



DHARANIDHAR UNIVERSITY, KEONJHAR

PIN -758001, ODISHA, INDIA

Email id: registrar@dduniversity.ac.in

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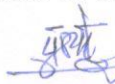
Date: 05.02.2025

Notification

In accordance with recommendations of the Committee for Research Programme and Policy Development in its meeting held on date 05.10.2024 duly approved by the Academic Council under Section 25 of the Odisha Universities Act, 1989 in its meeting held on date 14.11.2024, the plagiarism policy of Dharanidhar University namely "Promotion of Academic integrity and Prevention of Plagiarism in Dharanidhar University Regulation 2024" is hereby notified for information of all concerned and it shall come into effect from the date of this notification.

By Order of OSD,

Encl: As above (12 pages)


05/02/2025

Registrar

Dharanidhar University, Keonjhar

Memo No. 365 Date: 05.02.2025

Copy to

1. The Special Secretary, Dept. of Higher Education, Govt. of Odisha for kind information.
2. The OSD-cum-Addl. Secretary to Hon'ble Chacellor, Raj Bhawan, Bhubaneswar for kind information.
3. The Secretary, OSHEC, Bhubaneswar for information.
4. The Chairperson, PG Council, Dharanidhar University for information and necessary action.
5. The Controller of Examinations, Dharanidhar University for information and necessary action.
6. The Director, Research & Development Cell for information and necessary action.
7. The Director, CDC, Dharanidhar University for information with request to communicate the same to the Principals of all the affiliated colleges.
8. The HODs/ Coordinators the PG Departmants for information and necessary action.
9. Copy to P.S. to OSD for kind information of the OSD, Dharanidhar University, Keonjhar
10. The Webmaster, Dharanidhar University for information and necessary action.
11. The Section Officer for maintaining a record.



DHARANIDHAR UNIVERSITY, KEONJHAR
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PLAGIARISM POLICY-2024

**“PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN
DHARANIDHAR UNIVERSITY REGULATIONS-2024”**

1. Preamble

A true academic/researcher always abides by ethics. Unfortunately, in the present competitive world, time constraints, failures in research experiments, career growth, recognitions etc., have led a scholars away from the path of ethics. One such major disease that has been plaguing academic institutions is plagiarism, data manipulations, collaborations with researchers of dubious credentials etc., which bring disrepute to the institute of higher learning. Fortunately, a majority of researchers are ethical in their approach and abstain from such nefarious activities. Dharanidhar University shall follow a very/indefeasibly/uncompromisingly strict policy on plagiarism. As per Government of India Gazette Notification of University Grants Commission (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018 New Delhi, the 23rd July, 2018 F. 1-18/2010(CPP-II), it is necessary (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 any student, faculty, researcher or staff committing the act of plagiarism. Dharanidhar University shall sensitize and create awareness on plagiarism, shall have zero tolerance policy for plagiarism, and take appropriate action against those involved in plagiarism, irrespective of whether the act has been wilful or out of ignorance.

2. What is Plagiarism ?

The International Centre of Academic Integrity (as in “Fundamental Values of Academic Integrity”, Editor T. Fishman) included six fundamental values– honesty, trust, fairness, respect, responsibility and courage as landmarks of all good academics, and observed that “many teachers, students and administrators embrace the principles of academic integrity because they know that the goals of teaching, learning and research can only be accomplished in environments in which ethical standards are upheld”. Plagiarism (“wrongful appropriation” and “stealing and publication” of another



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author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work- Wikipedia) is an evil representation of academic dishonesty and, hence needs to be checked and curbed with appropriate punishment. The *Oxford English Dictionary* defines plagiarism as "wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical etc.) of another". The plagiarised matter can be a text (verbatim), idea, specific equation, product design, experimentation, culture and art, computer codes or programs, or improper paraphrasing. Plagiarism sometimes may have been caused due to unawareness, but this is too serious a crime to 'not know' of it. In all academic institutions of higher learning, what constitutes 'plagiarism' is taught in Research/Technical Communication course, and the periodic reports of cases of plagiarism and the penalties are often discussed in print/visual and social media.

