

Plagiarism policy

Preamble:

Assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Professional Degrees, Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation, major projects and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by University.

The core academic and research work carried out by the author (e.g; students/faculty) shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism, as per policy of SAGE University, based on directives of UGC and other statutory bodies in the country. In case Plagiarism is found and claimed, then it would be brought under Plagiarism Committee at Department/Institute level and also at University level to be constituted by Vice Chancellor for the purpose. The core work shall include abstract with keywords, introduction, objective, hypothesis, research methodology, analysis and interpretation, summary and observations, conclusions, recommendations and references. Academic integrity and ethics in higher education, fair conduct of research and prevention of misconduct, must be upheld and ensured as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. The students at UG level of four years programs, PG and PhD level, researchers and faculty members should not perform any academic misconduct by the theft of intellectual property in any manner.

Therefore, it is imperative for students and academic community to familiarize themselves with the nuances of Intellectual Property Rights (IPR), understand the legal consequences of violation of IPR Laws and take sufficient measures and care in giving the proper attribution, seeking permission of the author wherever necessary, acknowledging the source on information etc, in order to protect their own intellectual work.

The SAGE University has brought out Research policy dated 18th July 2018 which was approved by the 4th BOM held on 1st August 2018. The sub clause 5 under policy and guidelines is reproduced below:

"It is expected that each member involved in research, be it faculty, researchers and postgraduate researchers will adhere to highest ethical standards of conduct. These include data integrity, adhering to ethical guidelines given from time to time, for carrying out research. It will be the duty of each faculty to personally check all publications generated for publishing in Journals on approved anti-plagiarism software. Further, it will be the duty of concerned Supervisor to verify that each thesis submitted under him/her is checked for plagiarism before submitting to Research Cell for processing. The university has recently registered under NAD and all theses research initiatives will be duly uploaded as per UGC norms. Hence, the Supervisors will be personally responsible, in case any complaint is received on plagiarism or copying and

the University and staff of Research Cell would not be held responsible. A disciplinary committee, on instructions of Vice-Chancellor, shall be formed in order to carry out inquiry when academic dishonesty is reported against an individual/group. Suitable disciplinary action may be initiated, if found guilty, against such individual/group. “

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 in case of plagiarism in submission of thesis/ dissertations/major projects

University 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 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 program 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.

Departmental / Institute Academic Integrity Panel (DAIP)

- i. All Departments in SAGE University shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department/Institute
 - b. Member - Senior academician from outside the department/institute, to be nominated by VC.
 - c. Member - A person well versed with anti plagiarism tools, to be nominated by the HOD/HOI

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).

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

iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

University Academic Integrity Panel (UAIP)

i. Vice Chancellor shall approve UAIP whose composition shall be as given below:

- a. Chairman - Pro-VC/Dean/Senior Academician of the SAGE University as may be nominated by Vice Chancellor.
- b. Member - Senior Academician other than Chairman, to be nominated by the VC.
- c. Member - One member nominated by the VC, from outside the university.
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by VC

The Chairman of DAIP and UAIP shall not be the same. The tenure of the Committee members including Chairman shall be two years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

ii. The UAIP shall consider the recommendations of DAIP.

iii. The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

iv. The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of SAGE University.

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

vi. The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor of SAGE University within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of the proceedings.

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

Plagiarism Check and Reporting Process

1. Every department / institute shall be responsible to get major projects/ thesis/dissertation at UG, PG with 3 credits and above, and PhD level through plagiarism software of SAGE University. The level of plagiarism as defined above shall be followed.
2. Students are required to submit duly signed hard copy of report along with soft copy to the supervisor concerned. Once the Supervisor is satisfied with the matching contents of the report in both hard and soft copy, without any variation, the same shall be forwarded to Librarian through HOD concerned, to generate authentic plagiarism report.

3. Librarian shall, under the command of Head PhD shall generate the Plagiarism report, using the official software which shall be authenticated by Head PhD and send back to concerned HOD concerned, within a week.
4. HOD concerned has to proceed further as per provisions mentioned herein above. In the normal process the level – 0, cases shall be cleared at the Department/Institute level by the concern HOD/HOI.
5. Cases other than Level-0, must be returned to the students by the supervisor concerned for one chance to improve and further resubmit with a period of four weeks, for further Plagiarism check.
6. If the student fails to resubmit with four weeks as mentioned above or found level -1 and above, in the second attempt, the same shall be reported to DAIP, mandatorily by the supervisor concerned and proceed accordingly.

Role of COE

It shall be the duty of COE to ensure full compliance of Plagiarism Policy of university after proper verification of plagiarism report before accepting the marks and grades, along with a hard bound copy of report, forwarded by HOD/HOI concerned. The COE is empowered to accept only cases with level-0 plagiarism report and cases other than level-o must not be accepted and such cases must be brought to the notice of VC in writing.

Saving Clause:

Notwithstanding anything stated hereinabove, in the event of any conflict arising out of any provision in these policy guidelines, stipulated Norms / regulations of UGC or concerned Statutory Authority in the country having jurisdiction over the matter, same shall stand redundant and invalid and substituted by latter. However, remaining terms and provisions that are not affected shall remain in full force.