



KURUKSHETRA UNIVERSITY KURUKSHETRA

[Established by the State Legislature Act XII of 1956]

(‘A+’ Grade, NAAC Accredited)

3.4.1 : Documents for Code of Ethics:

(iii) University Rules for Plagiarism check

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Annexure – A

KURUKSHETRA UNIVERSITY KURUKSHETRA

[Established by the State Legislature Act XII of 1956]

('A+' Grade, NAAC Accredited)

Rules and Regulations for Promotion of Academic Integrity and Prevention of Plagiarism
in Kurukshetra University.

Objectives:-

- (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 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 a student, faculty, researcher or staff of University committing the act of plagiarism.
1. Every student submitting a thesis, dissertation, or any other such documents (excluding assignments, project reports, course work, term papers, answer scripts etc.) 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 (Annexure-1).
 2. The documents including thesis and dissertation shall be duly checked through a plagiarism detection tool approved by the University.
 3. The Plagiarism Detection Software – URKUND will be used for the thesis/dissertation submitted in a language other than English.
 4. Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free (Annexure-1).
 5. The soft copies of all dissertations and thesis shall be submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
 6. There shall be University Repository on University website to include thesis/dissertation etc.
 7. The similarity checks for plagiarism shall exclude the following:
 - (a) All quoted/referred work with all necessary permission, if required.
 - (b) All references, bibliography, table of content, preface and acknowledgements.
 - (c) All generic terms, laws, standard symbols, and standard equations.
 - (d) Common knowledge or coincidental terms, up to fourteen (14) consecutive words.
 - (e) Research papers published by the student from his/her thesis/dissertation.

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8. Departmental Academic Integrity Panel (DAIP):

(a) All Departments/Institutes in the University shall notify a DAIP whose composition shall be as given below:

(i) Chairman - Chairman/Director of the Department/Institute.

(ii) Member - Senior academician from outside the department, to be nominated by the Vice-Chancellor.

(iii) Member - A person well versed with anti-plagiarism tools, to be nominated by the Chairman/Director the Department/Institute.

The tenure of the members in respect of points (ii) and (iii) above shall be two years.

The quorum for the meetings shall be 2 out of 3 members (including Chairman).

(b) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

(c) The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

(d) The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint/ initiation of the proceedings.

9. University Academic Integrity Panel (UAIP):

(a) There will be a UAIP whose composition shall be as given below:

(i) Chairman - Dean, Academic Affairs/Senior academician of the University.

(ii) Member - Senior Academician other than Chairman, to be nominated by the Vice-Chancellor

(iii) Member - One member nominated by the Vice-Chancellor from outside the University

(iv) Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice-Chancellor.

The Chairman of DAIP and UAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

(b) The UAIP shall consider the recommendations of DAIP.

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- (c) The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (d) The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.
- (e) The UAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- (f) The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- (g) The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

10. 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 DAIP. Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the UAIP of the University.

The University authorities can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

11. Levels of Plagiarism and Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual 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.

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

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11.1: Penalties in case of plagiarism in submission of thesis and dissertations

Level of Plagiarism	Similarities	Penalties
0	Upto 10%	No Penalty
1	Above 10% to 40%	Student shall be asked to submit a revised script within astipulated time period not exceeding 6 months.*
2	Above 40% to 60%	Student shall be debarred from submitting a revised script for aperiod of one year.*
3	Above 60%	Student registration for that programme/topic shall be cancelled.
Repeated Plagiarism		Student shall be punished for the plagiarism of one level higher than theprevious level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

*Subject to the time period mentioned in the ordinance of Ph.D./Master degree

- Note: (i) If plagiarism or any other form of malpractice is proved on a date later than the date of award of degree or credit as the case may be then the Academic Council of Kurukshetra University on the recommendation of the Vice-Chancellor shall have the right to withdraw the candidate's degree or credit awarded to him/her.
- (ii) If plagiarism is proved for a thesis/dissertation work submitted in a language not recognized by the recommended software/tool, then appropriate penalty will be recommended by UAIP (or an expert committee constituted by the Vice-Chancellor) and approved by the Vice-Chancellor.

11.2 Penalties in case of plagiarism in academic and research publications

Level of Plagiarism	Similarities	Penalties
0	Upto 10%	No Penalty
1	Above 10% to 40%	Shall be asked to withdraw manuscript.
2	Above 40% to 60%	(i) Shall be asked to withdraw manuscript. (ii) Shall be denied a right to one annual increment. (iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
3	Above 60%	(i) Shall be asked to withdraw manuscript. (ii) Shall be denied a right to two successive annual increments. (iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.
Repeated Plagiarism		Shall be asked to withdraw manuscript and 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. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

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Note: (i) 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 withdrawn or put in abeyance for a period recommended by UAIP and approved by the Vice-Chancellor.

(ii) If plagiarism is proved for academic and research publications submitted in a language not recognized by the recommended software/tool, then appropriate penalty will be recommended by UAIP (or an expert committee constituted by the Vice-Chancellor) and approved by the Vice-Chancellor.

