KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE
(An Autonomous Institute under Kakatiya University, Warangal)
(Approved by AICTE, New Delhi; Recognised by UGC under 2(f) & 12(B); Sponsored by EKASILA EDUCATION SOCIETY)
Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA.
काकतीय प्रैद्योगिकी एवं विज्ञान संस्थान, वरंगल - ५०६ ०१५
కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - ౫౦౬ ౦౧౫
Estd : 1980
KITSW

Uncompromising Academic Integrity….

ANTI - PLAGIARISM POLICY OF KITSW - 2020

(*w.e.f March 2020*)

(Institutional mechanism to eliminate scope of plagiarism – as per the UGC Regulations 2018)

Estd.1980
KITSW

Prepared By:
Dean. Research & Development

Approved By:
Institute Academic Advisory Committee (AAC)
On
March 17, 2020 (Tuesday)

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Prepared By:
(Dr.P.Niranjan)
Dean. Research & Development

Approved by Institute Academic Advisory Committee (IAAC) on March 17, 2020 (Tuesday)

S. No.	Name of the faculty		Designation	Signature
1.	Prof. K.Ashoka Reddy	...	Principal	
2.	Prof. P.Ramesh Reddy	...	Dean, Administration	
3.	Prof. K.Sivani	...	Dean, Academic Affairs	
4.	Prof. L.Sudheer Reddy	...	Dean, Planning & Execution	
5.	Prof. K.Rajanarender Reddy	...	Controller of Examinations	
6.	Prof. P.Niranjan	...	Dean, Research & Development	
7.	Prof. G.Raghotham Reddy	...	Dean, Student Affairs	
8.	Sri M.Narasimha Rao	...	Assoc. Dean, Student Affairs	
9.	Prof. M.Veera Reddy	...	Head, Dept. of CE	
10.	Prof. K.Sridhar	...	Head, Dept. of ME	
11.	Prof. K.Venumadhav	...	Head, Dept. of EIE	
12.	Prof. V.Shankar	...	Head, Dept. of CSE	
13.	Prof. C.Venkatesh	...	Head, Dept. of EEE	
14.	Prof. B.Ramadevi	...	Head, Dept. of ECE	
15.	Prof. P.Kamakshi	...	Head, Dept. of IT	
16.	Dr. T.Madhukar Reddy	...	Head, Dept. of PS	
17.	Dr. K.Shiva Shankar	...	Head, Dept. of MHS	
18.	Dr. V.Nivedita Reddy	...	Head, Dept. of Mgmt.	
19.	Prof. P.Srikanth	...	Professor I/c. Training & Placement	
20.	Sri M.Raghuram	...	Member Secretary, AC	
21.	Prof. K.Eswaraiah	...	Professor I/c. IQAC	
22.	Prof. SG Narayana Reddy	...	Special Invitee	

1.0. OBJECTIVE

Uncompromising Academic Integrity through Prevention of Plagiarism

Ref: University grants commission (Promotion of Academic Integrity and prevention of plagiarism in higher education institutions) regulations, 2018 – F.1-18/2010(CPP-II), dated 23rd July, 2018.

Ethics and honesty are the two most important elements of any academic activities, be it a teaching or a research. Teaching and associated research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work a student or a research scholar has not undertaken. It has been noticed in many cases that some of the academicians knowingly or unknowingly publish or present other's work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual. It is therefore important for **Kakatiya Institute of Technology and Science, Warangal** (KITSW) to have a policy on anti-plagiarism to curb the menace of plagiarism.

2.0. PLAGIARISM

'Plagiarism' is illegal and very serious offence. Plagiarism is the unacknowledged use of another person's work as one's own work. Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offence.

According to the Merriam Webster online dictionary, to "plagiarize" means

(a) to steal and pass off (the ideas or words of another) as one's own
(b) use (another's production) without crediting the source
(c) to commit literary theft
(d) to present as new and original an idea or product derived from an existing source.

In other words plagiarism is an act of fraud. It involves both stealing some else's work and lying about it afterwards.

Anti-Plagiarism policy of KITSW embraces both Plagiarism and self-Plagiarism.

3.0. WHAT CONSTITUTES PLAGIARISM?

(a) Copying and pasting portions of text from online journal articles or website.

(b) Submitting a work / document that has been submitted previously.

(c) Submitting a collaborative work without obtaining consent from the collaborator concerned.

(d) Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.

(e) Buying, stealing or borrowing assignments, experiments/results.

(f) Paraphrasing the work of others without due acknowledgements.

(g) Using ideas of someone else without crediting the originator.

(h) Changing the words but copying the sentence structure of the source without giving citations.

