CIRCULAR


The Academic Council in its 37th meeting held on 30.1.2020, vide Resolution No. 37.8.03, considered the draft Standard Operational Procedure (SOP) for implementation of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEIs) Regulations, 2018 and resolved to recommend to upload on the University website the aforesaid draft for seeking comments and suggestions, if any, before the same is notified.

Accordingly, the soft copy of the draft SOP which was circulated among the members in the Academic Council meeting is attached herewith. The faculty members and research scholars of MANUU are hereby requested to go through the draft SOP and send their comments to the following email id on or before 14.02.2020 by 3.00 pm.

(academics@manuu.edu.in)

The UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEIs) Regulations, 2018 can be accessed through the UGC website (https://www.ugc.ac.in/ugc_notices.aspx?id=MjA3OQ==)

To
All faculty members and research scholars of MANUU

Copy to:
The Joint Dean, Academics
The Director, CIT – for uploading on the University website
Standard Operational Procedure for UGC Promotion of Academic Integrity and Prevention of Plagiarism in HEIs Regulations, 2018

1. Introduction

In the backdrop of the adoption of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018 (notified in the Gazette of India on 23 July 2018) by MANUU and the rising incidents of academic misconduct, it becomes essential for the University to prepare necessary guidelines on academic ethics for the entire MANUU community including Faculty, Staff, Research Scholars and Students.

As defined by the Merriam-Webster dictionary, the term ethics means the discipline dealing with what is good and bad and with moral duty and obligation, a set of principles of conduct governing an individual or a group of professionals.

Every person who is in the early stages of his/her research career or is a seasoned academician/researcher, is expected to know the ethical conduct in research and publications. Also, since the University has adopted the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018, it is all the more important that faculty, research scholars, staff, students, strictly adhere to the provisions of the Regulations.

There are various kinds of academic misconduct involved in rendering author details, simultaneous submissions etc. The US National Science Foundation in its report on New Research Misconduct Policies, defined three types of research misconduct viz., fabrication, falsification, and plagiarism. Fabrication means making up of results and reporting the same, falsification is manipulation of research data/material in such a way that the research is not accurately represented. The act of using another person's words or ideas without giving credit to that person is an act of plagiarising something.

Plagiarism is one of the most common types of unethical practices or publication misconduct where an author deliberately uses another's work without permission, credit, or acknowledgment. Plagiarism include literally copying, paraphrasing, duplicate submissions etc. Words, Thoughts, ideas, data, illustration, tables, drawings, music, statistics, etc. may also be plagiarised. Some of the common examples of plagiarism are as under:

- Show someone else's work as your own
- Copying words or ideas from someone else's work without giving credit
- Giving incorrect information about the source
- Buying, stealing or borrowing assignments, experiments, results, etc.
- Using ideas of someone else without crediting the originator
- Re-using an existing published paper in a different journal including translated articles
- Copying/reproducing, in part or whole one's own published work without giving proper reference to that work. This is known as self-plagiarism
- Paraphrasing existing text of others and present it as yours
- Asking someone else to write for you
In addition to few scholarly documents available on the internet, *Ethics in Research and Publications* brochure of the Elsevier may also be referred at [https://www.elsevier.com/__data/assets/pdf_file/0008/653885/Ethics-in-research-and-publication-brochure.pdf](https://www.elsevier.com/__data/assets/pdf_file/0008/653885/Ethics-in-research-and-publication-brochure.pdf) for better understanding of various concepts related to academic ethics.

2. **UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018**

The above Regulations are available on the website of the University Grants Commission at [https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf](https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf).

The Regulation stresses on the academic integrity and originality covering academic and research work done leading to the partial fulfilment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work. As per the Regulations, every Higher Education Institution (HEI) shall create an Institutional Repository on University website which shall include dissertation/thesis/paper/publication and other in-house publications.

Some of the important definitions given in the Regulations are as under:

- *Plagiarism* means the practice of taking someone else’s work or idea and passing them as one’s own.
- ‘The term Faculty refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc’.
- ‘Staff refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced, etc.’.
- ‘Student means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode)’.
- ‘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 and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an Higher Education Institution; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc’.
- ‘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 and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000’.
Two Credit Course for Awareness About Publication Ethics and Publication Misconducts

As per the recent UGC notification of December 2019 regarding two credit course for awareness about publication ethics and publication misconducts entitled ‘Research & Publications Ethics’, MANUU shall make the course compulsory for all Ph.D. students for pre-registration course work from the forthcoming academic year.

