



TEERTHANKER MAHAVEER UNIVERSITY MORADABAD

UNIVERSITY ORDINANCE FOR PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM

[In pursuance of the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018]

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Preamble

Assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Masters and Research level [Ph.D. and M.Phil], 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, publication in the University journal, proceedings of Seminars, workshops, conferences 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 University.

Taking into consideration the UGC regulations notified, as referred to above, the following shall be the University ordinance for the Promotion of Academic Integrity and Prevention of Plagiarism.

1. Short title, application and commencement

- (a) These regulations shall be called the **Teerthanker Mahaveer University Promotion of Academic Integrity and Prevention of Plagiarism 2018**.
- (b) They shall apply to the students, faculty, researchers and staff of all Colleges and departments in the Teerthanker Mahaveer University Moradabad.
- (c) These regulations shall come into force from August 31, 2018. **[Notified by UGC vide D.O.No F.1-18/2010(CPP-II) dated August 6, 2018]**

2. Definitions

In these regulations, 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 a student or a faculty or a researcher or staff of Teerthanker Mahaveer University who claims to be the creator of the work under consideration;
- (c) **“Commission”** means the University Grants Commission as defined in the University Grants Commission Act, 1956;

- (d) **“Common Knowledge”** means a well known fact, quote, figure or information that is known to most of the people;
- (e) **“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;
- (f) **“Faculty”** refers to a person who is teaching and/or guiding students enrolled in Teerthanker Mahaveer University in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- (g) **“Information”** includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- (h) **“College Academic Integrity Panel”** shall mean the body constituted at the College level to investigate allegations of plagiarism;
- (i) **“University Academic Integrity Panel”** shall mean the body constituted at University level to consider recommendations of the college 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 institutional level;
- (j) **“Plagiarism”** means the practice of taking someone else’s work or idea and passing them as one’s own.
- (k) **“Programme”** means a programme of study leading to the award of a masters and research level degree [Ph.D. & M. Phil];
- (l) **“Researcher”** refers to a person conducting academic / scientific research in Teerthanker Mahaveer University;
- (m) **“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 Teerthanker Mahaveer University; however, this shall exclude class assignments / term papers / project reports/ industrial training / course work / essays and answer scripts etc.;
- (n) **“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;
- (o) **“URCC”** and **“CRC”** shall mean the University Research and Consultancy Cell and College Research Committee respectively as defined in the Ordinance for Degree of Doctor of Philosophy (Ph.D.) of Teerthanker Mahaveer University.

- (p) **“Staff”** refers to all non-teaching staff working in Teerthanker Mahaveer University in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- (q) **“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);
- (r) **“University”** means Teerthanker Mahaveer University Moradabad;
- (s) **“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 and punish a student, faculty, researcher or staff of the University committing the act of plagiarism.

4. Awareness Programs and Trainings

- (a) CRC shall instruct students, faculty, researchers 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) CRC 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) All Colleges having Masters and PhD program 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) Train student, faculty, researchers and staff for using plagiarism detection tools and reference management tools.

- iv) University shall establish facility equipped with modern technologies for detection of plagiarism.
- v) Encourage students, faculty, researchers and staff to register on international researcher's registry systems.

URCC will ensure to include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for researchers, faculty and staff members from time to time.

5. Curbing Plagiarism

- (a) CRC shall declare and implement the technology based mechanism using appropriate software, presently being turnitin, 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 students, faculty, researchers and staff etc., from the office of the Head of the College or the URCC.
- (c) Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him/ her and that the document is his/her original work and within similarly limits as defined under Para 6 below **Annexure – A**.
- (d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool as approved by the University and report duly signed by the Head of the College and supervisor(s) will be enclosed.
- (e) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free. **Annexure – A**
- (f) URCC shall create University Repository College wise on the University website, which shall include dissertation / thesis / paper / publication and other in-house publications to be updated in the first week of each month.

6. Similarity checks for exclusion from Plagiarism

CRC of each college will be the authority to ensure the compliance of the provisions of this Ordinance. CRC will ensure that all the Research work including but not limited to dissertations / thesis for completion of the Post Graduate program, M.Phil. / Ph.D. term papers and thesis, research papers published as part of the requirement for the award of the Master, M.Phil, Ph.D. degree, publication of papers by students, researchers, faculty and/or staff, publications of the University in the form of journals, proceedings of Seminars, Workshops or Conferences etc. would need compulsory check with the help Internet-based plagiarism-prevention service, -TURNITIN, or any other tool specified by the

University from time to time. A certificate generated by this application is to be compulsorily appended with every research project; thesis / dissertation / Ph.D., term paper / submitted by the student / researcher to the college / department. Details in case of publications in journals, proceedings of Seminars, Workshops or Conferences etc., will be maintained by the office of the respective Chairman CRC, and monthly report along with links of the published papers or soft copy of the same will be forwarded to the office of the Joint Registrar – Research Cell for uploading in the University web site repository by the 5th of each month.

