

KARNATAK UNIVERSITY, DHARWAD



**NAAC ACCREDITED 'A' GRADE
"UNIVERSITY WITH POTENTIAL FOR EXCELLENCE"**

PUBLICATION/PLAGIARISM POLICY



2021-22

EXPERT COMMITTEE TO FRAME GUIDELINES ON PUBLICATION/PLAGIARISM POLICY

(Constituted as per KU/PMEB/2020-21/216/801 dated 22.03.2021)

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| 2. Smt. A.N. Joshi (Librarian), KU Library, KUD | Member |
| 3. Dr. C. Krishnamurthy, Dept. of Library
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| 9. Dr. S. T. Bagalakoti Director, IQAC, KUD | Special Invitee |
| 10. Dr. M. David Director, PMEB, KUD | Convener |

PLAGIARISM POLICY OF THE KARNATAK UNIVERSITY

(vide Syndicate Resolution No.5 dated 04.02.2022)

Preamble:

The Karnatak University, Dharwad (KUD), established through Karnatak University Act 1949, became a statutory University on 1st March 1950. The present jurisdiction of the University covers Dharwad, Gadag, Haveri and Uttar Kannada districts. KUD is offering courses in the faculties of Arts, Commerce, Education, Law, Management, Science & Technology and Social Sciences. KUD seeks to serve readers' and authors' interests by publishing high-quality original works, including journal articles, audio and video content, web postings, technical reports, conference articles, books, and other forms of scholarly & professional information. Maintaining the integrity of published works, defending the authors against Plagiarism and other forms of ethical violation, making these works discoverable, promoting the dissemination of these works to the greatest possible readership, and preserving these works indefinitely in their original published form are among our fundamental principles.

In the wake of fundamental improvements being introduced in the system of Higher Education, the credit, respect, recognition of research and scholarly publications, career development and financial gains are now linked with such original works accomplished without replicating the efforts of other researchers. It has therefore become necessary that the menace of Plagiarism is highlighted and curbed through exemplary punitive actions. On the other hand, we must also guard

against bogus or false complaints in order to prevent victimization which may make researchers and scholars shy away from research simply because of the fear of prosecution.

A Plagiarism Policy has therefore become necessary to create awareness, define various forms in which Plagiarism exhibits itself, present a methodology of investigation, cater for punitive action proportional to the extent of the offence and even address the issue of false or spurious complaints.

Introduction:

KUD fosters the pursuit of knowledge, skill and scholarship through its various academic programmes and by creating healthy research environment. Academic integrity is a core value in this endeavour. KUD recognizes that the open exchange of ideas plays a vital role in the academic endeavour and to the contribution of new knowledge in the domain areas. During such kind of idea sharing, discussion, debates, presentation, submission, it is important for all scholars that they acknowledge clearly the sources they referred. To ensure the proper use of sources, to recognize and preserve the values of the academic dialogue, the KUD frames this policy.

Aim:

The aim of this policy is to apprise students, teachers, researchers about Plagiarism and how it can be avoided. It is also aimed at discouraging Plagiarism by regulating and authorising punitive actions against those found guilty of the act of Plagiarism.

Applicability:

The policy is applicable to students, teachers and researchers of KUD, who are involved in writing or publishing their work. In this context a "Student" is a person who, on the date of submission of his / her paper / work is a registered student of KUD. "Teachers and Researchers" include faculty members or equivalent.

Scope:

This policy applies to the academic activities of registered students of all programmes of KUD. Under certain circumstances, this policy may apply to the students who have withdrawn or graduated from KUD where it is alleged that they acted with academic misconduct during the time of their enrolment at this university.

Objectives:

This policy reflects the goal of academic integrity for the members of KUD and lays down general guidelines for appropriate academic behaviour and identifies prohibited academic conduct. The intention of KUD is to ensure fair treatment, transparent process and consistent application in administration of this policy, with the following objectives:

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- i) 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 and researchers.**

- ii) To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from Plagiarism.
- iii) To develop a system to detect Plagiarism and to set up mechanism so as to prevent Plagiarism and suitably penalize a student, faculty members and researcher of University, committing the act of Plagiarism.