Exclusion from Plagiarism

As per Clause 7 of the Regulation, the similarity checks for plagiarism shall exclude the following:

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

As per the provisions of the UGC Regulations, 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. (But) it shall exclude a common knowledge\(^1\) or coincidental terms, up to fourteen (14) consecutive words.

Levels of Plagiarism

The UGC Regulation has quantified plagiarism into the following four levels:

- Level 0: Similarities upto 10% - Minor similarities, no penalty
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%

Detection/Reporting/Handling of Plagiarism

The authorities of HEI can take suo motu notice of an act of plagiarism and initiate proceedings. Proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases may be investigated by the IAIP.

However, the University shall constitute the following panels which is expected to look in to the allegations of plagiarism:

- Departmental Academic Integrity Panel (DAIP): All Departments in HEI shall notify a DAIP whose composition, role, duration, quorum, etc. may be referred in the UGC Regulations.

\(^1\) As per UGC Regulation (July 2018) “Common Knowledge” means a well-known fact, quote, figure or information that is known to most of the people
Institutional Academic Integrity Panel (IAIP): The IAIP has already been constituted by the competent authority vide notification number MANUU/ER.1(B)/F.292/2019/1543 February 6, 2019.

Penalties

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 HEI as per the UGC Regulations.

Penalties in case of plagiarism in submission of theses and dissertations

- Level 0: Similarities up to 10% - Minor Similarities, no penalty.
- 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.
- 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.

Penalties in case of plagiarism in academic and research publications

- Level 0: Similarities up to 10% - Minor similarities, no penalty.
- Level 1: Similarities above 10% to 40%  
  i) Shall be asked to withdraw manuscript.
- 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.
- 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.

For more details about penalties on repeated cases of plagiarism and where the degree/credit/benefit has already been obtained by students/faculty/staff, the UGC Regulations available at https://www.UGC.ac.in/pdfs/news/7771545_academic-integrity-Regulation2018.pdf may be referred.
3. **Broad Guidelines for Research Scholars**

*Synopses*

All synopses need to be checked for Similarity/Plagiarism. As the user id and password have been given to all the HoDs, they may assist their students in checking the similarity. They may also approach the staff of the Central Library for assistance by sending an email at library@manuu.edu.in

Research scholars/research supervisors shall deposit electronic version of approved PhD. synopsis to Shodhgangotri2.

*PhD. Theses and Dissertations*

- Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him/her and that the document is his/her original work and free of any plagiarism.
- The Ph.D. thesis must undergo a Plagiarism Check using Turnitin Software which is currently being subscribed by the University.
- The undertaking (to be given by student) shall also include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.
- Every supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.
- The certificate of plagiarism check will be issued by the Central Library.
- All similarities are not plagiarism. In case the similarity index is higher than 10% and the concerned Supervisor feels that such similarity does not fall under the category of plagiarism as per the UGC Regulations, he/she shall give in writing to the University Librarian to exclude such similarities from the plagiarism report.
- The final Plagiarism Verification Certificate from the University Librarian is essential to be included in all theses at the time of submission.
- HEI shall submit to INFLIBNET soft copies of all Masters, Research programme’s dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the Shodh Ganga e-repository https://shodhganga.inflibnet.ac.in/.
- The Examination Branch of the University shall provide electronic copies of theses to the Library in the format prescribed by the Shodhganga.

4. **Broad Guidelines Research & Publications by Faculty and Staff**

Faculty and Staff of the University are expected to maintain highest degree of academic integrity and originality in their research and publications. They are expected to adhere to the following guidelines:

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2 Shodhgangotri is an initiative that compliments ‘ShodhGanga’. While ‘ShodhGanga’ is a repository of full-text theses submitted to universities in India, Shodhgangotri hosts synopsis of research topic submitted to the universities in India by research scholars for registering themselves for the PhD programme.
All faculty/staff should preferably publish in high impact factor and peer reviewed journals.

All faculty members shall adhere to the prevailing copyright norms and the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018.

All faculty/staff must ensure that before they send their research papers for publication/assessment-seeking financial grant for presenting such papers in conferences etc., they must check their papers for similarity/plagiarism using the plagiarism detection software prescribed by the University. Since all the HoDs/Principalspart have been given access to the Turnitin software, they may assist their faculty colleagues and students in checking similarity. They may also approach the staff of the Central Library for assistance by sending an e-mail at library@manuu.edu.in.

As per the UGC Regulations, every HEI is required to create an Institutional Repository of dissertations/theses/papers/publications and other in-house publications on University’s website. Hence, faculty and staff members shall ensure that a copy of their publications and other such works are submitted to the repository.

5. References

Following documents were referred to and relevant information was used for the following sources for preparing this document:


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