UPES

ANTI-PLAGIARISM POLICY

ANTI-PLAGIARISM POLICY OF UPES

1. Introduction

This policy has been developed with reference to UGC guidelines* to avoid any intentional and unintentional plagiarisms by faculty/staff/students of the University through practicing the established process as per detailed description in the document. Plagiarism' is the unacknowledged use of another person's work as one's own work. According to the Oxford Dictionary, plagiarism is the "the practice of taking someone else's work or ideas and passing them off as one's own".

1.1. Objectives:

- To create academic awareness about responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity- and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty- and other members of academic staff or as any employee of university.
- To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, or staff of university committing the act of plagiarism.

2. Guidelines for Avoiding Plagiarism:

1. Include quotation marks for all direct quotes while writing.
2. Use italics and brackets for equations and common words.
3. Identify the source and cite it properly using the journal guidelines.
4. Make sure that all your paraphrases differ significantly when compared to the original work with respect to (w.r.t.) the choice of words and paragraph structure.
5. The paragraphs and summaries in your work should not be passages copied directly from the source.
6. Usage of indicating phrases to show the difference between your view/idea and the source is essential.
7. Usage of a bibliography or references at the end of the text is essential to clearly identify the acknowledgement of all the sources used (either by using footnotes, endnotes or in-text citations).
8. Before citing/quoting information from a book, kindly check for the copyright information as they are renewed after a stipulated number of years and they can also be used as open source information after the copyright period.
9. See that the fair-use policy guidelines are followed while quoting data from a source.
10. Avoid intentional inclusion of references of questionable relevance for purposes of manipulating a journal's or a paper's impact factor or a paper's chances of acceptance.

* University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) UGC public notice dated 1st Sep 2017 (https://www.ugc.ac.in/pdfnews/8864815_UGC-Public-Notice-on-Draft-UGC-Regulations.-2017.pdf)

Accepted limit of similarity @ UPES:

Authors must check their document for plagiarism using a plagiarism-check software (e.g., Turnitin) before submitting the same and submissions. The similarity checks for plagiarism shall exclude the following:

i. All quoted work either falling under public domain or reproduced n'ith all necessary permission and/or attribution.
ii. All references, bibliography, table of content, preface and acknowledgements.
iii. All small similarities of minor nature.
iv. AII generic terms standard symbols and standards equations.

The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. In case Plagiarism is established in the core work claimed then Plagiarism Disciplinary Authority (PDA) of the university shall impose maximum penalty. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

Levels of Plagiarism in non-core areas - plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

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

A PLAGIARISM CERTIFICATE SHOULD BE SUBMITTED

3. Actions against plagiarism

In order to check duplication of theses anti-plagiarism software 'Turnitin' is being used before awarding Ph.D. to any candidate. This forms an integral part of our SOP for award of Ph.D. A declaration on 'Copyright and Authorship' is invariably obtained from the candidate along with the theses.

As per official norm, 'Plagiarism' is treated as a misconduct attracting major penalty action on an employee or the student, as the case may be. The relevant rules/regulations containing substantive and procedural aspects to impose the prescribed penalties in such cases are in place.
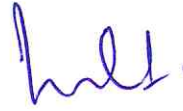
Plagiarism Disciplinary Authority (PDA) of UPES:

1. Vice Chancellor- Chair
2. Director of respective School- Member
3. Nominee of Vice Chancellor- 2 Members
4. Head-R&D: Member Secretory

Approved by:

Dr. Jitendra Kumar Pandey
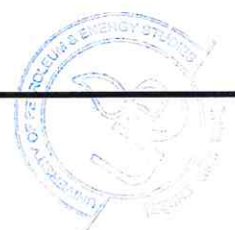Associate Dean- Research & Development

Dr. Kamal Bansal
Dean

Ms. Deepa Verma
Registrar

Dr. Deependra Kumar Jha
Vice Chancellor

PLAGIARISM CERTIFICATE FOR REPORTS/ASSIGNMENTS/THESES

I/We_____

_____ (Authors)

from the Department of _____ certify that the
Report/Assignments/Thesis   titled

'_____

_____

____' going to be submitted for the Partial Fulfilment for the award of the

degree   of   _____   _____   in

_____ has been run through a

Plagiarism Check Software and the Similarity Index has been found to be

less than _____ %

The Plagiarism report generated by the Plagiarism software is attached.

Signature of all the Authors

Signature of the Head of the Department