



**Yashwantrao Chavan Maharashtra Open University**

## **Plagiarism Policy**



**Yashwantrao Chavan Maharashtra Open University**

Dnyangangotri, Govardhan, Nashik-422222, INDIA

<https://ycmou.ac.in>



**YASHWANTRAO CHAVAN MAHARASTRA OPEN UNIVERSITY, NASHIK**

**PLAGIARISM POLICY**

**Submitted By**

**Dr. Madhukar N. Shewale**

**Dy. Librarian**

Library & Resource Centre

**Submitted to**

**Hon. Vice-Chancellor**

YASHWANTRAO CHAVAN MAHARASTRA OPEN UNIVERSITY, NASHIK

2019



**YASHWANTRAO CHAVAN MAHARASTRA OPEN UNIVERSITY,  
NASHIK – 422 222**

**PLAGIARISM POLICY**

**1. Preamble**

As per the Guidelines of UGC Notification (Promotion of Academic Integrity and Prevention of Plagiarism, in higher educational institutions) Regulations , 2018. The Plagiarism Policy of the University has been formulated with a view to ensure that the university ensures a null tolerance for plagiarism's in the research work carried out by the its faculty or the students. Plagiarism as a form of scientific misconduct is required to have some ethical and moral values in their academic pursuit. The researcher is expected to produce and submit the original and genuine work. In this context, plagiarism has become a serious problem. It is, therefore, necessary for any reputed and prestigious university to formulate well defined Guidelines to check menace of plagiarism. Accordingly, 'Yashwantrao Chavan Maharashtra Open University', Nashik has framed the following guidelines:

**2. Definitions:**

'Plagiarism' is the unacknowledged use of another person's/ organizations work as one's own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

As per the UGC draft of September 01, 2017 regarding Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, UGC (<http://www.ugc.ac.in/pdfnews/8864815> UGC-public-Notice -on-Draft-UGC -Regulations, -2017.pdf) has given some conceptual definitions such as:

- a. "Academic Misconduct Panel" shall mean the body constituted to investigate allegations of plagiarism as described under clause 11 in these regulations

- b. “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
- c. “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.
- d. “College” means any institution, whether known as such or by any other name which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such course of study and present student undergoing such course of study for the examination for the award of such qualification;
- e. “Commission” means any the University Grants Commission as defined in the University Grants Commission Act 1956.
- f. “Degree” means any such degree, as may, with the previous approval of the Central Government, be specified in this behalf by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act.1956;
- g. “Faculty” refers to a person who is teaching and / or guiding students enrolled in an Institution of Higher Education in any capacity whatsoever i.e. regular, ad-hoc guest, temporary, visiting etc.
- h. “Higher Educational Institution (HEI)” means an institution of learning including a university, an institution deemed to be university, a college, an institution of national importance declared as such by an Act of Parliament, or a constituent unit of such institution, which is imparting (whether through conduct of regular classes or distance education systems) higher education after twelve years of schooling leading to the award of a degree or diploma;
- i. “Information” includes data, message , text, image, sound, voice, codes, computer programs, software and databases or micro film or computer generated micro fiche;
- j. “Notification” means a notification published in the Official Gazette and the expression “notify” with its cognate meanings and grammatical variation shall be construed accordingly;
- k. “Plagiarism” means an act of academic dishonesty and a breach of ethics. It involves using someone else’s work as one’s own. It also includes data plagiarism and self planning;
- l. “Programme” means a course or programme of study leading to the award of a degree or a diploma in Institution of Higher Education;

- m. "Researcher" refers to a person conducting academic/ scientific research in Institution of Higher Education.
- n. "Script" includes research paper, thesis, study project report, assignment, dissertation and any other such work submitted for assessment /option leading to the award of degree or publication in print or electronic media by students of faculty or staff of an Institution of Higher Education;
- o. "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 (I).
- p. "Staff" refers to all non-teaching staff working in Institution of Higher Education in any capacity whatsoever i.e. regular, temporary, contractual outsourced etc.
- q. "Student" means a person duly admitted and pursuing a programme of study including a research Programme in full time or part time or distant mode;
- r. "University" means university established or incorporated by or under a Central Act, Provincial Act or a State Act, and includes an institution deemed to be university;
- t. "Year" means the academic session in which a proven offence has been committed.