As per the Gazette Notification, 2018 of Government of India, Levels of Plagiarism would be quantified in ascending order of severity in to, Level 0: Similarities up to 10% - Minor similarities, no penalty; Level 1: Similarities above 10% to 40%; Level 2: Similarities above 40% to 60%; and Level 3: Similarities above 60%.

The similarity checks for plagiarism shall exclude the following:

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

However, Dharanidhar University shall try to ensure that there is no submission and certification possible if the similarity index exceeds 20%. The university shall also ensure that there is no copyright infringement.

3. Awareness and Sensitization

To sensitize scholars and other members of the academic fraternity on what constitutes plagiarism and how best to avoid it, Dharanidhar University shall have a dedicated 'Academic Ethics' Cell Chaired by a senior Professor. There will also be a dedicated website of the Ethics Cell, which shall explain on what constitutes plagiarism and the ways and means to ensure that there is no plagiarism in work in terms of ideas, writing or presentations. The University shall strictly adhere to Government of India Gazette Notification 2018, accordingly:

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(i) The university shall arrange for periodic awareness program workshops/training/tutorials for all concerned, in addition to providing information sought at any time by the researchers. The university shall instruct 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.

(b) The university shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

(c) The university shall Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree/PhD students etc. as a compulsory course work/module.

(d) The university shall train students, faculty, researcher and staff for using plagiarism detection tools and reference management tools and also facilitate the hardware and software at the Library.

4. Curbing Plagiarism

As per Government of India Gazette Notification, 2018, the following steps shall be taken to curb plagiarism at Dharanidhar University:

(a) Appropriate and up to date technology and software are made available for students, faculty, researchers and staff of the institute to ensure that documents such as theses, dissertations, publications or other such documents are free of plagiarism at the time of their submission

(b) Every student submitting a thesis, dissertation, or other such documents to the institution 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 also include the fact that the document has been duly checked through a plagiarism detection tool approved by the institution.

(c) The supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism-free and the data generated is authentic.

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(d) The university shall create a Repository in the Central Library for all works submitted for degree, funding agency or for research publication.

5. Handling Plagiarism Cases

If any faculty member of the department or university suspects with reasonable proof that one of his/her colleague/student has been involved in plagiarism, he /she shall bring it to the notice of the Head of the Department with all documentary proof. The Head of Department shall constitute a Departmental Committee under his/her chairmanship and investigate the matter without any bias. Once prima facie, some fact is established it should be reported to the Chairman, IQAC with a copy to the Vice Chancellor. The authorities of the university can also take *suo moto* notice of an act of plagiarism and initiate proceedings. Similarly, proceedings can also be initiated by the university on the basis of findings of an examiner or reviewer/editor of a journal or a funding agency. The complaint/allegation /report on plagiarism shall involve two stages, (a) Department Committee, and (b) University Committee. The independent student seminar/assignment/report writing cases shall be handled by the faculty advisor only. The cases involving a faculty member alone or in collaboration with a student or joint collaboration with another faculty member shall have two stage investigation involving the Department Committee and Institute Committee.

(a) The Departmental Committee shall consist of:

(i) Chairman - Head of the Department

(ii) Member – An academic from outside the department, to be nominated by Chairman/Director, IQAC

(iii) Member - An academic from the same department, to be nominated by the VC

The committee shall follow the principles of natural justice while deciding/verifying the allegation of plagiarism against the student, faculty, researcher and staff. The primary objective of the Department Committee shall only be to assess if there is any merit/truth in complain/allegation.

The investigation shall be completed in two weeks and once the allegation merits further investigation, it shall be forwarded to the Institute Committee.

(b) The University Committee shall consist of:

(i) Chairman/Director- IQAC



- (ii) Member- A senior academic from outside the University to be nominated by the VC
- (iii) Member- A Senior Academic from outside the university to be nominated by the VC
- (iv) Member- Head of Department concerned
- (iv) Member- A Senior Academic from the university from another department to be nominated by the VC

The University Committee shall deliberate and re-investigate on the reported issue of plagiarism along with all recommendations and documents received earlier from the Department Committee. The involved faculty member may also be interrogated and shall be asked to prove his/her innocence. All correspondence to outside of the University shall be carried out by the Chairman/Director, IQAC.

