MES ASMABI COLLEGE

POLICY
AGAINST
PLAGIARISM

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📍 MES Asmabi college
P.Vemballur P.O., Kodungallur,
Kerala

ASMABI COLLEGE, P VEMBALLUR
POLICY AGAINST PLAGIARISM

Preamble

Academic endeavours catering to teaching and research is deeply rooted on the pillar of ethics. The act of asserting ownership of other's work and ideas hinders the policy of research ethics. Unethical practices in academic scenario are adversely affecting the integrity of institutions and individuals. In the 530th meeting of UGC, the University Grants Commission introducing regulations for the prevention of plagiarism, discussing the "Promotion of Academic Integrity". As well as "Prevention of **Plagiarism** in Higher Educational Institutions (**HEI**)." In this context, the need and significance of a "Policy against Plagiarism" for MES Asmabi College, Kodungallur, an institution preserving academic and research values cannot be compromised.

Definition of Plagiarism

The word 'plagiarism' refers to an attempt of plagiarizing which means "to steal and pass off (the ideas or words of another) as one's own" (Merriam -Webster Dictionary).

In the modern context, plagiarism includes

1. Submitting other's work as one's own without crediting the original source.
2. Neglecting quotation marks where it is needed.
3. Providing erroneous information about the source of a quotation or data.
4. Manipulating or misinterpreting other's work by data modification in tables etc.

Objective

To ensure plagiarism free research in the college. To aware students about the code of ethics in academic and research work.

How to detect Plagiarism

Institution and individual committed to the pursuit of academic and research excellence should adhere to ethical norms and refrain from plagiarism. MES Asmabi college ensures quality and genuinity of the research work before the submission of thesis and award of research degree. Post graduate students are directed to subject their projects through a specialized plagiarism check software named Urkund approved by the university. The same software is enabled for the smooth publication of research papers by faculties, research scholars and students.

Compliance Statements

As per university guidelines all Ph.D. scholars are required to submit a signed certificate on plagiarism check of her/his work, in the prescribed format with the recommendation of the Doctoral Committee, at the time of the submission of thesis. The College Library is equipped to provide the assistance and access for plagiarism checker software. Before final submission the final soft copy of the PhD/Post-PhD theses should be provided as a CD in pdf and doc/docx format to undergo check with plagiarism detection software.

Research Scholars and Supervisors submitting theses should follow the guidelines compliant to the University of Calicut or whichever University is awarding the final degree.

1. The CD containing the final soft copy of the doctoral theses in PDF/ doc/docx format should be submitted

2. Theses should cover the chapters from introduction to bibliography/in a single file. Preliminary pages, namely the declaration, acknowledgement, abstract, list of charts and abbreviations, tables of contents, etc., and succeeding pages: glossary, index, questionnaire, etc. should be submitted as a separate file.

3. Duration of three days is allowed for scanning the text of the theses and the issue of the report depicting the percentage of similar content.

4. If the percentage of similar content is beyond the permitted limit or any plagiarized content is detected the scholars should be given a chance to take appropriate corrective measures.

5. Scholars should make sure that they accurately acknowledge the right authors and sources.

Only accepted standard format should be followed for rendering references. The same format should be maintained throughout the text.

Procedure for handling alleged Plagiarism

To maintain fairness and to avoid victimization and malicious defamation, on the receipt of a properly addressed complaint the person/persons accused should be

A. Informed of the allegations along with a copy of the complaint against them so that they may be able to reply to it adequately.

B. Given at least two weeks to respond to the allegations against them.

C. The matter should be resolved in less than two months to ensure that no one suffers from delay.

D. The principal and head of the research council should make sure that unbiased investigation and decision making is done.

E. Unless a crime is proved the person/persons accused should not be shamed nor should the allegations be made public.

Punishment

Depending on the level of plagiarism the punishment (to the scholar or Supervising Teacher or both) shall be:

• Asked to withdraw the manuscript.

• Denied a right to one annual increment.

• To not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Students/ scholar for two to three years.

To prevent instances of plagiarism and disciplinary actions associated with it the college should take steps to spread awareness about it. Awareness programmes for final year undergraduate, graduate research scholars and faculty should be arranged annually. Class teachers may be entrusted to enlighten the undergraduate students but M.Sc. Students, Ph.D. Scholars and Faculty should be allowed the benefit of an awareness session from an expert. Permitted level of plagiarism shall be compliance with the UGC act or the notification by the University as per the UGC Act. According to the Act this level is less than 10%. University provided relaxation as mentioned below but the result and discussion must be less than 10%. Own published work (if appended at the end of the thesis/dissertation), references with proper citation are excluded from plagiarism check. The similarity of contents up to 5-10% shall be ignored.

The maximum acceptance level shall be:

Introduction/Review of literature: 25% for subjects under Science and Technology faculties and 35% for subjects under other faculties)

Materials and Methods: 25% for all faculties

Result/ Discussion/Summary/Conclusion: 10% for all faculties

This is based on the information shared by the UGC wide Letter No. – D.O.No. F. 1-18/2010 (CPP-II), Dated- 6th August 2018

- To ensure **plagiarism free** documents during the final submission, a technology-based mechanism Urkund and Turnitin software is used.

- An undertaking by every student during the submission of a thesis or any such documents to the college indicates that the document originally prepared by the student is duly checked through a plagiarism tool approved by the college.

- A certificate shall be submitted by each supervisor which indicates the researcher's work done under by his/her supervision and is free from plagiarism.

- All the soft copies of **Research** Programmes and Masters **Dissertations** and thesis need to be submitted to University and the same will be made available on the "Shodh Ganga-e-repository".

Guidelines for Plagiarism checking in the library

The research guideline in the college clearly provides a framework regarding the facilities provided for plagiarism.

- Plagiarism checking facility is open for research papers This is mandatory for all PG and Research Thesis, any paper going from the college for publication, any research document that is published by the college or the faculties of the college should be encouraged.

- Submit any document for plagiarism check at least 10 days before the due date of submission.

- Persons availing the facility should provide the required address proof and fill in the required forms.

- One cannot submit other people's work for plagiarism check.

- The same copy/matter used for the final plagiarism check should be submitted for evaluation.

- Auxiliary pages and references given at the end of each chapter may be excluded while submitting the thesis for plagiarism check.

Thesis has to be divided into 4 files in the following format in CD viz.,

1. Introduction and review - <name of the research scholar>

2. Materials and methods - <name of the research scholar>

3. Analysis, result and findings - <name of the research scholar>

4. Tile page of the thesis

    - Research scholars are directed to bring the files in PDF format and Doc./Docx.

    - Submission permission and certificate will be issued only when the percentage of similarity is within the limit prescribed by the university and college.

    - Research scholar has to bring six copies of the proforma of 'Certificate of Plagiarism Check'.

    - It is advised to obtain the Plagiarism Certificate only after the pre-submission. Certificate on Plagiarism check once issued will not be cancelled in any circumstances.

    - In addition, the scholars shall follow the guidelines and regulations specified by the college and the University of Calicut