Policy for Promotion of Academic Integrity and Prevention of Plagiarism

1. Short Title and Commencement:
   a) The present policy may be called "Policy for Promotion of Academic Integrity & Prevention of Plagiarism" at the Mangalayatan University.
   b) The policy shall apply to all students; researchers; faculty and staff members of the Mangalayatan University, Aligarh.
   c) The policy shall be a key instrument to maintain culture of academic honesty and integrity and prevent of plagiarism.
   d) The Policy shall come into force with effect from the date of approval by the University Research Committee.

2. Definitions:
   (a) "Academic Integrity" Academic integrity is essential to the foundation and ongoing viability of an academic community, including academic administration, teachers, researchers, and students. It is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
   (b) "Author" includes a faculty or a researcher or a student or a staff of the University who claims to be the creator of the work under consideration;
   (c) "Faculty" refers to a person who is teaching and/or guiding students enrolled in the University with any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
   (d) "Information" includes any entity or form that provides the answer to a question of some kind or resolves uncertainty.
   (e) "University Academic Integrity Panel (UAIP)" shall mean the body constituted at the University level to consider request and take appropriate decisions in respect of allegations of plagiarism and decide about the penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
   (f) "Plagiarism" mean academic dishonesty and a breach of journalistic ethics;
   (g) "Programme" mean a programme of study leading to the award of a masters and research level degree;
   (h) "Researcher" refers to a person conducting academic / scientific research in the University;

(i) "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 / research level degrees or publication in print or electronic media by students, faculty, researcher of the University;

(j) "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, practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text.

(k) "Staff" refers to all non-teaching staff working in the University in any capacity i.e. regular, temporary, contractual, outsourced etc.

(l) "Student" means a student who is enrolled in the University and pursuing a programme of study including a research programme in any mode of study;

(m)   "University" means the Mangalayatan University, Aligarh (MU);

(n) "Vice Chancellor" means the Vice Chancellor of the University;

(o) "Dean/Director" means the Dean/Director of the Institute/Faculty/School of the University;

(p) "Institute/Faculty/School" means the Faculty of Engineering & Sciences, Faculty of Management & Commerce, Faculty of Humanities, Institute of Bio-Medical Education & Research, Institute of Legal Studies & Research, and School of Pharmacy of Mangalayatan University.

3. Introduction:

The academic culture and integrity at the Mangalayatan University Aligarh is one of its core values and expects all the members of the teaching and student fraternity to uphold these values of honesty and trust in their programme. At the Mangalayatan University students are encouraged to submit original work through expressing their own thoughts and ideas on the area of study doing kind of academic multifunction academic offence and completely unacceptable.

4. Objectives:

4.1   To create awareness about code and conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

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

4.3 To develop a systems for the detection of plagiarism and set up a strict guidelines to prevent plagiarism.

5. Duties:
The Mangalayatan University has established a mechanism as per these guidelines, to enhance awareness about code and conduct of research and academic integrity to prevent plagiarism.

6. Awareness Programs and Trainings:
(a) Mangalayatan University instructs the students, faculty, researcher and staff about proper follow up of academic integrity.
(b) Mangalayatan University shall conduct seminars/ awareness programs in every semester on promotion of academic integrity and ethics in education and research for the students, faculty, researcher and staffs.
(c) Mangalayatan University shall:
   i. Include the cardinal principles of academic research integrity in the curricula and train, faculty, research scholar and staff for using plagiarism detection tools and reference management tools.
   ii. Establish facility equipped with modern technologies for detection of plagiarism.

7. Curbing Plagiarism:
University shall implement the technology based procedure using appropriate software to ensure that thesis / dissertation are free of plagiarism at the time of their submission.
The procedure shall be made accessible to all engaged in research work.
Every student submitting a thesis, dissertation or any other documents to the university shall submit an undertaking indicating that the document is his/her original work and free of any plagiarism as duly checked through a Plagiarism detection tool approved by the university as per policy.
The supervisor shall submit a certificate indicating that the work done by the research scholar under him / her is free of plagiarism.
The Scholar shall submit soft copy of thesis to university within a month for hosting in the digital repository under the "Shodhganga e-repository".

The University shall create Institutional Repository on institute website.

8. Similarity checks for exclusion from Plagiarism:
The similarity checks for plagiarism shall exclude the following:

- The quoted work reproduced with all necessary permission and/or attribution.
- References, bibliography, table of content, preface and acknowledgements.
- The generic terms, laws, standard symbols and standards equations

9. Levels of Plagiarism:
The level of Plagiarism would be quantified as per University policy and permissible similarly up to the level of 10%.

10. Detection/Reporting/Handling of Plagiarism:
10.1 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 in to the research & development cell of the university. Upon receipt of such a complaint or allegation the director research shall investigate the matter with the committee submits the report/recommendation to the Hon'ble Vice chancellor of the University for the Further Necessary Action.

