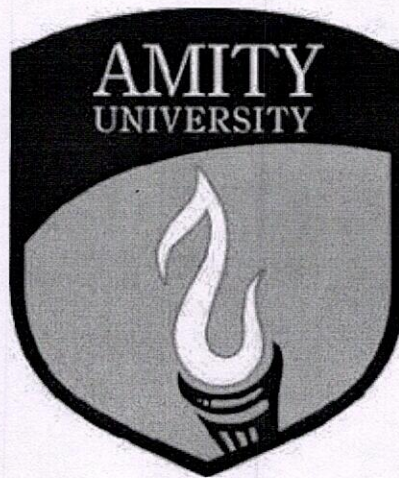


AMITY UNIVERSITY MADHYA PRADESH



Policy Guidelines for Promotion of Academic Integrity and Prevention of Plagiarism

(Total 08 Pages)

Policy Guidelines for Promotion of Academic Integrity and Prevention of Plagiarism

Date: 24.09.2018

1. Preamble.

Amity University Madhya Pradesh (AUMP) believes in very high standard of research and innovation and there will be a zero tolerance for plagiarism.

The University Grants Commission in-order to maintain the academic Integrity and Originality in various relevant processes adopted by Higher Educational Institutions (HEIs) has notified a regulation called the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulation, 2018 vide notification number F.1-18/2010 (CPP-II) dated 23rd July, 2018.

2. Title, application and Commencement.

(a) AUMP shall adopt the regulation notified by UGC vide notification number F.1-18/2010 (CPP-II) dated 23rd July, 2018 for promotion of Academic Integrity and Prevention of Plagiarism by adopting a POLICY GUIDELINES for Promotion of Academic Integrity and Prevention of Plagiarism.

(b) This POLICY GUIDELINES shall apply to the students, faculty, researchers and staff of Amity University Madhya Pradesh.

(c) The POLICY GUIDELINES shall come into force from the date of issue and shall be amended as and when required to maintain the standards of Academic Integrity and Prevention of Plagiarism.

3. Awareness Programs and Trainings.

(a) It shall be the responsibility of Head of the respective Institutes through the respective research mentors and guides to create awareness amongst the students, faculty, researcher and staff regarding proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

(b) It shall be the primary responsibility of Dean (Research) to conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

(c) The University shall:

- (i) Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/ Postgraduate (PG)/ Master's degree etc. as a compulsory course work/module.
- (ii) Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
- (iii) Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of AUMP.
- (iv) Train students, faculty members, researchers and staff for using plagiarism detection tools and reference management tools.
- (v) Establish facility equipped with modern technologies for detection of plagiarism.
- (vi) Encourage students, faculty members, researchers and staff to register on international researcher's Registry systems.

3. Curbing Plagiarism.

- (a) The respective Institutes in consultation with the Dean (Research) shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- (b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including students, faculty members, researchers and staff etc.
- (c) Every student submitting a thesis, dissertation, or any other such documents to the University 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.
- (d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the respective Institute.
- (e) Each Research Mentor / Guide / Supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- (f) The respective HoIs shall submit soft copies of all Masters, Research program's dissertations and thesis to the University Library. The University Librarian shall ensure the submitted document shall be submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".

(g) The University shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

4. Similarity checks for EXCLUSION from Plagiarism.

- (a) 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 contents, preface and acknowledgements.
 - (iii) All generic terms, laws, standard symbols and standards equations.
- (b) The Research Guide/Supervisor shall ensure that the research work carried out by a 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 fourteen (14) consecutive words.

5. Levels of Plagiarism.

- (a) Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:
- (i) Level 0: Similarities upto 10% - Minor similarities, no penalty
 - (ii) Level 1: Similarities above 10% to 40%
 - (iii) Level 2: Similarities above 40% to 60%
 - (iv) Level 3: Similarities above 60%

6. Detection/Reporting/Handling of Plagiarism.

- (a) 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).
- (b) Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of AUMP.
- (c) The authorities of AUMP can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by AUMP on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

7. Constitution of Departmental Academic Integrity Panel (DAIP).

- (a) The respective Department / Institute / School will be required to constitute DAIP as per the composition given below:-

- (i) Chairman – Head of the Institute of respective Department/Institute/School
- (ii) Member – Senior academician from outside the Department nominated by Hon'ble Vice Chancellor
- (iii) Member – A person well versed with anti plagiarism tools, to be nominated by Head of the respective Department / Institute / School.
- (b) The tenure of members in respect of point (ii) and (iii) shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
- (c) The external members of faculty for DAIP will be nominated by the Hon'ble Vice Chancellor from the different Departments / Institutes / School for a period of two years.
- (d) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- (e) The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- (f) The DAIP after investigation shall submit its report with recommendation on penalty(ies) to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of proceedings.
- (g) All Hols / HoDs will have to notify Departmental Academic Integrity Panel (DAIP) immediately with the approval of Hon'ble VC and intimation to Pro VC, Registrar, Dean Academics & Dean Research.

