



# JIS College of Engineering

(An Autonomous Institute)

Block 'A', Phase-III, Kalyani, Nadia, Pin-741235,

Phone : (033) 2582-2865/ 2138 Fax : (033) 2582-2138

Website: [www.jiscollege.ac.in](http://www.jiscollege.ac.in), Email: [info@jiscollege.ac.in](mailto:info@jiscollege.ac.in)

## POLICY ON MAINTAINING ACADEMIC INTEGRITY AND ANTI PLAGIARISM

This was approved by Academic Council

Dated 10th Nov, 2018

### General

under Agenda No 6-Misc

UGC has recently issued guidelines on the above subject vide its gazette notification of 23 July 2018 ;and whereas, assessment of academic and research work done leading to the partial fulfilment for the award of degrees at Undergraduate, Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by the Institute.

### Definitions

The definitions as given in UGC regulations, shall apply. However, some Important ones are reproduced below:

- (a) "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- (b) "Department Academic Integrity Panel" shall mean the body constituted at the Department level to investigate allegations of plagiarism;
- (c) "Institute Academic Integrity Panel" shall mean the body constituted at Institute to consider recommendations of the School 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 Institute level;
- (d) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- (e) "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, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- (f) "Source" means the published primary and secondary material from any source whatsoever and includes

### Scope of Policy

This policy and procedures thereto, aim to describe the steps instituted by the Institute to curb academic dishonesty and research misconduct in the form of:

- (a) Plagiarism: – Includes incorporating quotation(s) or paraphrasing from the work of another





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person (s) without acknowledgment and Copying or representing or submitting the work of another person as one's own.

(b) Cheating: Attempting to gain unfair advantage in an assessment by dishonest means and includes cheating in an examination, soliciting or receiving information or providing information to, another student or any other unauthorized source through written and printed material, including electronic and digital sources and devices, with the intent to deceive while completing an examination.

(c) Misinterpretation of research and publication: Fabrication, falsification of research work, research publications as book chapters, journal articles and/or conference publications.

(d) Utilizing Previously submitted work: Submitting academic/ research related material that has been previously submitted in whole or in substantial part in another course, without prior and expressed consent of the mentor/ teacher.

5. The policy shall not only be applicable for Masters and PhD degree documents, but may also be extended to the Undergraduate programs

### Documents coming under Preview of Plagiarism Check/Exclusions and Levels

6. The documents shall include 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 the Institute; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc;

7. What is to be excluded from similarity checks

(a) The similarity checks for plagiarism shall exclude the following:

(b) All quoted work reproduced with all necessary permission and/or attribution.

(c) All references, bibliography, table of content, preface and acknowledgements.

(d) all generic terms, laws, standard symbols and standards equations.

Note:

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.

8. Levels of Plagiarism: would be quantified into following levels in ascending order of severity for the purpose of its definition:

(a) Level 0: Similarities up to 25%

(b) Level 1: Similarities above 25% to 40%

(c) Level 2: Similarities above 40% to 60%

(d) Level 3: Similarities above 60%

### Detection and Reporting



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If any member of the academic community who suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Department Academic Integrity Panel. Upon receipt of such a complaint or allegation the Department Academic Integrity Panel shall investigate the matter and submit its recommendations to the Institute Academic Integrity Panel.

### Department Academic Integrity Panel (DAIP)

- (a) Chairman - Head
- (b) Member - Senior academician from outside the department, to be nominated by the President.
- (c) 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).

- (e) Roles and Power of DAIP:.

(I) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

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

(III) The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

### 11. Institute Academic Integrity Panel (IAIP)

- (a) Chairman – Dean R&D
- (b) Member - Senior Academician other than Chairman, to be nominated by the HoI
- (c) Member - One member nominated by the HoI outside the Institute.
- (d) Librarian or a person well versed with anti-plagiarism tools, to be nominated by the HoI.
- (e) The Chairman of DAIP and IAIP shall not be the same.
- (f) The quorum for the meetings shall be 3 out of 4 members (including Chairman).

### Roles and Powers of IAIP:

(I) The IAIP shall consider the recommendations of DAIP.

(II) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

(III) The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the Institute.

(IV) The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

(V) 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 IAIP/complaint / initiation of the proceedings.

(VI) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is



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submitted.

