GUIDELINES FOR PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN M. PHIL/ PH. D. THESES SUBMITTED TO FAKIR MOHAN UNIVERSITY, BALASORE, ODISHA
[Prepared in line with the UGC- Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, 2018]

1. Introduction

The Fakir Mohan University, Vyasa Vihar, Balasore was established by the Government of Odisha, under Section 32 of the Odisha Universities Act, 1989 (Act 5 of 1989) and it was notified vide the Government's Notification No. 973, dated 3rd July 1999. It has been duly recognized by the UGC under section 2(f) of the UGC Act vide Notification No. F-9-1/2000 (CPP-I), dated 11th February 2000 as well as under section 12(B), vide UGC letter no. F.9-1/2000 (CPP-I) dated 23rd December 2005. The University has also been accredited by the Association of Indian Universities (AIU) since 2000 and is also a member of the Association of Commonwealth Universities (ACU), UK. At present it is functioning in two campuses: the Old Campus at Januganj, beside the National Highway near Remuna Golei and the New Campus at Nuapadhi, in and around Balasore town. National Assessment and Accreditation Council (NAAC) under the aegis of UGC has accredited F. M. University with B+ grade with effect from 16.09.2016. As per the recent University ranking list released by National Institutional Ranking Framework (NIRF), Government of India, F. M. University is ranked within the 151-200 rank band in India and thereby making it one among the top ranked state Universities in Odisha.

Keeping in view the seriousness of plagiarism problem in modern day research, the Academic Council of the University in its meeting held on 13.12.2018 has decided to implement plagiarism check in the University, from the date of notification of the guidelines in this regard. These guidelines will be adopted for all the M. Phil. and Ph. D. theses, which will be submitted for award of degree from Fakir Mohan University, Balasore irrespective of the date of enrolment. However, the guidelines will come in to force after the establishment of a fully functioning system having approved anti-plagiarism software (Turnitin/ Ithenticate/ Urkund) to check the level of plagiarism. Further, the mechanism of curbing plagiarism shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.

2. Definitions

Words and expressions used in these regulations unless the context otherwise requires, shall have the meanings assigned to them in the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 of the University Grants Commission Act, 1956. However, some of the important definitions would be as follows:

- "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
- "Author" includes a student or a faculty or a researcher or staff of the University who claims to be the creator of the work under consideration.
- "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism.
- "Faculty" refers to a person who is teaching and/or guiding students enrolled in the University in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc.
- "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel 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.
- "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- "Researcher" refers to a person conducting academic / scientific research in the University.
- "Staff" refers to all non-teaching staff working in the University in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.
- "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)

3. Objectives:

As prescribed in the UGC regulations, this set of guidelines is formulated

- 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.
- To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of the University committing the act of plagiarism.

4. Awareness Programs and Trainings:

- Fakir Mohan University, through different forums including the regular classes shall instruct the stakeholders 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.
- Fakir Mohan University/ its P. G. Departments shall conduct sensitization seminars/ awareness programs at the University/ Department level, on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- Fakir Mohan University shall include in the curricula of Postgraduate (PG)/ M. Phil. degree/ Ph. D. coursework, elements of responsible conduct of research and publication ethics as a part of the Research Methodology paper.
- Fakir Mohan University shall establish facility equipped with modern technologies for detection of plagiarism.

5. Mechanism for curbing Plagiarism

- Every M. Phil/ Ph. D. student submitting a thesis/ dissertation to Fakir Mohan 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.
- The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.
- For the process of plagiarism check any one of the approved software (Urkund/ Turnitin/ Ithenticate) may be used by the scholar in consultation with his/ her supervisor.
- Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- Fakir Mohan University shall take steps to procure plagiarism check software to be used by the faculty members of all the Post-Graduate Departments, Research scholars (M. Phil./ Ph. D.) enrolled in the University, their supervisors and staff of the University.
- After submission of the thesis (in soft copy), the University by using the installed software shall detect the extent of plagiarism in it and communicate its findings to the concerned scholar and supervisor. Accordingly, penalty, if any, as mentioned in point 14.1 of this guideline will be imposed on the concerned researcher.
- Fakir Mohan University shall take steps to submit to INFLIBNET soft copies of all such Ph. D. theses within a month after the award of degrees for hosting in the digital repository under the *"Shodh Ganga e-repository"*.
- Fakir Mohan University shall take steps to create Institutional Repository on institute website which shall include dissertation / thesis / paper/ publication and other in-house publications.

