



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore - 641 043, Tamil Nadu, India

Plagiarism Policy of the Institute

2017-2018

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1.Introduction

Ethics and honesty are the two most important elements of any academic activities be it teaching or research. Teaching and associated research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work a student or a research scholar has not undertaken. It has been noticed in many cases that some of the academicians knowingly or unknowingly publish or present other's work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual. It is therefore important for Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore to have a policy on plagiarism to avoid such type of acts.

1.1 Significance of Academic Integrity

In order to ensure quality research in Higher Education Institutions among all stakeholders involved in research and to ensure academic integrity, it is imperative that a doctrine of code of ethics in research is formulated in educational institutions, monitored vigilantly and detected thoroughly to inspect malpractices and plagiarism. Three important baseline aspects have to be considered – to create awareness among research scholars, mentors/supervisors and other staff involved in active research on plagiarism, to establish an institutional mechanism to educate and train the stakeholders to avoid plagiarism and to formulate a system to detect , prevent and punish plagiarism.

1.2 Academic Misconduct

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for one self or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a friend to gain an unfair academic advantage. This mainly involves misconduct in research activities among research scholars.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or research work or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic or research activity in question, such as:

- ✚ Copying or attempting to copy from others
- ✚ Communicating answers with another person during an exam
- ✚ Preprogramming a calculator to contain answers or other unauthorized information for exams
- ✚ Using unauthorized materials, prepared answers, written notes, or concealed information during an exam
- ✚ Allowing others to do an assignment or portion of an assignment, including the use of a commercial term-paper service
- ✚ Submission of the same assignment for more than one course without prior approval of all the instructors involved

1.3 What is punishable?

The penalties for academic misconduct vary depending on the severity of the misconduct, the level of study and the number of past instances of misconduct. Penalties range from a warning to expulsion from the Institute .

2.Plagiarism

Plagiarism is defined as presenting someone else's work as one's own work. This may include copying or reproducing a matter without the acknowledgement of the source. Plagiarism involves copying of: phrases , clauses, sentences, paragraphs or longer extracts from or longer extracts from either published or unpublished work even from the legitimate cooperation without acknowledgment of the source.

Plagiarism may be of several types:

- (i) The researcher may quote invalid sources which may be incorrect or nonexistent attempting to increase the list of references and to hide inadequate research.
- (ii) Sometimes the researcher may use a secondary source taking the primary source within the secondary one. This may provide a false sense of the amount of review that went into the research.
- (iii) Self plagiarism involves reusing one's own previous research and research papers.
- (iv) Paraphrasing is intellectual theft which includes taking another person's writing and changing the words, making it appear as original idea or piece of research. Paraphrasing ranges from sample rephrasing to completely rewriting the content while maintaining the original idea or concept.
- (v) Repetitive research is a type of self-plagiarism which includes repeating of data or text from a similar study with a similar methodology in a new study without proper attribution.
- (vi) Replication in submission of a paper to multiple publications which results in the publication of the same paper more than once.
- (vii) Inaccurate authorship is a type of plagiarism where authors are denied credit for partial or significant contributions made to a research work or the reverse, that is, authors are cited in a paper who have not made any contribution.
- (viii) Unethical collaborative research work using written work, outcomes and ideas without citing the nature of collaboration and the participants involved is considered unethical.
- (ix) Verbatim plagiarism is copying another person's words and works without giving proper attribution.
- (x) Complete plagiarism includes resubmitting in one's own name, a study, a manuscript or other work from another research.

Evaluation of academic and research work of scholars and students and also faculty members leading to the partial fulfillment for the award of degrees at Master's and research level in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by the Institute. The Institute makes it compulsory for all faculty, researchers and students to adhere to the policy of academic malpractice and plagiarism and strives to use best tools and practices to identify and detect academic malpractice and plagiarism.

Plagiarism is a serious problem in Indian Higher Education. Faculty members and researchers engage in shortcuts and plagiarize their research and writing either to get degree or to have career advancement. Number of fake journals, fake articles and research, publication of substandard books, organization of national and international conferences have increased to help the faculty members getting API points. This has resulted in the deterioration of quality of research and writing. But no specific policy to detect and penalize plagiarism was there in place to effectively check plagiarism.

Any research work shall be based on original ideas, which shall include abstract, summary, hypotheses, observation, results, conclusion and recommendations and shall not have any similarities.

2.1 Responsibility of the Research Scholar

1. A research scholar should get proper awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing.
2. The scholar should know thoroughly about the impact of plagiarism and the penalties of the act.
3. It is an utmost important duty of any scholar to see that she does not attempt any misconduct during the research work either during experimental data collection or data analysis or report writing or publication of research articles, research journals or presentation of scientific findings in conferences.
4. It is very essential for the research scholar to submit her manuscripts to plagiarism detection mechanisms available in her institution and detect the percentage of plagiarized matter and revise the script to minimize it.