12. If there is any complaint of plagiarism against the Chairman/Director of Department/Institute or authorities at the University level, suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority.
13. If there is any complaint of plagiarism against any member of DAIP or UAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.
14. The Librarian will conduct the workshops/training programs for all the stakeholders including students, research scholars, staff etc. of the University for using plagiarism detection tools and creating awareness about plagiarism.
15. Elements of responsible conduct of research and publication ethics shall be included in the Ph.D. course work.
16. Elements of responsible conduct of research and publication ethics shall be included in the Orientation and Refresher courses organized for faculty and staff members.
17. These rules and regulations will be applicable to the Ph.D. thesis submitting w.e.f. April 1, 2019 onwards and to P.G dissertations for the students taking admission in first year in the session 2019-20 onwards.
18. The use of URKUND (for the thesis/dissertation submitted in a language other than English) will be applicable to the Ph.D. thesis submitting w.e.f. October 01, 2020 onwards and to the PG dissertations for the students taking admission in first year in the session 2020-21 onwards. Therefore the format given in Annexure-II will be applicable for the thesis submitted upto September 30, 2020. After that format given in Annexure -I will be applicable to such thesis/dissertation also.
19. Procedure for doing similarity checks for plagiarism :
 - (a) The Ph.D. supervisor of the student will forward the soft copy (CD/Pen Drive) of the thesis along with list of exclusions to the University Library for doing similarity checks for plagiarism. The supervisor may do similarity checks for plagiarism at department before forwarding the thesis to the University library. A copy of the report generated by the anti-plagiarism detection tool duly signed by

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the librarian will be appended to the thesis along with a certificate (signed by the research scholar and his/her supervisor) as per Annexure-III mentioning exclusions made during the similarity checks for plagiarism. The Supervisor is advised, in his/her own interest, to be present during the similarity checks for plagiarism in the library.

- (b) After doing similarity checks for plagiarism, the librarian will send back the Ph.D. thesis along with the signed report to the supervisor within seven days of the receipt of the soft copy of the thesis. It is responsibility of the research scholar and his/her supervisor to forward the Ph.D. thesis to the University Library in advance keeping in view the time period mentioned in the Ph.D. ordinance.
- (c) The provision of appending report signed by the Librarian along with the certificate (signed by the research scholar and his/her supervisor) mentioning exclusions will be applicable for the Ph.D. thesis submitting w.e.f. Oct. 01, 2019 onwards except for the thesis submitted in a language other than English for which the date of implementation will be October 01, 2020 onwards.
- (d) The Chairperson/Director of the department/institute shall forward the thesis to the concerned branch after verifying the signed report and the signed certificate.

20. These guidelines may be reviewed after one year of its implementation.

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Annexure-1

Format for certificate for the thesis/dissertation submitted in a language recognized by the
Plagiarism detection tool

Supervisor's Certificate

It is certified that the thesis/dissertation entitled _____
(title of the thesis/dissertation) submitted by _____ in the department/institute of
_____, Kurukshetra University Kurukshetra for the partial
fulfillment/fulfillment of award of _____ degree is an authentic work done under
my/our supervision and is plagiarism free as per rules and regulations of Kurukshetra
University.

This work done in the thesis/dissertation has not been submitted for the award of any other
degree to the best of my/our knowledge and belief.

Supervisor(s) signature

Student's Undertaking

I _____ hereby declare that the work present in the thesis/dissertation entitled
_____ (title of the thesis/dissertation) in the partial
fulfillment/fulfillment of the requirements for the award of _____ degree,
submitted in the department/institute of _____, Kurukshetra University
Kurukshetra is an authentic record of my own work done under the supervision of
_____ and is plagiarism free as per rules and regulations of Kurukshetra
University.

This work done in the thesis/dissertation has not been submitted for the award of any other
degree to the best of my knowledge and belief.

(Signature of the Student)

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Annexure-II

Format for certificate for the thesis/dissertation submitted in a language not recognized by the
Plagiarism detection tool

Supervisor's Certificate

It is certified that the thesis/dissertation entitled _____
(title of the thesis/dissertation) submitted by _____ in the department/institute of _____,
Kurukshetra University Kurukshetra for the partial
fulfillment/fulfillment of award of _____ degree is an authentic work done under
my/our supervision and is plagiarism free to the best of my/our knowledge and belief.

This work done in the thesis/dissertation has not been submitted for the award of any other
degree to the best of my/our knowledge and belief.

Supervisor(s) signature

Student's Undertaking

I _____ hereby declare that the work present in the thesis/dissertation entitled
_____ (title of the thesis/dissertation) in the partial
fulfillment/fulfillment of the requirements for the award of _____ degree,
submitted in the department/institute of _____, Kurukshetra University
Kurukshetra is an authentic record of my own work done under the supervision of
_____ and is plagiarism free to the best of my knowledge and belief.

This work done in the thesis/dissertation has not been submitted for the award of any other
degree to the best of my knowledge and belief.

(Signature of the Student)

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Annexure-III

Format for mentioning exclusions during the similarity checks for plagiarism of the Ph.D. thesis

(To be appended to the thesis along with the report generated by anti-plagiarism tool)


Certified that that the following have been excluded as per Clause 6 of the "Rules and Regulations for Promotion of Academic Integrity and Prevention of Plagiarism in Kurukshetra University" during the similarity checks for plagiarism of the Ph.D. thesis titled ' _____ submitted by (name of the candidate) _____ under my/our supervision.


- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____


(Name & Signature of the candidate)

Date

[Name(s) and signature the supervisor(s)]


Coordinator
IQAC


Librarian


Director, UIET


Dean, Research &
Development