



Guidelines for
PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM :

1. Purpose

University Grants Commission (UGC), as per UGC Act, 1956, is mandated to coordinate and determine the standards of higher education.

And whereas, assessment of academic and research work done by a student or a faculty or a researcher or a staff, in the form of essays, assignments, term papers, project reports, coursework, thesis and dissertation leading to the award of degrees, research papers, policy papers, chapters in books, full-fledged books and any other work including computer programs is instrumental in identifying and certifying the academic standards accomplished by such student(s) or faculty or researcher(s) or staff and projecting them far and wide as an objective and impartial indicator of the performance of individual(s);

And whereas, any academic and research work undertaken in any form by a student or a faculty or a researcher or a staff, reflects the extent to which elements of academic integrity, originality and innovation have been injected in various processes of education adopted by

In pursuance of the provision contained in the Section 08 of Jharkhand Rai University Act 2011 (Jharkhand Act03, 2012), these guidelines are made for improvement of research works.

2. Scope

These guidelines known as “Jharkhand Rai University, Ranchi PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM”. This Guidelines shall apply to all students / Scholars / Teachers of Jharkhand Rai University, Ranchi. This guidelines shall come in to force from the date of notification duly approved by Research Council of the University.

Jharkhand Rai University strives to promote research-oriented culture in the campus. University has a separate research department mandated to promote best standards & practices in the area of research. University intend for research environment where academic staffs and postgraduate research students carry out their research. Research includes work of direct consequences & importance to the specific needs of communities, government, industry and continued growth of academic surface.

3. Definitions

University	Means Jharkhand Rai University, Ranchi.
Research	Means systematic study or investigations in order to discover new knowledge in the form of facts/ patterns or new interpretation of ideas or inventions of new ideas.
Research Council	Research Council of Jharkhand Rai University, Ranchi.
Faculty	Faculty means Faculty of University. "Faculty" refers to a person who is teaching and / or guiding students enrolled in University in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
Research Scholar	Candidate admitted to M.Tech. (by research) / Ph.D. programme of Jharkhand Rai University, Ranchi, through the procedures adopted by the University.
Supervisor	The Faculty of Jharkhand Rai University who supervises the research work carried out by the research scholar.
Plagiarism	Plagiarism means Guidelines for prevention of academic dishonesty and a breach of ethics. It involves using someone else's work as one's own. It also includes data plagiarism and self-plagiarism.
Programmes	"Programme" means a course or programme of study leading to the award of a degree or a diploma in the University.
Information	"Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or micro film or computer generated micro fiche.
Script	Script includes research paper, thesis, study, project report, assignment, dissertation and any other such work submitted for assessment / opinion leading to the award of degree or publication in print or electronic media by students or faculty or staff.
Author	Author includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration.
Intellectual	Intangible property that is the result of creativity, such as patents,

property

copyrights, penitent inventions, designs, technical know-how, etc.

4. Research:

In different faculties or inter- disciplinary, research may be embodied in the form of artistic nature of works, performances or designs that facilitates new and creative insights. Research may include contributions to the intellectual underpinning of subjects and disciplines, the use of existing knowledge in experimental development to produce new or substantially improved, materials, devices, products, and communications or processes or even the synthesis and analysis of previous research. Research findings must be open to scrutiny or formal evaluation by experts within the field.

To promote quality research, the university pursues an attitude of encouragement to all its Academic staff as well as students by way of providing not only leave for attending and presenting their research papers & related works in various platforms like national & international seminars, conferences & symposiums, field work but also by providing financial assistance towards the achievement of the same.

4.3. The Quality of supervision and conditions of work

In the pursuance of quality of supervision and conditions of work the following suggestion shall be considered:

- a). Course work is necessary for the conduct of research programme. The course should also provide the broad- based understanding of the research related works, so that a scholar does not end up with knowing less other than his narrow specialization. The department is required to maintain the publication related documents.
- b). Wherever a research problem of inter-disciplinary nature is taken up, there should be co-supervisors representing the areas or joint supervision may be allowed whenever found necessary.
- c). Every scholar may write a subsidiary thesis or submit a project in a field different from his specialization. This would compel a scholar to look beyond the area in which he has carried out of his research work.
- d). The supervisor should pay more attention and maintain better records of their interaction with research scholar.
- e). Research Scholar's experimental report of field work shall be analysed with the utmost integrity. The scholar as well as Supervisor should exercise great care of this, for safeguard against charges of plagiarism.
- f). The result of research strive to publish only in well known Indian and foreign journals.
- g). Research work evaluation must be done by end of the year.

5. Ethical and fair practices and Prevention of Plagiarism

Academic staff and students are required to carry out their Research in compliance with all the University's obligations under ethical and fair practices & obligations. In pursuance of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2017, the university endeavors to foster and maintain a culture of honesty and academic integrity in the university in order to ensure promotion of Academic originality & prevention of plagiarism. All staff and students have an obligation to act in an ethical manner, consistent with the principle of academic integrity.

