



**NOTIFICATION**

In supersession of the earlier notification No. 2202-16 dated 23.08.2021, the Vice-Chancellor has constituted the following Committee for taking concrete action to promote Academic Integrity and Prevent Plagiarism in Research:

**a) The constitution of Academic Integrity Desk (AID) would be :**

- |   |          |
|---|----------|
| 1. Dean Research, CDLU, Sirsa                 | Convener |
| 2. Nodal Officer for prevention of Plagiarism | Member   |

**b) The constitution of Nodal Officer for Prevention of Plagiarism (NOPP) would be :**

1. Dr. Sharmila Kumari, Nodal Officer, Shodh Ganga

**c) Institutional Academic Integrity Panel (IAIP) would be :**

- |   |          |
|---|----------|
| 1. Dean Academic Affairs  | Chairman |
| 2. Prof. Sushil Kumar, Dept. of Physics                                   | Member   |
| 3. Prof. Rakesh Gupta, Dept. of Chemistry, GJUS&T, Hisar (outside Member) | Member   |
| 4. Prof. Surender Singh Kundu, Dept. of Commerce                          | Member   |

**d) Departmental Academic Integrity Panel (DAIP)**

- |   |                       |
|---|-----------------------|
| 1. Chairperson  | Convener (Ex-officio) |
| 2. Senior academician (preferably Dean Faculty or the senior most member of the Faculty)          | Member                |
| 3. A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department | Member                |

*The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman)*

**Sd-  
Dean Research**

Endst. No. R&S/2021 / 2942-3035 Dated 8-10-2021

Copy of the above is forwarded to the following for kind information and necessary action:

1. All the members of above said Committees (alongwith Plagiarism Policy).
2. Dean Academic Affairs CDLU, Sirsa (alongwith Plagiarism Policy).
3. Dean IR/FA, CDLU, Sirsa (alongwith Plagiarism Policy).
4. Dean Research, CDLU, Sirsa (alongwith Plagiarism Policy)
5. All the Chairpersons UTDs, CDLU, Sirsa (alongwith Plagiarism Policy).
6. Controller of Examinations, CDLU, Sirsa (alongwith Plagiarism Policy).
7. The In-charge, University Website (with the request to upload the Notification alongwith Plagiarism Policy on the University Website). CDLU, Sirsa.
8. All Branch Officers, CDLU, Sirsa (alongwith Plagiarism Policy).
9. P.A to Registrar (for kind information of the Registrar), CDLU, Sirsa.

**Superintendent (R&S)  
for REGISTRAR**



**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
(Established by the State Legislature Act 9 of 2003)

**Minutes**

A committee of following members was constituted by the Vice Chancellor for framing University's policy on 'Academic Integrity and Prevention of Plagiarism':

1. Dean Research (Convener)
2. Dean Academic Affairs (Member)
3. Dean, Faculty of Life Sciences (Member)
4. Dean, Faculty of Law (Member)
5. Dean, Faculty of Social Sciences (Member)
6. Librarian (Member)
7. Director, IQAC (Member)

The committee carried out exhaustive deliberations over a series of five meetings held on 02.09.20, 13.10.20, 06.11.20, 07.01.21 and 25.01.21 in the Committee room, First Floor, CV Raman Bhawan, CDLU, Sirsa.

The comprehensive minutes of the meetings are as under:


1. The committee thoroughly discussed the issue in the light of the Gazette notification of University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and the related documents of various other universities.
2. The first draft document was finalized on 07.01.21.
3. The draft document was circulated to all the University Teaching Departments (UTDs) and branches for inviting suggestions from all stakeholders.
4. The committee deliberated over the suggestions received from various departments in its final meeting held on 25.01.21. A common suggestion received from many stakeholders was with respect to keeping the permissible level of similarity index to 20 per cent. As per the concerned UGC regulations, the permissible level is 10 per cent. The concerned policy of Maharshi Dayanand University, Rohtak is silent about permissible level of similarity index while that of Kurukshetra University, Kurukshetra keeps the permissible level to 10 per cent. The concerned policy of Punjabi University, Patiala keeps the permissible level of similarity index to 20 per cent in areas of sciences (basic as well as applied) and technology and 30 per cent in Humanities and Social Sciences, Law, Management and Education. The committee, after thorough discussions, decided to keep the permissible level of similarity index to 20 per cent.
5. After incorporating all the suggestions, the policy document was finalized and is enclosed herewith.

