



DECCAN COLLEGE POST-GRADUATE & RESEARCH INSTITUTE
(Deemed to be University)
PUNE

Guideline for Academic Integrity and Prevention of Plagiarism

(In pursuance of UGC's Academic Integrity and Prevention of Plagiarism Regulation-2018)

1. Introduction

The concept of plagiarism is related to the idea of theft of intellectual property, i.e., copying someone else's work or ideas as their own, with or without their consent, by including it into their work without full acknowledgment and citation. All forms of information fall under this category, whether may it be published and unpublished material, or manuscript, printed and electronic form, plagiarism may be intentional or reckless, or unintentional. Under regulations for examinations, wilful or reckless plagiarism is a disciplinary offense (Source: Oxford University). This Plagiarism guideline for Deccan College has been formulated based on the UGC Academic Integrity and prevention of Plagiarism Regulation-2018 vide D. O. No F.1-18/2010 (CPP-II) dated 23 July 2018. This ensures that the institute has zero-tolerance for plagiarism in the research output carried out by our researchers.

2. Objectives

- To promote the quality of the scholarly publications with appropriate research activities.
- To promote academic integrity and create awareness among the research community within Deccan College about ethical issues of academic writings.

3. Need of the guideline

Any academic institute's reputation and prestige lie in the scholarly output contributed by a researcher. Through this, a researcher can guide oneself with academic integrity guidelines that one may not be aware of previously. Maintaining an acceptable plagiarism policy is mandatory to check whether any researcher indulges in activities beyond academic integrity rules.

4. Forms of plagiarism

According to the Legal Service India forum, the different types of plagiarism that authors get indulged in are mentioned as follows:

- Copy and paste plagiarism: this is when the author exactly copies the words or the sentence from the referred document and does not acknowledge it.
- Word-switch plagiarism: this is when the author fails to synthesize the ideas, and manipulates some of the words of the referred record, and then claims it to be the author's work.
- Metaphor plagiarism: The use of metaphor has been evident to provide a much clearer idea in some analogy works. Copying the metaphor words to improve the research result also falls under the concept of plagiarism.

- Idea plagiarism: taking reference from ideas of any other's work should be properly attributed, or else it will be considered under the domain of plagiarism.
- Reasoning style/Organization plagiarism: when someone takes reference by copying sentences after sentences or paragraphs after paragraphs, without proper attribution, it is only considered a form of plagiarism.
- Self-plagiarism: where the plagiarist borrows generously from his or her previous work.

5. UGC Recommendations on Plagiarism

5.1 Exclusion from plagiarism

While running the similarity check for plagiarism, the following can be excluded:

- All works that have quotations or phrases.
- Any references, bibliography, table of content, preface, and acknowledgments.
- Any use of 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, including abstract, summary, hypothesis, observations, results, conclusions, and recommendations only and shall not have many similarities. It shall exclude common knowledge or coincidental terms, up to fourteen (14) consecutive words.

5.2 Plagiarism levels

Plagiarism would be quantified into the following levels in ascending order of severity for its definition:

- Level 0: Similarities up to 10%
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%

5.3 Penalties in case of plagiarism in the submission of thesis and dissertations

- Level 0: works with similarities up to 10% - Minor Similarities, no liability.
- Level 1: works with similarities above 10% to 40% - Such student will be asked to re-submit a revised script within a stipulated period not exceeding six months.
- Level 2: works with similarities above 40% to 60% - Such student shall be banned from submitting the revised script for duration of one year.
- Level 3: Similarities above 60% -Such student registration for that program shall be cancelled.

5.4 Penalties in case of plagiarism in academic and research publications

- Level 0: Similarities up to 10% - Minor similarities, no penalty.
- Level 1: Similarities above 10% to 40% - Shall be asked to withdraw the manuscript.

- 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, Ph.D. Student/scholar two years.
- Level 3: Similarities above 60%
 - Shall be asked to withdraw the manuscript.
 - Shall be denied a right to two successive annual increments.
 - Shall not be allowed to be a supervisor to any new Master's, Ph.D. Student/scholar for three years.

6. Access to Plagiarism Detection Tool

Deccan College has access to **Drillbit-Extreme**, a commercial plagiarism detection service through INFLIBNET Centre under the ShodhShuddhi Programme. Drillbit-Extreme is the pre-eminent tool for researchers and academicians to check their original works for possible plagiarism. It compares the documents (including journal article manuscripts, proposals, research reports, annual reports, patents, pre-prints, thesis, dissertations and conference proceedings, etc.) against millions of published works available through the Internet and subscription databases. Deccan College Library helps researchers to retain their originality of research work through the plagiarism checking procedure as a part a library service.

