



**D. Y. PATIL EDUCATION SOCIETY
INSTITUTION DEEMED TO BE UNIVERSITY,
KOLHAPUR**



PLAGIARISM POLICY

Plagiarism Policy

Plagiarism Statement:

The D.Y. Patil Education Society, Institution Deemed to be University, Kolhapur (DYPES) understands plagiarism to be the inclusion of another person's writings or ideas or works, in any formally presented work (including essays, theses, projects, laboratory reports, examinations, oral, poster or slide presentations) which form part of the assessment requirements for a module or program of study, without due acknowledgement either wholly or in part of the original source of the material through appropriate citation. Plagiarism is a form of academic dishonesty, where ideas are presented falsely, either implicitly or explicitly, as being the original thought of the authors. The presentation of work, which contains the ideas, or work of others without appropriate attribution and citation, (other than information that can be generally accepted to be common knowledge) is an act of plagiarism.

It includes the following:

- ❖ Presenting work authored by a third party, including other students, friends, family, or work purchased through internet services;
- ❖ Presenting work copied extensively with only minor textual changes from the internet, books, journals or any other source;
- ❖ Improper paraphrasing, where a passage or idea is summarized without due acknowledgement of the original source;
- ❖ Failing to include citation of all original sources;
- ❖ Representing collaborative work as one's own;

Plagiarism is a serious academic offence. While plagiarism may be easy to commit unintentionally, it is defined by the act not the intention. All students are responsible for being familiar with the DYPES policy statement on plagiarism and are encouraged, if in doubt, to seek guidance from an academic member of staff. The DYPES advocates a developmental approach to plagiarism and encourages students to adopt good academic practice by maintaining academic integrity in the presentation of all academic work.

As Per UGC Notification F. 1-18/2010 (Cp-II), Dated 23rd July, 2018 Regarding Promotion Of Academic Integrity And Prevention of Plagiarism In Higher Educational Institutions) Regulations, 2018 "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.

Objectives

- 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 of DYPES.
- 2 To establish DYPES institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
3. To develop systems to detect plagiarism and to set up mechanisms to pre-empt plagiarism and devise suitable remedial/punitive steps in confirmed cases of plagiarism.

Awareness Programs and Trainings:

- (a) DPYES DU shall 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) DYPES shall conduct sensitization seminars/ awareness programs regularly on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) DYPES shall:
 - i. Include the cardinal principles of academic integrity in the curricula of value-added courses, Diploma, Undergraduate (UG)/Postgraduate (PG)/Master's and Ph.D. degree.
 - ii. Include elements of responsible conduct of research and publication ethics in the curricula for coursework/module for PG and Ph.D. 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 DYPES.
 - iv. To train PG and Ph.D. student researcher, faculty and staff of DYPES for using plagiarism detection tools and reference management tools.
 - v. To utilize authentic tool for detection of plagiarism including and not limited to Shodh Shuddhi(<http://pds.inflbnet.ac.in>).
 - vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

Curbing Plagiarism at DYPES

- a) DYPES has developed a policy on plagiarism which is approved by statutory bodies. The approved policy shall be placed on the homepage of the DYPES website.
- b) DYPES shall 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.
- c) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc. (The software will be available in library and Head of institution engaged in research)
- d) Every student submitting a thesis, dissertation, or any other such documents to the DYPES shall affix plagiarism verification certificate from authorised person from university.
- e) DYPES shall submit to INFLIBNET soft copies of all 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".
- f) DYPES shall create Institutional Repository on institute website

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 and phrases, laws, standard symbols and standards equations.

Note I: 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 & discussion only and shall not have any similarities.

Note II: It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

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 up to 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%

Levels of plagiarism defined/recommended by respective statutory councils will be applicable for relevant student researcher.

For the Purpose of Detection/Reporting/Handling of Plagiarism, Institutional Academic Integrity Panel (IAIP) shall be constituted.

Institutional Academic Integrity Panel (IAIP)

- i. DYPES DU shall constitute a IAIP whose composition shall be as given below:
 - a. Chairman - Pro-VC/Dean/Senior Academician of the DYPES.
 - b. Member - Senior Academician other than Chairman, to be nominated by the Head of DYPES (Vice-Chancellor).
 - c. Member - One member nominated by the Head of DYPES (Vice-Chancellor) from outside the DYPES
 - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the DYPES (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 5 members (including Chairman).
- iii. The IAIP shall 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 send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 15 days from the date of receipt case report.
- vi. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

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 IAIP. Upon receipt of such a complaint or allegation the IAIP shall investigate the matter and submit its recommendations to the Institutional Head.

Academic Integrity Panel (IAIP) of the DYPES DU

The authorities of DYPES can also take *Suo motu notice* of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the DYPES on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

Penalties in the cases of Plagiarism

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 DYPES only after academic misconduct on the part of the individual has been established without doubt and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

Penalties in case of plagiarism in submission of thesis and dissertations (Students)

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the level of the Plagiarism.

- i. Level 0: Similarities up to 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 Head of the Institution (Vice-Chancellor).

Penalties in case of plagiarism in academic and research publications by research faculty and staff.

- 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 shall be taken by the DYPES.

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 Head of the Institution (Vice-Chancellor). The benefit in terms of incentive shall be recovered in one instalment.

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

Note 4: If there is any complaint of plagiarism against the Head of an DYPES, a suitable action, in line with these regulations, shall be taken by the Board of Management/ Chancellor of the DYPES.

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 Board of Management/ Vice Chancellor.

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.