

- **Originality:** Strive to produce original work that reflects independent thought and analysis.
- **Honesty:** Be honest about the sources of your work, including any potential conflicts of interest or bias.
- **Transparency:** Be transparent about your methods and data, including any limitations or potential errors.
- **Respect:** Respect the work of others and seek permission before using their work.
- **Accountability:** Take responsibility for your work and the consequences of your actions.
- **Professionalism:** Uphold professional standards of conduct and ethics in all aspects of your work.

The core work carried out by the students, faculty and staff shall be based on original ideas and shall be covered by the Zero Tolerance Policy on Plagiarism. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

Every submission related to research will be accompanied by an undertaking by the researcher indicating that the document is his/her original work and free of any plagiarism and contains a bibliographic reference of the copied part.

- g. Seek expert opinion: If you're unsure about whether plagiarism has occurred, seek the opinion of an expert in the relevant field. This may be a colleague or an external expert.
- h. Consult relevant policies and guidelines: Consult relevant policies and guidelines, such as institutional plagiarism policies or publishing guidelines, to determine the appropriate course of action.

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

- Similarities up to 15% - Excluded
- Level 1: Similarities above 15 to 45%
- Level 2: Similarities above 45 to 65%
- Level 3: Similarities above 65%

6. Guidelines for Action:

The institution will form a committee of about 5 experts who will establish whether there is a plagiarism or not. If it is then what is the level. This committee will have a Head of the Department or the Principal as an ex-officio member. This committee will submit its report to the academic council for a final decision in this regard. The committee of experts will use the best possible software provided by The National Knowledge Commission for detecting the plagiarism.

Depending on the severity of crime, the punishment could be fine or warning, rustication for limited period or rustication for permanent.

7. Code of Ethics: Plagiarism

There are general ethical principles that apply to academic and professional work. These principles can help guide individuals in avoiding plagiarism and upholding academic and professional integrity. Here are some general ethical principles that can apply to plagiarism:

- Attribution and citation: Give proper attribution and citation to all sources used in research and writing. This includes text, ideas, and data from other sources.

- f. **Follow up:** After taking action, follow up with the parties involved to ensure that the situation has been resolved satisfactorily. If necessary, take further action to prevent future incidents of plagiarism.

It's important to handle allegations of plagiarism with care and objectivity to ensure a fair and just outcome for all parties involved.

5. Identification and Assessment of alleged Plagiarism:

The identification and assessment of alleged plagiarism can be a complex process that requires careful consideration of several factors. Here are the steps you can follow to identify and assess alleged plagiarism:

- a. **Define plagiarism:** Before you can identify plagiarism, it's important to understand what it is. Plagiarism is the act of using someone else's work or ideas without proper attribution.
- b. **Gather evidence:** Collect all the evidence that supports the allegation of plagiarism. This may include the text in question, original source material, and any other relevant documents or emails.
- c. **Assess the evidence:** Review the evidence and determine whether there is a case for plagiarism. Look for similarities in phrasing, sentence structure, and content. You may also want to use plagiarism detection software to identify any potential matches.
- d. **Determine the extent of the plagiarism:** Determine the extent of the alleged plagiarism. Was it a single phrase or sentence, or was it a larger portion of the text? This will help you determine the severity of the offense and the appropriate course of action.
- e. **Assess intent:** Consider whether the alleged plagiarism was intentional or unintentional. Did the person in question intend to deceive or misrepresent someone else's work, or was it a case of accidental or inadvertent plagiarism?
- f. **Consider cultural and disciplinary norms:** Different cultures and disciplines may have different expectations when it comes to attribution and citation. Consider whether the alleged plagiarism is a result of a lack of understanding of these norms.

- b. 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.
- c. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty or staff committing the act of plagiarism.

4. Procedure for handling alleged plagiarism:

The procedure for handling alleged plagiarism can be a sensitive matter that requires careful consideration and an objective approach. It depends purely on the specific institution or organization involved. However, in general, the following steps are typically taken:

- a. Gather evidence: Collect all the evidence that supports the allegation of plagiarism. This may include the text in question, original source material, and any other relevant documents or emails.
- b. Assess the evidence: Review the evidence and determine whether there is a case for plagiarism. Look for similarities in phrasing, sentence structure, and content. You may also want to use plagiarism detection software to identify any potential matches.
- c. Notify the alleged plagiarist: If you believe there is a case for plagiarism, notify the person in question and provide them with the evidence. Explain the severity of the situation and give them an opportunity to respond.
- d. Investigate the response: Once you receive a response from the alleged plagiarist, review it and consider any additional evidence they provide. Determine whether the response is adequate, and whether further investigation is required.
- e. Determine the appropriate action: If plagiarism has been confirmed, determine the appropriate action based on the severity of the offense. This may include a warning, a failing grade, or more serious disciplinary action. Consult with relevant parties, such as academics or organizational leaders, to ensure that any action taken is fair and appropriate.

CODE OF ETHICS – PLAGIARISM POLICY

1. Definition of Plagiarism

Plagiarism is the act of using someone else's words, ideas, or work without giving them proper credit or attribution. It can take many forms, including copying and pasting text from a source without citation, paraphrasing someone else's work without giving credit, or presenting someone else's work as your own. Plagiarism is considered unethical and is often prohibited by academic institutions, professional organizations, and even legal systems. It can lead to serious consequences, including loss of credibility, academic sanctions, and legal action.

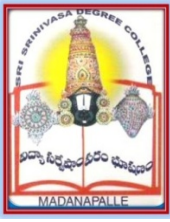
2. Detection of Plagiarism:

Plagiarism can be detected using various tools and techniques. Here are some commonly used methods:

- a. **Plagiarism detection software:** There are many plagiarism detection tools available online, such as Turnitin, Grammarly, and Copyscape, which can scan a document and compare it to a vast database of existing texts to identify any instances of plagiarism.
- b. **Manual checking:** In this method, a person reads the document and compares it to the source material to identify any instances of plagiarism. This method can be time-consuming, but it is effective in detecting subtle instances of plagiarism that may not be detected by software.
- c. **Citation checking:** This method involves checking the references and citations used in a document to ensure that they are accurate and properly attributed.
- d. **Google search:** Sometimes, a simple Google search can reveal instances of plagiarism. If a sentence or paragraph in a document is identical or nearly identical to a source found on the internet, it is likely that the text has been plagiarized.

3. Objectives:

- a. To create academic awareness about responsible conduct of Research, Study, Project, Assignment, Thesis, Dissertation, Promotion of Academic Integrity and Prevention of Misconduct including Plagiarism in academic writing among students, faculty and other members of academic staff as well as any employee of the institution,



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**CODE OF ETHICS FOR
PLAGIARISM**

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