Drillbit-Extreme 'Plagiarism Detection Software'

DrillBit-Extreme is a global checker that uses the most advanced technology to catch the most sophisticated forms of plagiarism. This software is designed to reduce the duplication and plagiarism in doctoral research and dissertation. This originality checker supports plagiarism checks in English and 15 Indian regional languages. In order to test the research work, researchers can email it to the analysis address trupti.more@dcpune.ac.in . Results once generated will be mailed to the students mail address. An access to this software is extended to every faculty and research staff of Deccan College.

7. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- a. All quoted work reproduced with all necessary permission and/or attribution.
- b. All references, bibliography, table of content, preface and acknowledgements.
- c. All generic terms, laws, standard symbols and standards equations.
- d. Common Knowledge or Coincidental terms, up to fourteen (14) consecutive words

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.

8. 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 Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the HEI.

9. Academic Integrity Panels at University Level

- Departmental Academic Integrity Panel (DAIP) is the body constituted at the departmental level to investigate allegations of plagiarism. There is a separate DAIP for each department. The composition of the DAIP is as mentioned below.
 - a. Head of the Department – Chairperson
 - b. Librarian – Member
 - c. External Subject Expert – Member

- Institutional Academic Integrity Panel (IAIP) is the body constituted at University/Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level. The composition of the IAIP is as mentioned below.
 - a. Prof. Prasad Joshi – Chairperson
 - b. Prof. Sonal Kulkarni-Joshi – Member
 - c. Prof. Ashok Thorat – Member
 - d. Prof. Rabi Mohanty - Member

10. IPR, Legal and Ethical Matters Committee

An IPR, Legal and Ethical Matters Committee is functioning under the purview of Research and Development Cell of the University. The Composition of the committee is as given below.

- Dr. Shahida Ansari - Chairperson
- Dr. Shrikant Ganvir - Member
- Dr. Trupti More - Member
- Dr. Rahul Mhaiskar - Member

Role and Responsibilities:

- a. This committee works to ensure that researchers understand the importance of integrity and ethics and comply with ethical codes of research and publishing practices at institutional, national, and global levels.
- b. This committee works to ensure that a standard plagiarism check is mandatorily implemented and the requisite software in this regard made accessible to all

researchers.

- c. This committee also works to sensitize the research community about dubious research and publishing practices and predatory journals.

11. Product Development, Monitoring and Commercialization Committee

A Product Development, Monitoring and Commercialization Committee is functioning under the purview of Research and Development Cell of the University. The Composition of the committee is as given below.

- Dr. Trupti More - Chairperson
- Dr. Amrita Sarkar - Member
- Dr. Shantanu Vaidya - Member

Role and Responsibilities:

- a. To bring the research outputs in the form of Theses, Dissertations and Research Journal on public domain by putting those on online Journal (JStor)/Theses (Shodhganga)/Digital databases.
- b. To conduct a quality review or internal evaluation of the research papers and suggest Scopus Indexed, Web of Science (WoS), or UGC-CARE recognized journals for appropriate publications.
- c. To meet the standards of high-quality research journal and get the University research journal indexed in UGC-CARE list of quality journals.
- d. To create and maintain a “UGC-CARE Reference List of Quality Journals” (UGC-CARE List) for all academic purposes.
- e. To get assigned the International Standard Book Number (ISBN) and International Standard Book Number (ISSN) to the Deccan College Publications from standardizing agencies i.e. Raja Rammohun Roy National Agency for ISBN, The Indian ISSN Centre at the National Science Library, CSIR-NIScPR.

12. For Article and Reports Submission

For checking the word limit and file size of the article, the authors are requested to follow the article submission guidelines of the respective journals in which they prefer to submit their article. One can check the ethical policies for academic writing for the publishers, as mentioned earlier, through their online portals.

Note: For contributing research articles and reports for publications to the *Bulletin of Deccan College Post-graduate and Research Institute*, the authors should follow the guidelines from the link: [Bulletin of DCPRI-Guidelines and Policy statement](#)

13. References

- Barnbaum, C. (n.d.). Plagiarism: A Student's Guide to Recognizing It and Avoiding It. Retrieved September 28, 2021, from http://www.valdosta.edu/~cbarnbau/personal/teaching_MISC/plagiarism.htm.

- University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. (2018). Retrieved September 28, 2021, from https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf.