



# Academic Integrity and Anti-Plagiarism Policy

**Corporate Office:** CP Tower, IPIA, Road No.1, Kota-324005, (Raj.) Ph.:0744-3040045

**Email:** [info@cpuniverse.in](mailto:info@cpuniverse.in) | **website:** [www.cpuniverse.in](http://www.cpuniverse.in)

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## **1. Preamble**

In accordance with the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, the Plagiarism Policy of the institute has been formulated with a view to ensure that the institute ensures zero-tolerance for plagiarism in the research work carried out by its faculty or the students.

## **2. 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 Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from the internet without acknowledgement of the source.

### **A. Self-Plagiarism**

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

### **B. Methods of Plagiarism**

- a. Quoting directly another person’s language, data, illustration, tables, etc. without due acknowledgement 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. Paragraphing the work of others without due acknowledgements.
- 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.

## **3. Scope of Policy**

- A. This policy and procedures thereto, aim to describe the steps instituted by the University to curb academic dishonesty and research misconduct in the form of:

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- i. Plagiarism: - Includes incorporating quotation(s) or paraphrasing from the work of another person (s) without acknowledgment and copying or representing or submitting the work of another person as one's own.
  - ii. Cheating: Attempting to gain unfair advantage in an assessment by dishonest means and includes cheating in an examination, soliciting or receiving information or providing information to, another student or any other unauthorized source through written and printed material, including electronic and digital sources and devices, with the intent to deceive while completing an examination.
  - iii. Misinterpretation of research and publication: Fabrication, falsification of research work, research publications as book chapters, journal articles and/or conference publications.
  - iv. Utilizing Previously submitted work: Submitting academic/ research related material that has been previously submitted in whole or in substantial part in another course, without prior and expressed consent of the mentor/ teacher.
- B.** The policy shall not only be applicable for Masters and PhD degree documents, but may also be extended to the Undergraduate programs

#### **4. Golden Rules 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

#### **5. Detection of Plagiarism**

- a. Candidates shall submit the report generated on the plagiarism checking software like Drillbit Extreme Turnitin/ Ithenticate / Viper / or similar type of software, of his draft thesis along with a soft copy of the draft thesis for the consideration of the Departmental Research Committee.
- b. He shall also submit a declaration (Annexure-I) to be recorded on the plagiarism report obtained from the software.
- c. He shall also submit an affidavit (Annexure -II) of plagiarism free and original PhD research work.

#### **6. Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

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- a. All quoted work reproduced with all necessary permission and/or attribution.
- b. All references, bibliography, table of content, preface and acknowledgements.
- c. All generic terms, laws, standard symbols and standards equations.

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 common knowledge or coincidental terms, up to fourteen (14) consecutive words.

## **7. Levels of Plagiarism**

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

- a. Level 0: Similarities up to 10% - Minor similarities, no penalty
- b. Level 1: Similarities above 10% to 40%
- c. Level 2: Similarities above 40% to 60%
- d. Level 3: Similarities above 60%

## **8. 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 shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (UAIP) of the College.

The authorities of the Institute 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 institute on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

## **9. Departmental Academic Integrity Panel (DAIP)**

- a. All Departments in the institute shall notify a DAIP whose composition shall be as given below:
  - i. Chairperson – Dean/Head of the Department/School
  - ii. Member - Senior academician from outside the department, to be nominated by the President of the university.
  - iii. Member - A person well versed with anti-plagiarism tools, to be nominated by the Dean/Head of the Department.

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The tenure of the members in respect of points 'ii' and 'iii' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

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

#### **10. University Academic Integrity Panel (UAIP)**

- a. The institute shall notify a IAIP whose composition shall be as given below
  - i. Chairman – Dean or any School/ President of the university.
  - ii. Member - Senior Academician other than Chairman, to be nominated by the President of the university.
  - iii. Member - One member nominated by the President from outside the University.
  - iv. Member – Librarian or a person well versed with anti-plagiarism tools, to be nominated by the Director.

The tenure of the Committee members shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman)

- b. The UAIP shall consider the recommendations of DAIP.
- c. The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- d. The UAIP shall follow the principles of natural justice while deciding the allegation of plagiarism against the student, faculty, researcher and staff of the institute.
- e. The UAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- f. The UAIP shall provide a copy of the report to the person(s) against whom the inquiry report is submitted.

#### **11. Procedure for reconciliation of plagiarism reports**

- a. If a draft thesis is found plagiarized and is reported to the Departmental Research Committee, then the Departmental Research Committee shall call the candidate to hear the candidate's view. On hearing the candidate, the Departmental Research Committee shall submit its recommendations keeping in mind the following guidelines:

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- i. 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. Candidates may be permitted to submit the thesis.
- ii. Self-plagiarism: “Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion 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 the student or supervisor should not be excluded from the check.”

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

- iii. Low- level plagiarism: When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents marginally outside the limit, the candidate may be allowed to resubmit the work with proper citations.
  - iv. 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. The candidate may 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.
  - v. High- level plagiarism: Deliberate and planned attempt to copy the work done by someone else. Large amounts of data taken from someone else’s work, artwork copying, source code copying etc. Intention to cheat is very clear. The candidate’s registration may be cancelled.
- b.** The thesis resubmitted as recommended by the Departmental Research Committee will be again placed before the Departmental Research Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him/her in the thesis.

## 12. Penalties

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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 Institute only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

### **12.1 Penalties in case of plagiarism in submission of thesis and dissertations**

The Institutional Academic Integrity Panel (IAIP) shall impose a penalty considering the severity of Plagiarism.

