

Anti-Plagiarism Policy and Regulations - 2020, NIT Rourkela(To be implemented prospectively with effect from ~~01.07.2020~~)**Preamble**

In pursuance of 'University Grants Commission's Academic Integrity and prevention of Plagiarism Regulation-2018 vide D. O. No F.1-18/2010 (CPP-II) dated 23 July 2018, a student / researcher / faculty / staff is required to have ethical and moral values in his academic pursuit. The student/researcher/faculty/staff is expected to produce and submit the original and genuine work. In the present era, huge information is available on the internet and other sources. In this context, plagiarism has become a serious problem. **Thus, in compliance with the UGC's Regulations, National Institute of Technology Rourkela (NITR) has framed the following Regulations.** The institute and its various departments, through the mechanism prescribed in this policy document, shall promote academic integrity and prevent academic misconduct, including plagiarism.

- These regulations will be called the NITR Promotion of Academic Integrity and Prevention of Plagiarism (PAIPP) Regulations, 2020.
- These regulations will be applied to the students, faculty, researchers and staff of NIT Rourkela
- These regulations shall come into force from the date of approval in the Senate and will be implemented prospectively only.

1. Definitions:

In these regulations, the following terms have been defined, in line with UGC Regulation 2018, below.

- "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- "Author" includes a student or a faculty or a researcher or staff of NITR who claims to be the creator of the work under consideration;
- "Common Knowledge" means a well-known fact, quote, figure or information that is known to most of the people;
- "Degree" means any such degree specified by the National Institute of Technology Rourkela;
- "Departmental Academic Integrity Committee (DAIC)" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- "Faculty" refers to a person who is teaching and supervising students enrolled in NIT Rourkela;
- "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- "Institutional Academic Integrity Committee (IAIC)" shall mean the body constituted at Institutional level to consider recommendations of the Departmental Research Committee (DRC) and take appropriate decisions in respect of allegations of plagiarism and decide on action to be taken, except exceptional cases;
- "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own. In other words, "Plagiarism" is the unacknowledged use of another person's work as one's own




work. Plagiarism involves copying of phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including these from the internet without acknowledgment of the source.

- "Programme" means a programme of study leading to the award of undergraduate, masters and research level degree;
- "Researcher" refers to any person conducting academic / scientific research in NIT Rourkela;
- "Document" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of undergraduate, master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of NIT Rourkela; however, this shall exclude assignments / term papers / coursework related materials like class notes, hand-outs, slides and lab manuals, essays and answer scripts/notices/circulars, etc.;
- "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation;
- "Staff" refers to all non-teaching staff working in NIT Rourkela in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time).

2. Objectives:

- To create awareness among students, faculty, researchers and staff about ethical issues of academic writing such as thesis/dissertation, technical report etc. with full responsibility.
- To promote academic integrity and prevention of misconduct including plagiarism in academic writing.
- To establish institutional mechanisms through education and training to facilitate responsible conduct of research.
- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and take action against students, faculty, researchers or staff of NIT Rourkela committing the act of plagiarism.

3. Awareness Programs and Trainings:

- BPCL, NIT Rourkela shall conduct seminars/ awareness programs every semester on responsible conduct of research, thesis/dissertation, promotion of academic integrity and ethics in education for students, faculty, researchers and staff.
- BPCL will train student, faculty, researchers and staff for using plagiarism detection tool i.e. Turnitin and reference management tools such as Mendeley, Zotero etc.



-17-
Dr. Tripathi

4. Preventing Plagiarism

- NIT Rourkela will implement the technology based mechanism using appropriate software i.e. Turnitin (only approved software at present) so as to ensure that documents such as thesis/ dissertation or any other such documents are within the acceptable limit of similarity at the time of their submission.
- The mechanism as defined above will be made accessible to all the students, staff, faculty, research scholars and project staffs engaged in research works.
- The undertaking (Annexure – I) will include the fact that the document has been duly checked through Plagiarism detection tool i.e. Turnitin (or any other tool approved by NIT Rourkela from time to time). Each student/supervisor will submit this certificate indicating that the work has been done by the researcher under him/her and the document comes within the acceptable limit of similarity.
- Each student submitting a thesis/dissertation, or any other such documents shall submit an undertaking (Annexure - II) indicating that the document has been prepared by him or her and that the document is his/her original work that comes within the acceptable limit of similarity (as mentioned in Table 1.0).
- NIT Rourkela will publish the approved policy on the homepage of the Institute's website.