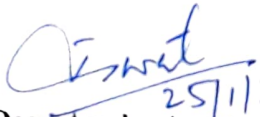
  
Director, IQAC  
25/01/2021

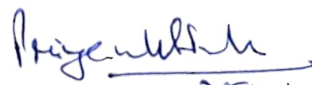
  
Librarian  
25/1/21

  
Dean, Faculty of Social Sciences

  
Dean, Faculty of Law

  
Dean, Faculty of Life Sciences  
25-1-21

  
Dean Academic Affairs  
25/1/21

  
Dean Research  
25/1/21

# Chaudhary Devi Lal University, Sirsa

*(Established by the State Legislature Act 9 of 2003)*

## Policy Document

### I. Name of the Policy

Academic Integrity and Prevention of Plagiarism, CDLU Sirsa, 2021.

### II. Purpose

The purpose of this policy is to ensure and establish a framework to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent Plagiarism

### III. Applicability

Thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master(s) and research-level degrees or publication in print or electronic media by students or faculty or researcher or staff; however, this shall exclude assignments/term papers/project reports/course work/essays and answer scripts. Further, the policy would not apply to the passed-out students, scholars, and retired university people (except for their work pursued during their university stay).

### IV. Date of Implementation

The policy will become applicable after three months of its notification by the Academic Council.

### V. Policy Statement

The policy contains two components:

A. Regulations

B. Mechanism

#### A. Regulations

UGC regulations on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions', 2018 (**Annexure I**) to be adopted in spirit, with modifications in clauses 7, 8 and 12, which are described below:

The following subclauses have been added to clause 7 (besides sub-clauses i, ii and iii) of UGC regulations 2018:

- iv. Self-published work in Journals or conferences proceedings will be excluded from similarity index/plagiarism checking.
- v. Research Methodology will be excluded from the similarity index/plagiarism checking if quoted with proper references.
- vi. Footnotes, endnotes, notes, citations and references will be excluded from Similarity index/plagiarism checking.
- vii. Biographical details, information and facts of common knowledge will be excluded from similarity index/plagiarism checking.
- viii. The judgements of Apex Court and various High Courts in the same language

ix. The bare provisions of different statutes, the report of various commissions/committees/study terms, the International Conventions and Protocols.

The following modifications have been made in clause 8 (Levels of Plagiarism) of UGC regulations 2018:

- i. Level 0: Similarities upto 20%- No penalty
- ii. Level 1: Similarities above 20% to 40%
- iii. As such
- iv. As such

The above modifications in Level 0 and Level 1 have also been made in clauses 12.1 and 12.2 of the UGC regulations, 2018 (Annexure I)

Hereafter, the above regulations will be called as 'CDLU Regulations for Academic Integrity and Prevention of Plagiarism, 2021'. In case of any dispute or conflict, the spirit of UGC regulations will prevail.

## **B. Mechanism**

The mechanism for implementation of the policy is based on three pillars:

B1. Sensitisation of stakeholders

B2. Prevention of Plagiarism

B3. Handling of Plagiarism

### **B1. Sensitisation of Stakeholders**

Efforts to create awareness about responsible conduct of research, promotion of academic integrity and prevention of Plagiarism, among all stakeholders of the university, would be made by Academic Integrity Desk (**AID**). AID will also serve as standing 'Guiding, Evaluating and Repository' Body for smooth implementation of the University's Policy regulations.

The AID would be headed by the Dean Research and assisted by the Nodal Officer for Prevention of Plagiarism.

AID will facilitate the execution of the Policy regulations by following mechanism/activities:

1. Execution of clauses 5a, 5b, 5c-ii, 5c-iii and 5c-vi (reproduced in the following text) of the UGC regulations for- Academic integrity and Prevention of Plagiarism, 2018 (**Annexure I**) will be carried out by AID.

