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Date: 08.03.2021

**Notification**

**Sub: Policy Document on "Promotion of Academic Integrity & Prevention of Plagiarism"**

This is to notify that Policy document on "Promotion of Academic Integrity & Prevention of Plagiarism" has been approved in 8<sup>th</sup> Academic Council of Adamas University held on 15.01.2021.

The Policy document as attached is issued with approval of Competent Authority.

  
Dr. Sanjay Mishra  
Registrar

To

- All employees of Adamas University

For Information and Copy to:

- Chancellor
- Vice Chancellor
- Pro-Vice Chancellors
- Office of the Chancellor
- Chief Finance Officer and President & Business Head, Chancellor Cell
- All Deans
- All HODs
- All Directors
- Group CFO
- President- Administration
- Officiating Controller of Examination
- Law Officer
- Deputy Librarian
- Chief Technology Officer
- Assistant Registrar
- Assistant Registrar (Academics)
- Accounts Officer
- Office File



# ADAMAS UNIVERSITY

(Approved in Academic council Meeting agenda AC 8.7 (b), dated: 15<sup>th</sup> January, 2021)

**Policy on**  
**Promotion of Academic Integrity and Prevention of Plagiarism**  
**(In accordance with updated UGC Academic & Research Integrity Policy - 2018)**

**Preamble:**

1. University Grant Commission (UGC) has issued guidelines time to time on the Research ethics and anti-plagiarism policy vide its gazette notification of 23/7 - 2018; and latest amendment in September-2020. Assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Undergraduate, Post-graduate and Research level, by a scholar/student/faculty/researcher/staff, as the case may be, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by the University.
2. The said guidelines necessitate that the University undertakes steps essential to enforce the Academic & Research integrity in the work being done in the University.
3. In this background the Research Ethics and Anti-plagiarism policy of Adamas University is formulated.

**Definition (s)**

4. The definitions as given in UGC regulations, as mentioned above, shall apply. However, some Important ones are reproduced below:
  - (a) “Research Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
  - (b) “University Research Integrity Committee (URIC)” shall mean the body constituted at University level to take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed;
  - (c) “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
  - (d) “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 (PhD) or publication in print or electronic media by students/faculty/ researcher/ scholars/staff of University; however, this shall exclude assignments / term papers / course work / essays and answer scripts etc.;
  - (e) “Source” means the published primary and secondary data/information from any authentic source.

**Scope**

5. This Research Ethics policy and procedures therein, aim to describe the steps instituted by the Adamas University to curb academic dishonesty and research misconduct in the form of:
  - (a) **Plagiarism:** – In accordance with UGC latest guidelines, this includes incorporating quotation(s) or paraphrasing from the work of another researcher (s) without



# ADAMAS UNIVERSITY

acknowledgment/Copying/representing/submitting the work of another researcher as one's own.

(b) ***Fabrication of research data and publication:*** Fabrication, falsification of research work, research publications as book chapters, journal articles and/or conference publications.

(c) ***Using of published/submitted work:*** Submission of academic and/or research related material data that has been previously submitted in whole or in substantial part in another course/paper, without prior and expressed consent of the mentor/ researcher/teacher.

6. The policy shall also be applicable for Undergraduate /Postgraduate/M.Phil./ PhD/Research program under Adamas University.

## Documents under the purview of Plagiarism Checking/Exclusions and Levels

7. The documents shall include research paper (s), thesis & dissertation (s), chapters in books, full-fledged books, Conference proceedings and any other similar work, submitted for assessment / opinion leading to the award of bachelor /master and / or research level degrees (PhD) or publication in print or electronic media by students or faculty or researcher or staff of Adamas University; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.

### 8. Excluded from similarity contents checking

The similarity checking for plagiarism shall exclude the following items:

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

#### Note:

- (a) 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 twelve (12) consecutive words.**
- (b) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- (c) University 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".
- (d) Adamas University shall create **University Research Repository** on website which shall include dissertation / thesis / paper / publication and other in-house publications.

9. **Levels of Plagiarism:** This would be quantified into following levels in ascending order of severity for the purpose of its definition:

- (a) Level 0: Similarities up to 10%
- (b) Level 1: Similarities above 10% & up to 40%



# ADAMAS UNIVERSITY

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- (c) Level 2: Similarities above 40% to 60%
- (d) Level 3: Similarities above 60%

## 10. Identification of plagiarism and Reporting

If any member of the University, who finds with appropriate proof that a case of plagiarism has happened in any document, he or she shall bring it to the notice of the University Research Integrity Panel (URIC). Upon receipt of such a complaint /allegation the URIC shall investigate the matter and submit its recommendations to the Vice Chancellor.

