SHARDA UNIVERSITY

32, 34, Knowledge Park-III, Greater Noida-201310 (U.P.)

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2019/**527**   October 22, 2019

Notification

Policy on 'Maintaining Academic Integrity *and* Anti Plagiarism', Sharda University is hereby notified for all concerned.

This bears the approval of the Competent Authority.

Enclosure: As state above.

22/10/19

(Ashok Kumar Singh)
Registrar (*Officiating*)

Copy to (for kind information);
1. Chancellor/ Pro-Chancellor/ ED
2. Vice-Chancellor/ Pro Vice-Chancellor
3. Principal Advisor
4. All Deans/ Directors
5. Dean, Academic Affairs/ Students' Welfare/ Research *and* Chief Proctor
6. Finance Officer/ Controller of Examinations
7. Chief Warden/ Sr. Security Officer (SSO) / Legal Officer/ PIO/ PRO
8. All OSDs/ Jt. Registrars/ Dy. Registrars/ Assistant Registrars/ AOs
9. Notification file

SHARDA UNIVERSITY
Beyond Boundaries

POLICY ON MAINTAINING ACADEMIC INTEGRITY AND ANTI PLAGIARISM

0	21-10- 2019	Issued for Implementation
Rev.	Date:	Description
SHARDA UNIVERSITY GREATER NOIDA		POLICY ON MAINTAINING ACADEMIC INTEGRITY AND ANTI PLAGIARISM

Preamble

Sharda University, from the time of its inception in 2009, has upheld academic integrity and stake-holder probity. For instance, in its Employee Code of Conduct, it has incorporated integrity and values as requisites of behavior. For example, a Ph.D. thesis submission requires plagiarism check by a competent authority before it is accepted for evaluation. It has always subscribed and used software meant for plagiarism check. Present policy elaborates on these guidelines so that a comprehensive mechanism for academic probity, integrity, and anti- plagiarism are in place. Recently, in 2018, UGC has issued guidelines for academic integrity and plagiarism check, which the University adopts in its complete form. Furthermore, through this policy, it makes the guidelines even more stringent.

Academic Integrity

1. Students, scholars, faculty and non-academic staff of the University will submit the entire academic and (or) research work leading to UG/PG/research (e.g. Ph.D.) degree or publication(s) in all forms (e.g. thesis, paper, patent, book) to probity for originality and academic integrity.

2. University, through specially constituted committee(s) shall enforce probity and academic integrity. The Vice Chancellor (VC) shall constitute a three-member committee chaired by Dean (Research) to probe into all allegations of academic integrity. While probing the specific allegations, the Committee shall co-opt HoD / Dean of respective Departments.

3. The University shall follow all the guidelines issued by UGC from time-to-time on academic integrity and plagiarism check. For the present it shall follow the guidelines given in *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions 2018*, D.O.No.F.1-18/2010 (CPP-11). 6th August, 2018.

4. Besides following UGC guidelines, plagiarism check for Ph.D. thesis shall follow the Ph.D. ordinances issued from time-to-time.

Definitions

All the definitions as given in UGC regulations, *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions 2018* shall apply.

(a) Academic Integrity: It is the intellectual honesty in proposing, performing, and reporting any activity, which leads to the creation of intellectual property.

(b) Plagiarism: The practice of taking someone else's work or idea and passing them as one's own. It is an academic offence and misconduct. Plagiarism includes (i) copying someone's text without citation, (ii) improper or inadequate citation, (iii) paraphrasing without citation, (iv) paraphrasing with different meaning, (v) self-plagiarism without proper citation. However, plagiarism does not include similarity.

(c) Documents to undergo plagiarism check include research papers, theses, dissertations, books, chapter(s) in books, opinions, assignments where teacher specifically prescribes the limits, publications in print or electronic media. It shall exclude material written in mid-term and end-term examination answer scripts, where the author has taken specific permission before reproduction, references, bibliography, table of contents, preface generic terms, laws, standard equations and acknowledgements.

(d) Faculty, Ph.D. scholars, students, research staff shall be subjected to probe based on specific allegations.

(e) Source: the published primary and secondary material from any source, in print or in electronic media.

Who will carry out plagiarism check?

1. Concerned stakeholder is primarily responsible for plagiarism and is expected to check before submission to competent authority.

2. Concerned teacher for assignments. Maximum limit allowed is 30% with 14 consecutive words.

3. A faculty member nominated by the HoD/Dean of the School shall do plagiarism check UG/PG projects. Maximum limit allowed shall be 20% with 14 consecutive words.

4. Dean (research) or nominee shall do plagiarism check for Ph.D. thesis and any other material submitted to Research and Technology Development Center (RTDC) with the limits prescribed by UGC.

5. Dean or nominee shall do plagiarism check for publications - print or electronic - of the faculty / scholars / students that emanate from the School.
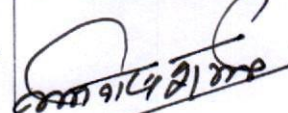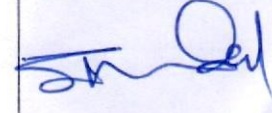
Penalties

The committee shall go into details of the breach of academic integrity and shall recommend to VC penalties which in the mildest case could be warning and in severest cases it could be dismissal of the employee or debarring the student / scholar. The committee shall recommend penalties as per UGC guidelines, where applicable, only after the misconduct has been established beyond reasonable doubt and the individual has been provided enough opportunities to defend in fair and transparent manner. Executive Council (EC) shall be final deciding authority in the case of employees and VC shall be the final deciding authority in the case of students/scholars. The University shall reserve the right to cancel the degree/award/credit so given when the academic misconduct is established long after the conferment as per the policy guidelines for withdrawal of degrees.

Prof HSP Rao Dean Research	Dr. Raj Kovid Professor– SBS	Dr. Amit K. Singh Associate Professor Department of Biotechnology, SET	Dr. Manish Sharma Associate Professor Member–IQAC	Prof. Sushanta K. Mondal Director–IQAC

Approved by

Vice Chancellor