

IUT/3.4.1

Whether Colleges have been provided access to plagiarism detecting software (Yes/No)	Mechanism for detecting plagiarism
YES	Open Source

URL for Code of Ethics

<http://www.iutripura.edu.in/Publications/Plagiarism-policy-in-the-purview-of-UGC.pdf>

<http://www.iutripura.edu.in/Publications/Publication-ethics.pdf>

Policy on (promotion of Academic Integrity and prevention of plagiarism in The Icfai University Tripura.

Preamble

Assessment of academic and research work done by a student or a faculty or a researcher or a staff, in the form of essays, assignments, term papers, project reports, coursework, thesis and dissertation leading to the award of degrees, research papers, policy papers, chapters in books full fledges book and any other work including computer programmes is instrumental in identifying and certifying the academic standards accomplished by such students or faculty or research or staff and projecting them far and wide as an objective and impartial indicator of the performance of individuals.

Any academic and research work undertaken in any form by student or a faculty or researcher or a staff , reflects the extent to which element of academic integrity, originality and innovation have been injected in various processes of education adopted by higher educational institutes (HEI's):

1. Short title, application and commencement:-

- a. The policy is at par with university grant commission (promotion of academic integrity and prevention of plagiarism in higher educational institutions) regulations, 2017.
- b. The policy will apply with students, researcher, faculty and staff of all higher educational institutions in the country.
- c. The policy shall come in to force from immediate effect.

2. Definitions: In this regulations , unless the context otherwise requires-

- a. "Academic misconduct panel" shall mean the body constituted to investigate allegations of plagiarism as described under clause II in this regulation.
- b. "Academic Integrity" is the Intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.

- c. “Author includes a student or a faculty or a researcher or staff of the Icfai University Tripura who claims to be the creator of the work under consideration:
- d. “Faculty” refers to a person who is teaching and / or guiding student enrolled in an institutions of higher education in any capacity whatsoever i.e. regular , adhoc, guest, temporary, visiting, etc.:
- e. “Information” includes data, message, text, images,, sound , voice, codes, computer programs , software and databases or micro film or computer generated micro fiche:
- f. “Plagiarism” means an act of academic dishonesty and a breach of ethics. It involves using someone else work as one’s own. It is also includes data plagiarism and self plagiarism:
- g. “Program” means a course or program of study leading to the award of a degree or a diploma in the Icfai University Tripura.
- h. “Researcher” refers to a person conducting academic/scientific research in Institution of higher education.
- i. “Script” includes research paper, thesis, study, project report, assignment, dissertation and any other such work submitted for assessment / opinion leading to the work of degree or publication in print or electronic media by students or faculty or staff of the Icfai University Tripura.

Note: These shall however exclude answer scripts submitted in response to a question paper set by a HEI.

- j. “Source” means the published primary and secondary material from any source whatsoever and includes written information and opinion gained directly from other people, including eminent scholars, public figures and practioners 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 II(1)(v)of the information technology act 2000.
- k. “ Staff” refers to all nonteaching in institutions of the Icfai University, Tripura any capacity whatsoever i.e. regular, temporarily , contractual , outsource etc.
- l. “Student” means a person duly admitted and perusing a program of study including a research programme in full time or part time or distant mode.
- m. “Year” means the academic session in which a proven often has been committed.

Words and expressions used and not define in this regulations but define in the university grants commission act, 1956 shall have the meanings respectively assigned to them in UGC Act 1956.

3. Objectives:

- 3.1 to create academic awareness about responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic Integrity and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty and other members of academic staff as well as any employee of the Icfai University, Tripura.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research study, project work, assignment, thesis, dissertation, promotion, of academic integrity and difference from plagiarism.
- 3.3 To develop systems to detect plagiarism and to setup mechanisms to prevent plagiarism and punished a student , faculty, or staff of HEI committing the act of plagiarism

4. Duties of the Icfai University Tripura:

The University has the mechanism as prescribed in these regulations to enhance a awareness about responsible conduct of research and academic activities, promotion, integrity and deterrence from plagiarism.

