



VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR - CHENNAI

PLAGIARISM POLICY

PRAMBLE:

- (a) Vels Institute of Science, Technology and Advanced Studies (VISTAS), Deemed to be University follows high standard of moral & ethical values in its academic pursuits. Original research work in consonance with values of University national and international guidelines adds to the credibility of the university. Similarly, the research output should be original research work in consonance with the values of University, National & International Guidelines. Being a health University, majority of research works is related to humans. This necessitates the need for stringent quality check. In the era of availability of unlimited information digitally, plagiarism is a serious problem which quality & originality of research work. This in turn brings down the credibility of the University. Hence, the University has framed guidelines to check plagiarism, which needs to be followed by all researchers, at all stages of research.
- (b) As per the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations 2018, on recommendation of Board of Management meeting and on approval of the Vice-Chancellor the Plagiarism Policy has been notified as per below:

1.1 Definition

‘Plagiarism’ is the unacknowledged use of another person’s work as one’s own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, data, figures, photos, or longer extracts from published or unpublished work, including form internet, without acknowledgement of the source. Plagiarism is not in itself a crime, but can constitute copyright infringement. In academia and industry, it is considered as a serious ethical sin.

Sources of Definition:

1. Green, Stuart P.(2002). “Plagiarism, Norms, and the Limits of Theft Law: Some Observations on the Use of Criminal Sanctions in Enforcing Intellectual Property Rights”. Hastings Law Journal. 54 (1). SSRN 315562
2. Wager E. Ethical Publishing: The innocent author’s guide to avoiding misconduct. Menopause Int. 2007; 13:98-102.

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1.2 Objectives of Plagiarism:


- (a) 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 staff.
- (b) To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- (c) To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of VISTAS committing the act of plagiarism.

1.3 What constitutes 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.
- (g) to present as new and original an idea or product derived from an existing source

1.4 Detection of Plagiarism:

- (a) Both, the Guide and Candidate pursuing Ph.D. / Master course shall check the plagiarism on the plagiarism checking software like Turnitin / Urkund. He / She shall generate the 'plagiarism check report' and submit along with a soft copy of the draft thesis for the consideration of Departmental Plagiarism Committee & Ph.D. Committee of the University.
- (b) The final draft of the thesis shall be submitted along with the report generated by plagiarism checking software. The University shall verify the report & take necessary action.


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- (c) Candidate shall also submit a declaration (Annexure-I) on the plagiarism report obtained from the software.
- (d) Candidate shall also submit an affidavit (Annexure-II) for plagiarism free and original Ph.D/M.Phil.,.
- (e) The exclusion, at the time of performing the check, should be limited to the following:
 - i. Quotes
 - ii. Bibliography
 - iii. Phrases
 - iv. Small matches upto 10 words
 - v. Small similarity less than 1%
 - vi. Mathematical Formula
 - vii. Name of Institutions, Departments etc.

1.5 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, laws, standard symbol 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 a common knowledge or coincidental terms to fourteen (14) consecutive words.

1.6 Departmental Academic Integrity Panel (DAIP)

- i) All Departments in VISTAS shall notify a DAIP whose composition shall be as given below:
 - a) Chairman - Head of the Department
 - b) Member - Senior academician from outside the department, to be nominated by the Head of VISTAS
 - c) Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

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

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.



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- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings

1.7 Institutional Academic Integrity Panel (IAIP)

- i) VISTAS shall notify a IAIP whose composition shall be as given below:
- a) Chairman - Pro-VC/Dean/Senior Academician of the VISTAS
 - b) Member - Senior Academician other than Chairman, to be nominated by the Head of VISTAS.
 - c) Member - One member nominated by the Head of VISTAS from outside the VISTAS.
 - d) Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the VISTAS.

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 4 members (including Chairman).

- ii) The IAIP shall consider the recommendations of DAIP.
- iii) The IAIP shall also 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 VISTAS.
- v) The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi) 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 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of the proceedings.
- vii) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.


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1.8 Procedure for reconciliation of plagiarism reports:

1. If a draft (Dissertation/Thesis/Research Report) is found plagiarized and reported to Departmental Research (Ph.D.) Committee then the Departmental Research (Ph.D.) Committee shall call the candidate to hear the candidate's view. On hearing the candidate, the Departmental Research (PhD) Committee shall submit its recommendations keeping in view of the following guidelines:

A) Penalties in case of plagiarism in submission of thesis and dissertations

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


- i. Level 0: Similarities upto 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.

B) Penalties in case of plagiarism in academic and research publications

- I. Level 0: Similarities upto 10%**
- 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.


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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.


The thesis resubmitted as recommended by the Departmental Research (Ph.D./M.Phil.) Committee in view of clauses (1) (a) to (d), will be again placed before Departmental Research Committee (Ph.D. Committee) for approval after the candidate presents the changes in person & the Committee is satisfied with the changes. A report regarding the opinion as shall be submitted to the University for further process.

Plagiarism reported after the Award of Degree:

In case, any plagiarism is reported to the University after award of a Ph.D. degree/M.Phil., the Vice-Chancellor may constitute an Expert Committee to enquire into charges of plagiarism and the Committee will submit its report with recommendations.

The Expert Committee may give the opportunity of hearing to the concerned parties as it deems fit.

The Vice-Chancellor shall place the Report along with recommendations of the Committee before the Academic Council / BOM for its consideration and action.


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