

## UNIVERSITY POLICY OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM

### 1. Preamble

The ICFAI University Jaipur (IUJ) recognizes the importance of academic integrity among students, faculty, researchers, and staff in keeping with its core values in research and innovation with the highest standards of knowledge. The university has a zero-tolerance policy towards academic and research malpractice, especially plagiarism. The claims of unintentional plagiarism shall be considered as an offense and dealt without any leniency. Further, to ensure credibility and quality of research and innovation, the university deplores text-recycling or self-plagiarism.

The University Grants Commission in order to maintain the academic integrity and originality in various relevant processes adopted by Higher Educational Institutions (HEIs), has notified a regulation called the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulation, 2018 vide notification number F.1-18/2010 (CPP-II) dated 23rd July 2018, and a public notice on Self-plagiarism N.F.I-112020(SECY) dated 20th April 2020.

### 2. Definitions -

The definitions as given in UGC regulations, shall apply as mentioned below:

- 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 a student or a faculty or a researcher or staff of IUJ 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. "Faculty" refers to a person who is teaching and/or guiding students enrolled at IUJ in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- f. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer-generated microfiche;

- g. "University Academic Integrity Panel" shall mean the body constituted at university level to 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 university level;
- h. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- i. "Self-plagiarism or 'text-recycling'" means reproduction, in part or whole, of one's own previously published work without adequate citation and proper acknowledgment and claiming the most recent work as new and original for any academic advantage;
- j. "Program" means a program of study leading to the award of a masters and research level degree;
- k. "Researcher" refers to a person conducting academic / scientific research in IUJ;
- l. "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 IUJ; 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 Regulation 2 (l);
- n. "Staff" refers to all non-teaching staff working in IUJ 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 in any mode of study (full time or part-time or distance mode);
- p. "University" means The ICFAI University Jaipur (IUJ);
- q. "Year" means the academic session in which a proven offence has been committed.

### 3. Objectives

- 3.1 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.

3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism.

#### **4. Awareness Programs and Trainings:**

- (a) IUJ 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 specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- (b) IUJ shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) IUJ shall:
  - i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
  - ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
  - iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of IUJ.
  - iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
  - v. Establish facility equipped with modern technologies for detection of plagiarism.

#### **5. Curbing Plagiarism**

- a) IUJ shall declare and implement the technology-based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to IUJ 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.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by IUJ.

- e) IUJ shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of IUJ website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- g) IUJ 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*".
- h) IUJ shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

## **6. Self-plagiarism/ Text-recycling**

6.1 It includes:

- a) republishing the same paper already published elsewhere without due and full citation;
- b) publishing smaller/excerpted work from a longer and previous without due and full citations in order to show a larger number of publications;
- c) reusing data already used in a published work, or communicated for publication, in another work without due and full citation;
- d) breaking up a longer/larger study into smaller sections and publishing them as altogether new work without due and full citation;
- e) paraphrasing one's own previously published work without due and full citation of the original.

6.2 Self-citations do not add any number/s to the individual's citation index or h-index in global academia.

6.3 The university shall monitor the self-plagiarism during academic and research performance/evaluation and assessment (promotions, selections, credit allotment, award of research degrees).

## **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 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

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

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

## 9. 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 University Academic Integrity Panel (UAIP). Upon receipt of such a complaint or allegation the UAIP shall investigate the matter within a period of 10 days from the date of receipt of complaint / initiation of the proceedings.

The authorities of IUJ can also refer *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by IUJ on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

## 10. University Academic Integrity Panel (UAIP)

IUJ shall notify a UAIP whose composition shall be as given below:

- a. Chairman - Pro-president/Dean/Senior Academician of IUJ.
- b. Member - Senior Academician other than Chairman, to be nominated by Honorable President- IUJ.
- c. Member - One member nominated by Honorable President- IUJ from outside IUJ.
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by Honorable President- IUJ.

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).

- i. The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- ii. The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of IUJ.
- iii. The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to Honorable President- IUJ within a period of 10 days from the date of receipt of complaint / initiation of the proceedings.

- iv. The UAIP shall provide a copy of 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 Masters and Research programs and on researcher, faculty & staff of IUJ 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**

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities upto 10%** - Minor Similarities, no penalty.
- ii. **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.
- 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 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 UAIP and approved by Honorable President- IUJ.

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

**I. Level 0: Similarities up to 10%** - Minor similarities, no penalty.

**II. Level 1: Similarities above 10% to 40%**

- i) Shall be asked to withdraw manuscript.

**III. Level 2: Similarities above 40% to 60%**

- i Shall be asked to withdraw manuscript.
- ii 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.

**IV. Level 3: Similarities above 60%**

- i Shall be asked to withdraw manuscript.
- ii 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 IUJ.

**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 by UAIP and approved by Honorable President- IUJ.

**Note 3:** IUJ shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of IUJ is checked for plagiarism at the time of forwarding/submission.

**Note 4:** If there is any complaint of plagiarism against the Honorable President- IUJ, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of IUJ.


**Note 5:** If there is any complaint of plagiarism against the Head of Department/ Deans /Associate Deans/Authorities at the university level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority.

**Note 6:** If there is any complaint of plagiarism against any member of UAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

## 12. Removal of Difficulty

The ICFAI University, Jaipur reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations as per the university norms.

  
Col. Sanjiv Banerjee (Retd.)  
Registrar

  
Dr. H P Singh, VSM  
President