The authorities of Adamas University can also take *suomotu* 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 URIC.

## 11. Faculty Research Integrity Committee (FRIC)

- (a) Chairperson – Dean of the concerned School .
- (b) Member - Senior Academician of School, to be nominated by the Dean of the School
- (c) Member - One member nominated by the Dean of the School from outside the School.
- (d) Representative of Librarian & Director – E-Learning - a person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.
- (e) Representative of Registrar – Adamas University
- (f) Representative of Law officer – Patent Law officer of the Adamas University
- (g) The quorum for the meetings shall be 4 out of 7 members (including Chairperson).

### Roles and Powers of FRIC

- (I) The FRIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- (II) The FRIC shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- (III) The FRIC after investigation shall submit its report with the recommendation on penalties to be imposed to the URIC within a period of 30 days from the date of receipt of complaint / initiation of the proceedings.

## 12. University Research Integrity Committee (URIC)

- (a) Chairperson – Dean of Research & Development.
- (b) Member – Two Senior Academicians of University, to be nominated by the Vice Chancellor
- (c) Member – Two Deans of the University , to be nominated by the Vice Chancellor
- (d) Member - One member nominated by the Vice Chancellor from outside the University.
- (e) Librarian & Director – E-Learning - a person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.
- (f) Registrar – Adamas University
- (g) Law officer – Patent Law officer of the Adamas University
- (h) The quorum for the meetings shall be 5 out of 9 members (including Chairman).



# ADAMAS UNIVERSITY

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## **Roles and Powers of URIC**

- (I) The URIC shall consider the recommendations of Faculty Research Ethics Committee (FRIC).
- (II) The URIC shall have the power to review the recommendations of FREC including penalties with due justification.
- (III) The URIC shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (IV) The URIC shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- (V) The URIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the Adamas University.
- (VI) The URIC shall send the report after investigation and the recommendation on penalties to be imposed by the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of FRIC/complaint / initiation of the proceedings. However, final decision will be taken by the Vice Chancellor in view of the detailed proceedings.
- (VII) The URIC shall provide a copy of the report to the faculty / researcher/student against whom inquiry report is submitted.

## **Plagiarism Checking for the UG/PG & PhD Theses**

13. All undergraduate and post-graduate dissertations are to be submitted for similarity checking through plagiarism tool (preferably URKUND). The thesis supervisor, after verification of certificates shall submit the soft copy of thesis to the Dean R&D for its plagiarism verification. The Librarian (Custodian of anti-plagiarism software like URKUND/Turnitin/ iThenticate and who shall also be responsible to use the tool to run the anti-plagiarism script), with a request from the Dean R&D will carry out anti plagiarism checking and provide a report on same.
14. Only those Research Scholars, who have fulfilled the requirement for submission of PhD Thesis as per the Adamas University PhD regulation – 2017 and its amendments time to time, shall be allowed to submit the same. It should have declarations of Scholar as well as Supervisor, as per format provided from the office of the Dean (R&D), to indicate that the document has been prepared by him or her and that the document is his/her original work and free of any sort of unfair means and /or plagiarism.
15. The Supervisor, after verification of certificates shall submit the soft copy of thesis to the Dean R&D for its plagiarism verification. The Librarian (Custodian of anti-plagiarism softwares like URKUND/Turnitin/ iThenticate and who shall also be responsible to use the tool to run the anti-plagiarism script), with a request from the Dean R&D will carry out anti plagiarism check and provide a report on same.

The anti-plagiarism report shall be generated by the Librarian and the report shall be submitted to the Dean Research and Development (Dean (R&D)) along with the thesis, indicating the level of similarity.



# ADAMAS UNIVERSITY

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## 16. Dean (R&D) shall evaluate the report and dispose as below:

- (a) In case of Level 0, forward the Thesis to be processed as per the rules
- (b) In case of Level 1, such student shall be asked to submit a revised script of Thesis within a stipulated time not exceeding 3 months.
- (c) In case of Level 2 and 3 –Refer the case to FREC to deal with as per penalty regulations of UGC including de-registration of student, if required.

