuscript.
- (ii) The faculty member shall be denied a right to two successive annual increments.
- (iii) The supervisor 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.

7.4.5 **For Repeated Plagiarism:** The committee may recommend to UAIC the penalty on repeated plagiarism that such student 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 the case where plagiarism of the highest level is committed then the punishment for the same shall be operative. In the case of High-level Plagiarism, offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

7.5 **Penalty on Plagiarism reported after the of Award of Degree/credit**

In case, any plagiarism is reported to the University when a degree or credit has already been awarded, then his/her degree or credit shall be put in abeyance for a period recommended by the UAIC and approved by the President.

7.5.1 Penalty on Plagiarism 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 UAIC and approved by the President.

iii

7.6 **Penalties by UAIC:** University Academic Integrity Committee (UAIC) shall impose penalty considering the severity of the Plagiarism. 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 any 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 and transparent manner.

- 7.7 The authorities of the 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 UAIC.
- 7.8 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 Committee (DAIC). Upon receipt of such a complaint or allegation, the DAIC shall investigate the matter and submit its recommendations to the University Academic Integrity committee (UAIC) of the University.
- 7.9 If there is any complaint of plagiarism against the Head of Department/Authorities at the university level, a suitable action, in line with these regulations, shall be recommended by the UAIC and approved by the Competent Authority.
- 7.10 If there is any complaint of plagiarism against any member of DAIC or UAIC, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.
- 7.11 If there is any complaint of plagiarism against the President of the university, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the university.
- 8.** Every student submitting a thesis/ dissertation, or any other such documents to the University shall be required to 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 (**Annexure - II**). The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the university.
- 9.** Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free (**Annexure-I**).
- 10.** The approved policy shall be placed on the website of Nava Nalanda Mahavihara..
- 10.1. Soft copies of all Masters, Research program's dissertations and thesis shall be submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- 10.2. All the thesis/dissertation/ paper/publication and other in-house publications of the university shall 'be displayed on the University Repository on the university's website.
- 11.** Savings: In case of any dispute of any nature related to plagiarism shall finally be decided by the Academic Council..