5. Types of Plagiarism:

- Quoting directly another person's language, data, illustration, tables, etc. and/or copying/paragraphing a section of book/article/report/monograph/dissertation/thesis as one's own work without giving proper reference/citation.
- Buying or borrowing experiments/results without giving proper citations.
- **Self-Plagiarism** - Copying/reproducing, in part or whole one's own published work without giving proper reference to that work.

"Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate-Annexure-III) has to be submitted specifying and attaching the articles that have been published from the thesis work. Only these articles should be excluded from the check.

- And any other means which have not been listed here.

6. Conditions for exclusion from Plagiarism

- Due credit given to the original author (s) with proper citation and references.
- All quoted work reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of content, preface, keywords, acknowledgments and phrases, names of Institutions and Departments including Annexures I to III.
- All generic terms, laws, standard symbols and standard equations.
- A common knowledge or coincidental terms, up to fourteen (14) consecutive words (as per UGC guidelines).

Sf. J. J. J.

Sf. J. J. J.

7. Levels of Plagiarism

Plagiarism would be quantified into the levels in ascending order as per UGC Norms (which may be amended by UGC from time to time). This is presented in Table 1.0.

Table – 1.0

UGC Guidelines
Level 0: Similarities up to 10% - Minor similarities, no penalty
Level 1: Similarities above 10% to 40% - Such students shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
Level 2: Similarities above 40% to 60% - Such students shall be debarred from submitting a revised script for a period of one year.
Level 3: Similarities above 60% - Such student's registration for that programme shall be cancelled.

Note: Senate reserves the right to impose the penalty to student/faculty based on the severity of plagiarism on recommendations of IAIC.

8. Detection/Reporting/Handling of Plagiarism

There will be two committees viz. Departmental Academic Integrity Committee (DAIC) and Institutional Academic Integrity Committee (IAIC). Upon receipt of a complaint or allegation, the DAIC will investigate the matter and submit its recommendations to IAIC for further action.

The authorities of NIT Rourkela can also take *suo motu* (on its own motion) notice of an act of plagiarism and initiate proceedings under these regulations.

Similarly, proceedings can also be initiated by the institute on the basis of findings of an examiner. All such cases will be investigated by the IAIC.

9. Departmental Academic Integrity Committee (DAIC)

The composition of **Departmental Academic Integrity Committee (DAIC)** will be as below:

1. Chairman - Head of the Department Ex Officio
2. Member – Two senior academicians from the concerned department to be nominated by the Head of the Department (HOD).
3. Member – One faculty member from the concerned academic group nominated by Group Head / HOD
4. Member – One faculty member from a sister / allied department similar to the research group to be nominated by the Head of the Department.

Note:

1. Standing Members: HOD and two senior members (S.No. 2) are the standing members.

-19-

2. HOD is advised to nominate the members (S.No. 2, 3 and 4) with the consent of faculty members of the department. Further, constitution of the DAIC will be subject to the approval of the Chairman, Senate, NIT Rourkela.
3. The concerned person(s) will be given chance to appear before DAIC for upholding the natural justice.
4. If there is any complaint of plagiarism against the Chairman of DAIC, then any other Professor / Senior Faculty member of the department nominated by the competent authority (Chairman, Senate) will be the Chairman of DAIC. Further, if a complaint is against any permanent member(s) of DAIC, then those member(s) will be replaced by new members duly nominated by the competent authority.
5. The tenure of the members (S.No. 2) shall be for two years. The quorum for the meetings shall be 3 out of 5 members (including Chairman).
6. The DAIC after investigation will submit its report with its findings (including the statements of concerned person(s)) and recommendations to the IAIC within a period of **90 days** from the date of receipt of complaint.
7. However, DAIC, with its 3 standing members, reserves the right to dissolve a complaint, which is not of serious nature and submit its recommendations to IAIC Chairman for further decision within a short span of time without forming the full DAIC. On the contrary, if the complaint is found to be genuine in nature, then the standing committee members will refer the matter to HOD with a request to form the full DAIC, i.e. to take necessary steps to nominate other members.

10. Institute Academic Integrity Committee (IAIC)

Composition of the Institute Academic Integrity Committee will be as follows:

1. Chairman – Dean (Academic Affairs) Ex Officio
 2. Member – Two Professors nominated by Senate, NIT Rourkela
 3. Member – One faculty from the same research group of the concerned department to be nominated by the Director.
 4. Member – One faculty from a sister / allied department similar to the research group to be nominated by the Director.
 5. Secretary – Deputy/Assistant Registrar (Research) Ex Officio
- The tenure of the standing members (Only S. No. 2) shall be two years. The quorum for the meetings shall be 3 out of 5 members (excluding Secretary). Members mentioned in 3 and 4 will depend upon the particular case.
- The IAIC will send the report of its findings and recommendations to the Chairman, Senate, NIT Rourkela within a period of 60 days from the date of receipt of the report from DAIC.

