



KANNUR UNIVERSITY

കണ്ണൂർ സർവകലാശാല

Re-accredited by NAAC with 'B++' Grade



Policies of Kannur University

**Internal Quality Assurance Cell (IQAC)
Kannur University**

Prevention of Plagiarism Policy

Introduction

Ethical concerns over research and production of knowledge necessitate the adoption of some measures to check the practice called plagiarism. Integrity of the individuals and the institutions concerned are questioned in any sort of plagiarism. The rationale behind insistence on preventing plagiarism rests on the intellectual property rights which uphold the right of each individual to safeguard the fruits of his intellectual activity. Plagiarism is also against the natural justice that one should not take away the properties of others without getting permission from them. However, it can be observed that many a time allegations and accusations in this regard occur in the academic circles. Researchers and academic writers seem to violate the ethical principles of honesty and credibility and fail to maintain originality in their works. In institutions of higher learning, intentional and unintentional copying of another's work occurs which may impede the progress and development of academics and research.

In the context of the above mentioned ideas, Kannur University has formulated a policy on prevention of plagiarism in accordance with the guidelines given by UGC in this regard. The ideas and suggestions given in the policy are adapted from and integrated with **University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations – 2017**.

Objectives

1. 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 of Kannur University.
2. 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.

3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, or staff of Kannur University committing the act of plagiarism.

Curbing Plagiarism

1. Every student submitting a thesis, dissertation, term papers, reports or any other such documents to Kannur University shall 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.
2. Every faculty, researcher and M.Phil/PhD students should be provided account in plagiarism detection tools for checking the content of their scripts.
3. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by Kannur University.
4. Kannur University shall develop a policy on plagiarism and get it approved by the relevant statutory bodies of the University.
5. Each supervisor shall submit a certificate indicating that the work done by the researcher under him / she is plagiarism free.
6. Kannur University shall submit to INFLIBNET soft copies of all M.Phil., Ph.D. dissertations and theses carried out in its various departments after the award of degrees for hosting in the digital repository under the “*Shodh Ganga e-repository*” programme.
7. Kannur University shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

1. All quoted works either falling under public domain or reproduced with all necessary permission and/or attribution.
2. All references, bibliography, table of content, preface, and acknowledgements.
3. All small similarities of minor nature.

4. All generic terms, laws, standard symbols and standard equations.

Zero Tolerance Policy in core area

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 Kannur 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

For all other (non-core) cases, plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

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

Detection/Reporting/Handling of Plagiarism

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 competent/designated authority of the university. Upon receipt of such a complaint or allegation the university authority shall refer the case to the Academic Misconduct Panel (AMP) of Kannur University who in turn shall submit a report to the Plagiarism Disciplinary Authority (PDA).

The authorities of Kannur University can also take *sumo*notice of an act of plagiarism and initiate proceedings under these regulations. Similarly proceedings can also be initiated by Kannur University on the basis of findings of an examiner.

Academic Misconduct Panel (AMP)

1. AMP shall be constituted by Kannur University to investigate about the allegation of plagiarism and submit the report to the PDA.
2. The AMP shall have the power to assess the level of plagiarism and thus recommend penalty/ies accordingly.
3. The AMP shall consist of four members who shall be senior academicians with good publication record with at least one member nominated by the Head of Kannur University from outside Kannur University. The Chairman of the AMP shall be an academic functionary (Dean/Pro-VC/Senior Academician) of Kannur University. The third member shall be a reputed Academician from the Discipline in which the plagiarism is alleged. The fourth member shall be an expert well versed with anti-plagiarism tools.
4. The AMP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, researcher, faculty member or any other employee of Kannur University.
5. The AMP shall send the report after investigation and the recommendation on penalties to be imposed to the PDA preferably within a period of 45 days from the date of complaint / initiation of the proceedings in case *of sumotu* notice.
6. The AMP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

Plagiarism Disciplinary Authority (PDA)

1. PDA shall be constituted by Kannur University to consider the recommendation of the AMP and take appropriate decision after giving a hearing to the accused person.
2. There shall be three members in the PDA chaired by head of Kannur University / The Head of the institution/ Appointing and Dismissal Authority. The other members shall be Dean / Director (Academic / Research) and one senior academician not below the rank of Professor in the relevant discipline from outside Kannur University.
3. The decision of the PDA shall be final and binding

Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG, Masters, M. Phil., Ph.D. and faculty & staff of Kannur University 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. While developing policy document, Kannur University may consider penalties in the cases of plagiarism. It shall be ensured by the competent authority in Kannur University that the degree of penalty served is commensurate with the degree of seriousness of offence and misconduct established. Since act of plagiarism, sitting or unwitting, is potentially detrimental to the academic credibility and social reputation of the individual concerned, all proceedings of investigations and imposition of penalties shall be conducted in camera so as to prevent encrustation of stigma and slur upon individual concerned:

1. Penalties for Students

Plagiarism Disciplinary Authority (PDA) of Kannur University, based on recommendations of the Academic Misconduct Panel (AMP), shall impose penalty considering the severity of the Plagiarism.

- a. Level 1: Similarities above 10% to 40%** - Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- b. Level 2: Similarities above 40% to 60%** - Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script after a time period of one year but not exceeding eighteen months.
- c. Level 3: Similarities above 60%** - Such student shall not be given any mark and/or credit for the plagiarized script and his/her registration for that course is to 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 decided by the AMP and PDA.

2. Penalties for faculty, staff, researcher Kannur University

a. **Level 1: Similarities above 10% to 40 %** - Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year.

b. **Level 2: Similarities above 40% to 60%** - shall be asked to withdraw 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, M.Phil., Ph.D. student/scholar for a period of two years.

c. **Level 3: Similarities above 60%** - shall be asked to withdraw 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, M. Phil., 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 AMP and PDA on the recommendation of the AMP.

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