



Baba Ghulam Shah Badshah University Rajouri (J&K)

Promotion of Academic Integrity & Prevention of Plagiarism, 2017

1. Permeable:

The above entitled Policy is adopted by Baba Ghulam Shah Badshah University to have in place some institutional mechanism to eliminate the scope of plagiarism in academic research, publication of research papers, chapters in books, full-fledged books or any other similar works where academic integrity needs to be observed in the pursuit of knowledge in the area of higher learning.

2. Short-title, application and commencement:

- (i) The short-title of this Policy shall be Baba Ghulam Shah Badshah Policy for Promotion of Academic Integrity & Prevention of Plagiarism.
- (ii) The above policy will be applicable to students, faculty, researchers and other staff of Baba Ghulam Shah Badshah University.
- (iii) The above Policy will commence from the date of the above notification.

3. Definitions:

In this Policy, unless the context otherwise requires:

- (a) "**Academic Integrity**" is the intellectual honesty in proposing, performing & reporting any activity, which leads to creation of intellectual property;
- (b) "**Faculty**" refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- (c) "**Researcher**" refers to a person conducting academic / scientific research in HEIs;
- (d) "**Author**" includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
- (e) "**Staff**" refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- (f) "**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 or distance mode);

(g) **"Plagiarism "** means and includes:

- (i) passing off the words, scholarly content, words, images, opinions, discoveries, artwork, music, recordings or computer-generated work, of somebody else, whether published or not as one's own, without acknowledgement the source.
- (ii) to present as new and original an idea or product derived from an existing source;

h. **"Anti-Plagiarism Software"** means the best and licensed anti-plagiarism software available in Baba Ghulam Shah Badshah University.

i. **"Panel"** means a Institutional Research Integrity Panel

j. **"Report"** means the similarity index report.

k. **"Library"** means Central Library, BGSB University.

l. **"Work"** shall have the same meaning as provided under the Copyright Act, 1957 amended from time to time and shall include the final work by whatever name called, submitted for the award of any degree, diploma or certificate course, research papers submitted for publication in any local / national / international journal, books or chapters of any book.

m. **"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 2 (l).

4. **Similarity Index Check for exclusion from Plagiarism**

- (i) The work compatible with the anti-plagiarism software shall be covered by the policy.
- (ii) A single copy of the final work in MS-Word / PDF on a CD/DVD duly signed by the supervisor, concerned HoD & Dean of the School of studies shall be submitted to the library for scrutiny where it shall be run through the anti-plagiarism software for similarity index check for exclusion from Plagiarism.
- (iii) The CD/DVD shall be accompanied by a certificate duly signed by the researcher and endorsed by the supervisor certifying that the softcopy is exactly the replica of its corresponding hardcopy.
- (iv) A researcher shall furnish the details of self-publication, if any, published during his / her research period and relating to the research work on a single CD/DVD along with the softcopy of the work.
- (v) Where the report shows the permitted similarity index, the supervisor shall fill the similarity index report in a prescribed format and forward the same to the Dean of the concerned School through Head of the Department concerned for further necessary

action. However, if the similarity index is above the norms as permitted under the policy, the researcher shall make the necessary modifications in his / her work and resubmit the same for final submission check.

- (vi) Where after the final submission check the reported similarity index is found to exceed the norms as permitted under the policy, the supervisor shall fill in the similarity index report in a prescribed format and submit the same to the Dean of the concerned School for further necessary action. The Dean of the concerned School shall also seek the information from the library in this behalf.

4. Levels of Plagiarism

Levels of 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 25%
- iii. Level 2: Similarities above 25% to 40%
- iv. Level 3: Similarities above 40% to 50%
- v. Level 4: Similarities above 50%

5. Institutional Research Integrity Panel

- I. The Dean of the concerned School of BGSB University shall without any undue delay prepare a report and submit the same to the Institutional Research Integrity Panel which shall comprise of the following:

- | | |
|---|------------|
| i. Dean Academic Affairs | - Chairman |
| ii. Dean of the Concerned School | - Member |
| iii. Head of the concerned Department | - Member |
| iv. Two members be nominated by the Vice Chancellor | - Members |

- II. The Panel shall forward its findings along with the recommendations to the Vice Chancellor in a prescribed format for further necessary action.

5. Penalties

- I. Any researcher who is found guilty of plagiarism may be subjected to one or more of the following penalties:

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| i. No Penalty | - (up to 10%) |
| ii. Modification of the work & resubmission | - (10 – 25 %) |
| iii. Rejection of work | - (25 - 40%) |
| iv Cancellation of registration for the scholar and debarring him from re-admission. | - (40 - 50%) |



v. In addition to that specified in preceding para iv - (above 50%)
above, debarring the concerned faculty member
from acting as supervisor or demotion or with
holding of increments.

II. Penalties as specified in Section 5, sub-section (I) shall be in addition to the penalties to
which a researcher may be exposed under the Copyright Act, 1957 amended from time
to time.



(Prof. Iqbal Parwez)
Dean Academic Affairs