[Handwritten signature]

[Handwritten signature]

NOTE:

1. Standing Members: Dean (AA) and two senior members (S.No. 2) are the standing members.
2. However, IAIC, with 3 standing members, reserves the right to dissolve a complaint (as per recommendations received from the standing members of DAIC) which is not of serious nature and submit its recommendations to Chairman, Senate within a short span of time without forming the full IAIC.
3. On receiving recommendation from DAIC against a genuine complaint, Chairman, IAIC will take necessary steps to form full IAIC.
4. Final decision will be taken by the Chairman, Senate, NIT Rourkela.
5. If there is any complaint of plagiarism against the Chairman of IAIC, then any other Dean nominated by the competent authority will be the Chairman of IAIC. Further, if a complaint is against any permanent member(s) of IAIC, then those member(s) will be replaced by new members duly nominated by the competent authority.
6. If there is any complaint of plagiarism against the Director of the Institute, then the Senate / Board of Governors (BOG) will look into the matter.

11. Special Notes:


1. The committee feels that NITR-PAIPP regulations need not be implemented for B.Tech./M.Sc. project reports. If the authority feels that B.Tech./M.Sc. project reports should also comply with these regulations, then proper regulations regarding the volume, contents and formats of such reports shall be made separately by the Institute. Further, the committee feels that NITR-PAIPP regulations may be implemented for B.Tech./M.Sc. project reports from academic year 2020-21 provided such new regulations for B.Tech./M.Sc. project reports are made available.
2. The committee feels that NITR-PAIPP regulations may be implemented for M.Tech. Dissertations from academic year 2020-21. Proper regulations regarding the volume, contents and formats of M.Tech. Dissertations shall be made separately by the Institute for such implementations to be made possible.
3. However, the NITR-PAIPP regulations may be implemented for Ph.D. theses in this academic year after the institute authority appraises the Ph.D. scholars of these regulations and trains them on the plagiarism check and its tool.

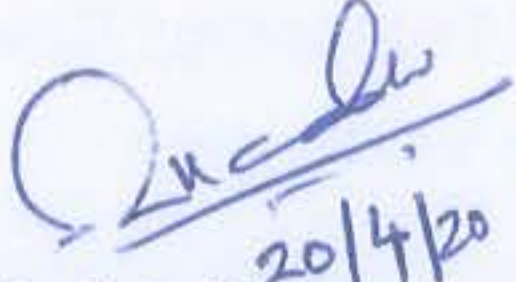
12. **DISPUTE:** In case of a dispute of any nature related to plagiarism, final decision will be taken by the Senate, NIT Rourkela.

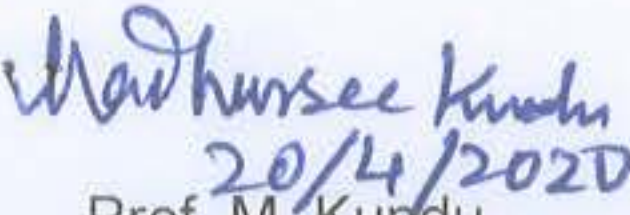
Important:

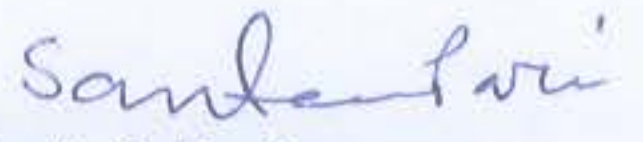
- a. At the time of submission of theses, all the annexure are to be enclosed.
- b. The NITR-PAIPP regulations are subject to modifications from time to time to comply with new regulations / circulars of GOI/MHRD/UGC/Other regulating bodies.
- c. Irrespective of the magnitude of similarity, however small it might be, if a researcher copies a work, in whole, of another researcher, then it will be assumed to be an academic dishonesty of high order and will be dealt with severely.

