

Central University of Rajasthan

NH-8, Bandarsindri, Tehsil Kishangarh, District Ajmer 305817

Academic Integrity and Misconduct Policy

1. Academic Integrity and Misconduct

Central University of Rajasthan is committed to academic excellence and integrity in teaching and research. All the University members (students, teaching and non-teaching staff) must have a responsibility for establishing and maintaining academic integrity and ethical behavior. Any type of academic misconduct will be dealt with severely.

Academic integrity includes:

- a) Honesty in academics and research.
- b) Creating and expressing one's own ideas and having originality in academics and research.
- c) Acknowledging all sources of information;
- d) Completing assignments/research work independently or acknowledging collaboration(s) in collaborating work
- e) Accurately reporting results while conducting one's own research or with respect to labs

This policy covers all teaching, non-teaching staff and students of the University.

1.1. Type of Academic Misconduct:

- a) **Plagiarism** – presenting the work of another as one's own (please see section 2 for detail).
- b) **False information, representation and Fabrication** – Fabricating or manipulating information or research data or research procedures; False citation of source materials; Failing to identify oneself honestly in the context of an academic obligation.
- c) **Theft or Tampering** – Altering or attempting to alter university records, grades, assignments, or other documents without authorization and forging. Gaining unauthorized access to a university record by any means including electronically and hacking. Submitting an altered transcript of grades to or from another institution or employer.
- d) **Cheating** – using or attempting to use unauthorized materials or aid with the intent of demonstrating academic performance through fraudulent means. Examples include copying from another student's answer sheet during examination or receiving unauthorized assistance on a homework assignment, quiz, test, or examination; using books,

notes or, other electronic gadgets such as calculators and cell phones, unless explicitly authorized; acquiring a copy of the current or previous examination without authorization before the scheduled examination; and copying reports, laboratory work, or computer files from other students. False and proxy attendance for another student(s).

- e) **Unauthorized Sharing of Work** – giving or attempting to give unauthorized materials or aid to another student. Examples include allowing another student to copy your work; giving unauthorized assistance on a homework assignment, quiz, test, or examination; providing, without authorization, copies of examinations before the scheduled examination; posting work on a website for others to see; and sharing reports, laboratory work or computer files with another students/scholar.
- f) **Misuse of Funds** – PI & Co-PI are responsible for the fund granted to them through project/fellowships etc.
- g) **Improper Citation** – while citing the reference, author should double check the reference.
- h) **Allowing others to copy the work** – without proper written permission, authors should not allow other to copy their work.
- i) **Non-compliance of University policies** pertaining to use humors, animal care, biohazards and radioactive substances.
- j) **Publication repository of CURaj in the library** – University will take necessary steps to create publication repository in the library.
- k) **Duplicate submission of work** – Research output data should not be duplicated.
- l) **Unauthorized collaborations** – Any national/international collaboration or any other form of collaboration or any other form of collaboration, one should get permission from the higher authority.

1.2. Constitution of Academic integrity and misconduct committee for both academic nonacademic staff and students of the University.

The committee may consist of the following members:

- a) Dean Academics
- b) Dean Research
- c) Dean of Student welfare
- d) 2-3 senior faculty members (nominated by Vice Chancellor) *
- e) One subject expert in that particular field

*The seniority of the members of the committee should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.

The Vice Chancellor is empowered to impose the punishments on recommendations of the committee constituted.

1.3. Functions of the committee:

The committee shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but not be limited to, any or all of the following steps:

- a) Manual and / or automated tests for content similarity.
- b) Determination of the extent and quantum of significant material plagiarized.
- c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
- d) Consultation with legal counsel.
- e) Consult / contact witnesses and record statements there-of if so required.
- f) Consult / contact present and / or past employers of the authors.

The Committee shall submit its report with clear cut findings and recommendations to the Vice Chancellor within a specified period, not exceeding sixty days. The Vice Chancellor will have the discretion to implement the recommendations after approval through the statutory process and take punitive action against the offender as per penalties prescribed under this policy or to forward the report to his / her parent organization for further action if outside their purview / jurisdiction.

2. Prevention of Plagiarism

Plagiarism is a serious issue under Central University ethical and academic regulations. This Policy addresses students, research scholars, scientists, project employees, teachers and non-teaching staff related considerations of plagiarism and detailed identification, classification, reporting, record keeping and the appeal processes. It also includes information and advise to students and other persons as mentioned above regarding the detection and avoidance of plagiarism.