8. 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 AUMP 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 in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

8.1 Penalties in case of plagiarism in submission of thesis and dissertations.

- (i) **Level 0: Similarities upto 10%** - Minor Similarities, No Penalty.
- (ii) **Level 1: Similarities above 10% to 40%** - 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.

8.2 Penalties in case of plagiarism in academic and research publications

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- (iii) **Level 2: Similarities above 40% to 60%** -
- (a) Shall be asked to withdraw 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.
- (b) Shall be denied a right to two successive annual increments.
- (c) 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.

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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. AUMP 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 AUMP is checked for plagiarism at the time of forwarding/submission.

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

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 IAIP and approved by the Competent Authority.

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

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(a) The constitution of Institutional Academic Integrity Panel (IAIP) of AUMP for the period of 03 years from the date of issue of this POLICY GUIDELINES is as under:

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Member – Prof (Dr) R.S. Tomar, Dean Academic, AUMP

Member – Prof (Dr) Mukul Tailang, Professor of Pharmacy, Jiwaji University, Gwalior

Member – Prof (Dr) Venkatadri M, HoD - CSE, ASET, AUMP

(b) The quorum for the meetings shall be 3 out of 4 members (including Chairman).

(c) The IAIP shall consider the recommendation of DAIP.

(d) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

(e) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

(f) The DAIP shall have the power to review the recommendation of DAIP including penalty(ies) with due justification.

(f) The IAIP shall send the report after investigation and the recommendation on penalty(ies) to be imposed to Hon'ble VC within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of proceedings.

(g) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

10 The functionaries of the IAIP and DAIP will be responsible for promotion of Academic Integrity and prevention of plagiarism at AUMP.

All the research paper prior to sending for publication must be passed through DAIP / HoI to check for any plagiarism. The DAIP/HoI will clear the paper within 7 days, and if the DAIP/HoI does not clear the paper within 7 days, the paper will automatically be deemed to have been cleared and the author shall have the rights to publish. However, prime responsibility of plagiarism will be of Author and Co-author only.

11 Hon'ble Vice Cancellor reserves the right to terminate the services of an individual found guilty of academic integrity to safe guard the honour and reputation of the organization.

12 AUMP reserves the right to remove difficulty/difficulties in the course of implementation of these POLICY GUIDELINES with the approval of Hon'ble VC.


(Rajesh Jain) 24.09.2018
Registrar



To

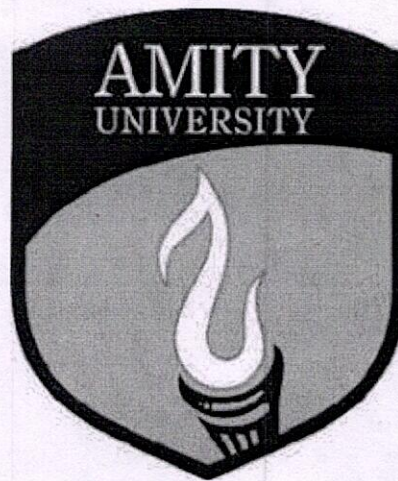
1. Pro-Vice Chancellor, AUMP
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Copy to

1. P.S. to Hon'ble VC, AUMP

AMITY UNIVERSITY MADHYA PRADESH

Reconstituted



Policy Guidelines for Promotion of Academic Integrity and Prevention of Plagiarism

(Total 08 Pages)

Policy Guidelines for Promotion of Academic Integrity and Prevention of Plagiarism

Date: 30.09.2020

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 - (b) Shall be denied a right to one annual increment.
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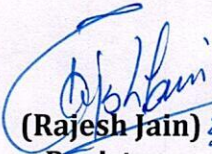
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(Rajesh Jain) 30/09/2020
Registrar



To

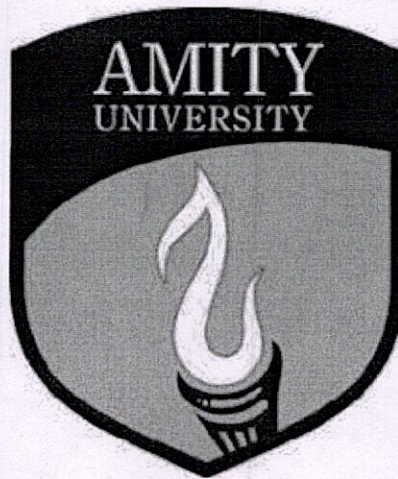
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AMITY UNIVERSITY MADHYA PRADESH

Reconstituted



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(Total 08 Pages)


Registrar
Amity University Madhya Pradesh
Gwalior

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Date: 27.09.2022

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- (b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including students, faculty members, researchers and staff etc.
- (c) Every student submitting a thesis, dissertation, or any other such documents to the University 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.
- (d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the respective Institute.
- (e) Each Research Mentor / Guide / Supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- (f) The respective HoIs shall submit soft copies of all Masters, Research program's dissertations and thesis to the University Library. The University Librarian shall ensure the submitted document shall be submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".

