

## **OPERATIONAL POLICY GUIDELINES FOR PROMOTION OF ACADEMIC INTEGRITY & PREVENTION OF PLAGIARISM**

In terms of the notification no D.O. No F-1-18/2010 (CCP-II) dated 6<sup>th</sup> August 2018 pertaining to Promotion of Academic Integrity & Prevention of Plagiarism the DMIMS DU, after adopting the same, has issued this notification for the **PROMOTION OF ACADEMIC INTEGRITY & PREVENTION OF PLAGIARISM** for DMIMS(DU) and all its constituent units.

The notification has 2 operational parts, the Part I deals with undertaking the steps to subject all research documents for plagiarism check through the ***Turn it in*** software prior to its submission/ publication so that the researcher is given forewarning and an opportunity to rectify the same.

The Part II deals with evoking disciplinary jurisdiction and process for lodging complaint pertaining to plagiarism by the academic person.

### **Part -I**

1. **All the** thesis, dissertation, or any other such documents such as research papers published in the official journals published by the university or sent for publication shall be thoroughly scrutinized for similarity checks using appropriate technology prior to the submission so that it is properly filtered and the researcher/ author is provided an opportunity to make desired modification before final submission to the university or he journal. All the concerned stake holders shall be sensitized and awareness shall be created amongst the researchers/ authors towards the plagiarism policy and its mandate.

#### **2. Awareness Programs and Trainings:**

- . 2.a) DMIMS(DU) shall instruct students, faculty, researcher 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, international conventions and regulations governing the source.
- . 2.b) DMIMS(DU) shall conduct sensitization seminars/ awareness programs at the beginning of the course and thereafter periodically, as needed, on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff at an appropriate occasion ( such as during PG orientation, Doctoral scholars workshop on research methodology, faculty development program etc) which will be included as a scheduled activity in the annual comprehensive calendar.

(2.c ) the wider dissemination of the information pertaining to plagiarism policy shall be ensured by circulation, display on the kiosks, display at the library and on the website.

The modalities are presented in concise manner in Table 2.1.

Undergraduate (UG) Postgraduate (PG)Master’s degree etc.	Masters and Research Scholars.	Faculty and staff members of the University.
Include the cardinal principles of academic integrity in the curricula as compulsory course work/module.	Include elements of responsible conduct of research and publication ethics as a compulsory course work/module	Include elements of responsible conduct of research and publication ethics and organise Orientation and Refresher Courses
Wider dessionimation of information pertaining to plagiarism by circulation, display on kiosks and website	Wider dessionimation of information pertaining to plagiarism by circulation, display on kiosks and website	Wider dessionimation of information pertaining to plagiarism by circulation, display on kiosks and website
Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools by conducting training sessions/ workshops at an appropriate occasion ( orientation programs at the beginning of course or during faculty development program)		
Establish facility equipped with modern technologies for detection of plagiarism.		
Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.		

Table (2.1) – depicting various sensitization and facilitation modalities

### 3. Guidelines for Curbing Plagiarism

- . 3.a) DMIMS(DU) 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. The software procured for this purpose shall be **“Turn it in”**.
- . 3.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.
- . 3.c) Every learner/ researcher submitting a thesis, dissertation, or any other such documents to the DMIMS(DU) 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.
- . 3.d) The undertaking shall include the fact that the document has been **duly checked** through a Plagiarism detection tool approved by the DMIMS(DU).
- . 3.e) DMIMS(DU) has **developed this 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.
- . 3.f) **Each supervisor** shall **submit a certificate** indicating that the work done by the researcher under him / her is plagiarism free.
- . 3.g) the Nodal officer appointed by the DMIMS(DU) shall issue a certificate that the said work is duly subjected to plagiarism check and the similarity index is within acceptable. Prescribed limits. The certificate issued by the Nodal officer, certificate from the supervisor and undertaking from the student shall be embodied in the thesis/ project submitted to the university for evaluation.
- . 3.g) DMIMS(DU) 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”*.
- . 3.h) DMIMS(DU) 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

The similarity checks for plagiarism shall exclude the following:

- 4.i. All quoted work reproduced with all necessary permission and/or attribution.
- 4.ii. All references, bibliography, table of content, preface and acknowledgements.
- 4.iii. All generic terms, laws, standard symbols and standards equations.
4. iv. 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.