All investigations and final report shall be submitted to the Director within 30 days. Till a final decision is reached, the faculty member shall be considered as not-guilty. However, during the period of investigation, he/she shall abstain from administrative and research work, but shall continue to teach, and the student shall continue to attend classes etc.

6. Penalties in Plagiarism

In the event that plagiarism is established, the University Committee along with the VC may decide on the quantum of punishment to the student and faculty member(s). The student may be asked to repeat another semester for the course/dissertation in case of UG/PG. In case of PhD student, the student may lose his scholarship and re-register- if- with another supervisor. If the student has already obtained his/her her degree, a notification about his/her conduct may be placed on the university website and in print media. The faculty member may be suspended or increment/promotion be withheld.

7. Plagiarism at Students Level and Do's/Don'ts

Students are often asked to write assignments as part of a course program, write project report/ intern report/industrial visit report/dissertation/thesis/research publication. In all these cases, original work carried out by the student are to be included. It is required that the student understands the meaning of plagiarism and reports his/her original work with proper references, acknowledgments, and quoted permission wherever required. Wherever laboratory work is involved, the lab log book needs

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to be maintained properly and the experimental results note book should be submitted to the In-charge researcher.

| Types | Do's | Don'ts | Action in case of plagiarism established |
|---|--|--|---|
| Innovations presented in Tech Festivals, conferences | Only original innovation needs to be displayed as one's own. If it is a group work, consent of all must be taken. University name shall be permitted only when it is properly vetted by university faculty. All code of ethics of innovative product/industrial association must be followed. | After graduating from Dharanidhar University, unless the work was carried out at the University itself, its affiliation should not be mentioned. | Suspension from future activities and with drawl from the submitted activity. |
| Report of Class Assignments/ MA/ MSc/ MBA projects etc. | Include proper references in text, paraphrase properly wherever required, acknowledge author's work in all figures and data shown, consult course coordinator/ supervisor on submission. The entire report shall be checked using a proper anti-plagiarism software and a certificate of similarity index needs to be attached. | Do not copy-paste texts, do not publish copy-righted diagram without permission or reference. If it is a website or blog reference, ensure the authenticity of the data/ information. Provide a detailed Bibliography. | F-Grade and Chance to Redo work with a different topic. |



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| | (Similarity index of up to 20% shall be accepted) | The assignment must not be copied directly, or photocopied/ scanned and submitted. | |
| Intern Reports/ Industrial Visit Reports | If the intern work is carried out in the university, the coordinator should be consulted on the authenticity of the report. The industrial visit report should be vetted by the coordinator of the work at the industry. | Do not copy/scan reports and submit the same. If no report is to be submitted at the institute after the internship/industry training, then Dharanidhar University's name or seal shall not be put on the report prepared. | Not to be considered for campus placements and no recommendation letters from Dharanidhar University. |
| M.Phil./PhD Thesis | The thesis and all publications must be thoroughly checked using an anti-plagiarism software Proper acknowledgement of all institutes involved in the research or joint-authorship wherever applicable should be mentioned properly in discussion with the supervisor at the university. | No publication shall be carried out without consulting the supervisor and all authors. The work must NOT be published in predatory journal as long as the institute affiliation is associated. | Expulsion and NO degree to be awarded. |

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| | <p>All laboratory work log book should be maintained with date of analysis, standardization, accuracy, precision of data, instrumental errors</p> <p>While leaving the university, after completing the course/program, the log book must be submitted to the supervisor after obtaining a receipt of the same.</p> <p>Must ensure authenticity of data generated.</p> <p>A certificate of non-plagiarism must be submitted along with the thesis endorsed by at least one supervisor.</p> | | |
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8. Plagiarism at faculty/research staff level and Do's/Don'ts

Faculty members are very often required to write research/consultancy proposals, reports for the Government, research proposals for visits in India and abroad, write manuscripts for publications in journals, write books/monographs and also submit collaborative research projects. In addition the faculty members ask students to submit written assignments/seminars as part of their course, supervise interns, students dissertations and thesis, where their signatures and the university affiliation is mandatory. Hence, it is appropriate that extreme care is taken in each of these activities, so that knowingly/unknowingly their names as well the university's name does not get tarnished.

