

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

(Declared as Deemed-to-be-NICHE under Section 3 of the U.G.C. Act 1956)

Accredited by NAAC with 'A' Grade)

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'Academic Integrity and Plagiarism Prevention' Policy



As per the Directives of
UNIVERSITY GRANTS COMMISSION (UGC)'s

Notification

UGC (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF
PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS,
2018

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NICHE-Promotion of Academic Integrity and Prevention Plagiarism Policy

Preamble

NICHE, Deemed to be University, strongly believes that academic integrity is the foremost ingredient which should be embedded in all academic accomplishments. Both in teaching and research, NICHE commits to promote high levels of ethics and honesty. NICHE has constituted an Academic Integrity, Plagiarism Prevention and Ethics Committees and also fixed norms for considering original works and limits for the plagiarism in all academic and research endeavors. In NICHE, plagiarism detection software URKUND is used for checking the plagiarism in the assignments, synopsis, project reports, theses and other academic and research reports submitted by the students, research scholars and faculty members. URKUND is a plagiarism cross-checker which is approved and recommended by the INFLIBNET, UGC and iThenticate plagiarism checker also used.

During July 2018, UGC has issued University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations 2018 to recommend some institutional mechanism to eliminate plagiarism. In this context, NICHE formalize its views and commitments towards maintaining the academic integrity and attending plagiarism issues through a formal policy, termed as NICHE Academic Integrity and Plagiarism Prevention Policy – 2018

Definitions

These definitions are essentially provided in the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations – 2018.

- a. Academic Integrity** is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
- b. Academic Dishonesty:** Any kind of cheating that is intended to gain unfair advantage in any aspect of a scholastic programme.
- c. 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-plagiarism.
- d. Self-Plagiarism** is the use of one's own previous work in another context without citing that it was used previously.

Methods of Plagiarism

The acts which are regarded as ‘methods of plagiarism’ are enumerated below:

- a. Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgement of the source.
- b. Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.
- c. Buying, stealing or borrowing assignments and experiments/results from other sources.
- d. Paraphrasing the work of others without due acknowledgements.
- e. Using ideas of someone else without crediting the originator.
- f. Copying, cutting and pasting from the internet or online source and submitting as one's own work without presenting proper reference/citation.

Objectives

Following are the objectives of formulating NICHE-academic integrity and plagiarism prevention policy:

1. To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among students, faculty members, research scholars and staff members.
2. To establish institutional mechanism through education and training to facilitate responsible conduct of research, 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 the student, faculty member, research scholar or staff member of NICHE committing the act of plagiarism.

Detection of Plagiarism

The members followed at NICHE to detect plagiarism in the assignments, synopsis, project reports, theses and other academic and research reports submitted by the students, research scholars and faculty members.

1. URKUND, plagiarism checking software recommended by the INFLIBNET UGC is currently used at NICHE along with iThenticate plagiarism checker, In future; any other software packages recommended by the INFLIBNET now and then will be used in NICHE.
2. Other appropriate online plagiarism checking tools shall also be used in NICHE for detecting plagiarism.
3. All M.Phil. Dissertations and Ph.D., Theses need a plagiarism report from iThenticate/URKUND while submission.

Similarity Checks for Exclusion From Plagiarism

The similarity checks for plagiarism shall exclude the following:

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

Note: The research work carried out by the student, faculty member, research scholar and staff member shall be based on original ideas, which shall be represented as 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.

Commitments

NICHE, through its various academic and research bodies, would conduct awareness programmes, workshops, seminars and other events for the promotion of academic integrity and curb the issue of plagiarism on periodical intervals.