Administration of this policy:

KUD will endeavour to ensure fair implementation of this policy and an Institutional Academic Integrity Panel (IAIP) will be constituted by the Institute to promote culture of ethics and integrity for its scholarly work.

Definition of Plagiarism:

According to the Concise Oxford Dictionary, Plagiarism is defined as "taking and using the thoughts, writings, and inventions of another person as one's own". This, or various similar definitions found in recognized publications / documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. In order to establish the violation of ethical norms, or academic or intellectual dishonesty resulting from Plagiarism and to take punitive actions in this regard, it is necessary that the variety of forms in which Plagiarism manifests **itself are known.**

Types of Plagiarism

- a. **Unintentional Plagiarism:** Unintentional occurs when the author either is not aware of such research, is unaware of the ethics in writing or does not know how to cite and thus presents similar articles.
- b. **Intentional Plagiarism:** Intentional Plagiarism occurs when the author deliberately, intentionally or knowingly copies entire text, paragraph or data and presents as its own.
- c. **Direct Plagiarism:** Copying directly from someone else's work without changing anything and giving no due credit to original author
- d. **Self- Plagiarism:** Using your own previous paper, fully or partially and reproducing in in the new assignment without permission
- e. **Mosaic Plagiarism** occurs when a student borrows phrases from a source without using quotation marks, or finds synonyms for the author's language while keeping to the same general structure and **meaning** of the original.
- f. **Accidental Plagiarism** occurs when a person neglects to cite their sources, or misquotes their sources, or unintentionally paraphrases a source by using similar words, groups of words, and/or sentence structure without attribution.

Plagiarism reflects the unethical practice by submitting a Research Work/ Project Work/ Assignment Submissions etc. (or any other form of academic submission) wherein a student submits and declares as Original and 'Unplagiarized' work but agrees to a method. This act may be without intention/ knowledge/ authentication. Submissions without acknowledgement to the original

contributor or proper citation will be deemed to be of poor scholarship and devoid of academic integrity.

Endorsing the above, the KUD considers/deems Plagiarism as the misrepresentation of another's writings or other creative work (including unpublished and published documents, data, research proposals, computer code, or other forms of creative expression, including electronic versions) as one's own. Plagiarism is a clear violation of KUD Publications Policy and a potential violation of the KUD Code of Ethics. Plagiarism may also represent copyright infringement that manifests itself in a variety of forms, including:

These include but are not limited to the following:

- i) “Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.
 - ii) Copying elements of another author's paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source.
 - iii) Verbatim copying portions of another author's paper or from reports by citing but not clearly differentiating what text has been copied (e.g., not applying quotation marks correctly) and /or not citing the source correctly”
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- iv) "The unacknowledged use of computer programs, mathematical / computer models / algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs / models / displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artifacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music / composition of any sort, posters, presentations and tracing."
- v) "Self-Plagiarism, that is, the verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source."

Curbing Plagiarism:

Any content in a given academic research document submitted for the award of a Degree or intended for publication that is not a product of original idea or that does not give due credit to the original author (s) in the form of proper citation and reference, when any content from the original text is used as a part or whole, would amount to Plagiarism.

Such documents shall include Books, Book Chapters and Research Articles intended to be submitted for publication and theses to be submitted for the award of a Degree and research projects proposals to be submitted for funding.

With a view to uphold healthy and credible research practices, and based on the UGC norms and Regulations, the University strongly dissuades any form of reproduction of contents without appropriate address to the original source. For

detection of Plagiarism, the faculty members and researchers need to use the Ouriginal Plagiarism tool available at the University Library or any other software as may be directed by the University.