(i) Failing to put a quotation in quotation marks.

(j) Giving incorrect confirmation about source of quotation.

(k) Putting one's name on another persons' project.

(l) Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.

(m) Using another persons' photos, data, diagrams, tables and sounds without proper citation.

(n) There are instances that the sources are cited but still considered plagiarized. For example:

i) The writer mentions the authors name for the source but neglects to include specific information on the location of the material referenced.

ii) The writer provides inaccurate information regarding the sources, making it impossible to find them.

iii) The writer properly cites the source but neglects to put in quotation marks, text that has been copied word-for-word are closest to it.

iv) The writer properly cites all the sources, paraphrasing and using quotation appropriately. The catch ? THE DOCUMENT CONTAINS ALMOST NO ORIGINAL WORK.

ATTENTION: Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of original source and have not cited it, then no matter how drastically you may have altered its content or presentation, YOU HAVE STILL PLAGIARIZED. Most cases of plagiarism can be avoided by citing sources.

3.1. What is Citation?

A "Citation" is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again including:

(a) Information about author
(b) The title of work
(c) Date of publishing
(d) Company / Journal /Conference that published the source work.

3.2. Why Should I Cite Sources?

Giving credit to the original author by citing sources is the only way to use others works without plagiarism. But there are number of other reasons to cite sources:

(a) Citing sources shows the amount of research / literature review you have done.
(b) Citations are extremely helpful to anyone who wants to find out more about your ideas and where they came from.
(c) Not all sources are good or right. Your own ideas may often be more accurate or interesting that those of your sources.
(d) Citing sources strengthens your work by lending outside support to your ideas.

3.3. Doesn't Citing Sources Make My Work Seem Less Original?

Not at all. On the contrary citing sources actually helps your reader distinguish your ideas from those of your sources. This will actually emphasize the originality of your work.

3.4. When Do I Need To Cite?

When you borrow words or ideas you need to acknowledge their source. The following situations almost always require citation.

(a) whenever you use quotes.

(b) whenever you paraphrase.

A paraphrase is *restatement* in your own words of someone else's ideas. So paraphrased passages still require citation because the ideas came from another source, even though you are putting them in your own words.

(c) whenever you use an idea that someone else has already expressed.

(d) whenever you make specific reference to the work of another.

(e) whenever someone else's work has been critical in developing your own ideas.

3.5. Self-Plagiarism

Copying/reproducing, in part or whole one's own published work without giving proper reference of that work, and passing it off as a new production.

3.6. Golden Rule to Avoid the Plagiarism

(a) Always give the due credit to the original author(s) and give the proper citation and proper reference.

(b) Place the sentence in inverted commas, if you quote text verbatim.

4.0. INSTITUTIONAL MECHANISM AT KITSW

4.1. Awareness Programmes and Trainings

(a) Dean R&D 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.

(b) Dean R&D shall instruct students, faculty 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 and regulations governing the source.

4.2. System for Curbing Plagiarism

(i) Dean R&D shall take all measures to facility in all the departments with appropriate software so as to ensure that all the documents / manuscripts /reports / thesis are free of plagiarism at the time of submission.

(ii) Dean R&D shall ensure that the seminar reports / mini project reports / major project reports/ thesis submitted by students, researchers are checked for plagiarism, and arrange to issue a certificate from R&D Cell stating the levels of plagiarism.

(iii) The Dean R&D shall ensure that the students are allowed to submit the seminar reports /mini project reports / major project reports / thesis only after obtaining a certificate from R&D Cell stating that the level of plagiarism is within the acceptable limits.

(iv) The Dean R&D shall ensure that all the manuscripts prepared by students, researchers, staff and faculty of KITSW for the submission of conferences / journals are to be checked for "plagiarism " and an undertaking from authors indicating that the work done is orginal and plagiarism free.

(v) The Dean R&D shall create Institutional repository, on *www.kitws.ac.in*, which shall include seminar reports / mini project reports / dissertations / thesis / paper / publications and other in-house publications.

(vi) The Dean R&D shall take all measures to submit to INFLIBNET, the soft copies of all M.Tech dissertations / thesis, a month after the award of the degrees for posting in the digital repository under the "Shodh Ganga E-Repository".

(vii) The Dean R&D shall ensure that the manuscripts prepared by the students / researchers / staff and faculty are not being submitted to predatory / dubious journals or conferences (*public notice on academic integrity issued by the UGC dated June 14, 2019*).

