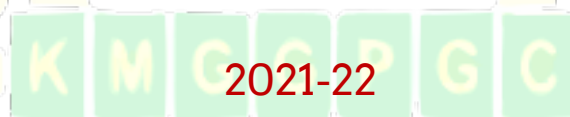**ISO 9001-2015 Certified**

कु0 मायावती राजकीय महिला स्नातकोत्तर महाविद्यालय,बादलपुर–गौतमबुद्धनगर (उ0 प्र0)

Km. Mayawati Government Girls P.G. College, Badalpur- GautamBuddha Nagar (U.P.)

College Recognised under section 2(f) & 12(b) of UGC
Accredited by NAAC-Grade B++(2.91)-IInd Cycle

2021-22

Promotion of academic integrity and prevention of plagiarism in KMGGPG College, Badalpur, GB Nagar

ANTI PLAGIARISM POLICY

As per UGC Notification July 2018

Objectives

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 students, faculty, researcher, and staff of the college.
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. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher, or staff of our college committing the act of plagiarism.

Awareness Programs and Trainings

The College shall instruct students, faculty, researcher, and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source, create sensitization through seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for our students & faculty.**:**

1. For including the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module, recommendations are forwarded to the coordinator of New Education Policy (NEP).
2. For training and developing awareness about responsible conduct of research among student, faculty, researcher, and staff for using plagiarism detection tools and reference management tools. IAIP will conduct Four Workshops/Seminar on quarterly basis.
3. Encourage Students, Faculty, Researchers, and staff to register on **international researcher's registry systems,** link: https://www.researchregistry.com

Institutional Mechanism for Curbing Plagiarism

a) The College is developing DAIP for all departments.
b) The College is also developing IAIP (Institutional Academic Integrity Panel)
c) The College would recognise only Turnitin and Urkund software for inhouse publication hence college implements the technology-based mechanism using Urkund (now called Ouriginal & recognised by UGC) and Turnitin (recognised by Ministry of Education) software to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
d) For Outside publication scholars, supervisors can go for other softwares such as Grammarly, Duplichecker, WhiteSmoke plagiarism checker, Quetext, Copyleaks or any other software desired by the individual, but the candidate shall use college recognized softwares only, if they desire to claim the publication.

e) The College will provide free service for Urkund for all the departments but will charge Nominal fee for checking plagiarism via Turnitin software, to meet out the expenditure on purchasing the licence for the same.

Urkund	
For all Three Attempts	Free
Turnitin	
For the First time	Free
For Second & Third time	1. Research Paper: 150 INR 2. Dissertation: 250 INR 3. Thesis: 500 INR

f) Only Three chances are given to students and faculty to check the plagiarism of their respective content, they must take a written permission from HOD or the Principal for the same.

g) A Soft Copy of the content covering all the chapters must be submitted in single MS Word or Optically Recognised PDF File excluding Preliminary pages, declaration, acknowledgement, abstract, list of charts, table of content, common knowledge, references, resume etc.

h) The mechanism shall be made accessible to all engaged in research work including student, faculty, researcher, and staff etc.

i) Plagiarism must be checked in advance i.e., at least Fifteen days before submission.

j) Every student submitting a thesis, dissertation, or any other such documents to the College 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. It is the responsibility of research scholar and research supervisor to go through the identified similar content and take appropriate measures to ensure originality of the research output.

k) Research Supervisor shall submit an attested undertaking which shall include the fact that the document has been duly checked through a Plagiarism detection tool on prescribed Performa.

l) The approved policy shall be placed on the **homepage of the College website.**

m) The Certificate and report of plagiarism checked shall be given to concerned research scholar and supervisor.

n) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

o) Final certificate of Plagiarism Check will be issued named as the Anti Plagiarism Verification Certificate, certifying and authenticating the check performed for the student/Department. The CD/Pen drive so certified should be cross checked with the final hard copy of thesis/dissertation/research paper by the DAIP. This certificate must be submitted to the Ph.D. Evaluation Section at the time of submission of the corrected certified (by DAIP) thesis. The hard copy should be certified/signed by DAIP members. The final corrected certified thesis/paper will be deposited in the Turnitin software/ Urkund After the viva-voce of the candidate i.e., upon successful completion the same may be uploaded in "**ShodhGanga e-Repository**"(University is having right to upload).

p) For the fulfilment of **Institutional Repository on college website**, Click on the link here: https://forms.gle/rZ7JEesEtK4Y3TEe6

College adopts Similarity checks for exclusion from Plagiarism

The similarity 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 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.**

Departmental Academic Integrity Panel (DAIP)

    i.   The tenure of the members shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman) and follow the principles of natural justice while deciding about the allegation of plagiarism.

