

**Plagiarism Policy**

**Definition:**

**Plagiarism**

'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 Plagiarism involves copying of phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

**Self-Plagiarism**

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

**Methods of plagiarism:**

- i. Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgement of the source.
- ii. Copying a section of book / article / report / monograph / dissertation / thesis without proper citation.
- iii. Buying, stealing or borrowing assignments, experiments/results.
- iv. Paragraphing the work of others without due acknowledgements to the original author.
- v. Using ideas of someone else without crediting the originator.
- vi. Copying, cutting and pasting from the internet or any other form of online source and submitting as one's own work without giving proper reference/citation.

**Levels of Plagiarism and Penalties:**

As per the UGC guidelines, the level of plagiarism is quantified and it is given below:

***Penalties in case of plagiarism in research publications:***

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

**Level 1:** Similarities above 10% to 40%: Shall be asked to withdraw manuscript.

**Level 2:** Similarities above 40% to 60%: Shall be asked to withdraw manuscript.

Shall be denied a right to one annual increment. Shall not be allowed to be a supervisor to any new Master's, M.Phil. Student/scholar for a period of two years.

**Level 3:** Similarities above 60%: Shall be asked to withdraw manuscript.

Shall be denied a right to two successive annual increments. Shall not be allowed to be a supervisor to any new Master's, M.Phil., 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 University.

**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 and approved by the Committee constituted by the Vice-Chancellor.

***Penalties in case of plagiarism in submission of thesis:***

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

**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.

**Level 2:** Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

**Level 3:** Similarities above 60% - Such Scholar's registration for that programme shall be cancelled.

**Note 1:** Penalty on repeated plagiarism Such Scholar 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 and approved by the Committee constituted by the Vice-Chancellor.

**Procedure to check the Plagiarism / Self-Plagiarism in Publication, Synopsis & Thesis:**

- All supervisors are eligible to obtain login credentials in Urkund (Ouriginal) to check for similarities in their scholarly publications, synopses, and theses.
- The document to be checked for similarity should be uploaded to the Urkund software using the supervisor's login credentials.
- Once the document is fully uploaded to Urkund, the plagiarism similarity check will exclude the following:
  - i. Quoted work that has been reproduced with proper permission and/or attribution.
  - ii. References, bibliography, table of contents, preface, and acknowledgements.
  - iii. Generic terms, laws/principles, standard symbols, and standard equations/formulas.
  - iv. When the same document is checked for similarity multiple times, the duplicates will be excluded.
  - v. When checking thesis documents for similarity, the claimed publications in the thesis will be excluded. Additionally, unclaimed publications meeting the conditions specified in clause 16.2 of the Ph.D. regulations will also be excluded.
- After checking the documents for similarity and ensuring a plagiarism level of 0, the scholar should submit the report generated by the plagiarism checking software.
- The Centre for Research (CFR) will review the scholar's publications, synopses, and theses for similarity and verify the submitted plagiarism report.
- If any scholar's publications, synopses, or theses are found to be plagiarized, the scholar will be called for an inquiry at CFR and will be advised to rectify the plagiarism. The scholar must resubmit the documents with the appropriate penalty prescribed by the UGC.