



Raffles University, Neemrana

PLAGIARISM POLICY AND REGULATION - 2018

In pursuance of (University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018)

1. Preamble

Raffles University, Neemrana has been established by Govt of Rajasthan (Act 3 of 2011). It is recognized by the UGC and is empowered to award degrees under section 22 of the UGC Act, 1956. The University is also a member of Association of Indian Universities (AIU) and has approvals from various regulatory bodies, i.e., BCI, PCI, etc. The University is running various courses under the school of Law, Engineering, Pharmacy, Agriculture, Science, Humanities & Management.

The University started its PhD programme from the Academic Session 2012-2013. A student/researcher/faculty/staff is required to have ethical and moral values in his academic pursuit. The student/researcher/faculty/staff is expected to produce and submit the original and genuine work.

In the present era, huge of information is available on the internet and online as source material. In this context, plagiarism has become a serious problem. Recently, University Grants Commission's (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 published in Gazette of India, has come into the force. Thus, in compliance of the UGC's Regulations, Raffles University, Neemrana has framed the following Regulations:

2. University Academic Integrity Committee (UAIC)

There shall be a University Academic Integrity Committee for every School whose composition is as below:

- (i) Chairman – President / Vice-Chancellor
- (ii) Member - Senior Most Professor of the concerned School to be nominated by the President.
- (iii) Member - One member nominated by the President from outside the University.
- (iv) Member - A person well versed with anti-plagiarism tools, to be nominated by the President.

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).

3. Role and Responsibilities of University Academic Integrity Committee

- i. "The UAIC shall consider the recommendations of the School Academic Integrity Committee.
- ii. The UAIC shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

- iii. The UAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff of the university.
- iv. The UAIC shall have the power to review the recommendations of SAIC including penalties with due justification.
- v. The UAIC shall send the report after investigation and the recommendation on penalties to be imposed to the President within a period of 45 days from the date of receipt of the recommendation of SAIC/ complaint/initiation of the proceedings.
- vi. The UAIC shall provide a copy of the report to the person(s) against whom inquiry report is submitted”.

4. School Academic Integrity Committee (SAIC)

There shall be a School Academic Integrity Committee (SAIC) whose composition shall be as given below:

- a. Chairman – Dean/ Principal/ HOD
- b. Member - Senior academician from outside the school, to be nominated by the President.
- c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the School.

The tenure of the members shall be for two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

5. Role and Responsibilities of School Academic Integrity Committee (SAIC)

- a. “The SAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff.
- b. The SAIC shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- c. The SAIC after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIC within a period of 45 days from the date of receipt of complaint/initiation of the proceedings”.

6. Definition: ,,

“Plagiarism” is the unacknowledged use of another person’s work as one’s own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgment of the source.

7. Type of Plagiarism:

- a. Quoting directly another person’s language, data, illustration, tables, etc. without due acknowledgment of the source.
- b. Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.
- c. Buying, stealing or borrowing assignments, experiments/results.
- d. Paraphrasing the work of others without due acknowledgments.
- e. Using ideas of someone else without crediting the originator.

- f. Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.
- g. And any other means which have not been listed here.

8. Self-Plagiarism

Copying/reproducing, in part or whole one's own published work without giving proper reference to that work.

9. Golden Rule to avoid the Plagiarism:

- a. Always give the due credit to the original author (s) and give the proper citation and proper reference.
- b. Place the sentence in inverted commas, if you quote text verbatim. 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
- c. Consecutive words.

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.

10. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Zero Level: Similarities up to 10% - Minor similarities, no penalty
- ii. Low Level: Similarities above 10% to 40%
- iii. Mid-Level: Similarities above 40% to 60%
- iv. High Level: Similarities above 60%.

11. Procedure for Submission of Documents in V K G Memorial Library for Plagiarism check.

University already has a subscription of a Plagiarism Check Software. It would be available in the university's V K G Memorial Library and research cell. Any scholar, faculty, researcher and staff who wish to submit his/her final thesis, research paper or any other such documents to the university or to some other agency, shall be required to submit the soft copy of the thesis/ synopsis/ manuscript to the librarian for the plagiarism check prior to final submission. The librarian shall supply the soft copy of the report generated on the plagiarism checking software and soft copy of the document to the concerned Head of the Department and to the concerned candidate.

12. Procedure / method to produce plagiarism reports:

If a case of plagiarism is found in the report generated on the plagiarism

checking software supplied by the librarian then Dean/ Principal/ HOD shall call a meeting of SAIC to consider the report and shall summoned the candidate to hear the candidate's view. The SAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff. On hearing the candidate, the SAIC shall submit its recommendations before competent authorities.

The SAIC shall exclude the following at the time of performing the check:

- i. All quoted work reproduced with all necessary permission and/or attribution
- ii. All references, bibliography, table of content, preface, title Page, list of table, list of figure, declaration by researcher and acknowledgments. However, abstract and summery will be considered for plagiarism check.
- iii. All generic terms, laws, standard symbols and standards equations.
- iv. Name of Institutions, Departments etc.

School Academic Integrity Committee (SAIC) may recommend the penalty on the student/ researcher/ staff member on considering the severity of the Plagiarism to University Academic Integrity Committee (UAIC).