Similarity checks or index:

As the academic integrity landscape evolves, the threshold for original work is raised. Hence, in order to discourage Plagiarism Similarity Checks are done using Plagiarism detection softwares of UGC. The similarity index for Plagiarism check for research articles is pegged at different levels by various publishers.

Levels of Plagiarism:

Levels of Plagiarisms are in accordance with UGC regulation 2018 and are graded in order of the parentage of similarity as below:

- i) Level 0: Similarity up to 10%
- ii) Level 1: Similarity above 10% to 40%
- iii) Level 2: Similarity above 40% to 60%
- iv) Level 3: Similarity above 60%

Mandatory Exclusions:

Zero Tolerance Policy in core area: The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. The core work shall include abstract, summary, objectives/ hypothesis, observations, results, conclusions and recommendations.

Optional Exclusions:

Levels of Plagiarism in non-core areas: In some writings like common knowledge, common sentences/ phrases, prepositions, and some articles may come under Plagiarism detection by software. **In such cases 10% Plagiarism may be accepted.** Keeping in view the policy of Plagiarism, the author needs to follow the citation policy: i.e., when 10 words are taken together from some established core work, citation becomes essential. Also, when the copied content reaches 40 words in accumulation, the fragment needs to be kept under inverted comma (“_”) and/ or in italic. Therefore, the proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules and regulations governing the source is essentially required. Authors are necessarily required to cite reference in case of any content adopted from anywhere other than internet open sites without appropriate attributions.

Detection, Reporting /Handling:

Detection of similarity is done using ‘Ouriginal’ Plagiarism detecting software tool accessed through UGCs Inflibnet.

The similarity checks for Plagiarism shall exclude the following:

- i) All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.
- ii) All references, bibliography, table of contents, preface and acknowledgements.

- iii) All small similarities of minor nature.
- iv) All generic terms, laws, standard symbols and standards equations.
- v) Common knowledge or coincidental terms, up to fourteen (14) consecutive words.

The guidelines for detection of similarity of theses submitted to Karnatak University, Dharwad, are as under:

- i) Soft copy (pdf or word file) of Ph.D. thesis should be submitted to the Coordinator, Shodhaganga project, Prof. S.S. Basavanal Library, Karnatak University, Dharwad for 'Similarity-Index Check' by the candidate through the Research Supervisor.
- ii) The soft copy of thesis should contain only chapters of the research work, it should exclude other contents like certificate, abstract, declaration, acknowledgement, abbreviations, list of tables and figures, contents, bibliography, appendices, etc. (refer to e-thesis submission format in shodhaganga for further details).
- iii) Ph.D. thesis shall be recommended for submission only if percentage of similarity is less than or equal to 10% under Ouriginal Plagiarism tool.
- iv) If the percentage of similarity is more 10% to 40%, the modified thesis shall be submitted for obtaining 'Similarity Index Check'.
- v) Further, if a thesis is resubmitted for 'Similarity Index Check' for the second time, a compulsory processing fee of Rs. 2,000 shall be paid to the University by the research scholar. A processing fee of Rs. 5,000 shall be paid if the

thesis is resubmitted for 'similarity index check' for the third and for subsequent times.

- vi) A duration of 24 hours be allowed, in a normal course of time, for scanning the text of the thesis and for issue of the report and in other unavoidable situations, the time course may vary beyond 24hrs.
- vii) Similarity index check report has to be obtained at least 10 days before the last date for submission of Ph.D. thesis.
- viii) Thesis in regional languages need not obtain SIC report for submission, as the Ouriginal software does not support any regional languages. However, the same may be obtained by using any other relevant tool.

GUIDELINES

Purpose:

- To monitor whether research and academic activities are conducted responsibly
- To promote academic integrity

Objectives:

- To create academic awareness about responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity- and prevention of misconduct including Plagiarism in academic writing among students, researchers, faculty and other members of academic staff as well as any employee of HEIs.
- To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment,

thesis, dissertation, promotion of academic integrity and deterrence from Plagiarism.