#### 5. Procedure for submitting the thesis/ research papers for plagiarism check prior to submission.

All the scientific data, literature, thesis, project work shall be subjected to calculation of similarity index ( Plagiarism check) prior to submission as per the following SOP

5.a.) All the Ph D , Post Graduate thesis, M Phil , Fellowship projects, scientific publications shall be subjected to calculation of the similarity index, prior to submission.

5.b.) The permissible similarity index shall be not more than 20%

5.c.) Review of literature in case of PhD thesis shall be in the form of systematic review.

5.d. ) The review of literature in case of other thesis and project work is a compilation of literature wherein proper citations are made, under these circumstances the review of literature shall be exempted from the similarity index calculation.

5.e.) The Introduction. Material & methods, discussion, summary and conclusion shall be essentially subjected to calculation of similarity index,

5.f.) To calculate the similarity index the following chronology shall be followed for different submissions

S no	Nature of submission	Duration of course	Submission for similarity index check*	Resubmission after making corrections	Final Submission to the university for evaluation
1	PhD thesis	Min 3 years	2 months prior to mock open defence viva	1 month prior to mock open defence viva	1 month prior to open defence viva

2	MD/ MS/ MDS/ McH thesis	3 years	2 months prior to final submission	1 month prior to final submission	6 months prior to exam
3	MSc nursing thesis/ Fellowship project	2 years	1 months prior to final submission	15 days prior to final submission	3 months prior to exam
4	Fellowship project	1 year	1 month prior to final submission	15 days prior to final submission	1 month prior to exam
5	Research papers	-	1 month prior to submission for publication	15 days prior to submission for publication	--

**\* the dates of submission shall be separately notified by the university for each course**

5.g) The submission for similarity index shall be done in soft copy only, with the certificate from the concerned supervisor.

5.h) The similarity index shall be calculated twice, first upon submission and second upon incorporating corrections.

5.i) Those submissions which have similarity index beyond the permissible limits, shall not be accepted. Similarly each researcher sending his / her work for publication must possess certificate of permissible similarity index.

5.j) Each institute is provided with scrutiny for generating the similarity index through a software. The software shall be installed centrally in the research cell and these scrutinizers shall dispense their job in the research cell for better administrative control and monitoring.

5.k) There shall be one verifying officer who shall verify the process of calculating the similarity index, before and after corrections.

5.l) There shall be one certifying officer who shall be certifying the similarity index is in permissible limits.

5.m) The similarity index certificate shall be embodied in each submission along with IEC clearance certificate.

**6. The details of the Nodal officers and operators for plagiarism check :**

6.a.) Nodal officer(s) for the plagiarism check at DMIMS shall be as under:

The soft copy of thesis/ project work shall be submitted to the office of the concerned Nodal officer as per the notified schedule.

S. No.	Course / College	Nodal Officer	Operators for Clerical Assistance
1	Ph.D. / Doctoral Thesis	Dr. SunitaShrivastava (PG Coordinator )	Clerk, Ph.D. Cell
2	M.Phil.	Dr. Punit Fulzele	Clerk, Dean (Academics)
3	Jawaharlal Nehru Medical College ( PG Thesis)	Dr. Neema Achayra	Clerk, Student Section (Mr.Sanjay Mankar)
4	SPDC (PG Thesis)	Dr. Surekha Godbole /	Clerk, Student Section
5	MGAC (PG Thesis)	Dr. Vaishali Kuchevar	Clerk, Student Section
6	SRMMCON (PG Thesis)	Dr. Archana moray	Clerk, Student Section
7	RNPC (PG Thesis)	Dr. Irshad Kureshi	Clerk, Student Section

6.b) Nodal officer will arrange to run the similarity index check for their respective institutions/ courses availing the services of the Operators (technical persons) named below:

Institution / Course	Person
JNMC (PG Thesis)	Mr. RamakantGode/ Mr.SandeshNimbalkar
Fellowship / Ph D / M Phil	Mrs. Bahe Madam
SPDC	Mrs. SandhyaDeshmukh
RNPC PG thesis	Mr. RamakantGode/Mr.SandeshNimbalkar
SRMMCON PG thesis	Mrs. Bahe Madam
MGAC	Mr. SubodhNishankar

## Part –II

### 6. Detection reporting and handling plagiarism

In the event of any member of academic community suspects with appropriate proof, that a case of plagiarism has happened in any document, the same can be reported to the Departmental Academic Integrity Panel (DAIP). The DAIP, upon receipt of the complaint or allegation shall undertake investigation in the matter and submit its report to the Institutional Academic Integrity Panel (IAIP) of the DMIMS(DU).

