

**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY**

No: Acd B1/14928/SSUS/2017

Date: 07.02.2019

**NOTIFICATION**

The 48<sup>th</sup> Academic Council held on 16.11.2018, in exercise of powers conferred under the Section 42 of the Sree Sankaracharya University Of Sanskrit, Act of 1994 and Statute 1, Chapter XI of the Sree Sankaracharya University Of Sanskrit, Statutes 1997, vide Main Agenda Item No 8 has resolved to approve the ***'Regulations for Maintenance of Academic Integrity and Prevention of Plagiarism in Sree Sankaracharya University Of Sanskrit 2018'*** in the University.

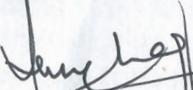
The implementation of Regulations for ***'Maintenance of Academic Integrity and Prevention of Plagiarism in Sree Sankaracharya University Of Sanskrit 2018'*** as passed by the Academic Council is enclosed for information of all.

**Sd/-  
REGISTRAR**

Copy to:-

1. All Departments
2. All Centers
3. Library/IQAC/NAAC
4. SPO/PRO
5. All Sections
6. Office [Website@sssus.ac.in](mailto:Website@sssus.ac.in)

**Approved For Issue**

  
**Section Officer**

## Appendix to Notification No.Acd.B1/14928/SSUS/2017 dated, 07.02.2019

### Regulations for maintenance of Academic Integrity and Prevention of Plagiarism in Sree Sankaracharya University of Sanskrit 2018

#### 1. Preamble

- 1.1 These Regulations shall be called Plagiarism Prevention Regulation of SSUS, 2018. They shall apply to the students, researchers, and faculty of SSUS
- 1.2 "Academic Misconduct Panel" (AMP) shall mean the body constituted to investigate allegations of plagiarism as described in these regulations.
- 1.3 "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
- 1.4 "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;
- 1.5 "Faculty" refers to a person who is teaching and / or guiding students enrolled in this Institution in any capacity whatsoever i.e. regular, guest, temporary, etc;
- 1.6 "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or micro film.
- 1.7 "Plagiarism" means an act of academic dishonesty and a breach of ethics. It involves using someone else's work as one's own. It also includes data plagiarism and self plagiarism;
- 1.8 "Programme" means a programme of study such as BA, MA, MSc, MPhil and PhD leading to the award of a degree / diploma.
- 1.9 "Script" includes research paper, thesis, study, project report, assignment, dissertation and any other such work submitted for assessment / opinion leading to the award of degree or publication in print or electronic media by students or faculty of this Institution.
- 1.10 "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.
- 1.11 "Student" means a person duly admitted and pursuing a programme of study Such as BA, MA, MSc, MPhil and PhD including a research programme in full time or part-time.

#### 2. Definition of Plagiarism

Plagiarism is defined as submitting, knowingly or unknowingly, other's work as one's own in part or in its entirety without due acknowledgement. It is both poor scholarship and a breach of academic integrity. Plagiarism include **copying** (using another person's language and/or ideas as if they are a candidate's own), by:

- **quoting verbatim** another person's work without due acknowledgement of the source

- **paraphrasing** another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- **using ideas** taken from someone else without reference to the originator;
- **cutting and pasting** from the Internet to make a pastiche of online sources;

### **3. University shall take the following measures**

- 3.1 Instruct students and faculty 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 and regulations governing the source.
- 3.2 University shall conduct sensitization seminars/ awareness programmes every semester on responsible conduct of research, project work, assignment, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty and other members of academic staff.
- 3.3 University shall include elements of responsible conduct of research and publication ethics in the methodology course of M.Phil. and Ph.D students and shall train student, faculty, staff and researcher for using plagiarism detection software
- 3.4 University shall install 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.
- 3.5 Every student submitting a thesis, dissertation, term papers, reports or any other such documents to the university 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.
- 3.6 Every faculty, researcher and M.Phil/Ph.D students should be provided account in plagiarism detection software for checking the content of their scripts .
- 3.7 In the case of dissertation, an undertaking shall be enclosed to state that the work has been duly checked through a Plagiarism detection tool approved by the university.
- 3.8 Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

### **4. Contents to be excluded for checking plagiarism**

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

### **5. Zero tolerance in core areas**

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

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

## **6. Determination of 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:

Similarities upto 15% .which include quotes, references and bibliography shall be excluded

Level 1: Similarities above 15% upto 40%

Level 2: Similarities above 40% upto 60 %

Level 3: Similarities above 60 %

## **7. 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 the university. Upon receipt of such a complaint or allegation the university authority shall refer the case to the Academic Misconduct Panel (AMP) of the University, which in turn shall submit a report to the Plagiarism Disciplinary Authority (PDA). The authorities of University can also take suo moto notice of an act of plagiarism and initiate proceedings under these regulations.

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

- 8.1 An AMP shall be constituted by the University to investigate about the allegation of plagiarism and submit the report to the PDA.
- 8.2 The AMP shall have the power to assess the level of plagiarism and thus recommend penalty (ies) accordingly.
- 8.3 The AMP shall consist of four members who shall be senior academicians with good publication record with at least one member nominated by the Vice Chancellor from outside the university. The Chairman of the AMP shall be an academic functionary (Dean/Pro-VC/Senior Professor) of the university. The third member shall be a reputed Academician from the Discipline in which the plagiarism is alleged. The fourth member shall be an expert well versed with anti plagiarism tools.
- 8.4 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.
- 8.5 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 of the proceedings in case of suo moto notice.
- 8.6 The AMP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

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

- 9.1 PDA shall be constituted by the university to consider the recommendation of the AMP and take appropriate decision after giving a hearing to the accused person.

- 9.2 There shall be three members in the PDA chaired by VC. The other members shall be Dean of the concerned faculty and one senior academician not below the rank of Professor in the relevant discipline from outside the university.
- 9.3. The decision of the PDA shall be final and binding.

## 10. Penalties

- 10.1 Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG, Masters, M. Phil., Ph.D. and faculty 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.
- 10.2 While developing policy document, the university may consider penalties in the cases of plagiarism. It shall be ensured by the competent authority in the university that the degree of penalty served is commensurate with the degree of seriousness of offence and misconduct established. Since the 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.
- 10.3 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.
- i. Level 1: Similarities above 15 % 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.
- ii. 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.
- iii. 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 : 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 : 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.
- 10.4 Penalties for faculty and researcher
- (i) Level 1: Similarities above 15% to 40% - Shall be asked to withdraw' manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year.
- (ii) Level 2: Similarities above 40% to 60% - shall be asked to withdraw 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, Masters, M Phil., PhD student/scholar for a period of two years.

(iii) 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, Master's, M Phil., PhD. student/scholar for a period of three years.

Note: 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 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 : 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 the university, a suitable action, in line with these regulations, will be taken by the Competent Authority/Governing Board/Governing Council as the title may be.

**Sd/-**  
**Dr.Abey Koshy**  
**Convener**  
**Plagiarism Regulation Committee**