- The policy prevention of plagiarism applies to all registered research scholars of the university and to all academic work (i.e. assignments, theses, projects, presentations, products, assessments, examinations, etc.) undertaken in any of the disciplines in the university.
- Whether plagiarism is intentional i.e. deliberate lack of acknowledgement of someone else's work or unintentional i.e. genuine lack of understanding of paraphrasing and referencing requirements, it is a breach of policy and will be treated as an academic offence.
- Sources of plagiarism include books, journals, reports, websites, work of another person etc.
- Plagiarism includes unacknowledged paraphrasing or use of other people's words or ideas to be their own, non-acknowledgement of sources, unauthorized copying of another person's work, submitting one's own work without declaration of sources and references, and the falsification of references.
- The university is committed to a proactive approach towards the prevention of plagiarism through the development of good academic practice.
- University shall conduct sensitization seminars/ awareness programmes every semester on responsible conduct of research, project work, assignment, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty and other members of academic staff.
- Preventive actions by the university include referral to the policy in the assessment instructions to be provided to researchers, faculty & students.
- The university endeavors to create awareness by way of training in the practices of referencing and citation and in the use of source material(s), and the use of plagiarism detection software, to be provided to all the staff & students.
- All the students & researchers are required to include a plagiarism disclaimer declaring that the work has been completed in accordance with the university's policy on plagiarism, in respect of all work submitted to the university.
- The research supervisors are also required to furnish a certificate stating that the research work conducted under his/her supervision is free from plagiarism.
- Faculty, research scholar should be provided plagiarism detection tools for checking the content of their scripts, Shall encourage student, faculty, staff and researcher to register on international researcher's Registry systems.
- University Shall establish facility equipped with modern technologies for detection of plagiarism. Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

- University shall submit to INFLIBNET soft copies of all Ph.D. dissertations and theses carried out in its various departments after the award of degrees for hosting in the digital repository under the “*Shodh Ganga e-repository*” programme.

6. Publications & Seminars

The research carried out in the university should be of good quality adhering to highest standards of ethics. In order to recognize the research contribution, & in pursuance of University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016 (as amended time to time), the researcher scholars must publish at least 2 research papers in refereed journal and make one paper presentation in conferences/seminars before the submission of the dissertation/thesis and produce evidence for the same in the form of presentation certificates and/or reprints. University encourages publications in journals indexed in Scopus/Web of Science & journals with good impact factor. Each Faculty, and its constituent members, is encouraged to develop and implement its own research plan that is consistent with and contributes to the University’s overall strategy.

7. Intellectual Property Rights Policy

Intellectual property plays an important role in providing a competitive edge to any research & development driven organization. It includes the intangible assets of an organization such as technical know-how, inventions, brands, designs and other creative and innovative products which are often more valuable than the physical assets. Keeping this in mind, this Intellectual Property Rights Policy endeavors to create a conducive environment for acquiring new knowledge through innovation and research, leading to development of intellectual property. The university also endeavours to promote academic freedom and safeguard in creation of intellectual property at the university & to provide legal support, wherever necessary, to defend and protect the intellectual property rights of the creator against any unauthorized use.

According to section 24 of Jharkhand Rai University Act, 2012, the Research Council which is the principal Research Committee shall be responsible to all the issues related with infringement of Intellectual Property Rights of the creator / researcher, if any complaint to that effect is brought to its notice. All Intellectual Property related with academic research shall include patents, copyrights, designs, trademarks, technical know-how and any other undisclosed information. If the creators assert that they have developed any patentable or commercialized Intellectual Property, with or without using the university’s resources, equipments & laboratories facilities, they must report it promptly in writing with relevant proof in the form of documents, data or any other information. The information shall comprise a thorough and detailed disclosure of type, particulars & other necessary details.

8. Zero Tolerance Policy in core area:

The research core work carried out by the scholars, shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. In case Plagiarism is established in the core

work claimed then Research Council of the University shall impose maximum penalty. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

9. Plagiarism level for non-core areas

For all other (non-core) cases, plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Similarities upto 10% excluded
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

10. 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 competent/designated authority of the university. Upon receipt of such a complaint or allegation the university authority shall refer the case to the Research Council of the University, who shall take proper action. The Research Council may also take suo motu notice of plagiarism and initiate proceedings under these guidelines.

11. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG / PG / M. Phil. / Ph.D. and faculty & staff of the University only after academic misconduct on the part of the offender 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. Act of plagiarism, witting or unwitting, is potentially detrimental to the academic credibility and social reputation of the individual concerned, all proceedings of investigations and imposition of penalties shall be conducted in camera so as to prevent encrustation of stigma and slur upon individual concerned:

12. Penalties for Students

Research Council of the University shall impose penalty considering the severity of the Plagiarism.

i. Level 1: Similarities above 10% to 40% -

Such student shall not be given any mark and /or credit for the plagiarized script and shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

ii. Level 2: Similarities above 40% to 60% -

Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script after a time period of one year but not exceeding eighteen

months.

iii. Level 3: Similarities above 60% -

Such student shall not be given any mark and/or credit for the plagiarized script and his/her registration for that course to be suspended or 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 ease 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 decided by the Research Council of the University.

(b) Penalties for faculty, staff, researcher of University-

(i) Level 1: Similarities above 10% to 40% - Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year.

(ii) Level 2: Similarities above 40% to 60% - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of two years and shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any UG, PG, Master's, M.Phil., Ph.D. student/scholar for a period of two years.

(iii) Level 3: Similarities above 60% - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of three years and shall be denied a right to two successive annual increments and shall not be allowed to be a supervisor to any UG, PG, Masters, M.Phil., Ph.D. student/scholar for a period of three years.

Note 1: Enhanced penalty on repeated plagiarism - 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 concerned person shall be dismissed.

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 decided by the Research Council of University.

Note 3: If there is any complaint of plagiarism against the Head, a suitable action, in line with these guidelines, will be taken by the Competent Authority/Governing Board as the title may be.

13. Role of the University Grant Commission (UGC), New Delhi:

UGC rules or regulations (as amended time to time) related to plagiarism prevention and promotion of research work may supersede.

14. Approving Agency

As per deliberation and due suggestion of the Academic Council of the University, the Research Council of the Jharkhand Rai University shall be responsible for examination and execution of the same.