

UNIVERSITY GRANTS COMMISSION
**(PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM
IN HIGHER EDUCATIONAL INSTITUTIONS)-2018**

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Preamble: Guidelines are applied

- to a student or a faculty or a researcher or a staff of a HEI (Higher Educational Institutions).
- in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work.
- to reflect the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by HEIs.

Section 1: Short title, application and commencement.

Section 2 defines the ‘Definitions’

- (a) **“Academic Integrity”** is the **intellectual honesty** in proposing, performing and reporting any activity, which leads to the creation of **intellectual property**;
- (b) **“Author”** includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the **creator of the work under consideration**;
- (c) .
- (d) **“Common Knowledge”** means a **well known fact, quote, figure or information** that is known to most of the people;
- (e) .
- (f) **DAIP**: “Departmental Academic Integrity Panel” shall mean the body constituted at the **departmental level to investigate allegations of plagiarism**;
- (g) .
- (h) .
- (i) **“Information”** includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- (j) **IAIP**: “Institutional Academic Integrity Panel” shall mean the body constituted at **Institutional level to consider recommendations of the DAIP** and take appropriate decisions in respect of allegations of plagiarism and **decide on penalties to be imposed**. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- (k) .

- (l) **“Plagiarism”** means the **practice of taking someone else’s work or idea and passing them as one’s own.**
- (m).
- (n) **“Researcher”** refers to a **person conducting academic / scientific research** in HEIs;
- (o) .
- (p) **“Source”** means the published primary and secondary material from any source whatsoever and **includes written information and opinions gained directly from other people**, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text;
- (q) .
- (r) **“Student”** means a **person duly admitted and pursuing a programme** of study including a research programme in any mode of study (full time or part-time or distance mode);
- (s) **“University”** means a university **established or incorporated by or under a Central Act**, a Provincial Act or a State Act, and includes an institution deemed to be university **under section 3 of the UGC Act, 1956;**
- (t) .

Section 3 defines ‘Objectives’

- 3.1 To **create awareness** about **responsible conduct of** research, thesis, dissertation, promotion of academic integrity and **prevention of misconduct** including plagiarism in academic writing among student, faculty, researcher and staff.
- 3.2 To **establish institutional mechanism** through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3 To **develop systems to detect plagiarism** and to **set up mechanisms to prevent plagiarism** and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

Section 4 defines ‘Duties of HEI’ which is linked to 3.3

- To **establish the mechanism** as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

Section 5: Awareness Programs and Trainings.

Section 6 defines ‘Curbing Plagiarism’

- (a) HEI 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 the HEI 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 the HEI.
- (e) HEI shall **develop a policy on plagiarism** and get it approved by its relevant statutory bodies/authorities. The approved policy shall be **placed on the homepage of the HEI website**.
- (f) **Each supervisor shall submit a certificate** indicating that the work done by the researcher under him / her is **plagiarism free**.
- (g) HEI 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 “**Shodh Ganga e-repository**”.
- (h) HEI shall **create Institutional Repository on institute website** which shall include dissertation / thesis / paper / publication and other in-house publications.

Section 7 defines ‘Similarity checks for exclusion from Plagiarism’

- 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.

Section 8 defines ‘Level of Plagiarism’ and Section 12 defines ‘Penalties’

12.1 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% - **submit a revised script within 6 months**.
- iii. Level 2: Similarities above 40% to 60% - **debarred from submitting a revised script for one year**.
- iv. Level 3: Similarities above 60% - **registration cancelled**.

12.2 Penalties in case of plagiarism in academic and research publications

- i. Level 0: Similarities upto 10% - Minor similarities, **no penalty**.
- ii. Level 1: Similarities above 10% to 40% - **withdrawal of manuscript**.
- iii. Level 2: Similarities above 40% to 60% - **withdrawal of manuscript or denied a right to ONE annual increment or not be allowed to be a supervisor to any new student**.
- iv. Level 3: Similarities above 60% - **withdrawal of manuscript or denied a right to TWO annual increments or not be allowed to be a supervisor to any new student**.

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.

Note 3: HEIs shall create a mechanism and checked for plagiarism at the time of forwarding/submission.

Note 4: Complaint of plagiarism against the Head of an HEI shall be taken by the Controlling Authority of the HEI.

Note 5: Complaint of plagiarism against the Head of Department/Authorities shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: 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.

Section 9 defines ‘Detection/Reporting/Handling of Plagiarism’

- Detecting the plagiarism using software such as I-thenticate, Turnitin or Urkund
- Report plagiarism to DAIP
- DAIP investigates the matter and submit its report to IAIP
- HEI can take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations.

Section 10 defines ‘DAIP’ and Section 11 defines IAIP

		DAIP Composition (3 Members) Members tenure is 2 Years	IAIP Composition (4 Members) Members tenure is 3 Years
Members	1	Chairman - Head of the Department	Chairman - Pro-VC/Dean/Senior Academician of the HEI.
	2		Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
	3	Member - Senior academician from outside the department , to be nominated by the head of HEI.	Member - One member nominated by the Head of HEI from outside the HEI
	4	Member - A person well versed with anti plagiarism tools , to be nominated by the Head of the Department.	Member - A person well versed with anti-plagiarism tools , to be nominated by the Head of the HEI.
Duties			shall consider the recommendations of DAIP.
			shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
		shall follow the principles of natural justice	shall follow the principles of natural justice
		shall have the power to assess the level of plagiarism and recommend penalty(ies)	shall have the power to review the recommendations of DAIP including penalties with due

BRIJ MOHAN, PhD Research Scholar, P2109
Department of Mathematics, University of Delhi, Delhi-India.

		accordingly	justification.
		shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days	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
			IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted

Section 13 defines ‘Removal of Difficulty’

UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.