



KIET GROUP OF INSTITUTIONS

(A Technical Campus approved by AICTE)
Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow



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Office of the Dean (Research & Development)

KIET Ethics Policy for Students and Faculty Members



Issued By

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19.12.2019
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Dean (R&D)

Approved By

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19 Dec 19
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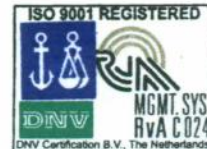
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Plagiarism means copying another person's text or ideas and passing the copied material as your own work without acknowledging them. According to University Grant Commission (UGC), plagiarism means 'taking someone else's work or idea and passing them as one's own', and it will apply to the 867 universities and their affiliated institutions that report to the nation's education regulator, the University Grants Commission (UGC). Plagiarism not only is legally wrong, but also morally corrosive. Any report/thesis/research paper based upon the writing of others should acknowledge every source used. Plagiarism is a common and serious issue in the academic field and elsewhere. Plagiarism in academia can occur in text or source code. It eases one's task at the cost of another person. In many cases, plagiarism occurs due to lack of proper acknowledgement of work done by others.

This policy has been framed as per guidelines proposed by AKTU vide their letter no. AKTU/2019/1997 dated 7 June 19.

1. The scope of plagiarism

(a) Plagiarism may be due to:

- **Copying** (using another person's language and/or ideas as if they are your own);
- **Collusion** (unauthorized collaboration).

(b) Plagiarism include:

- **Quoting directly** another person's language, data or illustrations without clear indication that the authorship is not your own and due acknowledgement of the source;
- **Paraphrasing** the critical work of others without due acknowledgement—even if you change some words or the order of the words, this is still plagiarism if you are using someone else's original ideas and are not properly acknowledging it;
- **Using ideas** taken from someone else without reference to the originator;
- **Cutting and pasting** from the Internet to make a 'pastiche' of online sources;

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- **Colluding** with another person, including another candidate (other than as might be permitted for joint project work);
- **Submitting** as part of your own report or dissertation someone else's work without identifying clearly who did the work (for example, where research has been contributed by others to a joint project);
- **Borrowing** words or ideas from other person or sources without citation;
- **Using** software or online translator to translate material without citation;
- **Buying** assignments from other sources;
- **Paying** for another to contribute to your work without citation
- **Reproducing** information that is not common knowledge or self-evident without citation;
- **Forgetting** to cite sources without giving credit where credit is due;
- **Misquoting** to cite sources without giving credit where credit is due;
- **Passing off** as one's own pre-written papers from the Internet or other sources.

2. How to avoid plagiarism

The following guidelines should be taken to avoid plagiarism, self-plagiarism and other questionable writing practices:

Guideline 1: An ethical writer ALWAYS acknowledges the contributions of others to his/her work.

Guideline 2: Any verbatim text taken from another source must be enclosed in quotation marks and be accompanied by a citation to indicate its origin.

Guideline 3: When we summarize others' work, we use our own words to condense and convey others' contributions in a shorter version of the original.

Guideline 4: Whether we are paraphrasing or summarizing we must always identify the source of our information.

Guideline 5: When in doubt, as to whether a concept or fact is common knowledge, provide a citation.

Guideline 6: Follow the basic elements of copyright law, as it has been found that some instances of plagiarism, self-plagiarism, and even some writing practices that

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might otherwise be acceptable (e.g., extensive paraphrasing or quoting of key elements of a book) can constitute copyright infringement.

Guideline 7: Only those individuals who have made substantive contributions to a project merit authorship in a paper.

Guideline 8: Faculty-student collaborations should follow the same criteria to establish legal authorship. Mentors must exercise great care to neither award authorship to students whose contributions do not merit it, nor to deny authorship and due credit to the work of students.

Guideline 9: Give our self enough time when writing a report/thesis/research paper. It is easy to miss something when we are rushed.

Guideline 10: Proof reading is required to avoid plagiarism.

Guideline 11: Don't use another student's essay without their consent. Also, don't pass it as your own work.

Guideline 12: Include reference page at the end of report/thesis/research paper/PPTs.

Guideline 13: Cite the online sources used.

Guideline 14: Facts or common knowledge need not be cited.

3. Plagiarism Checking Process

The plagiarism checking process shall contain the following steps:

1. The submitted B.Tech. project reports/M.Tech. thesis/Journal and conference research papers shall be checked for plagiarism through **Turnitin** software available in the KIET by choosing "10 continuous similar words".
2. For B.Tech. and M.Tech. project report/thesis, "**Literature Review**" chapter must be included in plagiarism checking.
3. The maximum similarity index should not be more than 20% for complete project report/thesis and should not be more than 5% in case of individual references including reference from author's own previous works.

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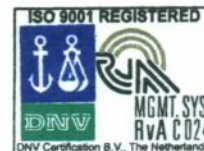
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4. Self-plagiarism

If an essay or dissertation builds on an individual's previous work, it is essential that this is clearly identified in the text and is appropriately referenced as if it were written by a different person. The assessors should be in no doubt as to what work the student has completed in his/her current degree course that will be assessed. When submitting project report/thesis, students will declare that no part of their work has already been submitted, or is being submitted, for any other project work of this or other university for any academic program.