*'5a. HEI 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.*

- 5b. *HEI shall conduct sensitisation 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.*
  - 5c-ii. *HEI shall include elements of responsible conduct of research and publications ethics as a compulsory course work/module for Masters and Research Scholars.*
  - 5c-iii. *HEI shall include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organised for faculty and staff members of HEI.*
  - 5c-vi. *HEI shall encourage students, faculty, researcher and staff to register on international researcher's Registry systems.'*
2. Execution of clause 5c-i (reproduced in the following text) of the UGC regulations for- Academic integrity and Prevention of Plagiarism, 2018, will be carried out by respective undergraduate and Postgraduate Board of Studies and the same report will be deposited to AID, which will send a semester-wise report to Academic Council through IQAC.
- '5c-i. HEI shall include the cardinal principles of academic integrity in the curricular of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc., as a compulsory course work/module.'*
3. AID will update the concerned offices from time to time about new/revised directions regarding this policy from UGC, if received any.

## **B2. Prevention of Plagiarism**

As per UGC guidelines, OURIGINAL software will be used for detection of Plagiarism. Efforts related to setting up of mechanisms for using OURIGINAL, by all the stakeholders of the university, would be made by Nodal Office for Prevention of Plagiarism (NOPP). The Nodal Officer, Shodh Ganga will undertake this exercise for all research documents/dissertation, project reports, thesis submitted in the University for award of Research Degree to the students.

In addition, NOPP will facilitate the execution of the policy by following mechanism/activities:

1. NOPP would be responsible for updating the software or change in software for detection of Plagiarism, in accordance with the guidelines that would be received from UGC from time to time.
2. NOPP will facilitate the execution of clauses 5c-iv, 5c-v, 6a, 6b, 6g and 6h (reproduced in following text) of the UGC regulations for- Academic Integrity and Prevention of Plagiarism, 2018 (Annexure I) and will submit a semester wise report to Academic Council through IQAC.
  - 5c-iv. *HEI shall train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.*
  - 5c-v. *HEI shall establish facility equipped with modern technologies for detection of Plagiarism*
  - 6a. *HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that document such as thesis, dissertation, publications or any other such documents are free of Plagiarism at the time of their submission.*

*6b. The mechanism as defined at 6a above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.*

*6g. HEI shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".*

*6h. HEI shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.'*

3. Thesis/dissertation would be submitted to NOPP for plagiarism detection at least forty-five days before the deadline for submission. It would be accompanied by a certificate from supervisor (**Annexure A**) regarding the exclusion details of the self-published work for similarity check. After submission, following steps would be followed:
- i. The plagiarism checking would be executed on the document considering the exclusions requested by the supervisor (**Annexure A**) as well as the exclusions made in point no. 7 of the CDLU regulations for Academic Integrity and Prevention of Plagiarism, 2018.
  - ii. NOPP would release a '**Plagiarism Verification Report**' (**Annexure B**), duly signed by Assistant Librarian/Deputy Librarian, after doing required similarity checking, within a period of one week of receiving the document.
  - iii. If similarity index is found above the permissible limit (20%), supervisor will be informed for revising the document and resubmitting it back to NOPP within a period of 30 days, along with a certificate stating that the revisions have made no significant consequential changes in the thesis work presented in pre-submission seminar (**Annexure C**). A copy of Annexure C would also be sent to the Chairperson of the concerned department.
  - iv. After Similarity checking on this revised document, a '**Plagiarism Verification Report**' (**Annexure B**), duly signed by Assistant Librarian/Deputy Librarian, would be released by NOPP within a week,
  - v. Student and supervisor will submit '**Undertaking**' (**Flag A**) and '**Certificate**' (**Flag B**) respectively, declaring that the document is Plagiarism free at the time of thesis submission.

The annexures and certificates will be included in the binding of the thesis/dissertation in the following order:

1. Undertaking by the student (Format given at Flag A)
2. Supervisor's Certificate (Format given at Flag B)
3. Acknowledgements
4. Contents
5. List of Tables
6. List of Figures
7. Abbreviations
8. Chapters (having page numbers)
9. References
10. Annexures of the thesis, if any
11. Exclusion certificate by the Supervisor (Format given at Annexure A)

## 12. Plagiarism Verification Report (Format given at Annexure B)

The above mechanism is in accordance with the requirements of clauses 6c, 6d and 6f (reproduced in following text) of the UGC regulation for Academic Integrity and Prevention of Plagiarism, 2018.

- '6c. *Every student submitting a thesis, dissertation, or any other such documents to the HEI 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.*
  - 6d. *The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.*
  - 6f. *Each supervisor shall submit a certificate indicating that the work done by researcher under him / her is Plagiarism free.'*
4. As per clause 12.2-note3 (reproduced in following text), statement regarding Plagiarism checking status is needed from concerned stakeholder at the time of forwarding any research/article to any journal/magazine/newspaper.