The DMIMS(DU) can also take the *suo motu* notice of any act of plagiarism brought to its notice and can start proceedings under these regulations. The DMIMS(DU) shall also initiate the proceedings on the basis of findings of an examiner. All such cases shall be investigated by the IAIP constituted by the university.

### 7 .Departmental Academic Integrity Panel (DAIP)

The DMIMS (DU) shall constitute DAIP at the level of its each constituent unit. The composition of the DAIP shall be as Under:

- i. Chairman – Head of the constituent Unit
- ii. Member-Senior Academician from outside the institution nominated by the DMIMS(DU)
- iii. Member-Person well versed with the anti plagiarism tool, nominated by the Head of the Constituent unit

The tenure of the member mentioned at s no 2 & 3 shall be of 2 years and the quorum shall be 2 out of the 3 members( including the Chairman).

#### 7.a ) Tasks assignable to the DAIP

- i. The DAIP shall follow the principle of natural justice while dealing with the complaints / allegations of plagiarism against the student, Faculty, researcher or staff.
- ii. The DAIP shall have powers to assess the level of plagiarism committed and recommend penalty (ies) accordingly..
- iii. The DAIP after investigation shall submit its report with recommendations on penalties to be imposed to the IAIP within 45 days from the date of receipt of complaint/ initiation of proceedings.

### 8. Institutional Academic Integrity Panel

The DMIMS (DU) shall notify the IAIP with following composition

- i. Chairman- Pro – Vice Chancellor/ Senior Academician of the University
- ii. Member- Senior academician other than Chairman nominated by the University
- iii. Member- one member nominated by the Vice Chancellor from outside the university
- iv. Member- Person well versed with the anti-plagiarism tolls, nominated by the University.

Note:

- a. The Chairman of AIP & IAIP shall not be the same
- b. The tenure of the committee members including the chairman shall be of three years.
- c. The quorum for the meetings shall be 3 out of 4 members ( Including the Chairman)

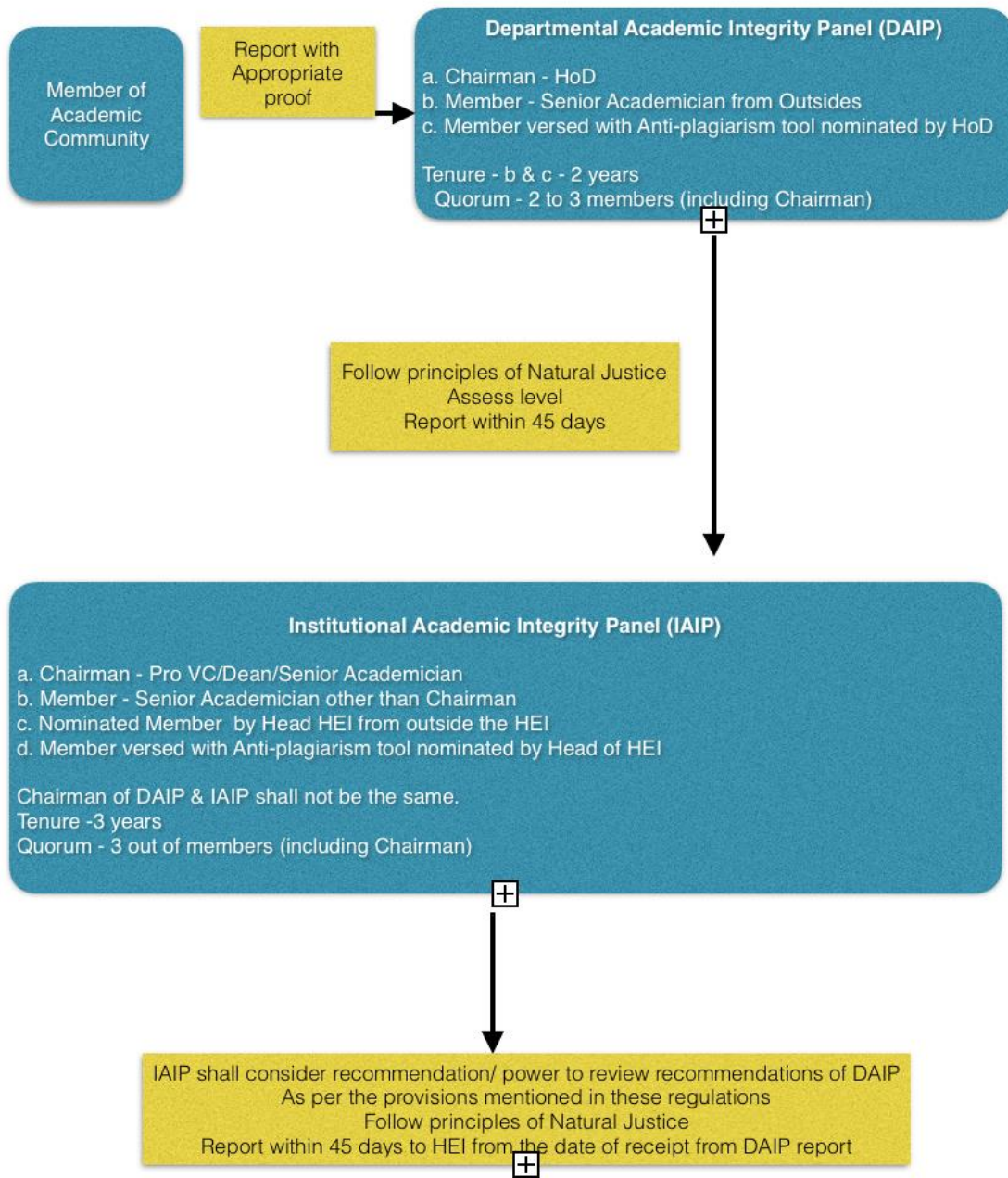
#### **8.a) Tasks assigned to the IAIP**

