

Vide Item No. 20.26 of the 20th meeting of the Senate of SLIET, held on 15.01.2018, the draft rules & regulations related to the subject matter, were placed for deliberations and decision.

"It was decided that the draft rules & regulations may be put on public domain and all the stakeholders be requested to offer their views / comments within one month".

In view of the decision taken by the Senate, vide Item No. 20.26 of the 20th meeting held on 15.01.2018, as referred to above, the views / comments may kindly be offered and sent to the office of the Dean (Academics) accordingly, in soft copy only.

Regards,

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Guidelines related to Academic Integrity and Plagiarism Policy

These guidelines “SLIET Academic Integrity and Plagiarism Policy” are developed for students, faculty and staff as well as any employee of the institute as per the UGC draft regulations, 2017 for promotion of academic integrity and prevention of plagiarism in Higher education institutions (Annexure-1).

SLIET adopts **Zero tolerance policy in core area and would strive to take various initiatives as per UGC regulations to create awareness towards academic integrity and seriousness of plagiarism, to check and curb the Plagiarism in academic writings in SLIET.** In order to provide the Information about the definition and seriousness of the plagiarism and related issues, the document circulated by turnin.com for free distribution and nonprofit use in educational settings will be followed and quoted where ever required. (Annexure –II)

What is Plagiarism?

According to the Merriam-Webster On line Dictionary, to “plagiarize” means

- 1) to steal and pass off (the ideas or words of another) as one's own
- 2) to use (another's production) without crediting the source
- 3) to commit literary theft
- 4) to present as new and original an idea or product derived from an existing source. In other words, plagiarism is an act of fraud. It involves both stealing someone else’s work and lying about it afterward.

All of the following are considered plagiarism:

- turning in someone else’s work as your own • copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on “fair use” rules)

Attention! Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

Important: Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

SLIET adopts the policy of Zero tolerance policy in core area and strive to take various initiatives as per UGC regulations to check the Plagiarism in SLIET

Steps for Academic Awareness

1. SLIET will provide Information about the definition and seriousness of the plagiarism and related issues, for this purpose the document circulated by turnin.com will be followed and circulated. (Annexure –I)
2. SLIET commits to create academic awareness about responsible conduct of research, project work, assignment, thesis, dissertation, research paper and promotion of academic integrity, prevention of misconduct including plagiarism in academic writing among students, faculty and other members of academic staff as well as any employee of SLIET.
3. To provide Instructions to the students, faculty and staff about proper attribution or permission from the author wherever necessary, acknowledgement of source compatible with the need and specificities of the disciplines and in accordance with the rules and regulation governing the source.
4. To meet the objectives of academic integrity, SLIET will conduct seminars and awareness programmes every semester at institute level for responsible conduct of research, project work, assignment, thesis, and dissertation. Separate inhouse programmes will be conducted for UG students to inculcate academic ethics particular in scientific and technical writings, assignments and others.
5. To infuse the elements of responsible conduct of research and publication ethics as a compulsory course work / making it part of course of Research methodology for M.Sc, M.Tech and Ph.D. Scholars. For undergraduate students, it will be the part of course of technical writing with an emphasis on academic ethics in scientific and technical writing.
6. For training of student, faculty, staff and researcher for using plagiarism detection tools and reference management tools, the centralized workshop will be held twice a year.
7. Facility equipped with modern technologies for detection of plagiarism will be generated.
8. Appropriate steps will be taken to encourage the student, faculty, staff and researcher to register on International researcher's Registry systems.

Steps to Curb Plagiarism

- a) Every department must ensure that appropriate software's as approved by the university/ institute are used to detect the plagiarism for thesis, dissertation, conference papers, reports, publications or any other such documents submitted. Certificate the document is free of plagiarism at the time of their submission is to be attached.
- b) Every student submitting a thesis, dissertation, term papers, reports or any other such documents to SLIET shall submit an undertaking indicating that the document has been prepared by him / her and the document is his/her original work and free of any plagiarism.
- c) Every faculty, researcher and M.Tech / Ph.D students should be provided account in plagiarism detection tools/software's for checking the content of their scripts. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool/software's as approved by the SLIET. (Annexure-III)
- d) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- g) SLIET shall submit to INFLIBNET soft copies of all Ph.D. dissertations and theses carried out in its various departments after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository" programme.
- h) SLIET shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications. The detailed mechanism will be devised by the institute.

Plagiarism Checks

1. Similarity checks

Similarity checks for plagiarism shall exclude the following:

- I. All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.
- II. All references, bibliography, table of content, preface and acknowledgements.
- III. All small similarities of minor nature.
- IV. All generic terms, laws, standard symbols and standards equations/scientific data.

2. Zero tolerance policy in core area

SLIET adopts the Zero Tolerance Policy on Plagiarism on the core work. The core work carried out by the student, faculty, staff and researcher shall be based on **original ideas**.

The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations

In case Plagiarism is established in the core work claimed then SLIET will impose maximum penalty.

3. Level of plagiarism in non –core areas

For all other (non-core) cases, plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

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

4. Detection/Reporting 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 competent/**designated authority** of the university.

5. Handling of plagiarism

Upon receipt of such a complaint or allegation, Director shall refer the case to the Academic Misconduct Panel (AMP) of the SLIET who in turn shall submit a report to the Plagiarism Disciplinary Authority (PDA).

Director SLIET can also take *su motu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly proceedings can also be initiated by the HEI on the basis of findings of an examiner.

Academic Misconduct Panel (AMP)

The AMP shall consist of four members who shall be *senior academicians with good publication record with at least one member nominated by the head of institution from outside*. The third member shall be a reputed Academician from the Discipline in which the plagiarism is alleged. The fourth member shall be an expert well versed with anti plagiarism tools.

