

**IIMT**  
**UNIVERSITY**  
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Transforming Education System, Transforming Lives



UGC Approved

Section 2(f) & 12B

**UNIVERSITY / INSTITUTIONAL  
ACADEMIC INTEGRITY  
PANEL  
ANTI-PLAGIARISM POLICY**

Policy No.:- IIMTU/RO/IQAC/2020/09

## UNIVERSITY / INSTITUTIONAL ACADEMIC INTEGRITY PANEL

### ANTI-PLAGIARISM POLICY

#### [for scholar (PG and research) and faculty including paper and book publications and submission of thesis and dissertations etc.]

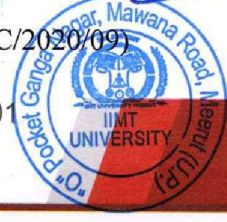
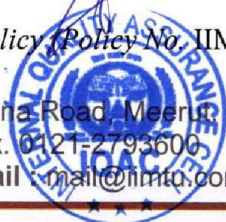
The research work carried out by the scholar/faculty, will be based on original ideas and free from plagiarism of either results or literature. The following key policy on plagiarism with under mentioned objectives as defined by UGC, should be abide strictly by all.

#### 1. 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 IIMTU committing the act of plagiarism.

#### 2. Duties of IIMTU:

IIMTU 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.

### 3. Awareness Programs and Trainings:

- (a) IIMTU will 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.
- (b) IIMTU will 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) IIMTU will :
  - 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. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the IIMTU.
  - 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.



## 4. Curbing Plagiarism

- a) IIMTU will declare and 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.
- b) The mechanism as defined at (a) above will 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 IIMTU will 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 will include the fact that the document has been duly checked through a Plagiarism detection tool approved by the IIMTU.
- e) IIMTU will develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy will be placed on the homepage of the IIMTU website.
- f) Each supervisor will submit a certificate indicating that the work done by the researcher under him / she is plagiarism free.
- g) IIMTU will submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- h) IIMTU will create Institutional Repository on institute website which will include dissertation / thesis / paper / publication and other in-house publications.



## 5. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism will 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 will be based on original ideas, which will include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and will not have any similarities. It will exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

## 6. 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%



## 7. 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 will report it to the Departmental Academic Integrity Panel (School Academic Integrity Panel). Upon receipt of such a complaint or allegation the School Academic Integrity Panel will investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (University Academic Integrity Panel) of the IIMTU.

The authorities of IIMTU can also take strict notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the IIMTU on the basis of findings of an examiner. All such cases will be investigated by the University Academic Integrity Panel.

## 8. Departmental Academic Integrity Panel (School Academic Integrity Panel)

- i. All Departments in IIMTU will notify a School Academic Integrity Panel whose composition will 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 IIMTU.
  - 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' will be two years. The quorum for the meetings will be 2 out of 3 members (including Chairman).

- ii. The School Academic Integrity Panel will follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The School Academic Integrity Panel will have the power to assess the



level of plagiarism and recommend penalty (ies) accordingly.

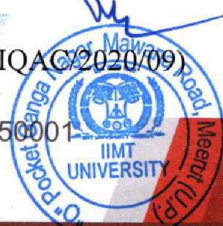
- iv. The School Academic Integrity Panel after investigation will submit its report with the recommendation on penalties to be imposed to the University Academic Integrity Panel within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

**9. Institutional Academic Integrity Panel (University Academic Integrity Panel)**

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

The Chairman of School Academic Integrity Panel and University Academic Integrity Panel will not be the same. The tenure of the Committee members including Chairman will be three years. The quorum for the meetings will be 3 out of 4 members (including Chairman).

- ii. The University Academic Integrity Panel will consider the recommendations of School Academic Integrity Panel.
- iii. The University Academic Integrity Panel will also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The University Academic Integrity Panel will follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of IIMTU.



- v. The University Academic Integrity Panel will have the power to review the recommendations of School Academic Integrity Panel including penalties with due justification.
- vi. The University Academic Integrity Panel will send the report after investigation and the recommendation on penalties to be imposed to the Head of the IIMTU within a period of 45 days from the date of receipt of recommendation of SCHOOL Academic Integrity Panel/ complaint / initiation of the proceedings.
- vii. The University Academic Integrity Panel will provide a copy of the report to the person(s) against whom inquiry report is submitted.

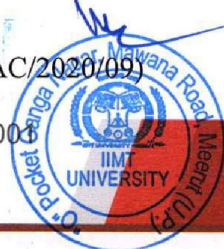
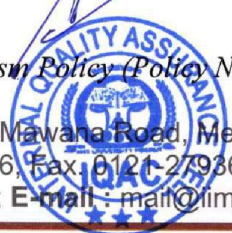
## 10. Penalties

Penalties in the cases of plagiarism will be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the IIMTU 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. Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (University Academic Integrity Panel) will 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 will 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 will 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 will be cancelled.

**Note 1: Penalty on repeated plagiarism-** Such student will 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 will 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 will be put in abeyance for a period recommended by the University Academic Integrity Panel and approved by the Head of the Institution.

## 12. 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) Will be asked to withdraw manuscript.
- iii. **Level 2: Similarities above 40% to 60%**
  - i) Will be asked to withdraw manuscript.
  - ii) Will be denied a right to one annual increment.
  - iii) Will 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) Will be asked to withdraw manuscript.
  - ii) Will be denied a right to two successive annual increments.
  - iii) Will 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** - Will be asked to withdraw manuscript and will 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 will be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules will be taken by the IIMTU.

**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 will be put in abeyance for a period recommended by University Academic Integrity Panel and approved by the Head of the Institution.

**Note 3:** IIMTU will create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the IIMTU is checked for plagiarism at the time of forwarding/submission.

**Note 4:** If there is any complaint of plagiarism against the Head of an IIMTU, a suitable action, in line with these regulations, will be taken by the Controlling Authority of the IIMTU.

**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, will be recommended by the University Academic Integrity Panel and approved by the Competent Authority.

**Note 6:** If there is any complaint of plagiarism against any member of SCHOOL Academic Integrity Panel or University Academic Integrity Panel, then such member will excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

13. **Removal of Difficulty** UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in



consultation with the Government of India/ Ministry of Human Resource Development.

**(REFERENCE: UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018)**

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