

Guidelines for Plagiarism  
University of Jammu

Preamble:

The University of Jammu is an Institution of repute and credibility. It is committed to promote highest standards of academics through its various activities, especially teaching, research and extension. In promotion of these activities, utmost care is taken to see that ethics and honesty, as important values are inculcated among the stakeholders. It is, in this pursuit, that the University endeavours to put in place detailed guidelines for avoiding plagiarism in academics (especially research thesis, dissertation and publications).

Operational Definition of Plagiarism

According to the Marriam-Webster Online Dictionary, "Plagiarism" means ([www.plagiarism.org](http://www.plagiarism.org))

- To steal and pass off (the ideas or words of another) as one's own.
- To use (another's production) without crediting the source.
- To commit literary theft.
- To present as new and original idea or product derived from an existing source.

Sensitization Measures for Prevention of Plagiarism:

It is an important duty of an academic institution to make the scholars and students aware about the concept, nature and punitive aspects of plagiarism both for those who indulge in Negligent Plagiarism (innocent or careless copying of another's work) or Dishonest Plagiarism (done intentionally). In order to sensitize the scholars and students, the following measures shall be adopted by the University of Jammu.

- i. The office of Dean Research Studies shall organize awareness workshops/lectures/seminars on prevention of plagiarism for students and faculty members.
- ii. The Respective Departments shall sensitize the scholars before the commencement of their research work about the various aspects of plagiarism and make them aware about the repercussions of indulging in plagiarism.
- iii. The scholars/Students shall also sign a declaration (Appendix-I) while submitting Synopsis/dissertation/thesis that the work undertaken and reported by them is original and not copied from other sources without due acknowledgements.

## Identification and Assessment of alleged Plagiarism

The University of Jammu has acquired the access to the plagiarism detection software in the Central Library of the University by signing an MOU with INFLIBNET. The software will check the documents submitted by the students/scholars for similarity against three central source areas: the Internet, published material and previously submitted student material.

## Permissible limit for plagiarism

The permissible limit for plagiarism (as approved by the University bodies) is 20% for all faculties. If the synopsis/thesis shows less than the above stated percentage of plagiarism, the Supervisor shall certify that the synopsis/thesis/dissertation may be allowed to be submitted and if it is beyond the prescribed limit, then the Supervisor, after verifying the degree of similarity, shall direct the student to revise the synopsis/thesis/dissertation before submitting it again.

## Responsibility of the Scholar

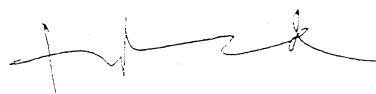
At the time of submission of synopsis/thesis/dissertation, the candidate will be required to submit three soft copies (CDs) of the thesis/synopsis/dissertation (in the PDF form), in a Single file (Without References) to the concerned HOD through the supervisor. Two of these CDs shall be forwarded for checking by the HOD to the Central Library. One copy will be retained in Central Library and one returned to supervisor, after checking by the Central Library.

## Role of the Head of Department

The HOD shall forward two of the submitted CDs of the synopsis/thesis/dissertation along with a covering letter to the Librarian, Dhanvantri Library for checking the degree of plagiarism in the said document. The HOD shall retain one soft copy in the department for record.

## Role of the Supervisor

The Supervisor shall be sent the confidential report related to Plagiarism from the Central Library through e-mail after checking. The supervisor and the scholar shall sign the certificate attached (Appendix-I) based on the report and the HOD shall countersign the declaration. The thesis/dissertation can be submitted in the department after that.



### Responsibility of the Central Library

The Central Library will charge the scholar for checking the degree of similarity in the document using the software provided by INFLIBNET (at present @ Rs. 2/ per page).

After receiving the necessary fee, Central Library will check the document for the degree of similarity and forward the confidential report of the same document to the Supervisor through e-mail.

### Handling complaints of Plagiarism

Complaints of Plagiarism shall be examined by a Scrutiny Committee consisting of the following to scrutinize whether the case falls under plagiarism or not:

1. Dean concerned
2. Convener, Board of Studies in the subject
3. Senior most Professor of the department
4. Head of the department concerned

If at all, the reported case refers directly to the above mentioned members, the Vice-Chancellor shall authorize a substitute/nominee to deal with the specific case.

In case, the Committee has the same person holding two or more positions, the Vice-Chancellor shall substitute suitable teachers from the department/university for those positions.

### Punitive Measures

If the complaint is found as a case of plagiarism by the previous committee, the committee comprising the following shall discuss the case and decide the action/punishment for the offence.

1. Dean Research Studies (Chairperson)
2. Dean of the concerned faculty
3. Convener, BOS in the subject
4. Head of the Department concerned
5. One Subject Expert from neighbouring University
6. Assistant Registrar (R&A) – Member Secretary

The office of Dean Research Studies shall be responsible for inviting and arranging TA/DA for outside expert.

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## Guidelines for Punitive Action

In case of detection of Plagiarism in dissertation/thesis synopsis, the matter will be examined by the Committee constituted for deciding punitive measures. Based on their recommendations, Scholar/Supervisor shall be held accountable.

If the case of Plagiarism is detected (even after necessary checking) for any M.Phil/Ph.D dissertation/thesis/synopsis, the dissertation/thesis/synopsis will be withdrawn and registration of the student be cancelled.

In case Plagiarism is reported for research papers, thesis or books, the same shall also be withdrawn and benefits extended to the candidate/faculty member in terms of fellowship/promotion etc shall be withdrawn.

The subject which are not covered under URKUND Software, a sub-committee through Dean Research Studies is to be constituted comprising the subject experts from the discipline for which URKUND Software is not available. On further deliberation, it was also resolved that the URKUND Software access shall be provided to individual supervisor for pre-checking the contents of the thesis/dissertation/research papers/synopsis before final submission of the draft to the Central Library. For the purpose, the supervisor/s shall apply to Central Library for allocation of URKUND account.

It was further resolved that a letter be sent to the UGC for guidance to check the authenticity of the thesis for which URKUND Software is not available.

The said guidelines shall have a prospective effect from the day they are notified.

The Plagiarism cases detected before this notification shall be dealt with according to the applicable statutes of the University at that time.

*for*  
17-5-2016  
Honorable Vice-Chancellor

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