

MANAV RACHNA UNIVERSITY, FARIDABAD

MANAV RACHNA UNIVERSITY PLAGIARISM POLICY (FIRST AMENDMENT) REGULATION, 2018

(Approved by Board of Management on 15.12.2018)

MANAV RACHNA UNIVERSITY, FARIDABAD

Manav Rachna University Plagiarism Policy (First Amendment) Regulation, 2018.

- 1 (i) This regulation shall be called Manav Rachna University Plagiarism Policy (First Amendment) Regulation, 2018 Short title and commencement:
- (ii) This shall apply to the students, faculty, researchers and staff of the Manav Rachna University
- (iii) This shall come into force from the date Board of Management approved the Regulation.

- 2 In the Manav Rachna University (Third) Regulation, 2017 (herein after referred to as principal Regulation) after the clause 1, the following clause shall be inserted Insertion of New Section 1A.

1 A. 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 the University 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 or by University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- e. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- f. "Faculty" refers to a person who is teaching and/or guiding students enrolled in the 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. "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 University level;

- i. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- 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;
- l. "Researcher" refers to a person conducting academic / scientific research in 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 the University; however, this shall exclude assignments / term papers / project reports / 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 and reproduced here in Regulation 2 (l);
- o. "Staff" refers to all non-teaching staff working in University in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- p. "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 mode);
- q. "Year" means the academic session in which a proven offence has been committed.

3 after the clause 7, the clause 7(A) curbing plagiarism shall be shall be inserted

7 (A) Curbing Plagiarism

- a) University shall ensure to 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.

Insertion of Clause
7(A)

- 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 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) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- f) University shall create Institutional Repository on its website which shall include dissertation / thesis / paper / publication and other in-house publications.

- 4 The existing clauses 8 and 9 of Regulation shall be substituted with the following clauses after clause 7 “General instructions for the faculty to avoid Plagiarism”.

Substitution of Clause 8 & 9 of existing regulation

8. 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.

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

- 5 after clause 9, the following shall be inserted:

Insertion of clause

10. 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 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 IAIP.

11. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in University 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 head of University.
 - c. Member - A person 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).

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

12. Institutional Academic Integrity Panel (IAIP)

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

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 these 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 University.
- 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 Vice Chancellor of the University 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.

13. 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.

13.1 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 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 IAIP and approved by the Vice Chancellor.

13.2 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 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. 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 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 IAIP and approved by the Vice Chancellor.

Note 3: University 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 HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of the University, a suitable action, in line with these regulations, shall be taken by

the Controlling Authority of the University.

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.

14. Removal of Difficulty

MRU reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Authorities of the University

For and on Behalf of
Manav Rachna University

Registrar