




# ANTI-PLAGIARISM POLICY OF MALWANACHAL UNIVERSITY

Issued date – 03/02/2022

Created by – Deepshikha Vinayak

Approved by – Registrar



  
Registrar  
Malwanchal University  
Indore (M.P.)

## Plagiarism

Plagiarism is defined as an 'act of academic dishonesty and breach of ethics. It involves using someone else's work as one's own'. The University Grants Commission, Govt. of India, has set guidelines to ensure academic integrity and eliminate plagiarism from higher educational institutions in India as per the **University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018**. These apply to students, researchers, faculty and staff in constituent institutions of the University.

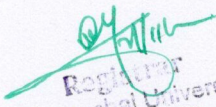
### **Constitution of Plagiarism Assessment Committee (PAC)**

1. The Chairperson (Research Advisory Committee), Malwanchal University is responsible for constitution of PAC (Plagiarism Assessment Committee).
2. The Chairperson (Research Advisory Committee) will be the Chairperson of PAC.
3. The Member Secretary for PAC will be nominated by the Chairperson
4. The Chairperson in consultation with the Member Secretary will invite members who have qualification and experience to review manuscripts and check for plagiarisms.
5. Members may convey their decision through the filled declaration and confidentiality agreement forms in 3 working days' time to the Member Secretary at the time of acceptance.

The term of appointment for Member Secretary and Members of PAC will be for a period of 3 years. The Chairman can renew the appointment of a member based on their contribution.

6. The Chairman in consultation with the Member Secretary can cancel the appointment of a member if there is inadequate contribution or in case of repeated / long period of non-availability.
7. Member can resign from PAC by giving written notice one month in advance.
8. The Chairman can replace a member as and when need arises.
9. The first meeting of PAC will be conveyed by the Member Secretary in the presence of Chairperson, to appraise the members regarding the functioning of the committee.
10. The Chairperson will monitor the functioning of the committee at regular intervals



  
Registrar  
Malwanchal University  
Indore (M.P.)

### 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's 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.

### Procedure for submission of candidate details and Thesis Manuscripts to PAC

The candidates who want to submit their MD/MS/DM/MCh/Ph.D/M.Sc. thesis should submit the candidate details to PAC along with the submission of a thesis document.

The candidates must submit the manuscript and declaration form along with a brief statement of candidate and submission details in a defined proforma attached on the website in research tab under plagiarism section.

"PAC Manuscript Submission Proforma and declaration forms" can be downloaded from research section of Malwanchal University website or either can be collected from research cell at Malwanchal University and duly filled, printed and scanned and submitted to Plagiarism Assessment Committee (PAC). An acknowledgement receipt will be given to the applicant to ensure the process of submission is complete.

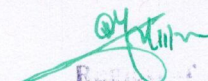
Those candidates who want to re-submit thesis manuscript for re-evaluation and certification must submit MD/MS/DM/MCh/Ph.D/M.Sc. thesis to PAC. The re-submission file must be prepared in the same way as the first submission. Declaration form is not required for re-submission. Candidate must pay the resubmission processing fee and obtain the receipt of payment. A copy of the receipt must be kept in the file at PAC office. Faculty who do part-time Ph.D. programme are exempted from processing fee for re-submission.

The resubmission manuscript file and the processing fee receipt along with a brief statement of candidate and re-submission details must be maintained at PAC office for evaluation. If the payment receipt is not attached, then the re-submission will not be processed until the receipt is received.

### Timelines for submission of thesis manuscripts

S. No.	Course	Date of Announcement	Last date to submit to PCC	Last date to submit to Dean
1.	MD / MS			
2.	DM / MCh			



  
Regd. Prof.  
Malwanchal University  
Indore (M.P.)

3.	MDS			
4.	Ph.D			
5.	M.Sc Nursing			

### Procedure for evaluation of manuscripts by PAC

While submitting the soft copy of the MD/MS dissertation or Ph.D theses for check with plagiarism detection software, the research scholars and supervisors, who are submitting their theses, are required to submit their given below details.

- o Name (Staff/Student/Research scholar)
- o Class - Faculty/ Ph.D/ M.Phil, Enrollment No.
- o Department, Mobile
- o Email ID
- o Type – Abstract, Paper, Project, Conference, Journal Article
- o Title of Abstract/Paper/Theses/Dissertation/ Project/Conference/Journal Article
- o % OF SIMILARITY along with Acceptable maximum limit

While submitting the soft copy of the Ph.D theses for check with plagiarism detection software, the research scholars and supervisors are required to follow the given instructions:-

- o The CD (or such device) containing the soft copy of the doctoral theses has to be in PDF or Word file (or as directed from time to time).
- o Theses covering all the chapters, from introduction to bibliography/references shall be in a single file, excluding preliminary pages: declaration, acknowledgement, abstract, list of charts and abbreviations, tables of contents, etc., and succeeding pages: glossary, index, questionnaire, etc.
- o Duration of one day is allowed for scanning the text of the theses and the issue of the report depicting the percentage of similar content.
- o In case the percentage of similar content is beyond the permitted limit or any plagiarized content is detected, the researchers have to take appropriate measures under the supervision of their guides as to ensure originality of research output.
- o The researchers are informed to acknowledge accurately the right authors and sources given in the text within quotes. Uniformity and consistency are to be maintained in rendering bibliographic references. An accepted standard format has to be followed for rendering references.
- o The Library will provide plagiarism check service to all research scholars of the Institute.
- o The scholars have to submit the soft copies of their thesis to the library, which uses the requisite software to check plagiarism.
- o A certificate is provided by the library along with a copy of the report, authenticating that the work is original and is free from plagiarism. The



*[Signature]*  
Registrar  
Malwanchal University  
Indore (M.P.)

certificate has to be submitted by the scholar at the time of submission of the thesis.

