



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM REGULATIONS

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Preamble

Ethics and honesty are the two most important and integrated components of the academic activities in teaching or research, which are founded upon extremely high moral values. There cannot be any room for claiming the credit for the work she/he has not undertaken. Many times it is observed that some of the “researchers/academicians” knowingly or unknowingly publish or present other’s work as their own. Such acts will affect healthy academic atmosphere in the academic institution, which will also harm the reputation of the academic institution as well as the individual. It is, therefore, necessary for any reputed and prestigious university to formulate well defined Guidelines to check menace of plagiarism. Accordingly Vinayaka Mission’s Research Foundation (Deemed to be University) VMRF (DU) has framed the following guidelines in line with the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018 (vide No. F.1- 18/2010(CPP -II) dated 23rd July, 2018.

Definition of Plagiarism

- Submitting someone else's work as one’s own;
- Copying words or ideas from someone else, without giving credit to the original work;
- Failing to put a quotation with quotation marks;
- Giving incorrect information about the source of a quotation;
- Changing words but copying the sentence structure of a source without giving credit to the original work;
- Copying more than 20 words continuously from a source, whether you give credit to the original work or not; and
- Manipulation or misinterpretation of others’ work (published or un-published) as her/his own by modifying numerical values in figures, tables and illustrations.

Short title, application and commencement

- a) These regulations shall be called the VMRF (DU) Academic Integrity and Prevention of Plagiarism Regulations,2018 in line with UGC Regulation dt.23rd July,2018.
- b) They shall apply to the students, faculty, researchers and staff of all Higher Educational Institutions of VMRF (DU).
- c) These regulations shall come into force with immediate effect

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 Higher Educational Institution (VMRF(DU) who claims to be the creator of the work under consideration;
- c) VMRF(DU) means Vinayaka Mission’s Research Foundation (Deemed to be University)
- d) “Commission” means the University Grants Commission as defined in the University Grants Commission Act,1956;
- e) "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;
- f) “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;
- g) “Departmental Academic Integrity Panel” shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- h) “Faculty” refers to a person who is teaching and/or guiding students enrolled in VMRF(DU) in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;

- i) "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- j) "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental 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;
- k) "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- l) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- m) "Programme" means a programme of study leading to the award of a masters and research Level degree;
- n) "Researcher" refers to a person conducting academic / scientific research in VMRF(DU);
- o) "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 VMRF(DU) ; however this shall exclude assignments/term papers/project reports/coursework/essays and answer scripts etc.
- p) "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);
- q) "Staff" refers to all non-teaching staff working in VMRF(DU) in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- r) "Students" Means a person duly admitted and pursuing a programme of study including are search programme in any mode of study (full time or part time or distance mode)
- s) " University" means a University established or incorporated by or under a central Act, a provincial Act or a state Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
- t) "Year" means the academic session in which a proven offence has been committed. Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

Objectives

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

- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish student, faculty, researcher or staff of the VMRF (DU) committing the act of plagiarism.

Duties of University:

- a) VMRF (DU) should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

b) Awareness Programs and Trainings:

- I. VMRF (DU) 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.
- II. VMRF (DU) 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). VMRF (DU) Shall:

- i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG/postgraduate (PG)/Master's Degree etc. as a compulsory coursework/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 the VMRF (DU).
- 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.
- vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems,

Curbing Plagiarism

- a) VMRF(DU) implements the technology based mechanism using anti-plagiarism software so as to ensure that documents such as thesis, dissertation, publications or and 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 from the designated office of the University.
- c) Every students 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 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 the university.
- e) VMRF(DU) devised a policy on plagiarism and approved by the statutory bodies/ authorities. The approved policy placed on the homepage of the VMRF(DU) website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free
- g) VMRF(DU) shall submit the softcopies of all Maters, Research program's dissertations and thesis to INFLBNET within a month after the award of degree for hosting in the digital repository under the "ShodhGangae repository".

- h) VMRF (DU) created Institutional Repository on institute website which shall include dissertation/ thesis /Paper/ Publication and other in – house publications.

Similarity check for exclusion from plagiarism

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 standard 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.

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 up to 10% Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2 : Similarities above 40% to 60%
- iv. Level 3 : Similarities above 60%

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 departmental Academic integrity panel (DAIP) Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the institutional academic integrity panel (IAIP) of the VMRF (DU)

The authorities of VMRF (DU) 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 VMRF (DU) on the basis of findings of an examiner. All such cases will be investigated by all IAIP.

