

# KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH, BELAGAVI

(Deemed-to-be-University)

[Established under Section 3 of the UGC Act, 1956 vide MHRD

G.O.I Notification No.F.9-19/2000-U.3(A)]

Accredited 'A' Grade by NAAC (2<sup>nd</sup> Cycle)

Placed in Category 'A' by MHRD (GoI)



# ANTI-PLAGIARISM POLICY



# The University

The KLE ACADEMY OF HIGHER EDUCATION & RESEARCH (KAHER) was established on 13th April, 2006 as per the Ministry of Human Resource Development, Government of India under the recommendation of University Grants Commission. The sponsoring society "The KLE Society" celebrating its centenary was established on 13th of November 1916 by "Seven Dedicated Teachers —The Saptarishis" and has under its wing 250 institutions spread across Karnataka, Maharashtra, Goa, Delhi etc.

In a short span of time the University has firmly established itself as a centre of excellence in terms of medical education, research and health care services at the national and international level. The University offers various undergraduate, postgraduate, post-doctoral, fellowship and certificate programs in the faculties of Medicine, Dentistry, Pharmacy, Ayurveda, Physiotherapy and Nursing.

In terms of infrastructure the University has excellent teaching facility, state of the art teaching hospital and medical research centre having 2400 beds, basic science research centre spread over an area of 10,000sq.ft., Wi-Fi facility all over the campus, digital library and other facilities on par with premier institutes of national and international repute. Facilities like bank, post-office, pharmacy, gym, swimming pool, indoor stadium, cafe, department store, travel booking, etc. are provided in the campus itself. Calendar of events delineating the date of examination schedule and other important curricular events are provided to every student at the beginning of academic session thus enabling the students to plan and pace their studies well in advance.

The Department of Allied Courses was established in 2007. There is expected to be a tremendous demand for allied health professionals in the years to come because of the phenomenal growth in the healthcare industry. In view of this, KAHER offers a range of allied courses in the form of undergraduate, postgraduate, fellowship, diploma, postgraduate diploma and certificate courses.



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# KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH ANTI-PLAGIARISM POLICY

Amended in accordance with the University Grants Commission  
Promotion of Academic Integrity and Prevention of Plagiarism in  
Higher Educational Institutions) Regulations-2018

## 1. Preamble:

- The KLE Academy of Higher Education and Research, Belagavi has gained tremendous recognition as a university generating significant scientific/research studies by students and the faculty. This reputation imposes an obligation on the organization to follow recognized norms and ethics practiced in the field of research.
- The University aims to endorse the values of discovery, to inspire and support research and innovation using pioneering methods of attaining, discovering and developing information for the good of society, and to safeguard the ethical aspects related to the conduct of research.
- Plagiarism is a research misconduct that violates the element of trust, expectation and honesty, which is a pre-requisite for academic work in an ethical framework. In addition, plagiarism undermines the basic objective of higher education by offering an unwarranted short-cut to the processes of research and inquiry that leads to knowledge, learning and livelihood.
- The assessment of academic and research work done leading to the partial fulfilment for the award of degrees at Masters and Doctorate level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes.
- Plagiarism at KAHER is considered as serious research misconduct and the University has drafted this policy. Implementation of the policy along with guidelines and a suggested format for use by the constituent units of KLE Academy of Higher Education Research (KAHER) to augment awareness regarding responsible conduct of research and academic activities.
- This Policy and Guidelines of KAHER shall be a key element in upholding academic honesty and research integrity among the researchers of the university.

## 2. Purpose

The purpose of this policy and these procedures is to:

- State the University's unequivocal opposition to, and intolerance of, academic dishonesty, including plagiarism;

- Set out the principles underpinning the University's approach to academic honesty
- Identify individual responsibilities for promoting the principles of academic honesty and
- Prescribe a transparent process for handling allegations of academic and research misconduct and plagiarism by students / Faculty.

### **3. Commencement and Application**

- This policy and these procedures commence on 01/01/2010
- They shall apply to all the Students, researchers, faculty and staff of all constituent units of KAHER

### **4. Definitions:**

- Plagiarism is defined as, (use ICMR ethical guidelines 2017) or close resemblance or imitation of the language and thoughts of another author and the representation of them as one's own original work, without giving appropriate credit. An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.
- The conditions that arise from the definition are:
  - a. A person willfully uses someone's work without permission and makes others believe that he is the creator/owner of the work;
  - b. Even close resemblance to the language or thoughts of original work let alone copying as is may constitute plagiarism;
  - c. Even incorporation of thoughts may in some cases constitute plagiarism though this may depend upon the facts and circumstances of the case. However, the connection that the person had access to the work has to be proved.

### **5. Objectives**

- To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- To establish institutional mechanism through education and training to facilitate responsible conduct of research, 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 act in an appropriate manner when a student, faculty, researcher or staff of KAHER committing the act of plagiarism.

### **6. Awareness Programs and Trainings:**

- The university will 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.

- The university will conduct sensitization seminars/ awareness programs time to time 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, University also directs constituent colleges to conduct orientation programs regularly.
- The cardinal principles of academic integrity and elements of responsible conduct of research and publication ethics has been included in the in the curricula Postgraduate (PG)/Master's degree and Ph.D. Scholars as a compulsory course work.
- The Univerity shall train the faculty, staff and researcher for using plagiarism detection tools and has procured the software Turnitin for detection of plagiarism.