    ii.   The DAIP shall have the power to assess the level of plagiarism and recommend penalty accordingly.

    iii.   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

Departmental Academic Integrity Panel (DAIP)

Subject	Chairman	Member	Member
English	Ms Juhi Birla	Dr Vijeta Gautam	Dr Shweta Singh
Hindi	Dr Rashmi	Dr Neeraj	Dr Jeet Singh
Sanskrit	Dr Deepti Bajpai	Dr Neelam	Dr Kanak Lata
Sociology	Dr Harindra	Dr Vineeta Singh	Ms Anita
History	Dr Asha Rani	Dr Kishore	Dr Arvind Singh
Commerce	Dr Arvind Yadav	Dr Mani Arora	Dr Babli Arun
Geography	Dr Meenakshi	Mr Kanak Kumar	Dr Nisha Yadav
H. Science	Dr Shivani Verma	Ms Shilpi	Dr Madhuri Pal
Economics	Dr Bhawana	Mr Gyanendra	Ms Pawan
Pol.Science	Dr Seema	Dr Ranjana	Dr Ramakanti
Science	Dr DC Sharma	Dr Neha Tripathi	Dr Pratibha
Education	Dr Sanjeev Kumar	Dr Deepak	Dr Sonam Sharma
Others	Dr Surindra	Dr Satish Chand	Mr Dheeraj Kumar

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 College.

Institutional Academic Integrity Panel (IAIP)

Dr Satyant Kumar
Chairman

Dr Mamta Upadhyay
Member

Dr Shashikant Pandey
Member
HOD Dept of Pol Science,
BBAU, Lucknow

Dr Sushila Chaudhary
Member

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).

   i.   The IAIP shall consider the recommendations of DAIP.

   ii.   The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in regulations.

   iii.   The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff of college.

   iv.   The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

   v.   The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the College within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.

   vi.   The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

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 up to 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%

Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of master's and Research programs and on researcher, faculty & staff of the College 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.

Penalties 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 up to 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 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. (Recommendations shall be forwarded to CCS University Meerut).

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 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.

Penalties in case of plagiarism in academic and research publications

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

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

Level 2: Similarities above 40% to 60%

  i.   Shall be asked to withdraw manuscript.
  ii. Shall be denied a right to one annual increment.
  iii. 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.

Level 3: Similarities above 60%

  i.   Shall be asked to withdraw manuscript.
  ii. Shall be denied a right to two successive annual increments.
  iii. 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.

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 college.

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

Note 4: If there is any complaint of plagiarism against the Head of the Department or Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP. The Principal has the power to stop the annual increment as per the DDO Power, while the case may be forwarded to the Director of Higher Education, Uttar Pradesh for further action.

Note 5: 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.

Note 6: The Cases not covered under the above-mentioned policy would be handled by IAIP

Advisory

In view of the order of the Government of India, 30 July 2018 regarding promotion of academic integrity and prevention of plagiarism in higher education institutions, it is mandatory for all the teachers, students, and research scholars of the college to follow the following guidelines.

All the professors, research students at the college, while publishing the research papers, chapters of books, articles, edited books, and seminars proceeding, make sure that their work is original, and the published work of any other author should be used only by mentioning the context. As we are First time implementing this policy at the college level, student and teachers may face issues regarding the policy. After discussion with Principal, Research Committee, HODs and Staff members college will be liberal for the following time frame:

    I.   **First Year**: gives verbal caution's & no legal action
   II.   **Second Year**: written explanation & warnings
  III.   **Third Year**: Action taken by concern authority/no excuse in legal action.

1) Do not use anyone else's work or ideas for personal use and do not allow any other research student and teacher to publish their research papers in your own name.
2) Research papers should be published in the care list of UGC.
3) A certificate of free from plagiarism must be submitted. The professor should make the research students aware of this fact. It will be mandatory for a thesis supervisor to attach certificate with dissertation.
4) For plagiarism related issue use the email id mentioned below.
5) Use institutional repository link to deposit soft copy of research papers, chapters of books, articles, edited books, seminars proceeding etc.
6) While submitting the CAS form, all the applicants are instructed to submit the plagiarism report along with their publications.
7) To report any issue use the following:
   Email id: iaiprepositorykmggpg@gmail.com
   Link for the institutional repository: https://forms.gle/rZ7JEesEtK4Y3TEe6

Principal
Prof. (Dr) Divya Nath
KMGGPG College, Badalpur, GB Nagar

APPLICATION FORM FOR PLAGIARISM CHECK REPORT

Format I

To,   **Date -**

The In charge IAIP/ Librarian
Kumari Mayawati Govt Girls PG College,
Badalpur, Gautam Buddha Nagar.