1. NICHE is committed to fostering and maintaining an engaging and ethical academic community within the framework of academic integrity. Principles of academic integrity in education apply to every member of the academic community and are based upon the affirmation of honesty, integrity of scholarship, and the highest ethical standards and behaviors in the acquisition, pursuit, and investigation of knowledge. NICHE expects that every member of the community will be responsible for ensuring that the academic integrity is upheld.
2. The promotion and adherence to the values of academic integrity, including honesty and responsibility to uphold all of the expectations of the policy, add value and legitimization to the departments, NICHE's students and research scholars, and the degrees conferred by NICHE and then used by the students and research scholars in their professional careers in the future. Violations of academic integrity threaten the sanctity, value, and integrity of learning and of higher education.
3. A commitment by NICHE to the values of academic integrity ensures that: all individuals involved in the learning process accept full responsibility for their own work and ideas; fairness and respect are promoted throughout the NICHE, so that no student and research scholar is given an unfair advantage; expectation for lifelong learning and ethical behavior is fostered among all students; faculty members are committed to fostering, guiding, and monitoring students for adherence to all principles of academic integrity; and the reputation of the NICHE, the degrees awarded by NICHE, and its alumni is protected and enhanced.
4. Students and research scholars by NICHE are expected to adhere to the principles of academic integrity at all times. Students and research scholars are responsible for their own work and their own actions related to all academic and research endeavors. Students by NICHE will turn in their own assignments, work alone on all assignments unless otherwise directed by the faculty members, follow rules provided for all assignments and examinations, will not resubmit the previous

work that they have done, and will avoid dishonesty in interactions with peers and faculty members. If students witness or become aware of a violation of academic integrity, they are encouraged to communicate this to the appropriate faculty member.

5. In order to promote academic integrity, the faculty members of NICHE are responsible for communicating expectations for academic integrity to students. Faculty members must provide expectations for all assignments that clearly include the NICHE Academic Integrity Policy, including any additional department-specific expectations. The NICHE Academic Integrity and Plagiarism Prevention (AI and PP) Policy will include the information about the consequences, reporting, and follow-up actions in case stipulations of AI and PP are violated.
6. The security of examinations conducted at NICHE will be protected, prior to, during, and following their administration - including providing constant supervision during in-class examinations. Faculty members of NICHE will provide students with opportunities for education and remediation as part of the approach to address academic integrity violations. NICHE will provide a clear, detailed, and systematic policy for academic integrity expectations for students and research scholars. In the event of violations, the policy will provide the direction to pursue appropriate remedial work, administer specific disciplinary actions and consequences, and provide the right to appeal via a specific process throughout the evaluation and follow-up of the incident. Online and on-ground activities carried out in NICHE are subject to the same expectations for honesty and ethical behavior towards academic integrity.
9. NICHE will establish following two committees as per the recommendations given in University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations – 2018
 - a. Institutional Academic Integrity Panel (IAIP)
 - b. Plagiarism Disciplinary Authority (PDA)
10. The regulations as prescribed by UGC on **penalties in case of plagiarism in submission of thesis and dissertations may be followed in NICHE**. These regulations empower: Institutional Academic Integrity Panel (IAIP) to impose penalty considering the severity of the plagiarism. The severity of the plagiarism will be classified as Level 0, Level 1, Level 2 and Level 3. This classification and the penalties that will be imposed by IAIP of NICHE.
 - **Level 0: Minor similarities found upto 10%** - No penalty will be imposed.
 - **Level 1: Similarities found above 10% and upto 40%** - Such student and research scholar shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

- **Level 2: Similarities found above 40% and upto 60%** - Such student and research scholar shall be debarred from submitting a revised script for a period of one year.
 - **Level 3: Similarities found above 60%** -The registration of such student and research scholar registration for that programme shall be cancelled.
11. NICHE will adopt zero plagiarism policies which checking core documents containing hypothesis, research objectives, results and conclusion etc.
 12. In other documentation involving introduction, review of literature etc, NICHE adopts the UGC recommendations as suggested in University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations –2018.
 13. A mechanism is created at NICHE so as to ensure that each of the paper publication / thesis / dissertation by the student, faculty member, and research scholar or staff member of the NICHE / Departments is checked for plagiarism at the time of forwarding / submission.
 14. If there is any complaint of plagiarism against the Head of Department, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the NICHE.
 15. If any member of the academic community belonging of NICHE 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 NICHE. The authorities of NICHE can also take suo motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by NICHE on the basis of findings of an examiner. All such cases will be investigated by the IAIP of NICHE.
 16. Research Scholar/Supervisor shall submit the report generated on the plagiarism checking software like iThenticate /Urkund, of his/her draft thesis along with a soft copy of the draft thesis for the consideration of BRDC by NICHE.

Removal of Difficulty

NICHE, Kumaracoil reserves the right to remove difficulty/difficulties in the course of implementations of these regulations as per NICHE, norms.