4.3. Plagiarism Detection Software at KITSW - Turnitin Software

(a) The research work carried out by the student, faculty, researcher and staff of KITSW shall be based on original ideas, which shall include abstract, summary,

hypothesis observations, results, conclusions and recommendations only and shall not have any similarities.

(b) The changing faces of plagiarism have brought into light the need for higher education to use plagiarism detection software to tackle the problem. The KITSW has subscribed to Turnitin's Feedback Studio Higher Education Package License and the service includes Turnitin's Originality Check. The use of Turnitin marks a significant advancement in KITSW to detect plagiarism.

(c) KITSW has user licenses for the use of the Turnitin software. Turnitin is a web-based plagiarism detection service which is used in many universities across many countries. Turnitin compares Mini/Major Project/dissertations and other works submitted by the students against its database and the content of other websites. It identifies a similarity index and produces an originality Report.

(d) The use of Turnitin is not intended to be punitive; instead, it is intended to provide students and staff with an opportunity to identify and prevent instances of plagiarism in their work and take corrective measures. Thus, Turnitin is intended to uphold academic integrity and reputation of the institution and enhance originality and skills in academic writing.

(e) Turnitin should be used in conjunction with other strategies to avoid cases of plagiarism. Some of the strategies include:

  i) Citation and references are basis for an academic integrity. Students must be encouraged to use referencing software to manage references and create a bibliography.
  ii) Discuss academic integrity with students from the beginning of the course.
  iii) Use real cases of plagiarism from different disciplines for demonstration.
  iv) Ask students to submit drafts: give feedback on referencing, citation, paraphrasing, etc.

(f) Students' plagiarism is mainly associated with seminar / project presentations and report submissions and also with the assignments given as part of coursework or continuous assessment. Thus, the design of the assignment should

encourage originality and minimize plagiarism. Some strategies to consider include:

(i) Design assessment tasks that require higher-order thinking skills where the student needs to apply his/her knowledge to analyze, evaluate and create new ideas as compared to a task which requires regularization of ideas and facts.

(ii) Create individualized and focused tasks which would be specific to a student and encourage oral presentation/discussion sessions to discourage plagiarism.

(iii) Avoid re-using past assessment tasks that could tempt students to copy other's works.

(iv) Communicate the assignment's purpose in details to students and make assessment criteria/ rubrics explicit and align then with the purpose.

(v) Give students enough time to complete the assignment.

4.4. Adoption of Turnitin Software at KITSW

(a) Licensed Turnitin software is made available in the institute for all the faculty, staff, research scholars as well as students and is to be utilized wherever required such as Seminar Reports / Mini project Reports / Major Project Reports / Research projects for B. Tech/M. Tech (M.Tech Seminar Reports , M.Tech Dissertations) /PhD Thesis / Publications/Patents.

(b) Turnitin identifies 10 types of plagiarism, called the Plagiarism Spectrum (Turnitin, 2016), based on findings from a worldwide survey of nearly 900 secondary and higher education instructors:

i) Clone: submitting another's work, word for word, as one's work;

ii) Copy (Ctrl + C): Contains significant portions of text from a single source without alterations.

iii) Find-Replace: Changing key words and phrases but retaining the essential content of the source;

iv) Remix: Paraphrases from multiple sources to make it fit together.

v) Recycle: Borrows generously from the writer's previous work without citation;

vi) Hybrid: Combines perfectly cited sources with copied passages without citation;

vii) Mashup: Mixes copied material from multiple sources;

viii) 404 Error: Includes citations to non-existent or inaccurate information about sources;

ix) Aggregator: Includes proper citation to sources but the paper contains almost no original work;

x) Re-Tweet: Includes proper citation, but relies too closely on the text's original wording and/or structure.

5.0. PLAGIARISM CHECK

5.1. Procedure for Plagiarism Check for UG / PG

(Seminar Reports /Mini Project Reports / Major Project Reports / PG Dissertation Reports)

(a) The job of testing plagiarism for UG / PG shall be given to the departments.

(b) Emails shall be created, for each department, for plagiarism check (pc) related to seminar reports, mini & major project reports. Sample mail IDs are shown below:

seminarpc.ece1@kitsw.ac.in seminarpc.ece2@kitsw.ac.in seminarpc.ece3@kitsw.ac.in	minipc.ece1@kitsw.ac.in minipc.ece2@kitsw.ac.in minipc.ece3@kitsw.ac.in	majorprojectpc.ece1@kitsw.ac.in majorprojectpc.ece2@kitsw.ac.in majorprojectpc.ece3@kitsw.ac.in
seminarpc.dc@kitsw.ac.in dissertationpc.dc@kitsw.ac.in	plagiarismcheck@kitsw.ac.in	

(c) The following procedure shall be followed

- The student / team leader shall submit plagiarism check request application in prescribed format (PC Form-1) through the supervisor to the HoD.
- The student / team leader shall email the soft copy of report to appropriate email IDs (as mentioned in 5.1(b)) with a copy to the supervisor.