5. Awareness Program and Training:

- a. The Icfai University Tripura Students, Faculty and Staff about 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 and regulations governing the source.
- b. The Icfai University, Tripura conduct sensitization seminars/ awareness programme every semester on responsible conduct of research , project work assignment, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty and other members of academic staff.
- c. The Icfai University, Tripura shall
 - (i) Include the cardinal principles of academic integrity in the curricula of under graduate (UG)/Post Graduate(PG)/ Master's Degree as a Compulsory course work
 - (ii) Includes elements of responsible conduct of research and publication ethics as a compulsory coursework for M.Phil and Ph.D scholars.
 - (iii) Include Elements of responsible conducts of research and publication, ethics in orientation and refresher courses organized for faculty and other members of academic staff.
 - (iv) Shall trained student, faculty, staff and researcher for using plagiarism detection tools and reference management tools.
 - (v) Shall establish facility equipped with modern technologies for detection of plagiarism.
 - (vi) Shall encourage student faculty staff and researcher to registrar on international researcher's registry systems.

6. Curving Plagiarism:

- a. The Icfai University, Tripura had declare and implemented the Technology based mechanism using appropriate software so as to ensure that documents such as thesis dissertations, term papers, reports, publications or any other such documents are free of plagiarism at the time of other submission.
- b. Every students submitting a thesis, dissertation, term papers, reports, or any other such documents to the icfai university Tripura submits and undertaken indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- c. Every faculty, researcher and M.Phil/Ph.D students should be provided account in plagiarism detection tools for checking the content of their scripts.
- d. The undertaking checks the fact that the document has been duly checked through a plagiarism detection tool approved by the HEI.
- e. The Icfai University Tripura has developed a policy on plagiarism and get it approved by the relevant statutory bodies of the University.
- f. Each supervisor has been submitting a certificate indicating that the work done by the researcher under in/her is plagiarism free.

- g. The Icfai university Tripura has been submitting to INFLIBNET soft copies of all M.Phil, Ph.D dissertations and this carried out in its various departments after the award of degrees for hosting in the digital repository under the “ shodh Ganga e-repository” programs.
- h. The ICFAI university Tripura has created Institutional repository on institute website which shall include dissertation/thesis/paper/publication and other in-house publications.

7. Similarly checks for exclusion from plagiarism

The similarity checks for plagiarism shall exclude the following

- i. All quoted work either falling under public domain and reproduced all necessary permission or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgement.
- iii. All small similarities of minor nature.
- iv. All generic terms, laws, standard symbols and standard equation.

8. Zero tolerance policy in core area

The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and is covered by zero tolerance policy on plagiarism. In case plagiarism is established in the core work claimed than plagiarism disciplinary authority of the ICFAI University, Tripura would impose maximum penalty. The core work includes abstract summary hypothesis, observations, results, conclusion and recommendations.

9. Level of plagiarism in non core area:-

For all other cases plagiarism could be quantified into following levels in ascending order of severity for the purpose of its definitions

- a. Similarities up to 10% excluded.
- b. Level 1: similarities above 10% to 40%
- c. Level 2. similarities above 40% to 60%
- d. Level3. similarities above 60%

10. Detection/reporting/handling of plagiarism

If any member of the academic community suspect with appropriate proof that a case plagiarism has happened in any document he/she shall report it to the competent authority of the university. Upon such a complain or allegation the university authority shall refer the case to the academic miss conduct final who intern shall submit a report to the plagiarism to the disciplinary authority. The authorities of IUT can takes sumotu notice of an act of plagiarism and initiate proceeding under this regulations. Proceedings are initiated on the basis of the findings of the examiner.