- a. Level 0: Similarities up to 10% - Minor Similarities, no penalty.
- b. Level 1: Similarities above 10% to 40% - Such students shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- c. Level 2: Similarities above 40% to 60% - Such students shall be debarred from submitting a revised script for a period of one year.
- d. Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

#### **Note 1: Penalty on repeated plagiarism**

Such students shall be punished for plagiarism of one level higher than the previous level committed by him/her. In cases where plagiarism of the 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.

### **12.2. 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%**
  - a. Shall be asked to withdraw the manuscript.
- III. Level 2: Similarities above 40% to 60%**
  - a. Shall be asked to withdraw the manuscript.
  - b. Shall be denied a right to one annual increment.
  - c. 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%**
  - a. Shall be asked to withdraw manuscript.

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- b. Shall be denied a right to two successive annual increments.
- c. Shall not be allowed to be a Master's/PhD supervisor for 3 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 the highest level is committed then the punishment for the same shall be operative. In case level 3 offense is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

**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.

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

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

**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 UAIP and approved by the Competent Authority.

**Note 6:** If there is any complaint of plagiarism against any member of DAIP or UAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

### Checking Research Papers

Be sure to edit your research paper carefully and check for plagiarism before turning it in to the class. The steps above are essential for research paper writing. Using plagiarism checker services such as DrillBit Plagiarism Detection/Turnitin Software is a great way to assess your paraphrasing and other anti-plagiarism skills. Career Point University, Kota is using some kind of plagiarism checker software to check student's papers. Do not take the chance of not checking your research paper. **Plagiarism could mean the loss of your academic degree or career.**

### Login URL

<https://www.drillbitplagiarismcheck.com/auth/login>

HOME

ABOUT

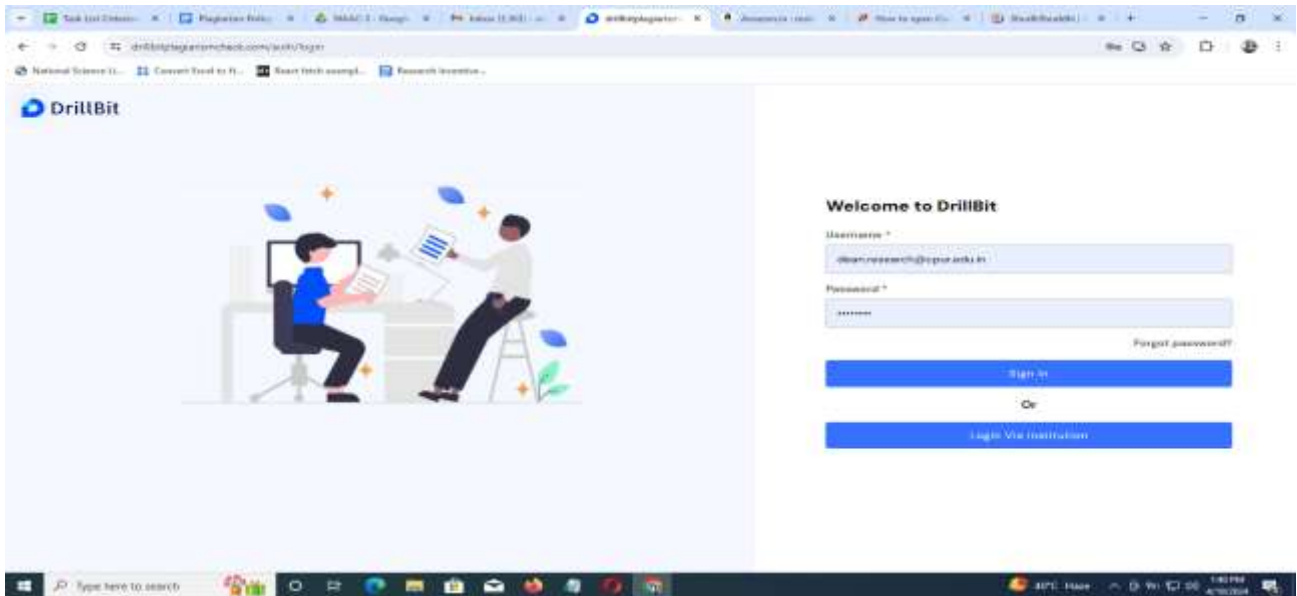
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SEARCH

FAQS

**Institute Dashboard**

Welcome **PDS-I-2019-1227**



**DrillBit Similarity Report**

**14** SIMILARITY %      **92** MATCHED SOURCES      **B** GRADE

A-Satisfactory (8-40%)  
B-4 (approx) (11-40%)  
C-Poor (20-60%)  
D-Careless/poor (60-100%)

LOCATION	WATCHED DOMAINS	%	SOURCE TYPE
1	advocateramsey.com	3	Internet Data
2	advocateramsey.com	3	Internet Data
3	www.mca.gov.in	2	Publication
4	Thesis Submitted to Shodhganga Repository	1	Publication
5	icmat.in	<1	Publication
6	Thesis Submitted to Shodhganga Repository	<1	Publication
7	www.icml.edu	<1	Publication
8	www.iiit.edu.in	<1	Internet Data
9	blog.optosens.in	<1	Internet Data
10	scpdigit.com	<1	Internet Data
11	Thesis Submitted to Shodhganga Repository	<1	Publication
12	icmat.in	<1	Publication
13	icmat.in	<1	Publication
14	British Dental Association Extraordinary General Meeting by -2011	<1	Publication



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