*'12.2-note3 HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher, staff of the HEI is checked for plagiarism at the time of forwarding/submission.'*

The document would be submitted to NOPP for plagiarism detection which would release a Plagiarism Verification Report (**Annexure D**), within seven days. The stakeholder would submit the report in the office of the IQAC through proper channel before submitting the concerned document to any journal/magazine/newspaper.

### **B3. Handling of Plagiarism**

1. Two bodies viz. Departmental Academic Integrity Panel (DAIP) and Institutional Academic Integrity Panel (IAIP) will handle the cases of Plagiarism as per the UGC regulations for- Academic Integrity and Prevention of Plagiarism, 2018'. File for constitution of DAIP and IAIP will be initiated by the Chairperson of the concerned department and AID respectively. The constitution and function of DAIP and IAIP would be made in accordance with the clauses 10 and 11 (reproduced in following text) of the UGC regulations for- Academic integrity and Prevention of Plagiarism, 2018.

#### ***'10. Departmental Academic Integrity Panel (DAIP)***

- i) *All Departments in HEI shall notify a DAIP whose composition shall be given below:*
  - a. *Chairman - Head of the Department*
  - b. *Member - Senior academician (preferably Dean Faculty or the senior most member of the faculty if the Dean happens to be from the department concerned) from outside the department, to be nominated by the head of HEI*
  - c. *Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.*

*The tenure of the members in respect of points' b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman)*

ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of Plagiarism against the student, faculty researcher and staff.

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

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

#### **11. Institutional Academic Integrity Panel (IAIP)**

i) HEI shall notify a IAIP whose composition shall be as given below:

a. Chairman - Pro-VC/Dean/Senior Academician of the HEI.

b. Member - Senior Academician other than Chairman, to be nominated by the Head of the HEI.

c. Member - One Member nominated by the Head of HEI from outside the HEI.

d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP and IAIP 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).

ii. The IAIP shall consider the recommendations of DAIP.

iii. The IAIP shall also investigate cases of Plagiarism as per the provisions mentioned in these regulations.

iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.

v. The IAIP shall have the power to review the recommendations of DAIP, including penalties with due justification.

vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/complaint/initiation of the proceedings.

2. An appeal to the decision of IAIP can be made to the Academic Council through AID.
3. After the establishment of misconduct, penalties will be imposed on the concerned stakeholder as per clause 12 (reproduced in the following text), of the UGC regulations for- Academic Integrity and Prevention of Plagiarism, 2018.

#### **12. 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 HEI 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.

##### **12.1 Penalties in case of Plagiarism in submission of thesis and dissertations**

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism

i) **Level 0:** Similarities upto 20% - Minor Similarities, no penalty.

ii) **Level 1:** Similarities above 20% to 40 % - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

iii) **Level 2:** Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.



**iv) Level 3: Similarities above 60% - Such student registration for that programme shall be cancelled.**

**Note 1 : 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 the highest level is committed, then the punishment for the same shall be operative.

**Note2: Penalty in the 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 recommended by the IAIP and approved by the Head of the Institution.

### **12.2 Penalties in case of Plagiarism in academic and research publications**

**i) Level 0: Similarities up to 20% - Minor similarities, no penalty.**

**ii) Level 1: Similarities above 20% to 40 %**

**i) Shall be asked to withdraw manuscript.**

**iii. Level 2 : Similarities 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.**

**iv. Level 3 : Similarities 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.**

**Note 1: Penalty on repeated Plagiarism** – Shall be asked to withdraw manuscript and 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 disciplinary action including suspension/termination as per service rules shall be taken by the HEI.

**Note 2: 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 recommended by IAIP and approved by the Head of the Institution.

**Note 3: HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for Plagiarism at the time of forwarding/submission.**

**Note 4: If there is any complaint of Plagiarism against the Head of an HEI, a suitable action, in line with these regulations shall be taken by the Controlling Authority of the HEI.**

**Note5: If there is any complaint of Plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.**

**Note 6 : If there is any complaint of Plagiarism against any member of DAIP or IAIP, then such member shall excuse himself/herself from the meeting (s) where his/her case is being discussed/investigated'**

4. For all other cases, not covered in clause 12, penalties will be befitted on the merit of the case by the competent bodies.