### **Procedure for Plagiarism Check for PhD Thesis**

Only those Scholars who have fulfilled the requirement for submission of Thesis as per rules of the Institute shall be allowed to submit the same. It should have declarations of Scholar as well as Supervisor, as per format provided in PhD rules, to indicate that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

The Supervisor, after verification of certificates shall submit the soft copy of thesis to the Librarian (Custodian of anti-plagiarism software and who shall also be responsible to use the tool to run the anti-plagiarism script ) , with a request to carry out anti plagiarism check and provide a report on same .

The anti-plagiarism report shall be generated by the Librarian and the report shall be submitted to the Dean Research and Consultancy (Dean(R&C) along with the thesis, indicating the level of similarity.

Dear(R&C) shall evaluate the report and dispose as below

- (a) In case of Level 0, clear the Thesis to be processed as per the rules
- (b) In case of Level 1, Such student shall be asked to submit a revised script of Thesis within a stipulated time not exceeding 6 months.
- (c) In case of Level 2 and 3 –Refer the case to DAIP to deal with as per penalty regulations of UGC including de -registration of student, if required.

Procedure for Plagiarism Check for other Documents like research Papers etc, as Per Para 6 above

Author shall be required to submit his /her paper to the Librarian for plagiarism check, after taking approval from the HoD and before submission of paper to the conference/Journal.

Any publication which is not submitted for plagiarism check shall not be accepted for accreditation to the author or credited during annual appraisal or InstituteData .

The certificate provided by the Librarian shall be submitted to the HoD for records or in case the level is noted to be between 1-3, the concerned HoD shall report the matter to DAIP.

### **Penalties Which Can be Imposed**

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 Institute 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.

18. Penalties in case of plagiarism in submission of thesis and dissertations



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Institute Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- (I) Level 0: Similarities up to 25% - Minor Similarities, no penalty.
- (II) Level 1: Similarities above 25% to 40% - Such student shall be asked to submit a revised script within a stipulated time not exceeding 6 months.
- (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 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 reported and prima facie proved on a date later than the date of award of degree (Masters/PhD) or award of credit (in appraisal) ) as the case may be, then the Institute shall initiate steps to declare such degree or awarded credit as invalid. In such cases, the degree /award shall be put in abeyance , for a period required to call the beneficiary and/ or meet him/her for an opportunity to explain the reason for such reported misconduct. The period shall be recommended by the IUAIP and approved by the HoI. Following steps shall then be initiated:

- (a) Withdraw the theses from all repositories, such as Shodh Ganga/Inflibnet
- (b) Issue show cause notice to the author to report for Investigation/explain the conduct.
- (c) In case, the beneficiary does not cooperate with investigation, information may be sent to his/her employer.

## 19. Penalties in case of Plagiarism in Academic and Research Publications

- (a) Level 0: Similarities up to 25% - Minor similarities, no penalty.
- (b) Level 1: Similarities above 25% to 40%- HoD Shall be ask the author to withdraw manuscript.
  - (I) Shall be asked to withdraw manuscript.
  - (II) Shall be denied a right to one annual increment.
  - (III) 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%
  - (I) Shall be asked to withdraw manuscript.
  - (II) Shall be denied a right to two successive annual increments.
  - (III) 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.

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 Institute

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is



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proved on a date later than the date of benefit or credit obtained then

- (I) Benefit or credit given to the author shall be put in abeyance for a period recommended by IAIP, to complete its investigation and approved by the HoI.
- (II) Withdraw the Publication from all repositories.
- (III) Issue show cause notice to the author to report for Investigation/explain the conduct.
- (IV) In case, the beneficiary does not cooperate with investigation, information may be sent to his/her current employer in case have left the Institute.
- (V) On completion of Investigation and approval of penalty, promulgate the same , through CoE office or communicate the same to the current employers of the author

Note 3 : Procedure to be followed in case of student submits the paper independently or as a joint author in a group of students

The submission of paper /Project for anti-plagiarism check shall be done under the supervisor/guide,

In case plagiarism is detected, the matter shall be reported to Unfair means committee, depending upon the level .

- (I) Level 0: Similarities up to 25% - Minor Similarities, no penalty.
- (II) Level 1 to Level 3 : Similarities above 10% . The student or group of students shall be investigated under rules for Unfair means (UFM) by a committee on UFM and awarded penalty as recommended and approved under UFM rules .