Ex: Sending softcopies for plagiarism check

B.Tech Students of ECE :

i) "seminar" students of ece-1 shall send email to "seminarpc.ece1@kitsw.ac.in"

ii) "miniproject" students of ece-2 shall send email to "miniprojectpc.ece2@kitsw.ac.in"

iii) "majorproject" students of ece-3 shall send email to "majorprojectpc.ece3@kitsw.ac.in"

M.Tech Student(Digital Communication)

i) "seminar" students of DC shall send email to "seminarpc.dc@kitsw.ac.in"

ii) "dessertation" students of DC shall send email to "dessertationpc.dc@kitsw.ac.in"

(d) The Department faculty coordinators for seminar / mini project /major project / dissertation shall be given access to the Turnitin anti-plagiarism tool.

(e) The reports for check are to be prepared as per the guidelines mentioned under item 9.0 of this plagiarism document.

(f) The HoD shall issue a circular instructing the students to submit their reports during 12th week of semester for plagiarism check within a specified due date.

(g) The faculty coordinators shall generate similarity check result and arrange to issue a certificate as per PC RESULT -1 / PC RESULT -2. This process shall be completed during 13th week of semester.

(h) Once the similarity report of seminar / miniproject / major project / dissertation is generated, the same shall be e-mailed to the concerned student and supervisor.

(i) After careful scrutiny of all reports for similarity check, the HoD shall arrange to send a consolidated report on plagiarism check as per PC RESULT-3 to the Dean R&D during the 14th week of semester.

(j) The Dean R&D shall issue certificates for plagiarism clearance to the approved candidates and dispatch the same to the departments.

(k) It shall be the responsibility of the students(s) and supervisor(s) to get their documents / reports cleared for the plagiarism check.

(l) The department shall maintain a repository of documents for safe custody of softcopies of reports cleared for plagiarism check year-wise, student rollnumber-wise for all future references.

(m) In all correspondence, the faculty, staff, scholars and students shall use institute e-mail IDs only.

Note: While performing the plagiarism check *proper care must be taken so as to not store the initial copy onto the data repository of Turnitin software.*

5.2. Procedure for plagiarism check: Manuscripts for publications in journals / conferences / book chapters /research projects / PhD thesis.

1. Upon request to the HoD, the faculty / research scholar shall be given access to Turnitin for generation of originality report.
2. After satisfactory plagiarism check, the faculty/ research scholar shall submit an undertaking in prescribed form "PC-UT-1" to the concerned HoD stating the similarity scores of the manuscripts before communicating to possible publication / for submission of PhD thesis.
3. The HoD shall send the consolidated report on all PC-UT-1 submitted by faculty / research scholar to the Dean R&D at the end of every semester in the prescribed consolidated proforma(plagiarism check undertaking-PC-UT-2).

(a) In all correspondence, the faculty, staff, scholars and students shall use institute e-mail IDs only.

Note: While performing the plagiarism check *proper care must be taken so as to not store the initial copy onto the data repository of Turnitin software.*

5.3. Metrics for similarity check

a) **UG / PG:**

(Seminar Reports / Mini Projects Reports / Major Project Reports , M.Tech Seminar / and M.Tech Dissertation)

S.No.	Type of Manuscript	Similarity %		Shall exclude No. of Consecutive Words
		Overall	From Single Source	
1.	UG Seminar	40%	10%	10
2.	UG Mini Project	30%	8%	10
3.	UG Major Project	24%	4%	6
4.	PG Seminar	30%	8%	10
5.	PG Dissertation	24%	3%	6
6.	PhD Thesis	10%	3%	6

b) PhD Thesis Manuscripts for publications:

S.No.	Type of Publication	Similarity %		Shall exclude No. of Consecutive Words
		Overall	From Single Source	
1.	PhD Thesis	10%	3%	6
2.	Conference Paper	10%	3%	3
3.	Journal Paper	10%	3%	3
4.	Research Projects	8%	2%	3
5.	Book Chapters and Others	10%	3%	3

6.0. GENERAL GUIDELINES FOR SENDING SOFTCOPY FOR PLAGIARISM CHECK

The following guidelines shall be followed while sending softcopy for plagiarism check

(a) The softcopy of the document must be less than 300 pages and also less than 20MB.