## **Plagiarism checking for documents like Research Papers/Thesis/Dissertation Chapters/Proceedings etc., as per Clause 7 of the regulation**

- 17. Author (s) shall be required to submit his /her research document, before submission, to the Dean (R&D) for plagiarism checking & forwarding. The Librarian, in recommendation of the Dean (R&D), will generate the plagiarism report for the paper (s).
- 18. Any publication which is not submitted for plagiarism check shall not be accepted for accreditation to the author or credited during annual appraisal or University Data repository.
- 19. Librarian shall submit the certificate to the office of the Dean (R&D) for record and also a copy to be forwarded to the concerned HoD for records or in case the level is noted to be in between 1-3, the concerned HoD may report the matter to FRIC.

## **Penalties to be imposed**

- 20. Penalties in the cases of plagiarism/ unfair means in research shall be imposed on students pursuing studies at the level of Bachelors / Masters and Research programs and on researcher, faculty & staff of the Adamas University 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 has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

## **21. Penalties in case of plagiarism in submission of thesis and dissertations**

University Research Integrity Panel (URIC) shall impose penalty considering the severity of the Plagiarism.

- (I) **Level 0: Similarities up to 10%** - Minor Similarities, no penalty.
- (II) **Level 1: Similarities above 10% to 40%** - Such student/faculty/staff shall be asked to submit a revised script within a stipulated time not exceeding 1 month.
- (III) **Level 2: Similarities above 40% to 60%** - Such student/faculty/staff shall be debarred from submitting a revised script for a period of one year.
- (IV) **Level 3: Similarities above 60%** -Such student/faculty/staff registration for that program shall liable to be cancelled.

**Note 1: Penalty on repeated plagiarism-** Such student/faculty/staff 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.



# ADAMAS UNIVERSITY

**Note 2: Penalty in case where the degree is awarded** - If plagiarism/ unfair means is reported and prima facie proved on a date later than the date of award of degree Bachelors/Masters/PhD, as the case may be, then the Adamas University shall initiate steps to declare such degree as invalid. In such cases, the degree /award shall be put on hold, for a period required to call the beneficiary and/ or meet him/her for an opportunity to explain the reason for such reported misconduct. The period shall be recommended by the URIC and approved by the Vice Chancellor.

**Following steps shall then be initiated:**

- (a) Withdrawal of the theses from all repositories, such as Shodh Ganga/Inflibnet etc.
- (b) Issue show cause notice to the student/faculty/staff to report for Investigation/explain the conduct.
- (c) In case, the beneficiary does not cooperate with investigation, information may be sent to his/her employer.
- (d) University is entitled to cancel the degree/award/credit so given, as per the procedure defined in its Act & Ordinances after due approval of Academic Council. Such a cancellation should be widely publicized and certificates also withdrawn from University part.

## 22. Penalties in case of Plagiarism in Research Publications

- (a) Level 0: Similarities up to 10% - Minor similarities, no penalty.
- (b) Level 1: Similarities above 10% to 40%- author may be asked to withdraw manuscript.
- (c) 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, Ph.D. student/scholar for a period of 2 years.
- (d) Level 3: Similarities above 60%
  - (IV) Shall be asked to withdraw manuscript.
  - (V) Shall be denied a right to two successive annual increments.
  - (VI) Shall not be allowed to be a supervisor to any new Master's, Ph.D. student/scholar for a period of 3 years.

**Note 1: Penalty on repeated plagiarism** – The concerned faculty/staff/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 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 as per the Adamas University service rules shall be taken by the University.

**Note 2: Penalty in case where the publication is awarded** - If plagiarism is proved on a date later than the date of benefit or credit obtained then

- (I) Benefit or credit given to the author shall be put on hold for a period recommended by URIC, to complete its investigation and approved by the Vice Chancellor.
- (II) Withdraw the Publication from all repositories.
- (III) Issue show cause notice to the faculty/researcher/staff/student to report for Investigation/explain the conduct.
- (IV) In case, the beneficiary does not cooperate with investigation, information may be sent to his/her current employer in case have left the University.
- (V) On completion of Investigation and approval of penalty, implementation to be made



# ADAMAS UNIVERSITY

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through Adamas University HR department or communicate the same to the current employers of the author.

**Note 3: Procedure to be followed in case of student submits the paper independently or as a joint author in a group of students**

The submission of paper /Project for anti-plagiarism check shall be done under the overall supervision of the research guide.

In case plagiarism is detected, the matter shall be reported to URIC, depending upon the level.

- (I) **Level 0: Similarities up to 10%** - Minor Similarities, no penalty.
- (II) **Level 1 to Level 3:** Similarities above 10%. The student or group of students shall be investigated under rules for Research Ethics / Plagiarism and Unfair means by a committee constituted by the URIC and awarded penalty as recommended and approved under this rule.

Sd/-

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Dean (Research & Development)