2.2 Responsibility of the Mentor

1. Proper awareness on plagiarism in research should be imparted by the research supervisors to the scholars right from identifying the research problem, formulating and executing the research design, interpretation and presentation of the reports.
2. The mentor is expected to subject any manuscript of research work either of her own work or the work of her scholars to proper detection mechanisms available in the Institution and revise or redo for minimum similarities.
3. The mentor has to issue a certificate to the scholar in case of reuse of earlier published research data and papers by the same scholar to avoid self-plagiarism . Only these articles should be excluded from check.
4. Consent letter from co-author(s) have to be obtained by the supervisor, if the research work has been co authored by others.

3. Institutional Guidelines for the Prevention of Plagiarism

Plagiarism detection is the process of locating instances of plagiarism in a research work or research document. The widespread use of computers and the advent of the internet have made it easier to plagiarize the work of others.

It is the prime responsibility of an Institute or individual to distinguish original content from plagiarized work.

The postgraduate, doctoral and post-doctoral students / scholars are required to submit a signed statement that they are aware of the plagiarism policy of the Institute and no part of their work, be it a project report or thesis or dissertation is copied in any form and it is their own creation.

The Institute provides plagiarism detector software to detect the similar textual content already published in various information sources. The Institute gets access to anti-plagiarism software form INFLIBENT as an MoU has been signed for Shodhganga. Turnitin and iThenticate software were provided during 20th January 2014- 31st May 2015.

Urkund software is available in the Institute library from August 1st 2015 till date.

The similarity checks for plagiarism shall exclude (i) All quoted work reproduced with necessary permission and /or attribution (ii) All references, bibliography, table of contents, preface and acknowledgments and (iii) All generic terms, laws, standard symbols and standard equations.

The matter to be checked for similarities shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations. It shall exclude coincidental terms or a common knowledge up to fourteen (14) consecutive words.

The levels of plagiarism denoting the severity :

Level 0 : Similarities up to 10% with no penalty

Level 1 : Similarities above 10-40%

Level 2 : Similarities above 40-60% and

Level 3 : Similarities above 60%

3.1 Penalties for Plagiarism

Penalties in the cases of plagiarism shall be imposed on post graduate students , research scholars and faculty members only if their academic misconduct is established without any doubt.

- ✓ For students and research scholars during submission of thesis and dissertations:

Level 0 : No Penalty

Level 1 : Submit a revised script within six months

Level 2 : Debar from submission of revised script for a period of one year

Level 3 : Registration for that programme is cancelled

If plagiarism is detected after the degree is awarded, her degree or credit shall be put in abeyance for a definite period.

- ✓ For research scholars and faculty members while submitting research article for publication.

Level 0 : No penalty

Level 1 : Ask to withdraw manuscript

Level 2 : (i) Withdraw manuscript

(ii) Deny one annual increment for faculty

(iii) Disallow supervision of research scholars for a period of two years

Level 3 : (i) Withdraw manuscript

(ii) Deny two successive annual increments

(iii) Disallow supervision of research scholars for a period of three year

4. Measures for Quality Assurance in Research in Higher Education Institutions

- ❖ Create awareness among students, research scholars and faculty members about responsible conduct of research, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing
- ❖ To establish institutional mechanism through education and training to facilitate responsible conduct of research
- ❖ To develop systems to detect plagiarism and to set up mechanism to prevent plagiarism . To propose and implement penalties based on the levels of misconduct
- ❖ To train the stakeholders in using plagiarism detection tools and reference management tools
- ❖ To establish modern technologies in HEI to detect plagiarism
- ❖ To encourage students, research scholars and faculty members register on international researcher's registry systems
- ❖ To get undertaking from the scholars that the research document has been duly checked through a plagiarism detection tool approved by the Institute
- ❖ To develop a policy on research misconduct mainly plagiarism and upload in the Institute website after getting approval from relevant statutory bodies / authorities
- ❖ To request the supervisor to submit a certificate indicating that the research work of the scholar is plagiarism free and is an original research work without any duplication

- ❖ To submit to INFLIBNET soft copies of all Masters and research programme dissertations and thesis within a month after the award of the degree to be hosted in the digital repository under Shodhganga e-repository

4.1 Procedures involved to detect Plagiarism

The Institution provides plagiarism checker software(s) to detect the similar textual content already published in various information sources. While submitting the soft copy of the PhD theses for detection with plagiarism detection software, the Research Scholars and Supervisors, who are submitting their theses to Avinashilingam Institute are solicited to consider the following guidelines:

1. The CD (or such device) containing the soft copy of the doctoral theses and other dissertations have to be in PDF or Word file (or as directed from time to time).
2. Theses covering all the chapters, from introduction to bibliography/references shall be in a single file, excluding preliminary pages: declaration, acknowledgement, abstract, list of charts and abbreviations, tables of contents, etc., and succeeding pages: glossary, index, questionnaire, etc.
3. Duration of one day is allowed for scanning the text of the theses and the issue of the report depicting the percentage of similar content.
4. In case the percentage of similar content is beyond the permitted limit or any plagiarized content is detected, the researchers have to take appropriate measures under the supervision of their guides so as to ensure originality of research output.
5. The researchers are informed to acknowledge accurately the right authors and sources providing the text within quotes. Uniformity and consistency have to be maintained in rendering bibliographic references. An accepted standard format has to be followed for rendering references.
6. The Library will provide plagiarism detection service to all Research Scholars of the Institution.

4.2 Plagiarism Detection for Staff / Student Publications

The students and staff members are requested to fill the application form for plagiarism verification and forward it through the concerned Head of the Department. The document should be forwarded through email or CD. After verification, the hard copy of the report will be issued by the library staff with signature and seal.

Disclaimer:

Registrar's decision will be final and binding in all matters regarding research.

Annexures

1. UGC Regulations to curb Plagiarism

https://www.ugc.ac.in/ugc_notices.aspx?id=2079

UGC Letter Reg.: UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018

2. Forms and Formats

Form- 1

Request for Plagiarism Verification Report for Thesis / Dissertation

To,

The Librarian
Avinashilingam Institute
Coimbatore- 641 043.

Subject : Request for Plagiarism check report of M.Phil dissertation / Ph.D thesis

Respected Madam,

I am submitting herewith a softcopy of my M.Phil dissertation / Ph.D thesis. You are kindly requested to check plagiarism and issue me a report to that effect.

Name of the Research Scholar: Ms. _____

Department : _____

Address : _____

Title of the M.Phil dissertation / Ph.D thesis : _____

I declare that, I am aware of anti-plagiarism policy of Avinashilingam Institute. I further declare that the soft copy being submitted for plagiarism check is the same as print copy of dissertation / thesis.

1. Signature of Research Scholar :

Date of Registration :

Mobile No:

Email Id :

2. Signature of the Research Guide:

Designation :

Mobile No:

Email Id :

Forwarded by the HoD :

Department:

Request for Plagiarism Verification (Other than Thesis) Staff / Student / Research Scholar**PLEASE NOTE**

- ❖ EMAIL Your document to - **plagiarismcheck@avinuty.ac.in**
- ❖ The SIMILARITY REPORT will be sent to you through same mail. It requires minimum half a day.
- ❖ Your document should be FINAL and ready for submission.
- ❖ Document should consist of only chapters (Introduction to Conclusion) in Word format
- ❖ This service is limited to Institute academic community.

Name (Staff/Student/Research Scholar)	
Class	Faculty/ PhD / MPhil Enrolment ID:
Department:	
Email ID	Mobile :
Type (Tick in box)	Abstract <input type="checkbox"/> Paper <input type="checkbox"/> Project <input type="checkbox"/> Conference <input type="checkbox"/> Journal Article <input type="checkbox"/>
Write in CAPS Title of Abstract/Paper/Theses/Dissertation/ Project/Conference/Journal Article	

Recommended and forwarded to the Library for similarity verification of the above documents through **URKUND**.

Date :

Signature of Supervisor/Head

Signature and date of the Library Staff

Form - 3

Plagiarism Check Report (Theses)

1.	Name of the Research Scholar			
2.	Roll No. and Year of Registration			
3.	Department			
4.	Name of the Research Guide			
5.	Title of the Thesis / Dissertation			
6	Similarity Content (%) identified	Introduction/ Review of Literature	Materials and Methods	Results/ Discussion/ Summary/ Conclusion
	Acceptable maximum limit (%)			
7.	Software Used			
8.	Date of Verification			

Checked by

Librarian Signature :

Date :

Form - 4

Plagiarism Check Report (Articles/Conference Papers)

1.	Name of the Staff / Student/ Research Scholar	
2.	Class	Faculty/ PhD / MPhil Enrolment ID:
3.	Department	
4.	Type	Abstract <input type="checkbox"/> Paper <input type="checkbox"/> Project <input type="checkbox"/> Conference <input type="checkbox"/> Journal Article <input type="checkbox"/>
5.	Title of the Paper	
6.	Similarity Content (%) identified	
	Acceptable maximum limit (%)	
6.	Software Used	
7.	Date of Verification	

Checked by

Librarian Signature :

Date :

- In case of languages like Tamil, Hindi, French, etc. on which no software is available for plagiarism, report cannot be generated.