- i. The IAIP shall consider the recommendations of the DAIP
- ii. The IAIP shall also investigate the cases of Plagiarism as per the provisions in this notification.
- iii. The IAIP shall follow the principles of natural justice while dealing with the complaints / allegations of plagiarism against the student, Faculty, researcher or staff.
- iv. The IAIP shall have power to review the recommendations of the DAIP, including penalties with due justification.
- v. The IAIP shall send its report including the recommendations on penalties to be imposed to the Head of the concerned head of the Constituent unit of the University within 45 days from the receipt of recommendation of the DAIP / complaint/ initiation of the proceedings.

The process for reporting the suspected /alleged cases of plagiarism is summarized in the flow chart given below.



**Reporting of Plagiarism**



*Flow chart depicting process of reporting the suspected/ alleged cases of plagiarism*

## Part -III

### 9. Penalties for acts of Plagiarism

Depending on the level of the severity of acts of plagiarism committed by as student, faculty, researcher or the staff of the DMIMS(DU) or its constituents units, the IAIP shall recommend the penalty (ies) as under to the Head of the constituent unit for evoking disciplinary action.( Table 9.1)

	<b>Level of Severity</b>	<b>Thesis &amp; Dissertation (Students)</b>	<b>Academic and Research Publication (Students, researcher, staff, faculty)</b>
<b>Level 0</b>	Similarity upto 10%	Minor Similarities, no penalty	Minor similarities, no penalty.
<b>Level 1</b>	Similarity 10% to 40%	Submit a revised script within stipulated time not exceeding 6 months	Shall be asked to withdraw manuscript.
<b>Level 2</b>	Similarity 40% to 60%	Debarred from submitting a revised script for a period of one year	<ol style="list-style-type: none"><li>1. Shall be asked to withdraw manuscript.</li><li>2. Shall be denied a right to one annual increment.</li><li>3. 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.</li></ol>
<b>Level 3</b>	Similarity above 60%	Registration for programme shall be cancelled	<ol style="list-style-type: none"><li>1. Shall be asked to withdraw manuscript.</li><li>2. Shall be denied a right to two successive annual increments.</li><li>3. 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.</li></ol>

	Level of Severity	Thesis & Dissertation (Students)	Academic and Research Publication (Students, researcher, staff, faculty)
<b>Penalty on repeated plagiarism</b> <b>Note 1</b>		Such student shall be punished for the plagiarism of <i>one level higher</i> 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.	Shall be asked to <i>withdraw manuscript</i> and shall be punished for the plagiarism of <i>one level higher</i> 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 the University.
<b>Penalty in case where the degree/credit has already been obtained</b> <b>Note 2</b>		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.	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 constituent unit.
<b>Note 3</b>			HEIs shall create a <i>mechanism</i> so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the <i>time of forwarding/submission</i> .
<b>Note 4</b>			If there is any complaint of plagiarism against the Head of constituent unit, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.
<b>Note 5</b>			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

	Level of Severity	Thesis & Dissertation (Students)	Academic and Research Publication (Students, researcher, staff, faculty)
<b>Note 6</b>			Authority.
			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.

*Table 9.1 – depicting the level of plagiarism and corresponding penalties*