### **3. Objectives :**

- 3.1 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 as well as any employee of university.
- 3.2 To establish institutional mechanism through education training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3 To develop systems to detect to plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, or staff of university committing the act of plagiarism.

#### **4. Similarity checks for exclusion from plagiarism**

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work either falling under public domain or reproduced with all necessary permission and or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All small similarities of minor nature.
- iv. All generic terms, laws, standard symbols and standards equations.

#### **5. Null 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 Null Tolerance Policy on Plagiarism. In case, plagiarism is established in the core work claimed then Research and Publication Ethics Committee (RPEC) of the university shall impose maximum penalty.

The core work shall included abstract, summary, hypothesis, observations, results, conclusions and recommendations.

#### **6. Research and Publication Ethics Committee (RPEC)**

RPEC shall be constituted by the university to investigate about the allegation of plagiarism and submit the report to the **RPEC**.

- i. The **RPEC** shall have the power to assess the level of Plagiarism and thus recommend penalty (penalties) accordingly.
- ii. The **RPEC** shall consist of All Directors of the school are members who shall be senior academicians with good publications record with at least one member nominated by the Vice-Chancellor of university Regional Center Representative. The Chairman of the RPEC shall be an academic functionary Vice –Chancellor of the University. The third member shall be a Secretary Research Council and Head , Library. The Fourth member shall be an expert well versed with anti-plagiarism tools as URKUND University Coordinator.

- iii. The **RPEC** 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 university.
- iv. The **RPEC** shall send the report after investigation and the recommendations on penalties to be imposed to the **RPEC** preferably within a period of 60 days from the dated of complaint/ initiation of the proceedings in case of show cause notice.
- v. The **RPEC** shall provide a copy of the report to the persons (s) against whom Inquiry report is submitted.

### **Research & Publications Ethics Committee (RPEC)**

The following committee constituted for research ethics which will see to maintain code ethics for research the implementation of which will ensure plagiarism check, publication guidelines. It will create awareness about research ethics, . Plagiarism, research methodology by conducting workshops, seminars, short term course etc.

- |  |                      |
|--|----------------------|
| 1. Hon. Vice-Chancellor,                           | Chairman             |
| 2. Director, School of Continuing Education,       | Member               |
| 3. Director, School of Commerce & Management,      | Member               |
| 4. Director, School of Education,                  | Member               |
| 5. Director, School of Science & Technology,       | Member               |
| 6. Director, School of Computer Sciences,          | Member               |
| 7. Director, School of Humanity & Social Sciences, | Member               |
| 8. Secretary, Research Council                     | Member               |
| 9. Head, Library & Information Center              | Member               |
| 10. Prof. Dr. Dhananjay Mane ( Representative RC)  | Member               |
| 11. Dr. Prakash Barve                              | Member- Co-ordinator |

**7. Penalties OR Guidelines for Action:**

(RPEC) of the university based on recommendations of the **Research and Publication Ethics Committee (RPEC)** shall impose penalty considering the severity of the Plagiarism.

This Committee will submit its report to the Academic Council and then to the Board of Management for a final decision in this regard.

The Committee of experts will use the best possible software provided by UGC-INFLIBNET or university for detecting the plagiarism.

**8. Depending on the severity of crime the punishment could be :**

- I. Level 0: Similarities up to 10% - Minor similarities, no penalty.
- II. Level 1: Similarities above 10% to 40%
  - i) Shall be asked to withdraw manuscript.
- III. Level 2: Similarities above 40% to 60%
  - i) Shall be asked to withdraw manuscript.
  - ii) Shall be denied a right to one annual increment.
  - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- IV. Level 3: Similarities above 60%
  - i) Shall be asked to withdraw manuscript.
  - ii) Shall be denied a right to two successive annual increments.
  - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: 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 service rules shall be taken by the University.

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 recommended by RPEC and approved by the Head of the Institution.

Note 3 : University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

Note 4 : If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

Note 5 : If there is any complaint of plagiarism against the Director of School or Center / Division at the university level, a suitable action, in line with these regulations, shall be recommended by the RPEC and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of RPEC, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

*Approved by, Hon. Vice Chancellor on behalf of Academic Council.*

  
Convener

  
Hon. Vice Chancellor

Date : 26/7/2019

**References :**

1. [http://www.ugc.ac.in.pdfnews/8864815\\_UGC-public- Notice-on –Draft-UGC-Regulations,-2017](http://www.ugc.ac.in.pdfnews/8864815_UGC-public-Notice-on-Draft-UGC-Regulations,-2017). Pdf. Accessed on 6 April 2018
2. UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018 New Delhi, the 23rd July, 2018.