Subject: Request for plagiarism check report of P.G. dissertation/ Ph.D. thesis/Research Article
Sir / Madam,
            I am submitting herewith a softcopy of my P.G. dissertation / Ph.D. thesis/Research
Article You are kindly requested to check plagiarism & issue me a report to that effect.

Name of the Student/Teacher...

Faculty & Subject: -
....

 Designation
& Address: ....

Title of the P.G. dissertation / Ph. D. thesis/Research Article

:..…..

....

I declare that I am aware of anti-plagiarism policy of Kumari Mayawati Govt Girls PG College,
Badalpur, G.B. Nagar. I further declare that the soft copy being submitted for plagiarism check
is the same as print copy of Dissertation/thesis/Research Article.

1. Signature of Student/Teacher:
Cell / Phone No: E-mail ID:

2. Signature of the Research Guide:
Designation & Address:
Cell / Phone No: E-mail ID:

3. Signature of Co-
Guide- Designation &
Address

4. Forwarded by the HOD:
Department of ……. …………………….…
Kumari Mayawati Govt Girls PG College,
Badalpur, Gautam Buddha Nagar.

Kumari Mayawati Govt Girls PG College, Badalpur, Gautam Buddha Nagar.
Plagiarism Check Report No.1/2/3/4

Format II

1	Name of the Student/Teacher				
2	Faculty and Subject				
3	Title of the Thesis/Dissertation/Research Article				
4	Name of the Research Guide				
5	Name of the Co-Guide				
6	Similarity Content (%) (up to 20% acceptable)	1st			
7	Similarity Content (%) (up to 20% acceptable) Plagiarism detection tool applied	%	2nd	3rd	4th
			%	%	%
8	Date of plagiarism check				

Checked by

Name:

Designation:

Signature:

Date:

Enclosed: Downloaded Report of software……………………………………………………

Certificate regarding declaration of Originality of Research Work (P.G. / Ph.D.Thesis/Research Article)

Format III

Name of research supervisor:………………………………………………………..

(co-supervisor, if any):…………………………………………………………..

Designation & address of supervisor & co supervisor

……………………………………………………………………………………………

………………………………………………………………………………………

Name of Applicant/Teacher Faculty & Subject :………………….........................

Title of the thesis/Dissertation/Research Article: ……………………………….

………………………………………………………………………………………………

I / We hereby declare that the above-mentioned research work is original & it doesn't contain any plagiarized contents. The similarity index of this research work is…………… Justification for similarity index, as per the report of software.

……………………………………………………….…………………………………….

………………………………………………………………………………………………

The plagiarism check report by the Librarian, KMGGPG College, Badalpur of the thesis is attached herewith.

Further we declare that If any plagiarism found in this manuscript I / we shall be solely responsible for it and the College/University shall have sole right to initiate appropriate legal action.

i) This work has not been submitted for the award of any other Degree / Diploma in any other University / Institutes.

ii) I / We shall be responsible for any legal dispute / case (s) for violation of any provisions of the Anti-plagiarism Policy / Copyright Act / Piracy / Cyber / IPR etc.

Date:

Signature of the Research Supervisor

Signature of the Student/Teacher Signature of the Research Co-Supervisor
(If any)

Forwarded by the HOD:
Department of……………………………………,
Kumari Mayawati Govt Girls PG College, Badalpur, Gautam Buddha Nagar.

Flowchart for Scholars

Take the permission from the Research Supervisor (Use format I)

Submit the soft copy of content to the librarian or IAIP

Take the report from librarian

If level 0

1. Then take final report

If level 1,2 or 3

1. Then revision of content
2. Again, submit the softcopy of revised content to the librarian
3. Take report in softcopy

Submit it to DAIP for crosschecking

Take signature from DAIP (any member or Chairman)

Take declaration from the research supervisor before pre-submission (use format II)

Provide applicant undertaking (use format III)

If any alteration in pre-submission, then alter the content and once again take plagiarism report and re-submit it to DAIP for crosschecking

1. Within 3 months candidate shall deposit the thesis on Shodh Ganga, college repository and International Registry System.
2. Adopt only college prescribed formats

Flowchart for Teachers

Submit the soft copy of content to the librarian or IAIP

Take the report from librarian (use format II)

If level 0

2. Then take final report

If level 1,2 or 3

4. Then revision of content
5. Again, submit the softcopy of revised content to the librarian
6. Take report in softcopy

Submit it to DAIP for crosschecking

Take signature from DAIP (any member or Chairman)

Provide applicant undertaking (use format III)

If any alteration in submission, then alter the content and once again take plagiarism report and re-submit it to DAIP for crosschecking

3. Within 1 month candidate shall deposit the thesis on Shodh Ganga, college repository and International Registry System.
4. Adopt only college prescribed formats

For CAS form, all the applicants are instructed to submit the plagiarism report along with their publications.