

[Approved by the E.C. in its 345 Meeting held on 23/2/21
March, 2021 vide Resolution No. 18]

Dibrugarh University Policy for Promotion of Academic Integrity and Prevention of Plagiarism

1. Preamble

The academic and research activities of a student or a faculty or a researcher or a staff of an academic institution are reflective of the quality of the institution which is assessed through the quality of the theses and dissertations submitted for the award of Ph.D and M.Phil degrees and publication of research papers, chapters in books, full-fledged books and any other similar work within and outside the institution. Therefore, to maintain quality, it is the duty of an academic institution to promote academic integrity and prevent misconducts including plagiarism in academic writing among student, faculty, researcher and staff. Keeping this in mind, Dibrugarh University has prepared a Plagiarism policy as per the following clauses. This policy is in conformity with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, and the Regulation on Self Plagiarism 2020.

By this policy, Dibrugarh University strives to,

- (a) create awareness among its stakeholders the responsibility of pursuing research, preparing thesis and dissertation, promoting academic integrity and preventing any misconduct including plagiarism in academic contents prepared by the stakeholders.
- (b) ensure quality of the university as a whole by discouraging academic misconducts of any form mentioned above.
- (c) develop an institutional mechanism to detect and prevent plagiarism through adoption of penalty measures.

2. Creating Awareness among the Stakeholders: Dibrugarh University shall

- (a) frame regulations for uniform attribution of the material to be cited in a thesis or dissertation or any other research material to be endorsed by Dibrugarh University and the acknowledgment procedures of the source to be cited.
- (b) conduct sensitization seminars/ awareness programs on a regular basis towards the responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) make the students, faculty, researcher and staff aware about the possible implications of not abiding by the rules, international conventions and regulations governing the source.
- (d) Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.

3. Controlling Plagiarism

- a) Dibrugarh University 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 student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to Dibrugarh University shall submit an undertaking 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.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by Dibrugarh University.
- e) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- f) Dibrugarh University shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "*ShodhGanga e-repository*" as per the guidelines adopted from time to time.
- g) Dibrugarh University shall create Institutional Repository on institute website which shall include dissertation/thesis/paper/publication and other in-house publications.

4. Levels of Plagiarism and Its Penalty

Level	Margin of Plagiarism	Penalty for Plagiarism
Level 0	Plagiarism upto 10%	No Penalty
Level 1	Plagiarism upto 10%-40%	For thesis and dissertations: Resubmission of a revised script by the student within a time period not exceeding 6 months For academic and research publications: Withdrawal of the manuscript by the candidate.
Level 2	Plagiarism upto 40%-60%	For thesis and dissertations: Student will be debarred from submitting the revised script for a year. For academic and research publications: The candidate will be asked to withdraw the manuscript and be denied a right to one annual increment along with not being allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
Level 3	Plagiarism upto 60% or more	For thesis and dissertations: The registration for the programme for the student shall be cancelled. For academic and research publications: The candidate will be asked to withdraw

		the manuscript and be denied a right to two annual increments in succession along with not being 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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5. Detection and handling of Plagiarism

If any member of the institution believes that plagiarism has taken place, they can report the same to the departmental body, i.e. the Departmental Academic Integrity Panel (DAIP). Upon receipt of such complaint the DAIP shall investigate and submit recommendations to the Institutional Academic Integrity Panel (IAIP) of Dibrugarh University. The role, function and composition of the DAIP and the IAIP are provided for as well under the regulations.

6. Other Circumstances where Plagiarism is observed

Penalty on repeated plagiarism	<p>(i) For thesis and dissertations: The punishment for plagiarism would be that of one level higher than the previous level committed by the student. Where plagiarism of highest level is committed then the same punishment as given for the highest level shall be operative.</p> <p>(ii) For academic and research publications: The candidate will be asked to withdraw the manuscript and be punished for the plagiarism of one level higher than the lower level committed by him/her. Where plagiarism of highest level is committed then the punishment for the same shall be operative.</p> <p>(iii) In case level 3 offence repeated then the disciplinary action including suspension/termination as per service rules shall be taken by Dibrugarh University.</p>
Penalty in case where the degree/credit has already been obtained	<p>(i) For thesis and dissertations: If plagiarism is proved at any point later than the date of award of degree or credit as the case may be then the student's degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.</p> <p>(ii) For academic and research publications: 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.</p>
Procedure in case of plagiarism where the Head of the Institution or any Head / members of the DAIP or IAIP are involved.	<p>(i) Head: A suitable action to be taken against the head, by the Controlling Authority of Dibrugarh University in lines with this regulation.</p> <p>(ii) Head DAIP / IAIP: A suitable action to be taken, as recommended by the IAIP and approved by the Competent Authority.</p> <p>(iii) Members DAIP / IAIP: The members shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.</p>

7. 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 symbols and standards equations.

8. 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, up to fourteen (14) consecutive words.

9. Departmental Academic Integrity Panel (DAIP)

- (a) All Departments Dibrugarh University shall notify a DAIP whose composition shall be as given below:
 - a. Chairperson - Head of the Department/Chairperson, DRC
 - b. Member-Senior academician from outside the department, to be nominated by the head of HEI.
 - c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.
 - d. 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 Chairperson).
- (b) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- (c) The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- (d) 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.

10. Institutional Academic Integrity Panel (IAIP)

Dibrugarh University shall notify a IAIP whose composition shall be as given below:

- (a) Chairperson—Dean, R & D.
- (b) Member-Senior Academician other than Chairperson, to be nominated by the Vice-Chancellor
- (c) Member-One member nominated by the Vice-Chancellor from outside the HEI
- (d) Member-A person well versed with anti-plagiarism tools, to be nominated by the Vice-Chancellor

The Chairperson of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairperson shall be three years. The quorum for the

meetings shall be 3 out of 4 members (including Chairperson).

11. The Functioning of the IAIP and the DAIP:

- a) The IAIP shall consider the recommendations of DAIP.
- b) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- c) The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.
- d) The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- e) 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.
- f) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

12. Self-Plagiarism Policies (At par with the UGC Regulation on Self Plagiarism 2020) Dibrugarh University shall strive to adopt to the following policies:

- a) Reproduction, in part or whole, of one's own previously published work **without adequate citation and proper acknowledgment** and claiming the most recent work as new and original for any academic advantage amount to 'text-recycling' (also known as 'self-plagiarism') and is **not** acceptable.
- b) Text-recycling/self-plagiarism includes:
 - a. republishing the same paper already published elsewhere **without due and full citation**;
 - b. publishing smaller /excerpted work from a longer and previous **without due and full citations** in order to show a larger number of publications;
 - c. reusing data already used in a published work, or communicated for publication, in another work **without due and full citation**;
 - d. breaking up a longer/larger study into smaller sections and publishing them as altogether new work **without due and full citation**;
 - e. paraphrasing one's own previously published work **without due and full citation** of the original.
- c) Self-citations do not add any number/s to the individual's citation index or h-index in global academia.
- d) Vice Chancellors, Selection Committees, Screening Committees, IQACs and all/any experts involved in academic performance/evaluation and assessment are here by strongly advised that their decisions in the case of promotions, selections, credit allotment, award of research degrees must be based on an evaluation of the applicant's published work to ensure that the work being submitted for promotion/selection is not self-plagiarized.

References:

- (1) UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018, New Delhi, the 23rd July, 2018.
- (2) UGC REGULATION ON SELF PLAGIARISM 2020, New Delhi 20th April, 2020.