Self-plagiarism occurs when a student submits his or her own previous work, or mixes parts of previous works, without permission from all professors involved. Self-plagiarism also applies to submitting the same piece of work for assignments in different classes without previous permission from the professors.

5. Levels of Plagiarism

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

- i. Level 1: Similarities above 20% to 40% (invokes moderate penalty)
- ii. Level 2: Similarities above 40% to 60% (invokes substantial penalty)
- iii. Level 3: Similarities above 60% (invokes severe penalty)

Note: All references, bibliography, table of content, preface, acknowledgement, generic terms, laws, keywords, standard symbols and equations **must be excluded** from plagiarism check.

6. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG and faculty and staff 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.



(a) Penalties for Students

- (i) **Level 1: Similarities above 20% to 40%-** Such students 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 1 month.
- (ii) **Level 2: Similarities above 40% to 60%-** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 1 month and 10% marks shall be deducted from the scored marks.
- (iii) **Level 3: Similarities above 60%-** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 1 month and 20% marks shall be deducted from the scored marks.

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 DRC and approved by the RDC.

(b) Penalties for Faculty, Staff, Researcher

- (i) **Level 1: Similarities above 20% 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.
- (ii) **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 student for a period of two years.

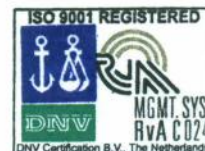
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- (iii) **Level 3: Similarities above 60%-** Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of three years and shall be denied a right to two successive annual increments and shall not be allowed to be a supervisor to any UG, PG student for a period of three years.

Note 1: Penalty on repeated plagiarism: 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. In case level 3 offence is repeated then the concerned person shall be dismissed.

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 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 the DRC and approved by the RDC.

7. Appeal

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the Bachelor's and Master's level 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.

8. 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 related to submission of **Bachelor's and Master's project report/thesis/dissertation and research papers**, he or she shall report it to the Research and Development Committee.

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9. Departmental Research Committee (DRC)

- i. All departments shall form a DRC whose composition shall be as given below:
 - a. Chairman: Head of the department.
 - b. Member: Senior Academician who has good credentials in Research (SCI Papers, Funded projects, Patents etc.) to be nominated by the Head of department.
 - c. Member: A person well versed with anti-plagiarism tools, to be nominated by the Head of department.
- ii. The DRC shall motivate the faculty members and students for publishing Research papers in Indexed journals- SCI/SCI-E/SSCI/ESCI/SCOPUS and full Papers in Conference Proceedings/ presenting papers in Conferences, Seminars, Workshops, Symposia (conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley/ IPC.
- iii. DRC shall also motivate the faculty members for writing Research proposals for various government agencies and for publishing patents which in turn improve the NIRF Ranking.
- iv. All faculty members are required to motivate and involve students for writing Research papers.
- v. Faculty members shall inform the members of DRC about the submission of Research papers in reputed Journals/ Conferences.
- vi. The DRC shall have the power to give recommendations including penalties with due justification for Bachelor's/Master's project report/theses/dissertations submitted by a student as well as research papers of students submitted for academic credits.
- vii. The DRC shall send the report after investigation and the recommendation on penalties to be imposed, to the Research and Development Committee within a period of 30 days from the date of receipt complaint /initiation of the proceedings.
- viii. Final course of action should be decided by the Head of Institution.
- ix. Faculty shall submit the reprint of the paper published in Journal/ Conference along with the Plagiarism report to DRC. Respective HoD shall submit the recommendation to the office of Dean R & D and Associate Dean, Implementation of Research and Development shall verify the credentials submitted by the respective HoD and he shall

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put up the recommendation to Dean R & D. Faculty member shall upload the published paper in achievement section of KIET erp only after getting the approval from Dean R & D.

- x. Student shall submit the reprint of the paper published in Journal/ Conference with application to Chairman DRC/HoD along with proofs of registration, TA-DA. The DRC shall check the Plagiarism and recommend it to the Registrar Office. The Registrar office shall draft the link page and maintain the data of each student and shall submit the recommendation to the office of Dean R & D and Associate Dean, Implementation of Research and Development shall verify the credentials and shall put up the recommendation to Dean R & D to further approval from Director Office.

10. Research and Development Committee

- i. A panel of following member:
 - a. Dean R & D
 - b. Associate Dean, Implementation of Research and Development
- ii. The R&D Committee shall follow the principles of natural justice while deciding about any allegation of plagiarism against a student or faculty.
- iii. The R&D Committee shall have the power to assess the level of plagiarism and recommend penalties accordingly within a period of 30 days.
- iv. Dean R & D shall put up the recommendation for further approval of necessary action for violating the Ethics policy to the Director.

11. Some points to curb plagiarism

- i. Undertaking should be taken from students indicating original and plagiarized free work. Plagiarism report should be made available in the form of a certificate that must be generated from the tool used to check thesis/report, which subsequently be attached with the thesis/document during submission.
- ii. Each supervisor shall submit a bonafide certificate indicating original and plagiarism free work of a student.
- iii. Department must maintain the softcopies of submitted documents/reports in their databases for any kind of future references.

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- iv. Undertaking shall be taken from all the faculty members of the Institute.
- v. If a faculty member is mentioning KIET name or taking the advantage of any document/paper etc., then he/she is bound by the ethics policy.

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