[Handwritten signature]



Prof. S. Panigrahi
Member

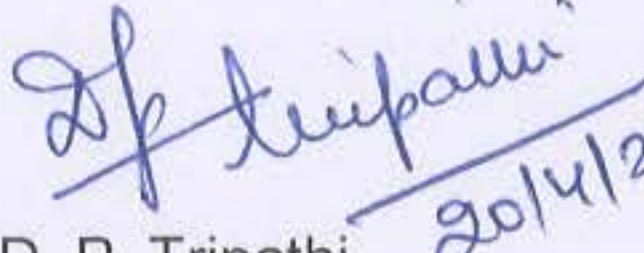

Prof. S. Meher
Member


Prof. M. Kundu
Member


Prof. S. Paria
Member

20/04/2020


Prof. S. Chakraverty
Chairman


Mr. D. P. Tripathi
Member Secretary

Reference:

1. UGC Regulation 2018 https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf

National Institute of Technology Rourkela
Plagiarism Verification

1. Name of the Researcher :

2. Title of the Thesis/Work:.....

.....
.....

3. Name of Supervisor (s):.....

4. Official Designation & Address:.....

.....

The above thesis/ dissertation has been scanned for similarity detection. The report is as follows:

Software used Date.....

Similarity Index: Total word count.....

Signature of Student/ Researcher/ First Author

a. The plagiarism report of the above thesis/ dissertation has been reviewed by the undersigned.

The similarity index is within acceptable limit.

b. The similarity index is above the accepted limit, because of the following reasons:

.....
.....

Signed by:

Student/ Researcher/ First Author

Counter Signed by:

Supervisor(s)

[Handwritten signatures]

SELF DECLARATION

I,bearing Roll No.do
hereby take oath and state (Points not applicable may be struck off):

1. That, I am registered for the academic programme on the topic titled
.....in the
Department of....., National Institute of Technology Rourkela.
2. That, the contents of my thesis/ dissertation/work submitted to the National Institute of
Technology Rourkela, for the award of degree are original and my own work, and is within the
acceptable limit of plagiarism. I have checked the thesis/dissertation through a Plagiarism
detection tool..... approved by the institute.
3. That, if, after checking, my thesis for plagiarism by the institute approved plagiarism checking
software is found copied or comes under plagiarism, I will be solely responsible for it and
institute may have the sole right to take suitable action.
4. That, the work has not been submitted by me for the award of other degree in any other
University/Institute.
5. That, I shall be responsible for any legal dispute/case(s) for violation of any provisions relating
to my thesis/work.

Date:

Place:

Signature of the candidate

[Handwritten signature]

Self-Plagiarism Exclusion Certificate

The content of the chapter no.(s)..... has/have been published/
accepted/ communicated/ to be communicated in

1.
.....
2.
.....
3.
.....
4.
.....
5.
.....

This/these published work has/have been included in the thesis/work and has not been submitted for any degree to any other University/Institute.

Signed by:

Countersigned by:

Signature of the Student

Signature of Supervisor(s)

[Handwritten signatures in blue ink]



UNIVERSITY GRANTS COMMISSION
BHADURSHAH ZAFAR MARG
NEW DELHI-110 002

N.F.1-1/2020(SECY)

20th April, 2020

PUBLIC NOTICE

SELF-PLAGIARISM

In the interests of Indian academia, to promote Indian research among the nations, and to ensure credibility and quality, from time to time the UGC has instituted various measures. In its efforts to curb plagiarism the UGC issued the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, so that plagiarised work does not acquire any credibility or value in evaluation. In continuation of its initiative, and in line with global standards of ethical publishing established by leading institutions and Committee on Publication Ethics (COPE), the UGC draws the attention of the academic community to the following:

- (i) Reproduction, in part or whole, of *one's own previously published work without adequate citation* and proper acknowledgment and claiming the most recent work as new and original for any academic advantage amounts to 'text-recycling' (also known as 'self-plagiarism') and is **not** acceptable.
- (ii) Text-recycling/self-plagiarism includes:
 - republishing the same paper already published elsewhere *without due and full citation*;
 - publishing smaller/excerpted work from a longer and previous *without due and full citations* in order to show a larger number of publications;
 - reusing data already used in a published work, or communicated for publication, in another work *without due and full citation*;
 - breaking up a longer/larger study into smaller sections and publishing them as altogether new work *without due and full citation*;
 - paraphrasing one's own previously published work *without due and full citation* of the original.
- (iii) Self-citations do not add any number/s to the individual's citation index or h-index in global academia.
- (iv) Vice Chancellors, Selection Committees, Screening Committees, IQACs and all/any experts involved in academic performance/evaluation and assessment are hereby strongly advised that their decisions in the case of promotions, selections, credit allotment, award of research degrees must be based on an evaluation of the applicant's published work to ensure that the work being submitted for promotion/selection is not self-plagiarized.

The UGC will be issuing a set of parameters to evaluate instances of text recycling/self-plagiarism soon.

(Prof. Rajnish Jain)
Secretary