Departmental Academic Integrity Panel (DAIP)

- i. For Ph.D Candidates the Doctoral Committee and the Plagiarism Software Expert (Research Coordinator of the Constituent Unit) Shall act as a DAIP of the each candidate registered.
- ii. In addition, all departments in VMRF(DU) constituent colleges shall notify a DAIP whose composition shall be as given below:
 - a) Chairman- Head of the Department
 - b) Member-Senior academician from outside the department, to be nominated by the HOI.
 - c) Member – A person (Research Coordinator of the Institution) well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

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).

- iii. The DAIP Shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iv. The DAIA Shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

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

Institutional Academic Integrity Panel (IAIP)

- i. VMRF(DU) shall notify a IAIP whose composition shall be as given below:
 - a) Chairman- Pro- VC/ Dean/Senior Academician of the VMRF (DU).
 - b) Member- Senior Academician other than Chairman, to be nominated by the Head of VMRF(DU)
 - c) Member –One Member nominated by the Head of VMRF(DU) from outside the VMRF(DU)
 - d) Member –A person well versed with anti- plagiarism tools, to be nominated by the head of the VMRF(DU)

The Chairman of DAIP and IAIP 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).

- ii. The IAIP shall consider the recommendations of DAIP
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in the regulations
- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of VMRF (DU).
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the head of the VMRF (DU) within a period of 45 days from the date of receipt of recommendation of DAIP /Complaint/initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

Penalties

Penalties in the case of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the VMRF (DU) 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.

Penalties in case of plagiarism in submission of thesis and dissertations

Institutional academic integrity panel (IAIP) 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 the 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 IAIP and approved by the Head of the Institution.

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 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.
- iv. Level3: 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 in a 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 VMRF (DU).

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 IAIP and approved by the head of the institution.

Note 3: VMRF (DU) 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 VMRF (DU) is checked for plagiarism at the time of forwarding /submission.

Note 4: if there is any complaint of plagiarism against the Head of a VMRF (DU), a suitable action, in line with these regulations, shall be taken by the controlling Authority of the VMRF (DU).

Note 5: if there is any complaint of plagiarism against the Head of Department /Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the competent authority.

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

Procedure for plagiarism check

The University provides plagiarism checker software(s) to detect the similar textual content already published in various information sources. This facility will be available in all the institutions of VMRF (DU). It is the responsibility of the Research scholars and supervisors to check the soft copy of the Ph.D/ Post- Ph.D theses and documents for plagiarism, using the plagiarism detection software, while submitting their theses to the University.

Format for plagiarism check certificate

**VINAYAKA MISSION'S RESEARCH FOUNDATION
(DEEMED TO BE UNIVERSITY) SALEM, TAMILNADU
CERTIFICATE OF PLAGIARISM CHECK**

1	Name of the Research Scholar/Student	
2	Title of the Thesis / Dissertation	
3	Name of the Supervisor	
4	Department/ Institution/ Research Centre	
5	Similar content (%) identified	
6	Acceptable Maximum Limit	10%
7	Software Used	
8	Date of Verification	

*Report on plagiarism check, specify included/excluded item with % of similarity to be Attached

Check by (with Name, designation & Signature):

Research Coordinator of the Institution

Name & Signature of the Researcher:

Name & Signature of the Supervisor:

Certificate for Plagiarism

It is certified that PhD Thesis Titled-----

-----by -----

-----has been examined by us. We undertake the follows:

- a) Thesis has significant new work/knowledge as compared already published or are under considerations to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
- b) The work presented is original and own work of the author (ie. There is no plagiarism). No ideas, processes, results or words of others have been presented as author own work.
- c) There is no fabrication of data or results which have been compiled / analyzed.
- d) There is no falsification by manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- e) The thesis has been checked using Plagiarism checking software (copy of originality report attached) and found within limits as per university plagiarism policy and instructions issued from time to time

NAME & SIGNATURES OF THE DEPARTMENT ACADEMIC INTEGRITY PANEL/DOCTORAL COMMITTEE*

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Note: In the case of Languages like Malayalam, Tamil, etc. On which no software is available for plagiarism check, a manual check shall be made by the Doctoral Committee, for which an additional certificate has to be attached.