PLAGIARISM POLICY

PRESIDENCY UNIVERSITY

Established under Section 2(f) of UGC Act, 1956 I Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013
Approved by AICTE, New Delhi

Plagiarism Policy

1. Introduction

Presidency University, Bangalore, is committed to upholding the highest standards of academic integrity. Plagiarism undermines the principles of trust, honesty, and fairness that are fundamental to the academic community. This policy outlines the University's stance on plagiarism, provides definition of plagiarism, and establishes procedures for preventing and addressing instances of plagiarism, in alignment with the University Grants Commission (2018) *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations* [Notification No. F.1-18/2010 (CPP-II) dated 23 July 2018]. Furthermore, it defines the role of the University Library in aiding Students, Scholars and Faculty Members with Plagiarism checks and provides submission guidelines for users.

2. Definition of Plagiarism

As per University Grants Commission (2018, sec. 2l, p. 8) "Plagiarism is the act of presenting someone else's work or ideas as your own". This includes all forms of information, whether published or unpublished, in manuscript, printed, or in electronic form.

3. Scope

This Policy applies to Presidency University, Bangalore including Students, Scholars, and Faculty, involved in the creation and submission of Academic work, including but not limited to:

- Coursework (Assignments, Projects, Presentations)
- Research Papers
- Theses and Dissertations
- Conference Presentations
- Publications
- Grant Proposals

4. Forms of Plagiarism

4.1. Direct Plagiarism:

- Verbatim copying of text, code, data, images, or ideas without proper attribution.
- Paraphrasing or summarizing someone else's work without acknowledgement.
- Submitting work created entirely or in part by another person.

4.2. Self-Plagiarism:

- Republishing the same paper without due citation.

- Reusing data from a previous work without proper acknowledgement.

- Breaking up a larger study into smaller publications without citation.

4.3. Mosaic Plagiarism:

- Combining text and ideas from multiple sources without adequate attribution.

5. Plagiarism Prevention

5.1. Education and Training:

- The University will provide training to educate students, faculty, and staff on plagiarism and best practices for academic integrity.

- Workshops and Online Open Resources will be made available to promote understanding of Plagiarism and Citation Guidelines.

5.2. Citation Guidelines:

- The University will adopt a standardized citation style (e.g., IEEE, APA, MLA, Chicago, Blue Book) based on various school disciplines and these styles needs to be adhered for all academic submissions of the university.

- All students and faculty will adhere to referencing and Citation Guidelines from the official websites of the adopted styles, based on their respective disciplines.

5.3. Plagiarism Detection Tools:

- The University will utilise Plagiarism Detection Software to assess the originality of submitted work.

- Students, scholars and faculty members are encouraged to get their academic and research document(s) checked for similarity from the library for Plagiarism and AI content before any submission to the University or for publication with the University affiliation.

6. Guidelines for Submission:

Students, scholars, and faculty members are encouraged to use free Online Plagiarism Detection Tools for initial check of their document. The University subscribed Plagiarism Detection Tool for similarity and AI certification, should primarily be used for final versions of academic and research work to avoid excessive iterations.

6.1. Submission via Institutional Email**:**

- The submitted document for plagiarism checking should clearly indicate the affiliated author(s) from Presidency University, Bangalore and should be sent from the official institutional email ID (e.g., ***@presidencyuniversity.in) of the author(s) to ensure the authenticity and integrity of the submission process.

6.2. Number of Submissions per Document:

- Each complete thesis will be allowed to be checked a **maximum of two times**. Repeated submissions beyond this limit will not be processed unless approved by the Dean Academic Research and Chief Librarian. This approval shall be sought / initiated by an official on request from the scholar's supervisor.
- For Journal Articles, Conference Papers, Book Chapters, Books, Edited Books, or any Research Work, the same document will be allowed to be checked **a maximum of two times** (including requests received either from Students, Scholar or Faculty Members) to avoid repetitive submissions and maintain a balanced load on the University-subscribed Plagiarism Detection Tool, ensuring maximum allowed by the Platform.
- Students, Scholars, and Faculty Members are expected to dedicate sufficient time to finalizing their drafts of Research Work before submission.
- The Plagiarism checks of Post Graduate Students' Dissertations and Assignments, submitted by the Faculty in bulk, will be checked only once.
- Documents checked for Plagiarism and AI will not be re-checked immediately within the same timeframe. Students, Scholars, and Faculty Members are expected to dedicate sufficient time to reviewing and finalizing their drafts before submission.

6.3 Submission with high percentage of similarity and AI content:

- The submitted Research Work found with a **similarity of 50% or more and AI-generated content with 20% or more** in the first check will not be considered for further similarity/AI checks.
- Library can take required measures to identify the repeated Submissions of denied Research Work.

6.4. Submission of Project Reports/Dissertations:

- For Post Graduate students, Project Reports and/or Dissertations should not be submitted individually. These should be sent in bulk from the concerned subject Faculty Member to ensure efficient checking. The Faculty Member, who may be the project guide or department coordinator, will collect and submit the documents as a batch to the Library Services Email.

6.5. Small Content and Miscellaneous Submissions:

- Small documents, such as blogs, abstracts, or other brief content of one para or page, should not be submitted for similarity check as these types of content do not meet the criteria for a complete academic work.

- Users are expected to be creative and avoid using the Paraphrasing and AI software for smaller content.