- To develop systems to detect Plagiarism and to set up mechanisms to prevent Plagiarism and punish a student, faculty, or staff of HEI committing the act of the same.

Disciplinary Action

Many academic institutions also impose disciplinary action for plagiarizing. Some Universities distinguish between Degrees of Plagiarism, such as cheating and facilitating academic dishonesty. Some Plagiarism accusations can even result in suspension or dismissal from the University.

DEPARTMENTAL COUNCIL (DC)

At the departmental levels, the Departmental Council shall be responsible to look into matters related to Plagiarism. The recommendations/suggestions of the Departmental Council should be brought to the notice of the Dean of the concerned faculty.

- i) The DC shall follow the principles of natural justice while deciding about the allegation of Plagiarism against the student, faculty, researcher and staff.
- ii) The DC shall have the power to assess the level of Plagiarism and recommend penalty/ies accordingly.
- iii) The DC after investigation shall submit its report to the IAIP with the recommendation on penalties to be imposed within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

- iv) If the SIC % of thesis exceeds 10% even after the second check, the matter may be referred to the DC for consideration.

INSTITUTIONAL ACADEMIC INTEGRITY PANEL (IAIP)

I. University shall notify an IAIP whose composition shall be as given below:

- i) **Chairman** – Dean of the concerned Faculty /Senior Academician of the University.
- ii) **Member** - Senior Academician in the concerned subject other than Chairman, to be nominated by the Vice-Chancellor.
- iii) **Member** - One member nominated by the Vice-Chancellor from outside the University in the concerned subject.
- iv) **Member** - A person well versed with anti-Plagiarism tools, to be nominated by the Vice-Chancellor.
- v) **Member** - Librarian, Karnatak University
- vi) **Member Secretary** - Director, PMEB

The Chairman of DC and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be two years. The quorum for the meetings shall be 4 out of 6 members (including Chairman).

II. The IAIP shall consider the recommendations of DC.

III. The IAIP shall also investigate cases of Plagiarism as per the provisions mentioned in these regulations.

- IV. The IAIP shall follow the principles of natural justice while deciding about the allegation of Plagiarism against the student, faculty, researcher and staff of the University.
- V. The IAIP shall have the power to review the recommendations of DC including penalties with due justification.
- VI. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-Chancellor within a period of 45 days from the date of receipt of recommendation of DC/ complaint / initiation of the proceedings.
- VII. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

Functions of IAIP

- i) To organize awareness / sensitization programme in different clusters of students and faculty members orienting about the issues of Plagiarism and its case laws.
- ii) To promote a culture of ethics and integrity with the help of Research Committee.
- iii) To handle the matters related to alleged Plagiarism by adopting the procedure hereinafter mentioned in this policy.

PENALTIES

Penalties in the cases of Plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty &

staff of the University 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.

1. Penalties in case of Plagiarism in submission of thesis and dissertations: The 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 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 programme 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.

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 as the

case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Vice-Chancellor.

2. Penalties in case of Plagiarism in academic and research publications

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% i) shall be asked to withdraw manuscript.
- iii. Level 2: Similarities above 40% to 60%
 - a) Shall be asked to withdraw manuscript.
 - b) Shall be denied a right to one annual increment.
 - c) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of one years.
- iv. Level 3: Similarities above 60%
 - a) Shall be asked to withdraw manuscript.
 - b) Shall be denied a right to two successive annual increments.
 - c) 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.

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 University.

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 recommended by IAIP and approved by the Vice-Chancellor.

Note 3: University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for Plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of Plagiarism against the Vice-Chancellor, a suitable action, in line with these regulations, shall be taken by the Syndicate/Academic Council of the University.

Note 5: If there is any complaint of Plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of Plagiarism against any member of DC or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

In case of conflicts beyond the scope of this document, the matter may be referred to the Vice Chancellor. Action taken by the Vice Chancellor shall be final. This Plagiarism policy document is subject to revision/modification by the University from time to time.