



Shah & Anchor Kutchhi Engineering College
(An Autonomus Institute Affiliated to University of Mumbai)



R & D Cell

Shah & Anchor Kutchhi Engineering College

June, 2024

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**Title of the Document:
Plagiarism Policy**

Plagiarism is a serious and widespread educational issue which represents another author's language, thoughts, ideas, or expressions as one's own original work. It is considered as a breach of journalistic ethic or academic dishonesty. The persons involved in this unethical practice may be subjected to sanctions such as penalties, suspensions, expulsion from the institute, substantial fines and even incarceration.

The Shah & Anchor Kutchhi Engineering College (SAKEC) has been adopting the existing plagiarism policy in order to maintain the Zero Tolerance'. Presently, UGC has issued a Regulation vide its notification No. F-1-18/2010 (CPP-II), dated July 23, 2018, for the Promotion of academic integrity and prevention of plagiarism in higher educational institutions.

Shah & Anchor Kutchhi Engineering College
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Applicable for: UG, PG, Ph.D and Staff

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to University of Mumbai)
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1 Terms, Definition and Synonyms

- “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- “Author” includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
- “Commission” means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- “Common Knowledge” means a well known fact, quote, figure or information that is known to most of the people;
- “Degree” means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- “Departmental Academic Integrity Panel” shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- “Faculty” refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- “Higher Educational Institution (HEI)” means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
- “Information” includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- “Institutional Academic Integrity Panel” shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level; cognate meanings and grammatical variation shall be construed accordingly;
- “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own. m. “Programme” means a programme of study leading to the award of a masters and research level degree;
- “Researcher” refers to a person conducting academic / scientific research in HEIs;
- “Script” includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- “Source” means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);

- “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode); State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;

2 Policy Statement

2.1 Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- All quoted work reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of content, preface and acknowledgements.
- All generic terms, laws, standard symbols and standards equations.

Note: The research work carried out by the student, faculty, researcher and staff members shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

2.2 Levels of Plagiarism

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

- Level 0: Similarities upto 10 % - Minor similarities, no penalty
- Level 1: Similarities above 10 % to 40 %
- Level 2: Similarities above 40 % to 60 %
- Level 3: Similarities above 60 %

2.3 Detection/Reporting/Handling of Plagiarism

In case any member of 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 the SAKEC.

The authorities of the SAKEC can take action on the act of plagiarism and initiate proceedings under this Policy.

Institutional Academic Integrity Panel (IAIP): The SAKEC shall notify a IAIP whose composition shall be as given below

- a. Chairman - /Dean, R & D.
- b. Member - Senior Academician other than Chairman, to be nominated by the Principal.
- c. Member - One member nominated by the Principal from outside the College.
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal.

Departmental Academic Integrity Panel (DAIP): All the departments of SAKEC shall notify a DAIP whose composition shall be as given below

- a. Chairman - Head of the Department
- b. Member - Senior academician from outside the department, to be nominated by the Principal
- c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

2.4 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 and staff of the SAKEC 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.

Penalties in case of plagiarism in submission of thesis, dissertations and Project Report (PhD, PG, and UG): The IAIP shall impose penalty considering the severity of the Plagiarism.

- Level 0: Similarities up to 10 %- Minor Similarities, no penalty.
- Level 1: Similarities above 10 % to 40 %- Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6months.
- Level 2: Similarities above 40 % to 60 %- Such student shall be debarred from submitting a revised script for a period of one year.
- 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 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 Principal

Penalties in case of plagiarism in academic and research publications:

- Level 0: Similarities up to 10 % -Minor similarities, no penalty
- Level 1: Similarities above 10 % to 40 % –
Shall be asked to withdraw manuscript
- Level 2 : Similarities above 40 % to 60 %
Shall be asked to withdraw manuscript.
Shall be denied a right to one annual increment.
Shall not be allowed to be a supervisor to any new UG,PG and Ph.D. Student/scholar for a period of two years.
- Level 3: Similarities above 60 %
Shall be asked to withdraw manuscript

Shall be denied a right to two successive annual increments.

Shall not be allowed to be a supervisor to any new new UG,PG and Ph.D. student/scholar for a period of three years.

Note 3: 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 serve rules shall be taken by the SAKEC.

Note 4: 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 Principal.

Note 5: The constituent Institutions shall create a mechanism so as to ensure that each of the paper publication/thesis/ dissertation by the student, faculty, researcher and staff member of the constituent Institutions is checked for plagiarism at the time of forwarding/submission.

Note 6: If there is any complaint of plagiarism against the Head of the Institute, a suitable action, in line with this policy shall be taken by the higher authority.

Note 7: If there is any complaint of plagiarism against the Head of the Department at the constituent Institution level, a suitable action, in line with this policy shall be recommended by the IAIP and approved by the competent authority.

Note 8: 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.

2.5 Implementation Procedure

The tool of anti-plagiarism “Turnitin” is provided by the SAKEC to check the plagiarism of all documents (thesis, dissertation, Publication of research paper, case report, chapter in book, full-fledged book etc.) of students, faculty, researcher and any staff. All researchers/faculty /students can avail the free access of anti-plagiarism software by using following web link:

<https://sakec.turnitin.com/home/sign-in>

Reference

1) [https://www.ugc.gov.in/pdfnews/7771545_academic – integrity – Regulation2018.pdf](https://www.ugc.gov.in/pdfnews/7771545_academic%20integrity%20Regulation2018.pdf)