



SMU SIKKIM
MANIPAL
UNIVERSITY

Established under Govt. of Sikkim, Act 9 of 1995, recognised under 2(f) of the UGC Act, 1956

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29 Aug 2018

To

Director

Sikkim Manipal Institute of Technology

Dean

Sikkim Manipal Institute of Medical Sciences

Principal

Sikkim Manipal College of Nursing

Principal

Sikkim Manipal College of Physiotherapy

Coordinator

Dept of Humanities & Social Sciences

POLICY ON PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION
OF PLAGIARISM IN SIKKIM MANIPAL UNIVERSITY

1. A copy of the Policy on Promotion of Academic Integrity and Prevention of Plagiarism in Sikkim Manipal University is forwarded herewith for your information and implementation please.
2. This policy will be put up to the forthcoming University Research Committee for approval. The same will be ratified in the 54th Academic Senate Meeting.



(Prof (Dr). K. S. Sherpa)
Registrar

Encls : 06 (Six) pages

Copy to :-

1. Asso Director (R&D), SMIT - Along with a copy of the above policy.
2. Asso Dean (Research), SMIMS -do-



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**PROMOTION OF ACADEMIC INTEGRITY AND
PREVENTION OF PLAGIARISM IN
SIKKIM MANIPAL UNIVERSITY (SMU)**



REGISTRAR
SIKKIM MANIPAL UNIVERSITY
5TH MILE, TADONG
SIKKIM 737102

PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN SIKKIM MANIPAL UNIVERSITY (SMU)

Preamble

All academic assessments and research works done under the aegis of SIKKIM MANIPAL UNIVERSITY (SMU) by students or faculty or staff members or researchers in the form of thesis, dissertation and publication of research papers, chapters in books, full – fledged books and any other similar works. *These regulations are framed strictly in reference to the University Grants Commission Notification, University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 New Delhi, dated 23rd July, 2018, No.: F. 1-18/2010 (CPP-II).*

Objectives

Regulations on Promotion of Academic Integrity and Prevention of Plagiarism have been promulgated with following objectives:

- (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 student, faculty, researcher and staff.
- (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 systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of SMU committing the act of plagiarism.

Duties:

SMU with its Constituent Units regularly conducts the sensitization programmes on academic integrity research ethics and prevention of plagiarism.

SMU instructs students, faculty, researcher and staff about 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, international conventions and regulations governing the source.

SMU is equipped with modern technology for detection of plagiarism through “TURNITIN” software and encourages students, faculty, researches and staff to register on international researcher’s registry systems.

Curbing Plagiarism

- a) SMU through its research wing extends support of plagiarism check of documents such as thesis, dissertation, publications or any other at the time of their submission.



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- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc in due course of time.
- c) Every student submitting a thesis, dissertation, or any other such documents to SMU and its Constituent Units 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.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by SMU.
- e) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- ✓ All quoted work reproduced with all necessary permission and/or attribution.
- ✓ All references, bibliography, table of content, preface and acknowledgements.
- ✓ All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff 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 in ascending order of severity for the purpose of its definition:

- (i) Level 0: Similarities upto 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%

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 Department Research Protocol Evaluation Committee (D-RPEC) or a separate department level committee constituted by the Head of the Department concerned. D-RPEC shall investigate the matter and submit its recommendations to the Institute – Research Protocol Evaluation Committee (I-RPEC) or a separate institute level committee constituted by the Head of the Institution.

I-RPEC can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by I-RPEC on the basis of findings of an examiner.



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One of the additional members at I-RPEC in this regard could be from outside the Institute / College.

D-RPEC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

- (i) The D-RPEC shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- (ii) The D-RPEC after investigation shall submit its report with the recommendation on penalties to be imposed to the I-RPEC within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

The I-RPEC shall consider the recommendations of D-RPEC.

- (i) The I-RPEC shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (ii) The I-RPEC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of SMU.
- (iii) The I-RPEC shall have the power to review the recommendations of D-RPEC including penalties with due justification.
- (iv) The I-RPEC shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the Institution / Principal within a period of 45 days from the date of receipt of recommendation of D-RPEC/ complaint / initiation of the proceedings. Head of the Institution / Principal shall further place the report of investigation to the Vice Chancellor depending upon the severity of penalty.
- (v) The I-RPEC shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

Penalties

Penalties in the cases of plagiarism shall be imposed on students, researchers, faculty and staff of SMU 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.

Penalties in case of plagiarism in submission of thesis and dissertations

Institute – Research Protocol Evaluation Committee (I-RPEC) shall impose penalty considering the severity of the Plagiarism.

- (i) Level 0: Similarities upto 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.



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(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 I-RPEC and approved by the Head of the Institution in consultation with the Vice Chancellor.

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%

Shall be asked to withdraw manuscript.

(iii) Level 2: Similarities above 40% to 60%

✓ Shall be asked to withdraw manuscript.

✓ Shall be denied a right to one annual increment.

✓ 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%

✓ Shall be asked to withdraw manuscript.

✓ Shall be denied a right to two successive annual increments.

✓ Shall not be allowed to be a supervisor to any new 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 SMU.

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 I-RPEC and approved by the Head of the Institution in consultation with the Vice Chancellor.

Note 3: If there is any complaint of plagiarism against the Head of the Institution / Principal, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of SMU.

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 I-RPEC and approved by the Competent Authority.



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

Removal of Difficulty

SMU reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Academic Senate and University Executive Council. SMU also reserves the right of any modifications arising in these regulations as per the UGC regulations.




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