6.5. Submission to the Library

- To request for Plagiarism and AI checks, or if you have questions about University Subscribed Plagiarism Software generated reports, please connect with **library.services@presidencyuniversity.in**

7. Plagiarism Investigation and Reporting

Presidency University, Bangalore in line with UGC Regulations for Plagiarism (2018, secs. 10 & 11, p. 10), will establish the Departmental Academic Integrity Panel (DAIP) and Institutional Academic Integrity Panel (IAIP) with the following compositions -

Departmental Academic Integrity Panel (DAIP):

a. Chairman - Head of the Department

b. Member - Senior academician from outside the department, to be nominated by the Vice-Chancellor.

c. Member - A person well versed with antiplagiarism 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).

Institutional Academic Integrity Panel (IAIP):

a. Chairman - Pro-VC/Dean/Senior Academician of the University.

b. Member - Senior Academician other than Chairman, to be nominated by the Vice-Chancellor.

c. Member - One member nominated by the Vice-Chancellor from outside the University.

d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice-Chancellor.

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).

DAIP & IAIP committees based on the referral of scope made to them will frame the Protocols, Guidelines and Preventive Measures for all the areas falling under the preview of Academic Integrity and Research Ethical Practices. Retraction

Both the Committees will adhere to the principles of natural justice while deciding on the allegation of Plagiarism against the Student, Scholar, Faculty, or any other staff of the University.

7.1. Reporting Plagiarism:

- Any University member suspecting plagiarism in any University-related scholarly work or document containing content from a University-affiliated author should report it to the appropriate DAIP.

7.2. Investigative Procedure:

- IAIP will investigate all reported cases of plagiarism as per the provisions mentioned in the University Grants Commission (2018) *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations.*

- The IAIP shall consider the recommendations of DAIP.

- 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 University Vice-Chancellor 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.

7.3. Confidentiality:

- All plagiarism cases will be handled with discretion and confidentiality.

8. Penalties for Plagiarism

Presidency University, Bangalore, adheres to the University Grants Commission (2018) *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations* (Section 12 p11) when addressing plagiarism. The Dean of Academic Research, in consultation with the DAIP/IAIP, will determine penalties for plagiarism on an individual basis, considering the severity of the offense, intent of individual, and the nature of the assignment.

8.1. The University Grants Commission (2018) *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations* categorizes plagiarism into four levels based on the percentage of similarity:

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

- Level 1: Similarities between 10% to 40%.

- Level 2: Similarities between 40% to 60%.

- Level 3: Similarities above 60%.

8.2. According to the University Grants Commission (2018) regulations, penalties for plagiarism in thesis and dissertation submissions vary, based on the level of plagiarism:

- Level 1: Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

- Level 2: Such student shall be debarred from submitting a revised script for a period of one year.

- Level 3: Such student-registration for that programme shall be cancelled.

8.3. The University Grants Commission (2018) also outlines penalties for Scholars and Faculty found guilty of plagiarism in their academic and research publications:

- Level 1: Withdrawal of the manuscript, suspension of publishing rights for one year.

- Level 2: Withdrawal of the manuscript, suspension of publishing rights and supervisory roles for two years, denial of annual increment.

- Level 3: Withdrawal of the manuscript, suspension of publishing rights and supervisory roles for three years, denial of two successive increments.

Presidency University has a Zero-tolerance Policy for Plagiarism. All key components of research works including the abstract, introduction, objectives, methods, analysis, conclusions, recommendations and references carried by Scholars and Faculty Members must be original.

In case Plagiarism is found and claimed, then it would be brought to the Departmental Academic Integrity Panel (DAIP) and Institutional Academic Integrity Panel (IAIP) for necessary action and decision on penalty.

9. Retraction of Published Articles:

Retraction refers to the removal or withdrawal of a published article from academic journals due to various reasons such as errors, plagiarism, unethical research practices, substandard publication/predatory publication. If any such case with the affiliation of Presidency University, Bangalore found by Office of Academic Research/Office of Sponsored Research, **Institutional Academic Integrity Panel** will investigate the retraction reason and authorised

to penalise the author (with University Affiliation) involved in the retraction of articles depending on the severity of the misconduct.

10. Self-Plagiarism Exclusion

In cases of self-plagiarism (applicable only in case of thesis), where a scholars previously published work is flagged for similarity, a certificate (Self-Plagiarism Exclusion Certificate) must be issued by the **Dean Academic Research**, specifying and attaching the published articles to be submitted to the library. Only the specific articles provided with the certificate will be omitted from the similarity check.

11. Appeals

Students, Scholars and Faculty Members may appeal plagiarism related decisions to the IAIP.

12. Policy Review

This Policy will be reviewed and updated as per as per University Grants Commission (2018) Amendments in the *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations* and/or based on the need of the University to ensure its effectiveness in maintaining academic integrity.

13. Responsibility

All Students, Scholars and Faculty of the Presidency University, Bangalore are responsible for familiarizing themselves with this Policy and upholding the principles of academic honesty.

14. Dissemination

This Policy will be prominently published, on the University Website, and in other relevant communication channels for its dissemination amongst members of the University Community.

15. Contact Information

For any questions or concerns regarding policy, **Office of Academic Research**, Presidency University, Bangalore can be approached. For concerns over University Subscribed Plagiarism Detection Tools and AI check **Chief Librarian**, Presidency University, Bangalore can be approached.

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Approved by:

Dr. Sameena Noor Ahmed Panali

Registrar

Presidency University, Bangalore

Dr. Vijayan Immanuel

Vice Chancellor

Presidency University, Bangalore

Date

PRESIDENCY
UNIVERSITY

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REACH GREATER HEIGHTS

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