

PRESTIGE INSTITUTE OF MANAGEMENT AND RESEARCH, INDORE

An Autonomous Institution Established in 1994 & Accredited with A grade by NAAC (UGC)

ANTI PLAGIARISM POLICY

Code of Ethics for Academic Integrity and Plagiarism	Prestige Institute of Management and Research, Indore
Name of the Policy	Code of Ethics for Academic Integrity and Plagiarism
Amendments	The Code will be reviewed and be applied with amendments from time to time.
Applicable for	All the teaching and non-teaching staff, Students, Research Scholars

COMMITTEE ON ACADEMIC INTEGRITY AND PLAGIARISM

The purpose of the committee will be to make recommendations to the competent authority of the Institute on policy and procedures related to the issues of academic integrity, plagiarism to reduce instances of academic dishonesty and malpractices in academics. The committee will constitute the Director, Conference Coordinator, Journal Coordinator and Major Research Project Coordinator and one staff as nominated by the Director of the institute.

Application and Commencement

- a) They shall apply to the students, researchers, faculty and staff.
- b) These regulations shall come into force from the date of their notification.

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 .

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.

CURBING PLAGIARISM

Turnitin Software shall be used to ensure that documents such as thesis, dissertation, term papers, reports, publications or any other such documents are free of plagiarism at the time of their submission.

Every student submitting a thesis, dissertation, term papers, reports or any other such documents 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.

The undertaking shall include the fact that the documents have been duly checked through a plagiarism detection tool approved by the institute.

Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work either falling under public domain or reproduced with all permission and/ or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgement.
- iii. All small similarities of minor nature.
- iv. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, staff and researcher 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.

Levels of Plagiarism

Plagiarism would be quantified into following levels ascending order of severity for the purpose of its definitions:

- i. Level 0: Similarities up to 10% - excluded
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

Penalties for Students

Penalty can be imposed considering the severity of the Plagiarism.

- i. **Level 0: Similarities up to 10%**- Minor Similarity, no penalty
- ii. **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.
- iii. **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 debarred to submit a revised script for a period of one year.
- iv. **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 the course to 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 Head of the Institution.

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%

- 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.

IV. 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 HEI.

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 head of institution.

Note 3: HEIs 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 HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

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 DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.