10.2 The committee shall follow the principles of natural justice while deciding about the allegation of plagiarism.

10.3 The Committee shall have the power to assess the level of plagiarism accordingly.

11. Penalties:
In cases of plagiarism detection shall be imposed on research scholar and faculty of the university only after academic misconduct on the part of the individual has been established without doubt. When all avenues 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 0: Similarities up to 10% - Minor Similarities, no penalty.
Level 1: Similarities above 10% to 40% - Such scholar shall be asked to submit a revised script within a stipulated time 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.

In case of plagiarism in Research Publications
Similarities above 10% shall be asked to withdraw manuscript and rewrite the manuscript with proper no plagiarism tools. The University created a procedure to ensure that each of the paper publication/thesis/dissertation of the University is checked for plagiarism at the time of forwarding/submission. If there is any complaint of plagiarism against the Head of the Department/Other Authorities/ Officers of the University, a suitable action shall be recommended by the UAIP and approved by the Vice-chancellor competent authority of the University.

12. Plagiarism Detection
Though, the students/faculty & Staff Members/Researchers are not expected to cheat, but to protect University's academic research reputation and credibility, all the submissions will be run through URKUND by the Library designated staff / faculty and the reports will be shared with the Faculty/Head of Department /Course Instructors along with the director research.

13.Appeals against Allegations of Academic Misconduct/ Plagiarism:-
Appeals to the Hon'ble Vice-chancellor arising from a finding of academic misconduct/ Plagiarism must be based on the following grounds:

➢ A procedural irregularity (which may include that the student/faculty/staff/researcher has not received a fair hearing in all the circumstances).
➢ The decision was manifestly wrong.

14. The following prescribed formats will be used:
    a. Supervisor's certificate for exclusion of self-published work.
    b. Plagiarism verification report.
    c. Thesis research work exclusion report submitted by Supervisor.
    d. Revised plagiarism verification report. In case of further clarification, if any, the Research Office/Library may be consulted

Date ……………..…

Supervisor's Certificate for Exclusion of Self-Published work

The content of the chapters…………………………………………have been published in

1.

2.

3.

4.

This published work has been included in the dissertation/thesis and has not been submitted for any degree to any University/Institute.

Signature of Student

Signature of Supervisor

Date:…………

Plagiarism Verification Report

Title ………………………………………………………………………….
……………………………………………………………………… of the
Master of Philosophy Dissertation / Doctor of philosophy Thesis. Total
Pages ……………Research Scholar……………………………….……
Supervisor.……………….……………………….……...………………….
Subject…………….………….Department………....…………..………
Faculty/Institute…………….……………….……….………………………
This is to report that the above dissertation/thesis was scanned for
similarly detection. Process and outcome are given below: Software
used…………………. Date…………….. Similarity Index………….. The
complete report of the above dissertation/thesis has been forwarded to
the Supervisor for any other admissible exclusion as per UGC norms.

Checked by
Name & Signature

Librarian

Date:………..

Exclusion Report

Title………………………………………………………………………………..

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Thesis submitted for the degree of Master or Philosophy /Doctor of Philosophy
Research Scholar………………………………………………………….....

Supervisor……………………………………………………………

Subject ………………………………………………………………

Department.……………………………………………………………

Faculty/Institute………………………………………………………

In view of UGC Regulation 2018 on Promotion of Academic Integrity and
Prevention of Plagiarism in Higher Educational Institutions, the following exclusions
are recommended:

Generic terms, laws, standard symbols and standard equations, common knowledge
or coincidental terms, up to fourteen (14) consecutive words In view of this and on
the basis of Plagiarism Verification Report dated the below mentioned similarities
may kindly be excluded from the report as they fall under one or more of the above
mentioned allowed exclusion. (Attach additional sheets if required)

1.
2.
3.
4.
5.

After incorporating the above exclusions, a revised Plagiarism Verification Report
may kindly be issued.

Signature of Student

Supervisor Signature

Date:………………

Revised Plagiarism Verification Report

On the basis of recommendations of Supervisor in terms of UGC Regulation 2018 on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, on the Plagiarism Verification Report dated (copy enclosed), the revised plagiarism verification is done manually excluding the recommended similarities.

Title …………………………………………………………….....................

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Master of Philosophy Dissertation/Doctor of Philosophy thesis Total

Pages………………..

Research Scholar………………………………

Supervisor……………………………………

Department………....……………………………

Faculty/Institute………………………………..

This is to report that the above dissertation/thesis was scanned for similarly detection. Process and outcome are given below:

Software used………………… …..………..Date…………..………..…………

Similarity Index…………………………………………………………..……

Checked by
Name & Signature

Librarian

The previous report of the above dissertation/thesis has been reviewed by the undersigned and exclusions were suggested. The revised report takes into account these exclusions. The dissertation/thesis may be considered for award of degree.

Supervisor