

# Maharshi Dayanand Saraswati University, Ajmer

## Academic Integrity Policy

Maharshi Dayanand Saraswati University is committed to academic integrity in teaching and research. All the University members (Students, Teaching staff and Non-teaching staff) must have responsibility for maintaining academic integrity and research ethics.

### 1. Academic integrity concerned with the following:

1. Academic Integrity is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
2. Creating and expressing one's own ideas and having originality in academics and research.
3. Acknowledging all sources of information;
4. Completing assignments/research work independently or acknowledging collaboration(s) in collaborating work
5. Accurately reporting results while conducting one's own research or with respect to laboratories.

This policy covers all teaching, non-teaching staff and students of the University.

### 2. Types of Academic Misconduct:

**2.1 Cheating:** Using or attempting to use unauthorized materials or aid with the intent of demonstrating academic performance through fraudulent means. It includes copying from another student's answer sheet during examination or receiving unauthorized assistance on an assignment, quiz, test or examination; using books, notes or any electronic gadget such as calculators and cell phones, unless explicitly authorized; acquiring a copy of the current or previous examination without authorization before the scheduled examination; and copying reports, laboratory work or computer files from other students. False and proxy attendance for another student or scholar.

**2.2 Unauthorized Sharing of Work:** Providing or attempting to provide unauthorized material or aid to another student. It includes allowing another student to copy your work; giving unauthorized assistance on assignment, quiz, test or examination; providing (without authorization) copies of examinations before the scheduled examination; posting work on a website for others to see; and sharing reports, laboratory work or computer files with another student / scholar.

**2.3 Theft or Tampering:** Altering or attempting to alter university records, grades, assignments or other documents without authorization and forging. Gaining unauthorized access to a university record by any means including hacking and e-forms. Submitting an altered transcript of grades to or from another institution or employer.

**2.4 Non-compliance of University policies:** pertaining to use humors, animal care, biohazards and chemical / radioactive substances.

**2.5 Unauthorized Collaborations:** Any national or international collaboration or any other form of collaboration or any other form of collaboration, one should get permission from the university authority.

**2.6 Plagiarism:** means the practice of taking someone else's work or idea and passing them as one's own (Refer to Section 3 for detail).

**2.7 False Information, Representation and Fabrication:** Fabricating or manipulating information or research data or research procedures; False citation of source materials; Failing to identify oneself honestly in the context of an academic obligation.

**2.8 Misuse of Funds:** Principal Investigator (and also Co-PI, if any) are responsible for the fund granted to them through project / fellowships etc.

**2.9 Improper Citation:** while citing the reference, the author should properly check the reference with the source.

**2.10 Allowing others to copy the work:** without proper written permission, authors should not allow others to copy their work.

**2.11 Duplicate submission of work:** Research output data should not be duplicated.

### **3. Preventing Plagiarism**

Plagiarism is a serious issue for all the higher educational institutions including Maharshi Dayanand Saraswati University. This Policy addresses students, research scholars, scientists, project employees, teachers and non-teaching staff related considerations of plagiarism and detailed identification, classification, reporting, record keeping and the appeal processes. It also includes information and advise to students and other persons regarding detection and avoiding plagiarism.

Ref: University Grants Commission Notification (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018, 23rd July 2018

#### **3.1 Plagiarism includes:**

Using someone else's exact words without using quotation marks or a citation;

Using someone else's ideas without using a citation (even if the source is in the bibliography);

Using re-arranged words from a source without a citation.

#### **3.2 Types of Plagiarism:**

**3.2.1 Complete Plagiarism:** A piece of work copied entirely from one or more sources.

**3.2.2 Copy and Paste:** Information copied from e-resources and pasted directly.

**3.2.3 Word Switch:** If someone is taking a sentence or paragraph from another's work into own work and just changing few words.

**3.2.4 Self-Plagiarism:** If someone is re-using own previously published work in a new work and not putting a reference of own work.

(Ref: UGC Public Notice no. F.1-1/2020(Secy), dated 20th April 2020 on 'Self Plagiarism')

### **3.3 How to Detect Plagiarism?**

**3.3.1 Manual:** Manual detection requires substantial knowledge, efforts and excellent memory.

**3.3.2 Computer Assisted:** It facilitates detection through vast collection of various documents to be compared each other. There are various online plagiarism detection software available such as Turnitin, Urkund, Ouriginal, Plagscan, e-Aarjav, DrillBit, etc.

This university adopted the **University Grants Commission Notification (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018, 23<sup>rd</sup> July 2018** published in the Gazette of India, Extraordinary, Pt. III, Section 4, 31<sup>st</sup> July 2018 by the Ordinance 124.7.4 and released University's Notification for Anti-Plagiarism vide no.53884, Dated 30 November 2019. The latest effective is MDSU Notification for Academic Integrity and Anti-Plagiarism, no. MDSU/RES/Anti-Plagiarism/2022/78326, Dated 25<sup>th</sup> August 2022.

The UGC Regulation 23<sup>rd</sup> July 2018 well defined the following: Definitions, Objectives, Duties of HEI, Awareness Programmes, Trainings, Curbing Plagiarism, Similarity Checks for Exclusion from Plagiarism, Levels of Plagiarism, Detection / Reporting / Handling of Plagiarism, DAIP, IAIP and Penalties. The URKUND online software was provided to all the supervisors since University's Notification no.53884, 30 November 2019; then consecutively provided the Ouriginal software and then the DrillBit software to all the Research Supervisors under the UGC-Shodh Shuddhi Project technically supported by the UGC-INFLIBNET Centre. The persons, other than the Supervisors / research scholars may submit their article, chapter in book for plagiarism checking at the dedicated e-mail address [mdsu\\_plagcheck@outlook.in](mailto:mdsu_plagcheck@outlook.in).

### **3.4 Detection / Reporting / Handling Plagiarism:**

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he / she shall report it the Departmental Academic Integrity Panel (DAIP). The DAIP shall investigate the matter submit its recommendation to the Institutional Academic Integrity Panel (IAIP).

The university authority 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 authority on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

**3.4.1 The IAIP shall impose penalty** considering the severity of the Plagiarism in Thesis / Dissertation, as follows:

Level 0: Similarities upto 10% - Minor similarities, no penalty;

Level 1: Similarities above 10% to 40% - Such scholar / student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months;

Level 2: Similarities above 40% to 60% - Such scholar / student shall be debarred from submitting a revised script for a period of one year;

Level 3: Similarities above 60% - Such scholar / student registration for that programme shall be cancelled.

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.

(For penalties in other cases, various description, reference: University Grants Commission Notification 'Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018, 23rd July 2018')