

SIES College of Management Studies

Anti-Plagiarism Policy

1.Introduction:

Plagiarism is a serious and widespread educational issue which represents another author's language, thoughts, ideas, or expressions as one's own original work. It is considered as a breach of journalistic ethic or academic dishonesty. The persons involved in this unethical practice may be subjected to sanctions such as penalties, suspensions, expulsion from the institute, substantial fines and even incarceration.

The SIES College of Management Studies (SIESCOMS) has been adopting the existing plagiarism policy to maintain the Zero Tolerance '. UGC has issued a Regulation vide its notification No. F-1-18/2010(CPP-II), dated July 23, 2018, for the promotion of academic integrity and prevention of plagiarism in higher educational institutions.

2.Objectives

The purpose plagiarism policy is preventing the unethical practice, which is done for the financial benefit, for fame, to increase the number of publication or to get promoted.

3. Policy

The institutions shall:

1. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members,
2. Train students, faculty, researcher, and staff for using plagiarism detection tools and reference management tools,
3. Declare and implement the technology-based mechanism using appropriate software to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission. This mechanism shall be made accessible to all engaged in research work including student, faculty, researcher, and staff members,
4. Submit a thesis, dissertation, or any other such documents of students, research scholars with undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism,
5. Include the fact in the Undertaking that the document has been duly checked through a Plagiarism detection tool approved by the SIES College of Management Studies.
6. Place the approved plagiarism policy on the homepage of the Institution.

3.1 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 etc.
- III. All generic terms, laws, standard symbols, and standards equations.

Note: The research work carried out by the student, faculty, researcher, and staff members shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions, and recommendations only and shall not have any similarities.

3.2 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 up to 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%

3.3 Detection/Reporting/Handling of Plagiarism:

In case any member of academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Unfair Means Committee (UMC). Upon receipt of such a complaint or allegation, the UMC shall investigate the matter and submit its recommendations to the Director of SIES College of Management Studies for further action.

3.4 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 and staff of the SIЕССОMS 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 (PhD and master's Programme):

The SIЕССОMS shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0:** Similarities up to 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 not exceeding 6months.
- 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.

3.5 Responsibilities:

The responsibilities for the conduct of plagiarism in on the shoulders of the following persons those are directly involved in the research work and its publication:

1. Research Scholar
2. Supervisor
3. Head of the Institute

3.6 Reporting

In case of any report of plagiarism by student, research scholar or faculty, matter should be reported to the UMC of the institution. UMC shall investigate the matter at its level and prepare the report of penalty and forward the report to Director of SIESCOMS to take the final decision.

3.7 Implementation Procedure

The tool of anti-plagiarism is provided by the SIESCOMS to check the plagiarism of all documents (thesis, dissertation, publication of research paper, case report, chapter in book, full-fledged book etc.) of students, faculty, researcher, and any staff. All researchers / faculty / students can avail of the free access of the said anti-plagiarism software.

Director
SIESCOMS

IQAC Coordinator
SIESCOMS