

# NATIONAL INSTITUTE OF AYURVEDA

JORAWAR SINGH GATE, AMER ROAD

JAIPUR - 302002 (RAJASTHAN) INDIA

## Plagiarism Policy of National Institute of Ayurveda, Jaipur

(The following policy has been adopted from the University Grants Commission (promotion of academic integrity and prevention of Plagiarism in higher education institutions) regulations - 2007, and implemented by National Institute of Ayurveda, Jaipur.)

### **Preamble**

Whereas, assessment of academic and research work done by a student or a faculty or a researcher or a staff, in the form of essays, assignments, term papers, project reports, coursework, thesis and dissertation leading to the award of degrees, research papers, policy papers, chapters in books, full-fledged books and any other work including computer programs is instrumental in identifying and certifying the academic standards accomplished by such students or faculty or researchers or staff and projecting them far and wide as an objective and impartial indicator of the performance of individuals; And whereas any academic and research work undertaken in any form by a student or a faculty or a researcher or a staff, reflects the extent to which elements of academic integrity, originality and innovation have been injected in various processes of education adopted by the Institution.

Teaching & research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the "academicians" knowingly or unknowingly publish or present other's work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual. It is therefore important for an academic institute like National Institute of Ayurveda, Jaipur to have in place a policy on plagiarism to avoid such type of acts.

### **Short title, application and commencement -**

- (a) This policy shall be called the Promotion of Academic Integrity and Prevention of Plagiarism in National Institute of Ayurveda, Jaipur.
- (b) It shall apply to the students, researchers, faculty and staff of National Institute of Ayurveda, Jaipur.
- (c) This policy shall come into force from the date of its notification.



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## Objectives-

- 1) 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 Institute.
- 2) 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.
- 3) To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, or staff of Institute committing the act of plagiarism.

## Definition of Plagiarism:

The word plagiarize actually comes from the Latin plagiarie—to kidnap (Oxford English Dictionary). It is defined as presenting another person's work as one's own work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of: phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. This can apply to following acts-

- ✦ Submit a paper / Dissertation Thesis to be graded or reviewed that you have not written on your own.
- ✦ Copy answers or text from another classmate and submit it as your own.
- ✦ Quote or paraphrase from another paper without crediting the original author.
- ✦ Cite data without crediting the original source.
- ✦ Propose another author's idea as if it were your own.
- ✦ Fabricating references or using incorrect references.
- ✦ Submitting someone else's presentation, program, spreadsheet, or other file with only minor alterations.
- ✦ Buying or selling term papers /assignments/ Dissertations/ thesis.

  
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## Types of plagiarism

10 most common types of plagiarism ranked in order of severity of intent

1. Clone  
Submitting another's work, word-for-word, as one's own.
2. CTRL-C  
Contains significant portions of text from a single source without alterations.
3. Find - Replace  
Changing key words and phrases but retaining the essential content of the source.
4. Remix  
Paraphrases from multiple sources, made to fit together.
5. Recycle  
Borrows generously from the writer's previous work without citation.
6. Mashup  
Mixes copied material from multiple sources.
7. Hybrid  
Combines perfectly cited sources with copied passages without citation.
8. 404 Error  
Includes citations to non-existent or inaccurate information about sources.
9. Aggregator  
Includes proper citation to sources but the paper contains almost no original work.
10. Re-tweet  
Includes proper citation, but relies too closely on the text's original wording.

### **Negligent Plagiarism:**

Negligent plagiarism means innocently or carelessly presenting another person's work as one's own without acknowledging the Source. It arises from one's inadequate knowledge and competency in writing. It is also due to careless attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism the degree of copying is not substantial.

### **Dishonest Plagiarism:**

Dishonest plagiarism means knowingly and deliberately presenting another person's work as one's own work without acknowledging the Source. It involves intentional copying of

  
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substantial proportions of the other's work without written or unwritten permission and also without acknowledging the source.

### **Curbing Plagiarism**

- a) NIA implement the technology based mechanism using appropriate software so as 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.
- b) 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.
- c) Every faculty, researcher and MD/Ph.D students should be provided account in plagiarism detection tools for checking the content of their scripts.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the NIA.
- (e) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- g) All Scholars shall submit soft copies of their dissertations after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository" programme.
- h) All supervisors shall submit a declaration on Copyright and Authorship to Dean; Research & Development include dissertation / thesis / paper / publication and other in-house publications.

### **Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

- ✦ All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.
- ✦ All references, bibliography, table of content, preface and acknowledgements.
- ✦ All small similarities of minor nature.
- ✦ All generic terms, larn's, standard symbols and standards equations.

### **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. In case Plagiarism

  
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is established in the core work claimed then Plagiarism Disciplinary Authority (PDA) of the Institute shall impose maximum penalty.

The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

#### **Levels of Plagiarism in non-core areas**

For all other (non-core) cases, plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- 1) Similarities up to 10%.- excluded.
- 2) Level 1: Similarities above 10% to 40%.
- 3) Level 2: Similarities above 40%.to 60%.
- 4) 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 competent/designated authority of NIA. Upon receipt of such a complaint or allegation the Institute authority shall refer the case to the Academic Misconduct Panel (AMP) of the NIA who in turn shall submit a report to the Plagiarism Disciplinary Authority (PDA).

The authorities of NIA can also take *suo motu* 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.