(g) The University shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

4. Similarity checks for EXCLUSION from Plagiarism.

(a) 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 contents, preface and acknowledgements.
- (iii) All generic terms, laws, standard symbols and standards equations.

(b) The Research Guide/Supervisor shall ensure that the research work carried out by a 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 fourteen (14) consecutive words.

5. Levels of Plagiarism.

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

- (i) Level 0: Similarities upto 10% - Minor similarities, no penalty
- (ii) Level 1: Similarities above 10% to 40%
- (iii) Level 2: Similarities above 40% to 60%
- (iv) Level 3: Similarities above 60%

6. Detection/Reporting/Handling of Plagiarism.

(a) 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).

(b) Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of AUMP.

(c) The authorities of AUMP can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by AUMP on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

7. Constitution of Departmental Academic Integrity Panel (DAIP).

(a) The respective Department / Institute / School will be required to constitute DAIP as per the composition given below:-

- (i) Chairman – Head of the Institute of respective Department/Institute/School
- (ii) Member – Senior academician from outside the Department nominated by Hon'ble Vice Chancellor
- (iii) Member – A person well versed with anti plagiarism tools, to be nominated by Head of the respective Department / Institute / School.
- (b) The tenure of members in respect of point (ii) and (iii) shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
- (c) The external members of faculty for DAIP will be nominated by the Hon'ble Vice Chancellor from the different Departments / Institutes / School for a period of two years.
- (d) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- (e) The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- (f) The DAIP after investigation shall submit its report with recommendation on penalty(ies) to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of proceedings.
- (g) All HoIs / HoDs will have to notify Departmental Academic Integrity Panel (DAIP) immediately with the approval of Hon'ble VC and intimation to Pro VC, Registrar, Dean Academics & Dean Research.

8. 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 AUMP 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 in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

8.1 Penalties in case of plagiarism in submission of thesis and dissertations.

- (i) **Level 0: Similarities upto 10%** - Minor Similarities, No Penalty.
- (ii) **Level 1: Similarities above 10% to 40%** - 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.

8.2 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%** - Shall be asked to withdraw manuscript.
- (iii) **Level 2: Similarities above 40% to 60%** -
 - (a) Shall be asked to withdraw 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.
 - (b) Shall be denied a right to two successive annual increments.
 - (c) 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.

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 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 service rules shall be taken by AUMP.

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. AUMP 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 AUMP is checked for plagiarism at the time of forwarding/submission.

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

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 IAIP and approved by the Competent Authority.

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

9 Constitution of Institutional Academic Integrity Panel (IAIP).

(a) The constitution of Institutional Academic Integrity Panel (IAIP) of AUMP for the period of 03 years from the date of issue of this POLICY GUIDELINES is as under:

Chairman – Prof (Dr) M.P. Kaushik, Pro VC, AUMP

Member – Prof (Dr) R.S. Tomar, Dean Academic, AUMP

Member – Prof (Dr) Mukul Tailang, Professor of Pharmacy, Jiwaji University, Gwalior

Member – Prof (Dr) Sumit Narula – Deputy Dean Research (Publications and Citations) Director, Amity School of Communication & Public Relations AUMP

(b) The quorum for the meetings shall be 3 out of 4 members (including Chairman).

(c) The IAIP shall consider the recommendation of DAIP.

(d) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

(e) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

(f) The DAIP shall have the power to review the recommendation of DAIP including penalty(ies) with due justification.

(f) The IAIP shall send the report after investigation and the recommendation on penalty(ies) to be imposed to Hon'ble VC within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of proceedings.


(g) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

10 The functionaries of the IAIP and DAIP will be responsible for promotion of Academic Integrity and prevention of plagiarism at AUMP.

All the research paper prior to sending for publication must be passed through DAIP / HoI to check for any plagiarism. The DAIP/HoI will clear the paper within 7 days, and if the DAIP/HoI does not clear the paper within 7 days, the paper will automatically be deemed to have been cleared and the author shall have the rights to publish. However, prime responsibility of plagiarism will be of Author and Co-author only.

11 Hon'ble Vice Chancellor reserves the right to terminate the services of an individual found guilty of academic integrity to safe guard the honour and reputation of the organization.

12 AUMP reserves the right to remove difficulty/difficulties in the course of implementation of these POLICY GUIDELINES with the approval of Hon'ble VC.


(Rajesh Jain) 27/09/22
Registrar

To

1. Pro-Vice Chancellor, AUMP
2. Dean Academics, AUMP
2. Dean Research, AUMP
3. Hols and HoD (Teaching & Non Teaching), AUMP

Copy to

1. P.S. to Hon'ble VC, AUMP

