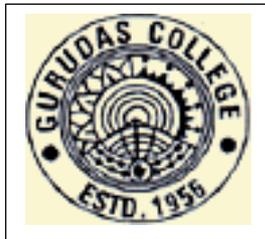


Code of Ethics: Plagiarism



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INTRODUCTION:

Ethics and honesty are the two most important components of the academic activities (like teaching or research). Some of the academicians intentionally or unintentionally publish or present other's work as their own which will affect healthy academic atmosphere in the institute and degrade the reputation of the institute as well as the individual.

It is therefore important for an academic institute to have in place a policy on plagiarism to avoid such type of acts.

1. DEFINITION:

Plagiarism is defined as copying or reproducing another person's work as one's own without the acknowledgement of the source.

According to the Oxford English Dictionary, plagiarism is; "The practice of taking someone else's work or ideas and passing them off as one's own". So, plagiarism is blatant theft of ideas, words, phrases, clauses, sentences, paragraphs from published or unpublished work (including from the Internet) without proper citation.

2. TYPES:

Plagiarism may be intentional or accidental.

3. OBJECTIVE:

i) To create academic awareness about responsible conduct of research, study, project, assignment, thesis and prevention of misconduct including plagiarism in academic writing among the members of the institute.

ii) To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis from plagiarism.

iii) To develop systems to detect, prevent plagiarism and take action against alleged plagiarism by student, teacher and researcher.

4. DETECTION:

It is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism should be made by a person who understands the definition of plagiarism and plagiarism detection tools.

Our Institute have the best tools / software to detect plagiarism. Our academic institute imparts knowledge to student and teacher about definition, detection of plagiarism and action if plagiarism is proved.

5. PROCEDURE FOR HANDLING:

i) Procedural Fairness:

The Institution is determined to handle alleged plagiarism. But there is also procedural fairness including the right to:

- Be informed of the allegations against them in full detail to enable them to understand the nature of the allegations.
- Have sufficient response time to the allegations against them.
- Have the matter resolved regularly.
- ***Impartiality in any investigation process.***
- ***Absence of bias in any decision making.***

ii) Identification and Assessment of Alleged Plagiarism:

If any person reports the alleged plagiarism to respective body, the authority of the body should check the presence of plagiarism or not. Then type and degree of plagiarism is to be determined. This empowered body will submit its report and recommendation to statutory bodies for disciplinary actions.

Plagiarism would be quantified into following levels:

Level 0: Similarities up to 10% [Excluded]

Level 1: Similarities above 10 to 40%

Level 2: Similarities above 40 to 60 %

Level 3: Similarities above 60%

iii) Counselling:

Institution needs to take steps to educate students/teachers about the dangers of plagiarism and detection of plagiarism so that they do not take support of the unfair-means. Thus the moral urge of the students and teachers will prevent it.

6. GUIDELINES FOR ACTION:

The Institution will form a committee of experts who will find the presence and level of plagiarism. This committee will have a Head of the Department or the Principal as a member. This committee will prepare and submit report to the IQAC for ultimate decision.

The committee of experts will use institutional software or the best possible software's provided by UGC or National Knowledge Commission for detecting the plagiarism.

Depending on the level of crime the action could be:

- ✓ Fine or warning.
- ✓ Rustication for limited period or permanent

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Plagiarism is a Cognizable Offence.

- The main work carried out by the teacher, researcher and student shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism.
- The main work shall include abstract, summary, introduction, hypothesis, observations, results, discussions, conclusions, acknowledgements and references.
- The researcher should declare about the originality of each submitted research document of his/ her and freeness of any plagiarism with bibliographic reference of the copied part.

Follow Good Research Practices.