### **Curbing Plagiarism**

#### 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 content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

#### **Note:**

The research work carried out by the student, faculty, researcher and staff 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.

#### Levels of Plagiarism

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

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

#### Penalties

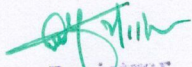
Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the Institutions only after academic misconduct on the part of the individual has been established without doubt, when all avenues of 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 and dissertations to Plagiarism Assessment Committee (PAC) shall impose penalty considering the severity of the Plagiarism.

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



  
Registrar  
Malwanchal University  
Indore (M.P.)

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 PAC and approved by the Head of the Institution.

*Penalties in case of plagiarism in academic and research publications*

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40%
  - Shall be asked to withdraw manuscript.
- iii. 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 Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- iv. 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 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 HEI.


**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 PAC and approved by the Head of the Institution.

**Note 3:** HEIs 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 HEI 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 HEI.

**Note 5:** If there is any complaint of plagiarism against the Head of Department / Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the PAC and approved by the Competent Authority.



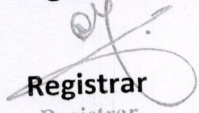
  
Registrar  
Malwanchal University  
Indore (M.P.)

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


**Shodhganga- Depositing Ph.D. theses with INFLIBNET**

The University has signed a Memorandum of Understanding under the *Shodhganga* project with UGC-INFLIBNET for electronic submission of theses which are later made available online. *Shodhganga* is a repository of Indian Electronic Thesis and Dissertations (ETD) that requires compulsory submission of the thesis online. The University will submit soft copies of thesis to INFLIBNET for uploading in the *Shodhganga* repository.

**Signatory Authority**

  
**Registrar**  
Registrar  
Malwanchal University  
Indore (M.P.)



  
**Registrar**  
Registrar  
Malwanchal University  
Indore (M.P.)

**Annexure 1**  
**PROFORMA FOR SUBMISSION OF THESIS MANUSCRIPT TO PLAGIARISM**  
**CHECKING COMMITTEE (PAC)**

Candidate Name:

Thesis Title:

**Kindly provide your thesis text under the following heads**

**Introduction:** *(Copy and paste the text of introduction from your manuscript file)*

**Review of literature:** *(Copy and paste the text of literature review from your manuscript file)*

**Methodology:** *(Copy and paste the text of methodology from your manuscript file)*

**Results:** *(Copy and paste only the text part of results from your manuscript file. Do not include data tables.)*

**Discussion:** *(Copy and paste the text of discussion from your manuscript file)*

**Conclusion:** *(Copy and paste the text of conclusion from your manuscript file)*

**Summary:** *(Copy and paste the text of summary from your manuscript file)*

*(Do not include bibliography)*



**Registrar**  
Malwanchal University  
Indore (M.P.)



**Annexure 2**

**DECLARATION OF USE / NON-USE OF COPYRIGHTED CONTENT**

I, Dr / Mr. / Ms ..... hereby declare that I have used / not used copyrighted content in my thesis.

(If used) I will submit the copy of permission obtained to use the copyrighted content for my thesis.

**Signature of candidate**

Date:

**Signature of Guide**

Date

**DECLARATION OF NON-MODIFICATION OF TEXT AFTER ISSUE OF PAC CERTIFICATE**

I, Dr. / Mr. / Ms ..... hereby declare that the text content of the thesis submitted to Plagiarism Checking Committee (PCC) for its approval is the final version and the same will be used for printing. Due permission will be obtained from PCC if any change is needed in the text of the thesis.

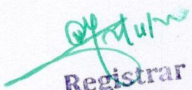
**Signature of candidate**

Date:

**Signature of Guide**

Date:



  
**Registrar**  
Malwanchal University  
Indore (M.P.)

**Annexure 3**

**PLAGIARISM CHECK REPORT**

P.G

M.Phil

Ph.D

Name of the Research Scholar: (Ms/Mr.) \_\_\_\_\_

Name of Supervisor (Dr. /Prof.): \_\_\_\_\_

Department / Faculty: \_\_\_\_\_

Registration No.: \_\_\_\_\_ Reg. Date: \_\_\_\_\_

Title of the PG thesis / M.Phil dissertation / Ph.D thesis: \_\_\_\_\_

**SIMILARITY CHECKED AND REMOVED AS PER UGC GUIDELINES BY  
SUPERVISOR AND CANDIDATE**

The plagiarism report of the above titled thesis has been reviewed by the undersigned and the final similarity content (%) identified is:

Similarly Content (%) identified: (in words) \_\_\_\_\_

Software Used: \_\_\_\_\_ Date of Verification: \_\_\_\_\_

The similarity index is below the acceptable maximum limit of: 10 %

**Note:** The justification for removal of similarity content is given separately in detailed report.

**Name of Research Scholar**

Signature

Mobile No: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Name of the Research Guide**

Signature

Designation: \_\_\_\_\_ Institute/College/Dept: \_\_\_\_\_

Mobile No: \_\_\_\_\_ e-mail: \_\_\_\_\_

**COUNTERSIGN BY LIBRARIAN**

**Name:**  
**Date:**

Signature  
(with seal)



*[Handwritten Signature]*  
**Registrar**  
**Malwanchal University**  
**Indore (M.P.)**