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas.

The acceptable level of similarity in dissertation/ thesis will be upto 10%. However, there shall be no similarity acceptable in abstract, summary, hypotheses, observations, results, conclusions and recommendations

The similarity checks for plagiarism shall exclude the following:

- a) All quoted work reproduced with all necessary permission and/or attribution.
- b) All references, bibliography, table of content, preface and acknowledgements.
- c) All generic terms, laws, standard symbols and standards equations.
- d) Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

7. Levels of Plagiarism

After checking the plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition by the Head of the CRC:

- **Level 0:** Similarities upto 10%
- **Level 1:** Similarities above 10% to 40%
- **Level 2:** Similarities above 40% to 60%
- **Level 3:** Similarities above 60%

8. Detection/Reporting/Handling of Plagiarism

In case the level of similarity is more than 10%

OR

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, and reports to the head of the college

OR

In case of receipt of complaint from any authority reading plagiarism

The Head of the College shall report it to the College Academic Integrity Panel (CAIP)

Upon receipt of such a complaint or allegation the CAIP shall investigate the matter and submit its recommendations to the University Academic Integrity Panel (UAIP) of the University.

The authorities of University can also take *suomotu* 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 UAIP.

9. College Academic Integrity Panel (CAIP)

- (a) All Colleges of the University shall notify a CAIP whose composition shall be as given below:
- i) Chairman – Principal of the College
 - ii) Member – Senior academician from outside the College, to be nominated by the Vice Chancellor.
 - iii) Member – A person well versed with anti plagiarism tools, to be nominated by the Vice Chancellor.

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).

- (b) The CAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- (c) The CAIP shall have the power to assess the level of plagiarism and recommend penalties accordingly.
- (d) The CAIP 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.

10. University Academic Integrity Panel (UAIP)

- (a) University shall notify a UAIP whose composition shall be as given below:
- i) Chairman – Pro-VC/Dean/Senior Academician of the University or Chairman of URCC nominated by the Vice Chancellor.
 - ii) Member – Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
 - iii) Member – One Senior Academician nominated by the Vice Chancellor from outside the University

- iv) Member – A person well versed with anti-plagiarism tools, to be nominated by Vice Chancellor.

The Chairman of CAIP and UAIP 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).

- (b) The UAIP shall consider the recommendations of CAIP.
- (c) The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (d) The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.
- (e) The UAIP shall have the power to review the recommendations of CAIP including penalties with due justification.
- (f) The UAIP shall send the report to Vice Chancellor after investigation and the recommendation on penalties to be imposed within a period of 45 days from the date of receipt of recommendation of CAIP/complaint / initiation of the proceedings.
- (g) 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 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

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

- **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 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 the Vice Chancellor.

11.2. Penalties in case of plagiarism in academic and research publications of the faculty of the University.

- **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., Ph.D. 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., 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 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 by UAIP and approved by the Vice Chancellor.

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

forwarding/submission. A record of all such check and the report shall be maintained in the office of the Head of the College and a monthly report will be submitted for all papers to the office of the Member Secretary URCC, presently handled by the Joint Registrar.

Note – 4: If there is any complaint of plagiarism against the Head of the College or the University, a suitable action, in line with these regulations, shall be taken by the Vice Chancellor and Chancellor respectively.

Note – 5: 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 UAIP and approved by the Vice Chancellor.

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

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Deans/Director/Principal of the Colleges. The decision of the Vice-Chancellor shall be final and binding.

DECLARATION

I do hereby declare that the thesis/ dissertation titled “ _____ ”

submitted to Teerthanker Mahaveer University in partial fulfillment of the requirement for the award of the degree of _____ is a record of original work done by me during the period of my study under the supervision and guidance of _____.

This dissertation/ thesis has not formed the basis for the award of any Degree/ Diploma/ Associateship/ Fellowship or similar other title to any candidate of any University.

Signature: _____

Candidate's Name: _____

Registration No.: _____

Place: _____ **Date:** _____

Certified that the above work is a record of original work done by _____ during the period of his/her study under my/our supervision and guidance.

This dissertation/ thesis has not formed the basis for the award of any Degree/ Diploma/ Associateship/ Fellowship or similar other title to any candidate of any University.

Supervisor(s) Signature: _____

Name: _____

Place: _____ **Date:** _____

The manuscript has undergone plagiarism check by Turnitin software

(Submission ID: _____) on _____ and the similarity index has been found to be _____, which is within the accepted norms / is beyond the permissible limit University Ordinance for Promotion of Academic Integrity and Prevention of Plagiarism.

Copy of the report is enclosed.

Chairperson, College Research Committee
Name of the College/ Department
Teerthanker Mahaveer University