#### **Academic Misconduct Panel (AMP)**

- 1) National Institute of Ayurveda has constituted AMP (appendix B) to investigate about the allegation of plagiarism and submit the report to the PDA.
- 2) The AMP shall have the power to assess the level of plagiarism and thus recommend penalty (ies) accordingly.
- 3) The AMP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, researcher, faculty member or any other employee of NIA.

  
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- 4) The AMP shall send the report after investigation and the recommendation on penalties to be imposed to the PDA preferably within a period of 45 days from the date of complaint / initiation other proceedings in case of *suo motu* notice.
- 5) The AMP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

#### **Plagiarism Disciplinary Authority (PDA):**

- 1) National Institute of Ayurveda has constituted PDA (appendix C) to consider the recommendation of the AMP and take appropriate decision after giving a hearing to the accused person.
- 2) The decision of the PDA shall be final and binding.

#### **Penalties**

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG, Ph.D. and faculty & staff of the NIA only after academic misconduct on the part of the offender 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. While developing policy document, the Institute may consider penalties in the cases of plagiarism. It shall be ensured by the competent authority of NIA that the degree of penalty served is commensurate with the degree of seriousness of offence and misconduct established. Since act of plagiarism, witting or unwitting, is potentially detrimental to the academic credibility and social reputation of the individual concerned, all proceedings of investigations and imposition of penalties shall be conducted in camera so as to prevent encrustation of stigma and slur upon individual concerned:

#### **(a) Penalties for Students**

Plagiarism Disciplinary Authority (PDA), based on recommendations of the Academic Misconduct Panel (AMP), shall impose penalty considering the severity of the Plagiarism.

- 1) **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.

  
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- 2) **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 asked to submit a revised script after a time period of one year but not exceeding eighteen months.
- 3) **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 that 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 decided by the AMP and PDA.

**(b) Penalties for faculty, staff, researcher of NIA-**

- 1) **Level 1: Similarities above 10% to 40%** - Shall be asked to withdrawn manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year.
- 2) **Level 2: Similarities above 40% to 60% %** - shall be asked to withdrawn manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of two years and shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any UG, PG, and PhD student/scholar for a period of two years.
- 3) **Level 3: Similarities above 60%** - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of three years and shall be denied a right to two successive annual increments and shall not be allowed to be a supervisor to any UG, PG, and PhD student/scholar for a period of three years.

**Note 1:** Enhanced penalty on repeated plagiarism - shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest

  
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level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the concerned person shall be dismissed.

**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 decided by the AMP and PDA on recommendation of the AMP.

**Note 3:** If there is any complaint of plagiarism against the Head of NIA, a suitable action, in line with these regulations, will be taken by the Competent Authority/Governing Board/Governing Council.



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APPENDIX A

Declaration on Copyright and Authorship

To: Dean, Research & Development

Through: Head, Department of .....

I (Name) ..... (Designation & Department)

have created a literary work generated pursuant to:

⊕ Normal Academic work, interest and research

⊕ Sponsored Project: Please specify the name and project number

The title of the work is ..... the

other joint author(s) (if applicable) are as follows:

1. Name: ..... Designation & Dept: .....

2. Name: ..... Designation & Dept: .....

I/we declare that the work is result of our research activity created by us/me and that proper reference(s) have been cited, as applicable. And to our best knowledge the work does not emanate or resemble to other work created by person(s) other than mentioned herein.

The work was created on this ..... day of ..... 20...

.....

Name & Signature Name & Signature

Date:.....

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## APPENDIX B

### Constitution of Committee on Academic Misconduct Panel (AMP)

The following Committee is constituted to investigate about the allegation of plagiarism by a student or a faculty or a researcher or a staff of National Institute of Ayurveda :

- Chairperson Prof. Meeta Kotecha (Dean, UG Study)
- Members:
1. Prof. M. S. Baghel (Expert member)
  2. Prof. S. K. Khandel (Expert member)
  3. Prof. K. Shankar Rao (Dean, PhD),
  4. Dr. O.P. Dhadhich (Dean, PG Study),
  5. Prof. Pawan Kumar Godatwar (Dean of Research),
  6. Prof. Surendra Kumar Sharma (Controller of Examinations),
  7. Jai Prakash Sharma (Deputy Director)

The Committee shall hold its meetings as and when allegations of plagiarism and submit the report to the PDA. The committee shall have the power to assess the level of plagiarism and thus recommend penalty (ies) accordingly. The committee shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, researcher, faculty member or any other employee of NIA. The committee shall send the report after investigation and the recommendation on penalties to be imposed to the PDA preferably within a period of 45 days from the date of complaint / initiation other proceedings in case of *suo motu* notice and also provide a copy of the report to the person(s) against whom inquiry report is submitted.



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## APPENDIX C

### Constitution of Committee on Plagiarism Disciplinary Authority (PDA)

The following Committee is constituted to consider the recommendation of the AMP and take appropriate decision after giving a hearing to the accused person:

Chairperson Prof. Sanjeev Sharma (Director NIA)

Vice –Chairperson- Prof. Meeta Kotecha (Dean, UG Study)

- Members:
1. Prof. K. Shankar Rao (Dean, PhD)
  2. Prof. Pawan Kumar Godatwar (Dean of Research)
  3. Prof. Surendra Kumar Sharma (Controller of Examinations)
  4. Dr. H.M.L Meena (Dean Paramedical courses)
  5. Jai Prakash Sharma (Deputy Director)



**Director**

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