### **7. Anti –Plagiarism Guidelines:**

- The university has implemented a mechanism using current version of Turnitins of twae so as to ensure that documents such as thesis, dissertation, term papers, reports, publications or any other such documents are free of plagiarism at the time of their submission.
- The university has the centralized facility where the turnitin Software is housed and multiple account activations have been taken.
- Each individual constituent unit of the university have been given access to 10 accounts managed by in charges of the Plagiarism committees of the individual units to screen all the thesis and dissertation of the postgraduates as well as the publications of that constituent unit.
- The dissertations of the Ph.D students are screened at the Department of Academic Affairs at the University.
- The Department Of Academic Intregrity Panel (DAIP) will then issue the plagiarism Check Certificate.
- Every student submitting a thesis or a dissertation university should submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism. The undertaking shall include the fact that the document has been duly checked by the Plagiarism detection software "Turnitin".
- The Supervisor / the guide also submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

### **8. Specific Guidelines:**

- The Ph.D. scholars and the postgraduates of all the constituent units shall submit the thesis / dissertation for Anti plagiarism check using anti-plagiarism software "Turnitin".
- The Ph.D. scholars and Postgraduate students will submit the thesis along with the plagiarism check certificate (Appendix 1) as well as the undertaking from both the Candidate and the supervisor (Appendix 2).
- The permitted similarity index as per the anti- plagiarism guidelines as specified by UGC are as follows:

## **Ph.D / PG- Thesis/Dissertation/ Faculty Publications**

Permitted Similarity index      Similarities upto 10%

Total continuous words      Not exceeding 10 words

### **9. Institutional Academic Integrity Panel (IAIP):**

- Each Constituent College of KAHER will constitute an Institutional Academic Integrity panel which will be composed of:
- Chairman – Principal/Dean of the Institution
- Member - Senior academician from outside the department, to be nominated by the head of Institution.
- Member - A person well versed with Anti plagiarism tools, to be nominated by the Chairman Department.
- Members – Representative from individual departments of the constituent unit
- The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
- The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- The IAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- The IAIP 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.

### **10. University Academic Integrity Panel (UAIP):**

- KAHER shall constitute an UAIP for the University whose composition shall be as given below:
- Chairman - Pro-VC/Dean/Senior Academician of KAHER.
- Member - Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
- Member - One member nominated by the Vice Chancellor from outside KAHER
- Member- A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.
- The Chairman of IAIP and UAIP 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).
- The UAIP shall consider the recommendations of IAIP and IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of Constituent colleges of KAHER
- The UAIP shall have the power to review the recommendations of IAIP including penalties with due justification.
- The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the

proceedings.

- The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.
- The decision of the UAIP shall be final and binding.

### **11. The Work Flow**

- The research scholar shall submit the soft copy of the thesis for the plagiarism check through the Research guide to IAIP for the plagiarism Check.
- The Checking shall be done by the allotted member of the IAIP for that department, for the aim and objective, review of literature, methodology, results, discussion, summary and conclusion excluding the references
- The plagiarism check report shall be generated by the member of the IAIP and submitted to the to the Institutional Academic Integrity Panel (DAIP) who will then issue a certificate regarding the same to the guide of the candidate.
- 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 standard equations.

#### **Note:**

The research work done by the student, faculty, researcher and staff should 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 ten (10) consecutive words

The thesis with in permitted similarity index as per the anti- plagiarism guidelines shall be recommended and forward to the Controller of Examinations (COE) along with certificate of plagiarism check (Appendix I) and the Undertaking by the Candidate and the Guide (Appendix 2).

- If 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 IAIP. Upon receipt of such a complaint or allegation the IAIP shall investigate the matter and submit its recommendations to UAIP
- The authorities of KAHER can also take suo motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the KAHER on the basis of findings of a disserataion examiner. UAIP shall investigate such cases and submit its recommendations to Vice chancellor for further action.

### **12. Penalties:**

- Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG, Masters, Ph.D. and faculty & staff of the KAHER only after academic misconduct on the part of the offender 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.



**13. Penalties in Case if Plagiarism in Submission of Thesis and Dissertations:**

- University Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.
  - \* Level 0: Similarities up to 10% - Excluded, 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 Vice Chancellor.*

**14. Penalties for Faculty, Staff, Researcher of KAHER**

- \*Level 0: Similarities up to 10% - Excluded, No Penalty
- \*Level 1: Similarities above 10% to 40% Shall be asked to withdraw the manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year.
- \* Level 2: Similarities above 40% to 60%-- shall be asked to withdraw the manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of two years and shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any UG, PG, Master's, Ph.D' student/scholar for a period of two years.
- \* Level 3: Similarities above 60% - shall be asked to withdraw the manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of three years and shall be denied a right to two successive annual increments and shall not be allowed to be a supervisor to any UG, PG, Master's, Ph.D. student/scholar for a period of three years.

*Note 1: Enhanced penalty on repeated plagiarism - 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 concerned person shall be dismissed.*

*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 decided by the IAIP and UAIP on recommendation of the IAIP.*

*Note 3: If there is any complaint of plagiarism against the Head of an Institution, a suitable action, in line with these regulations, will be taken by the Competent Authority/Governing Board/Governing Council as the title may be.*

**15. Reference:**

UGC NOTIFICATION, UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018, New Delhi the 23rd July, 2018, F.1-18/2010 (CPP-II)

Appendix 1:  
Plagiarism Check Certificate

Appendix 2:  
Undertaking by Guide and Student





**KLE**  
EMPOWERING PROFESSIONALS



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