6. Routine scrutiny of the theses submitted

As mentioned above, after submission of the thesis (in soft copy), the University by using the installed software shall detect the extent of plagiarism in it and communicate its findings to the concerned scholar and supervisor. Accordingly, penalty, if any, as per this guideline will be imposed on the concerned researcher.

7. Inspection by DAIP on receiving any complaint on plagiarism

If any Departmental Academic Integrity Panel (DAIP) of the University gets a written allegation regarding plagiarism in a thesis submitted to the University, the panel shall call a meeting to look in to the allegation and call the candidate to put his/ her view on it. After listening to candidate, the DAIP will examine the matter and following the principles of natural justice, shall submit its recommendation to the Institutional Academic Integrity Panel (IAIP) for taking a final decision on it. However, while taking any decision/ submitting any recommendation, cases of self plagiarism must be carefully looked in to. In case where published work of the student out of his current research is shown as plagiarism by the software, a certificate has to be issued by the supervisor along with evidence, mentioning that the articles have been published by the student from his/ her thesis work. Further, if the candidate's previous published work is shown as plagiarism, the candidate may be asked to resubmit the work with proper citations. In case, such an allegation is received by the Institutional Academic Integrity Panel (IAIP), the same may be sent to the DAIP for processing.

8. Plagiarism reported after the award of the degree

In case, any case of plagiarism is reported to the University after the award of a degree, the Vice-Chancellor may constitute a committee to examine the matter and submit its report with appropriate recommendation. The Vice-Chancellor, then will place the report/ recommendation before the Academic Council/ Syndicate for taking a final decision on the matter. Till then, the degree may be put in abeyance by the University.

9. 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

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.*

10. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

  i. Level 0: Similarities upto 10% - Minor similarities, no penalty
  ii. Level 1: Similarities above 10% to 40%
  iii. Level 2: Similarities above 40% to 60%
  iv. Level 3: Similarities above 60%

11. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the University. The authorities of Fakir Mohan University can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

12. Departmental Academic Integrity Panel (DAIP)

All regular P. G. Departments of the University shall notify a DAIP whose composition shall be as given below. However, the Controller of Examinations, Fakir Mohan University shall take steps towards the initial constitution of DAIPs for all regular P. G. Departments, with the following members

a. Chairman - Head of the Department
b. Member - Senior academician from outside the Department, to be nominated by the head of the University
c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

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 Chairman). The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly. 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.

13. Institutional Academic Integrity Panel (IAIP)

The Controller of Examinations shall notify after obtaining approval from the Vice-Chancellor, the IAIP whose composition shall be as given below:

a. Chairman - Chairman, P. G. Council
b. Member - Senior Academician other than Chairman, to be nominated by the Head of University.
c. Member - One member nominated by the Head of the University from outside the University
d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the University

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman). The IAIP shall consider the recommendations of DAIP. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the University within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

14. Penalties

Penalties in the cases of plagiarism shall be imposed on students, researcher, faculty & staff of the University only after academic misconduct on the part of the individual 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 or herself in a fair or transparent manner.

14.1 Penalties to the scholar in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.
ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
iv. Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

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.*

14.2 Penalties to the faculty member/ supervisor in case of plagiarism by a faculty

I. Level 0: Similarities up to 10% - Minor similarities, no penalty.

II. Level 1: Similarities above 10% to 40% - Shall be asked to withdraw manuscript.

III. Level 2: Similarities above 40% to 60% - i) Shall be asked to withdraw manuscript; ii) Shall be denied a right to one annual increment and iii) Shall not be allowed to be a supervisor to any new M.Phil., Ph.D. Student/scholar for a period of two years.

IV. Level 3: Similarities above 60% - i) Shall be asked to withdraw manuscript; ii) Shall be denied a right to two successive annual increments and iii) Shall not be allowed to be a supervisor to any new M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - *Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level 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 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.*

Note 2: Penalty in case where the benefit or 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 abeyance for a period recommended by IAIP and approved by the Head of the Institution.*

Note 3: *The University shall create a mechanism 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 time of forwarding/submission.*

Note 4: If there is any complaint of plagiarism against the Head of the University, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

Note 5: 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 Authority.

Note 6: 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.

15. Removal of Difficulty:

Fakir Mohan University reserves the right to remove/ modify the guidelines in case of any anomaly found/ difficulty/ difficulties faced in the course of implementations of these guidelines in consultation with the Academic Council/ any other relevant statutory body of the University.