## **Mandatory Instructions for final submission of thesis**

### **Part I**

Candidate have to submit his/her original thesis from 1<sup>st</sup> page to last page in searchable pdf format plagiarism check. All the formats for plagiarism check are available are [http://ycmou.ac.in/portals/8/Plagiarism20%\\_policy.pdf](http://ycmou.ac.in/portals/8/Plagiarism20%_policy.pdf) on Yashwantrao Chavan Maharashtra Open University, Nashik websites Library & Resource Centre portal (after getting plagiarism checking report from Head, Library Library & Resource Centre further process should be followed for final submission of Ph.D. Thesis.

### **Part II**

1. Give following details in one page soft copy in pdf format (In English) (This soft copy should be same as per the information given in the final thesis CD-ROM)
  1. University Name:
  2. Department of:
  3. Name of Researcher:
  4. Name of Guide:
  5. Type of Degree-Ph.D.:
  6. Registration Date:
  7. Completed Date:
  8. Thesis Title:
  9. Keywords:
  - 10.Total pages &thesis:

### **Part III**

#### **Details of file format for C D Submission:**

Please arrange the Ph.D. thesis files in the following sequence and in the pdf format for final submission in soft copy and Give Roman

Numbers from Certificate to Abbreviation page continuously and Give Arabic Numbers from Chapter 1 to last pages of thesis

1. Title page
2. Guide Certificate
3. Plagiarism Clearance Certificate
4. Abstract
5. Declaration
6. Acknowledgment
7. Contents
8. List of Tables
9. List of Figures
10. Abbreviations
11. Chapter 1
12. Chapter 2
13. Chapter 3
14. Chapter 4
15. Chapter 5
16. Chapter 6
17. Bibliography
18. Appendix

Above instructions are mandatory for final submission of Ph.D. thesis.

**PLAGRISM CLERANCE CERTIFICATE**

This is to certify that Mr. /Ms. / Dr. -----  
----- Department of -----  
----- has Submitted his/her Ph.D. -----  
----- Thesis for Anti-Plagiarism titled as “-----  
-----

Has been properly examined.

No sentence equation, diagram, table paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duty reference there is no plagiarism, the work presented is original and own work of the researcher No ideas, result or words of other have been presents as researcher own work.

The thesis has been checked by using UGC or University Recommended antiplagiarism software as per direction given by UGC- INFLIBNET. The similarity index is below accepted norms of university.

Hence Certified.

**SIGNATURE OF  
UNIVERSITY COORDINATOR (URKUND)**

**SIGNATURE OF  
HEAD OF LIBRARY**

SEAL OF LIBRARY

**YASHWANTRAO CHAVAN MAHARASTRA OPEN UNIVERSITY  
NASHIK-422 222  
LIBRARY & RESOURCE CENTER**

Web Site: <http://ycmou.ac.in>  
E-mail: [librarian@ycmou.digitaluniversity.ac](mailto:librarian@ycmou.digitaluniversity.ac)

**APPLICATION FOR ANTI-PLAGIARISM CHECK**

Details of the Researcher	
Name of the Researcher	
Title of Research Topic	
Reg.No.	
Faculty	
Department	
Address for communication	
Cell Phone No.	
E-mail-ID	
Details of the Guide	
Name of the Supervisor	
Designation &Address	
Cell Phone No.	
E-mail ID	
Details of the Co-Guide	
Name of the Co-supervisor	
Designation &Address	
Cell Phone No.	
E-mail ID	

**DECLARATION OF THE APPLICANT**

I Promise to abide by the rules and academic regulations of

Yashwantrao Chavan Maharashtra Open University ,Nashik

I agree that I shall abide by the decision of University , which is final.

SIGNATURE OF THE APPLICANT

**DECLARATION OF THE RESEARCH GUIDES**

I hereby declare that the theses submitted by the scholar are reviewed by me/us.

I also certify that the above thesis are not submitted elsewhere.

I shall abide the plagiarism rules of the University.

SIGNATURE OF THE GUIDE WITH SEAL

Encl : Thesis in Soft copy

Note: Entire soft copy of the Thesis shall be submitted in single

Searchable PDF file less than 40 MB size (From Title page to Last page of thesis)