11. Academic misconduct panel (AMP)

- (i) (AMP) shall be constituted by the ICFAI University Tripura investigate about the allegation of plagiarism and submit the report to the PDA.
- (ii) The amp shall have the power to assess the level of plagiarism and thus recommend penalty (ies) accordingly
- (iii) The amp consitsts of four members who shall be senior academicians with good publications record with atleast one member nominated by the Pro Vice Chancellor from outside the HEI. The chairman of the amp shall be an academic functionary (Dean / Pro V.C / senior academician) of the University. The third member shall be a reputed academician from the discipline in which the plagiarism is alleged. The fourth member shall be an ewxpert well versed with anti plagiarism rules.

- (iv) The amp shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, researcher, faculty member or any other employee of ICFAI University Tripura.
- (v) The amp shall send the report after investigation and the recommendation on penalties to be imposed to the PDA preferably within a period of 45 days from the date of complaint./ initiation of the proceedings in case of su moto notice.
- (vi) The amp shall provide a copy of the report to the persons against whom inquiry report is submitted.

12. Plagiarism disciplinary authority (PDA)

- (i) PDA is to be constituted by the University to consider the recommendations of the amp and take appropriate decision after giving a hearing to the accused person.
- (ii) There shall be three members in the PDA chaired by the head of the University / head of the institution / appointing and dismissal authority. The other members shall be Dean / Director / (academic / research) and one senior Academician not below the rank of Professor in the relevant discipline from outside the HEI.
- (iii) The decision of the PDA shall be final and binding.

13. Penalties

Penalties in the cases of plagiarism are imposed on students pursuing studies at the level UG/PG, Masters, M.Phil, PHD and faculty staff of the University misconduct on the part of the offender 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 / herself in a fair or transparent manner. While developing policy document, the University may consider penalties in the cases of plagiarism. It shall be ensured by the competent authority in the HEI that the degree of penalty served is commensurate with the degree of seriousness of offence and misconduct established. Since act of plagiarism, witting or unwitting, is potentially detrimental to the academic credibility and social reputation of the individual concerned, all proceedings of investigations and impositions of penalties shall be conducted in camera so as to prevent encrustation of stigma and slur upon individual concerned.

(a) Penalties for students

Plagiarism disciplinary Authority (PDA) of the University based on recommendations of the Academic Misconduct Panel (AMP) shall impose penalty considering the severity of the plagiarism.

- a. Level 1: similarities above 10% to 40% - Such student shall not be given any mark and / or credit for the plagiarised script and shall be asked to submit a revised script within a stipulated time period not exceeding six months
- b. Level 2. similarities above 40% to 60% - Such students shall not be given any mark and / or credit for the plagiarised script after a time period of one year but not exceeding eighteen months
- c. Level 3. similarities above 60% - Such students shall not be given any marks and/ or credit for the plagiarised script and his or her registration for the course to be cancelled.

Note 1 : Penalty on repeated plagiarism – Such students shall be punished for the plagiarism of one level higher than the previous level committed by him or her. In case where plagiarism of highest level is committed than the punishment for the same shall be operative

Note 2 : Penalty in case where 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 or her degree or credit shall be put in abeyance for a period decided by the amp and PDA.

b. Penalties for faculty , staff , researcher for HEI

- (i) **Level 1: similarities above 10% to 40%** - Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year
- (ii) **Level 2. similarities above 40% to 60%** - Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of two year and shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any programs for a period of two years.
- (iii) **Level 3. similarities above 60%** - Shall be asked to withdrawn manuscripts submitted for a publication and shall not be allowed to publish any work for a minimum period of three years and shall be denied a right to successive annual increments and shall not be allowed to be a supervisor to any programs for a period of three years.

Note 1 : Enhanced penalty on repeated plagiarism:- shall be punished for the plagiarism of one 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 operated. In case level 3 offence is repeated then the concerned person shall be dismissed.

Note 2 : Penalty in case where the benefit on 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 the abeyance for a period decided by the AMP and PDA on recommendation of the AMP.