13. Penalties in case of plagiarism in the submission of thesis and dissertations (synopsis)

For Zero Level Similarity:

The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. The SAIC may recommend to UAIC that candidate may be to permit to submit the thesis/ dissertation without any penalty.

For Low Level Plagiarism:

When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 10% to 40%), then the SAIC may recommend to UAIC that candidate may be allowed to resubmit the work with proper citations within a stipulated time period not exceeding 6 months.

For Mid-Level Plagiarism:

Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the SAIC may recommend to UAIC that the candidate shall be debarred from submitting a revised script for a period of one year and shall be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.

For High-Level Plagiarism:

Deliberate and planned attempt to copy the work done by someone else. A large amount of data taken from someone else's work, artwork copying, source code

copying etc. Intention to cheat is very clear. The similarity between documents is outside the limit (above 60%). Then the SAIC may recommend to UAIC that the candidate's registration may be cancelled.

14. For Self Plagiarism:

“Regarding self-plagiarism or cases where published work of the research scholar is shown Plagiarism in the check, a certificate has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check.”

Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

15. For Repeated Plagiarism in Thesis:

The committee may recommend to UAIC the penalty on repeated plagiarism that such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In the case where plagiarism of the highest level is committed then the punishment for the same shall be operative.

16. Penalties in case of plagiarism in academic and research publications

For Zero Level Similarity:

The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. The committee may recommend to UAIC that No further action is required.

For Low-Level Plagiarism:

When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 10% to 40%), then the committee may recommend to UAIC that candidate shall be asked to withdraw manuscript.

For Mid-Level Plagiarism:

Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the committee may recommend to UAIC that

- i. The candidate shall be asked to withdraw manuscript.
- ii. The faculty member shall be denied a right to one annual increment.
- iii. The supervisor shall not be allowed to be a supervisor to any new Ph.D. Student/scholar for a period of two years.

For High-Level Plagiarism:

The similarity between documents is outside the limit (above 60%). Then the committee may recommend to UAIC that

- i. The candidate shall be asked to withdraw manuscript.
- ii. The faculty member shall be denied a right to two successive annual increments.
- iii. The supervisor 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.

17. For Repeated Plagiarism:

The committee may recommend to UAIC the penalty on repeated plagiarism that such student 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 the case where plagiarism of the highest level is committed then the punishment for the same shall be operative. In the case of High-level Plagiarism, offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

18. Penalties by UAIC:

University Academic Integrity Committee (UAIC) shall impose penalty considering the severity of the Plagiarism.

- i. The authorities of the university can also take suo moto 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 UAIC.
- ii. 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 School Academic Integrity Committee (SAIC). Upon receipt of such a complaint or allegation, the SAIC shall investigate the matter and submit its recommendations to the University Academic Integrity committee (UAIC) of the University.
- iii. If there is any complaint of plagiarism against the Head of Department/Authorities at the university level, a suitable action, in line with these regulations, shall be recommended by the UAIC and approved by the Competent Authority.
- iv. Every student submitting a thesis/ dissertation, or any other such documents to the University shall be required to 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. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the university.

- v. Each research scholar shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free (Annexure-I).
- vi. The approved policy shall be placed on the homepage of the university's website.
- vii. Soft copies of all Research program's dissertations (synopsis) and thesis shall be submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- viii. All the thesis and other in-house publications of the university shall be displayed on the University Repository on the university's website.

Director Research

CERTIFICATE ON PLAGIARISM CHECK

1	Research Scholar Name	Mr.
2	Course Name	Doctor of Philosophy (.....)
3	Title of Doctoral Thesis	" <i>topic of theis</i> "
4	Enrollment /Registration Number
5	Name of the Supervisor	Dr. XYZ, Assistant Professor
6	School	School, Raffles University, Neemrana
7	Content verified & Percentage of Similar Content in the document	Introduction, Review of literature, Research Methodology, Analysis and Interpretation of Data, Findings, Conclusions, Suggestion and recommendations i.e. from Chapter-I to Chapter-V
	 % (.....) in Percentage
8	Acceptable Maximum limit in percentage as per " <i>Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018</i> ".	Plagiarism \leq 10
9	Software Used	OURIGINAL OURKUND ANTI PLAGIARISM SOFTWARE
10	Date of Plagiarism Check	19.02.2020 07.50.00 AM
11	Document ID No.	D6.....
12	Document File Name
13	File format & Size	MS Word Doc. & 2 MB
14	Analysis Address	librarian.rafuni@analysis.urkund.com
15	Email ID address	librarian@rafflesuniversity.edu.in
16	Name of Analysis Holder	Mr/ Ms, Librarian, V K G Memorial Library
17	Screenshot of plagiarism Check	Attached as Annexure-I

Note: Detailed Report on plagiarism check on above said document, specifying included /excluded items with percentage of similarity is being attached as **Annexure- II**

We hereby certify that this thesis has been evaluated using URKUND Anti plagiarism software. We have analysed the report produced by the system and based on it, we certify that the references in the thesis are in accordance with good scientific practice and as per "*Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018*"

Sign:

Sign:

Sign:

Librarian
V K G Memorial Library

Controller of Examinations

Director Research