The university shall extend full support to the faculty member, till s/he is pronounced guilty. An absolutely fair investigation shall be instituted. Considering the severity, all faculty members are



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advised to desist from plagiarism and carry out their academic activities with integrity. The following table lists some of the do's and don'ts to be followed.

| Items | Do's | Don'ts | Action in case of plagiarism established |
|---|--|--|--|
| Innovations presented by students in Tech Festivals or conferences. | Get associated only if the idea of innovation is original and your input is required. Otherwise it is better to facilitate the work and mentor, so that the student is not discouraged from thinking on his/her own. Advise the student and monitor. | If time is a constraint and involvement is less, it is better to be a mentor only. | No action on the faculty member as long as he/she is not directly involved. |
| Report of Class Assignments / MSc/ MA/ MBA project/ dissertation etc. | Take some time to explain the rules and ills of plagiarism to the students. Just because guidelines have been formulated, faculty members should not stay away from students' scholarly activities. Only proper guidance is needed for the students involved. Check their progress of work often and advise continuous evaluation. The topic of their work should be thoroughly researched and discussed among the faculty | Do not put time constraints and pressurise students over matters concerning submission. Do not allow submission without going through it carefully. | The student gets F-Grade and shall be asked to work again on another topic with the same supervisor. |

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| | <p>members and the scholars involved. Student's interest in the topic should be the priority rather than making the work of research a part of the faculty-member's projects.</p> <p>The entire report shall be checked using a proper anti-plagiarism software and a certificate of similarity index needs to be attached.</p> <p>(Similarity index of up to 20% shall be accepted)</p> | | |
| Intern Reports/Industrial Visit Reports | <p>If the internship work is carried out in the institution, the coordinator should endorse the report with an anti-plagiarism data.</p> | <p>Not necessary to be part of the industrial visit report unless there is a necessity.</p> | <p>No action on the faculty.</p> |
| M.Phil./PhD Thesis | <p>All laboratory work log book maintained by the student with date of analysis, standardization, accuracy, precision of data, instrumental errors should be collected and preserved safely for five years for any inquiry.</p> <p>The work must NOT be published in predatory journal</p> | <p>The thesis and all publications must be thoroughly checked using anti-plagiarism software. Proper acknowledgement of all institutes involved in the research or joint-authorship wherever applicable should be mentioned properly in discussion with the</p> | <p>Student gets expelled and the promotion of the faculty member is stalled or increment stopped.</p> |



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| | <p>as long as the institutional affiliation is acknowledged.</p> <p>Before submission, have thorough discussions with all the authors and cross-check for plagiarism.</p> <p>Must ensure authenticity of the data generated.</p> <p>A certificate of No-Plagiarism must be verified by the supervisor.</p> | <p>supervisor at the institute.</p> <p>No publication shall be carried out without consulting all authors.</p> <p>The manuscript should not be submitted to different journals at the same time.</p> | |
| Project proposal submission | <p>Only original idea or data generation project proposal shall be submitted.</p> <p>Credentials of the collaborator needs to be established.</p> | <p>Don't submit same project proposal to multiple funding agencies at the same time.</p> | <p>Institute shall not endorse and forward future proposals.</p> |

9. Bibliography

This document has been prepared by taking ideas/ texts from the following sources (no particular order or format)

1. *The fundamental values of academic integrity* (Editor: Fishman, T.), Clemson University, 1999
2. <https://researcheracademy.elsevier.com/publication-process/ethics/plagiarism>
3. <https://www.bibl.liu.se/plagiering-och-upphovsratt?l=en&sc=true>
4. <https://www.iisc.ac.in/about/student-corner/academic-integrity/>
5. <https://writing-speech.dartmouth.edu/learning/materials/sources-and-citations-dartmouth>
6. <http://shodhganga.inflibnet.ac.in/>

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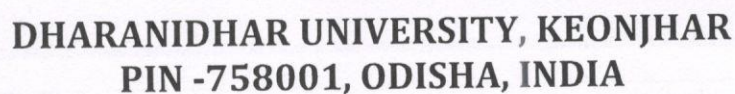
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