The Chairman of the AMP will be Dean/Senior Academician

Functions of AMP

AMP constituted by SLIET shall investigate about the allegation of Plagiarism and submit the report to the PDA. The AMP shall have the power to assess the level of plagiarism and thus recommend penalty (ies) accordingly.

The AMP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, researcher, faculty member or any other employee of SLIET.

The AMP shall send the report after investigation and the recommendation on Penalties to be imposed to the PDA preferably within a period of 45 days from the date of complaint / initiation of the proceedings in case of *su motu* notice.

The AMP shall provide a copy of the report to the person(s) against whom Inquiry report is submitted.

Plagiarism Disciplinary Authority (PDA)

PDA shall be constituted by SLIET to consider the recommendation of the AMP and take appropriate decision after giving a hearing to the accused person.

Constitution of PDA

Chairperson- The Head of the institution/ Appointing and Dismissal Authority
Dean (Academic / Research) and
one senior academician not below the rank of Professor in the relevant discipline from outside the university .

The decision of the PDA shall be final and binding.

Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG, Masters, Ph.D. and faculty & staff of SLIET only after academic misconduct on the part of the offender has been established without doubt, then 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.

Further it shall be ensured by the competent authority of SLIET that the degree of penalty served is commensurate with the degree of seriousness of offence and misconduct established.

If plagiarism, witting or unwitting, is potentially detrimental to the academic credibility and social reputation of the individual concerned, all proceedings of investigations and imposition of penalties shall be conducted in camera so as to prevent encrustation of stigma and slur upon individual concerned:

Penalties for Students

Plagiarism Disciplinary Authority (PDA) of based on recommendations of the Academic Misconduct Panel (AMP), shall impose penalty considering the severity of the Plagiarism.

Level 1: Similarities above 10% to 40%

Such student shall *not be given any mark and/or credit* for the plagiarized script and 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 not be given any mark and/or credit* for the Plagiarized script and shall be asked to submit a revised script after a time *period of one year but not exceeding eighteen months*.

Level 3: Similarities above 60% -Such student *shall not be given any mark and /or credit* for the plagiarized script and *his/her registration for that course to be cancelled or any other penalty decided by competent authority*.

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.

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 decided by the AMP and PDA.

Penalties for faculty, staff, researcher of SLIET

Level 1: Similarities above 10% to 40% - Shall be asked to withdraw manuscript Submitted for publication and shall not be allowed to publish any work for a minimum period of one year.

Level 2: Similarities above 40% to 60% - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of two years and shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any UG, PG, Master's, Ph.D student/scholar for a period of two years.

Level 3: Similarities above 60% - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of three years and shall be denied a right to two successive annual increments and shall not be allowed to be a supervisor to any UG, PG, Master's, Ph.D. student/scholar for a period of three years *or any other penalty decided by competent authority.*

Enhanced penalty on repeated plagiarism –

The concerned person 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 concerned person shall be dismissed.

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 decided by the AMP and PDA on recommendation of the AMP.

Note: If there is any complaint of plagiarism against the Head of SLIET, a suitable action, in line with these regulations, will be taken by the competent authority/Governing Board/Governing Council.

Guidelines to Check Plagiarism

1. Plagiarism reports must be generated by available software at the time of submission of/ PG thesis / Ph.D. thesis/ research reports/ UG project reports/ credit assignments and other documents claimed as original.
2. The exclusion at the time of performing the check should be limited to the followings:
 - a) Quotes
 - b) Bibliography/References/Citations
 - c) Phrases
 - d) Small matches upto 10 words
 - e) Format
 - f) Ideas/works or language of the lab/team/group or the supervisor(s)
 - g) Small similarity less than 1%
 - h) Mathematical Formula
 - i) Scientific data
 - j) Name of Institutions, Departments etc.
3. In case of self-plagiarism or cases where published work of a researcher from the lab/group etc. is shown by Plagiarism check, a certificate (Plagiarism and Self Exclusion Certificate, Annexure-III) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library -which will perform the final check.
4. The final Plagiarism check will be done from the library and for PG and Ph.D. thesis; the central library will issue the final certificate of Plagiarism Check (Annexure-IV), certifying and authenticating the check performed by the student/Department. This certificate has to be submitted to the Academic section at the time of submission of thesis along with certificate from the student signed by supervisor (Annexure-IV)

Annexure –III
Certificate for Plagiarism Check and Exclusion of Self-published Work
Date :

Name of Student:
Title of the Thesis:

Department

Name of Supervisor/ s

Official Designation and address

Department:

The above thesis has been checked for Plagiarism using software approved by University. The report is enclosed herewith and similarity index is below acceptable level/ above acceptable level. If above acceptable level, please include the reason for consideration of thesis by DRC

Similarity Check

Software used:

Total number of pages:

Percentage Similarity:

Self plagiarism, if any

The content of the work has been published in _____

- 1.
- 2.
- 3.
- 4.

This published work has been included in the thesis and has not been submitted for any degree to any university/institute.

Signature of student

Signature of Supervisor/s

Annexure –IV

Final Certificate of Plagiarism Check

Date :

Title of the Thesis: _____

Total Pages: _____

Name of the student: _____

Regd. No: _____

Supervisor /s

Department

This is to report that the above thesis was scanned for similarity detection. Process and outcome is given below :

Software used :

Date.....

Similarity Index: _____ Total word count: _____

The complete report is submitted for review by the Supervisor

Name & Signature (Checked by)
(From Central Library)

The complete report of the above thesis has been reviewed by the undersigned.

The similarity index is below accepted norms.

The similarity index is above accepted norms, because of the following reasons:

The thesis may be considered for the evaluation for the award of degree. (Relevant documents attached).

Student

Supervisor