CIRCULAR 1627

Sub: Ordinance on IMU’s Anti-Plagiarism Policy

Ref: 1.AC Resolution vide Agenda Item No: AC 2016-15-14
2.EC Resolution vide Agenda Item No: EC 2016-34-15

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The Executive Council in its 34th meeting held on 23.05.2016 vide Agenda Item No: EC 2016-34-15 resolved to approve the following ordinance on IMU’s Anti-Plagiarism Policy.

Definition

‘Plagiarism’ is defined as the passing off of another person’s work as one’s own work without acknowledgement of the source, and involves copying of phrases, sentences, paragraphs or longer extracts from published or unpublished work including from the Internet.

Modes of Plagiarism

According to www.plagiarism.org, all of the following are considered plagiarism:

1. turning in someone else's work as your own.
2. copying words or ideas from someone else without giving credit.
3. failing to put a quotation in quotation marks.
4. giving incorrect information about the source of a quotation.
5. changing words but copying the sentence structure of a source without giving credit.
6. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (i.e. not “fair use”).

'No-Plagiarism Declaration' by Students

Every student who is required to submit a thesis/dissertation/ project report/research paper/assignment as part of the requirement for award of a Post-Graduate or Doctoral degree will be required to submit a signed statement at the beginning of the P.G/Ph.D programme that he is aware of the University’s Anti-Plagiarism policy and will abide by it.

He shall submit a “No-Plagiarism Declaration” with every thesis/dissertation/project report/research paper/assignment submitted by him.

Responsibility for detecting Plagiarism committed by Students

It shall be the primary responsibility of the Supervisor/Guide/Teacher to detect the plagiarism, if any, committed by the student under his charge. The Supervisor/Guide/Teacher shall run the thesis/dissertation/research paper/assignment through the prescribed anti-plagiarism detection tool to ensure that it reflects genuine research and original work, and he shall furnish a certificate to this effect. A Supervisor/Guide/Teacher who fails to put in due diligence to detect plagiarism shall be liable for disciplinary action.

Plagiarism by Employees

Teachers and other employees who submit articles/research papers/consultancy reports/project reports or who present papers or deliver orations in seminars and conferences will be required to uphold the highest ethical standards and not resort to plagiarism. If any plagiarism comes to light, they shall be liable for disciplinary action.

Procedure for handling allegations of Plagiarism
Whenever an allegation of plagiarism is brought to the University’s notice either by the Supervisor/Guide/Teacher or by any other source against a student or an ex-student or an employee, the Vice Chancellor may refer the same to the Board of Research Studies for an inquiry. The Board of Research Studies may conduct an inquiry on its own or constitute a Standing Sub-committee to inquire into allegations of plagiarism. The Board/Sub-committee shall observe the principle of natural justice and afford the student/ex-student/employee against whom the allegation of plagiarism has been received a reasonable opportunity to show cause against the allegation. The inquiry should be completed expeditiously especially where a student is on the verge of completing his programme. The Board/Sub-committee should submit its report to the Vice Chancellor with (i) a clear-cut finding as to whether plagiarism has been committed or not, and (ii) if committed, an opinion on the gravity of the offence (expressed as a percentage of total number of sentences). The Vice Chancellor is at liberty to accept the findings of the Board/Sub-committee in full or to deviate from the same for reasons to be recorded in writing.

Depending on the gravity of the offence, the Vice Chancellor in respect of students, and the competent authority in respect of employees, may award punishment as per the norms prescribed below:

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<th>Category</th>
<th>Punishment for proven charge of plagiarism based on the gravity of the offence</th>
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<tr>
<td>Student</td>
<td>Rustication from the University for a period ranging from 1 year to 5 years.</td>
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<td><strong>Ex-Student</strong> i.e. one whose plagiarism is detected after he has been awarded degree.</td>
<td>IMU may withdraw the degree awarded by it.</td>
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<tr>
<td><strong>Employee (Faculty/Staff)</strong></td>
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<td>(1) If plagiarism is proved with regard to a thesis/dissertation/project report relating to a degree awarded by IMU or any other University based on which qualification employment was obtained in IMU.</td>
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<td>Disciplinary action for minor or major penalty with a minimum penalty of stoppage of increment for one year and maximum penalty of termination from service.</td>
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<th>(2) If plagiarism is proved in respect of articles/research reports/consultancy reports/project reports/papers submitted or orations in a seminar or conference etc.</th>
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<tbody>
<tr>
<td>Disciplinary action for minor or major penalty with a minimum penalty of not less than stoppage of increment for one year.</td>
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This is issued with the approval of the Competent Authority.

To

All Campus Directors

All Affiliated Institutes