(b) Combine the following into one pdf document. (exclude all the Preliminary pages, References and Succeeding pages)

(i) TITLE Page

(ii) ABSTRACT

(iii) ALL CHAPTERS

Preliminary pages include Declaration, certificates, list of figures, list of tables, list of abbreviations.

Succeeding pages include glossary, appendix/annexure, etc.,

(c) File Name for the pdf document:
Save the pdf document in the following formats:

- **UG / PG :**
  FileName = RollNumber_Coursename

- **PhD Thesis / Manuscripts / Book Chapters / Research Projects:**
  FileName = dept_ScholarRollNumber_Thesis
  FileName = dept_ ScholarRollNumber_Manuscript
  FileName = dept_Faculty/StaffName_Thesis
  FileName = dept_Faculty/StaffName_Manuscript

Programme	Details	FILE NAME (Save document with file name RollNumber_XXX)	Send e-mail
UG	Seminar Mini Project Major Project	B10CE001_Seminar B10CE001_Miniproject B10CE001_Majorproject	• Send to appropriate e-mail ID as detailed in 8.1(b). • Write FILENAME in the SUBJECT of email
PG	Seminar Dissertation	M10SC001_Seminar M10SC001_Dissertation	• Send to appropriate e-mail ID as detailed in 8.1(b). • Write FILENAME in the SUBJECT of email
Thesis & Manuscripts	FileName= dept_ScholarRollNumber_Thesis FileName=dept_ScholarRollNumber_Manuscript FileName= dept_Faculty/StaffName_Thesis FileName= dept_Faculty/StaffName_Manuscript		• Send e-mail to plagiarismcheck@kitsw.ac.in • Write FILENAME in the SUBJECT of email

7.0. PLAGIARISM DETECTION

The seminar reports, mini & major project reports, dissertations, and manuscripts for submission to conferences / journals shall go through plagiarism check and accordingly issue the certificate to the applicant.

7.1. Levels of Plagiarism

Plagiarism shall be quantified into following levels in the ascending order of severity for the purpose of its definition

S.No.	Level	Similarities
i.	Level 0	Similarities up to 10%
ii.	Level 1	Similarities above 10% to 40%
iii.	Level 2	Similarities above 40% to 60%
iv.	Level 3	Similarities above 60%

8.0. HANDLING OF PLAGIARISM

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 institute.

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

8.1. Departmental Academic Integrity Panel (DAIP)

(a) All Departments in institution shall notify a DAIP whose composition shall be as given below:

S.No	Position in DAIP	Details
(i)	Chairman	Head of the Department
(ii)	Member	Senior academician from outside the department, to be nominated by the head of the institution, based on the Dean R&D's request.
(iii)	Member	A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.
(iv)	Member	A senior faculty to be nominated by head of the department
(v)	Member	A women faculty member to be nominated by head of the department

The tenure of the members in respect of points (ii) and (iii) 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 IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

8.2 Institutional Academic Integrity Panel (IAIP)

(a) Head of the institution shall notify a IAIP whose composition shall be as given below:

S.No	Position in IAIP	Details
(i)	Chairman	Dean R&D
(ii)	Member	Senior Academician other than Chairman, to be nominated by the Head of the institution.
(iii)	Member	One member nominated by the Head of the institution from outside the Institution.
(iv)	Member	A person well versed with anti-plagiarism tools, to be nominated by Head of the institution.
(v)	Member	A person to be nominated by head of the institution

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).

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

(c) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

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

(e) The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

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

(g) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

9.0. PENALTIES FOR PLAGIARISM

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 Institution 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. In line with UGC's prevention of plagiarism (Regulation 2018), the accepted plagiarism is upto 10%.

9.1. 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.

S.No.	Level	Similarity %	Penalty
a	**Level 0**	**upto 10%**	Minor Similarities – No penalty
b	**Level 1**	**above 10% to 40%**	Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
c	**Level 2**	**above 40% to 60%**	Such student shall be debarred from submitting a revised script for a period of one year.
d	**Level 3**	**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 highest level is committed then the punishment for the same shall be operative.*

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

9.2. Penalties in Case of Plagiarism in Academic and Research Publications

S.No.	Level	Similarity %	Penalty
a	**Level 0**	**upto 10%**	Minor Similarities
b	**Level 1**	**above 10% to 40%**	Shall be asked to withdraw manuscript.
c	**Level 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.
d	**Level 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.

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 Dean R&D.*

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: *Institution 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 Dean R&D is checked for plagiarism at the time of forwarding/submission.*

Note 4: *If there is any complaint of plagiarism against the Dean R&D, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the Dean R&D.*

Note 5: *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.*

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