2.1. What is Plagiarism

- a) Copying information word for word from a source, including cutting and pasting information from an electronic text, without using quotation marks and giving proper acknowledgment of the source or providing a proper citation.
- b) Paraphrasing, or putting into one's own words, the text of a source without providing proper acknowledgment of the source or providing a

proper citation. The paraphrasing leads the reader of the text to believe that the ideas and arguments presented are one's own.

- c) Paraphrasing extensive portions of another source, even with citation. The extensive paraphrasing leads the reader of one's own text to believe that the ideas and arguments presented are his/her own or it results in his/her own contribution to the work being minimal.
- d) Presenting any work or part of a work or assignment that has been prepared by someone else as her/her own. This would include using unauthorized assistance in preparing the work or acquiring written work from another person, purchasing a paper or assignment from a commercial organization, using the work of another person or obtaining the answers or work from any other source.
- e) Reproducing, without proper citation or without permission of the copyright holder, any other form of work of another person such as a graph, experimental data or results, laboratory reports, a proof, or a problem solution, in full or in part.
- f) Negligent Plagiarism that is presenting another person's work as his/her own without acknowledging the source due to inadequate knowledge or incompetency in writing. It also arises from indifferent attitude resulting into non-compliance of standard verification procedure.
- g) Dishonest Plagiarism is the one where intentional copying of another person's work without permission is undertaken and also without without acknowledging the source.

2.2. How Plagiarism is detected

Plagiarism has traditionally been detected by teaching staff manually verifying the originality of work submitted for assessment. This can arise through the detailed knowledge by teaching staff of the subject and related literature.

All written submissions of the research scholars must be provided in both electronic (word/pdf) and hard copy forms. The electronic file shall be scanned using anti-plagiarism software that is available in CURAJ library, in the text, and also manually examine non-text contents such as tables, figures, images, drawings, flow-charts etc., to ensure that the submission is free from any unethical *content/practice*, prior to final submission/approval/ publication. The research scholar or authors shall submit the anti-plagiarism scanning report of the complete thesis at the time of submission of the thesis for evaluation and an undertaking in the prescribed format approved by University.

2.3. How to avoid plagiarism

Where a student/Scholar/faculty/researcher is using the work of another person/self to inform words and/or ideas (whether that work be online, printed or conversation), due recognition must be given to the original author. Citation styles are available from the Library and schools which provide detailed advice regarding how references must be cited. Complete compliance with discipline-based citation style is mandatory.

One can avoid plagiarism, for example, by giving due acknowledgement to:

- a) the original author of an idea;
- b) collaboration with other(s) (institution, lab or researcher)
- c) previous work submitted by other authors.

Plagiarism includes both the use of another's words and ideas. Direct quotes must be accurately cited through in-text and end-text referencing. Writing another's ideas in your own words and/or changing the order of the clauses and/or words is an act of plagiarism unless the author of the original is accurately cited.

If a scholar is unsure whether their actions constitute plagiarism, they must check with a member of Faculty staff.

Permitted similarity index as per the anti-plagiarism guidelines is total continuous words not exceeding 10 words and percentage of similarities index upto 20%.

2.4. Staff and Scholar/students responsibilities

2.6.1.Responsibilities of the University Administrator

- a) It is the responsibility of the Administration to foster and maintain the culture of the University, including that of academic ethics and integrity.
- b) Collaborating with faculty in creation of procedures, policies, and tools for the education and enforcement of academic ethics and integrity time to time.
- c) Assisting and supporting faculty in the investigation and appropriate correction of violations of academic ethics and integrity
- d) Discussing the importance of academic honesty and ethics with students and scholar through University seminar etc.
- e) Addressing violations of the academic ethics policy by a student and Scholar and academic and non-academic staff.
- f) Communicating with faculty, students and scholars' actions taken to address violations of academic ethics

2.6.2.Role of Academic Staff:

- a) Discuss the importance of academic honesty and ethics with students and research scholar

- b) Inform all commencing students/Scholar/researcher of appropriate referencing techniques in their fields of study and provide clear examples of what is acceptable.
- c) Clearly explain academic expectations and what constitutes plagiarism to students/scholar in subject outlines.
- d) Set realistic assessment loads and varying assignments and questions from semester to semester to avoid forced plagiarism.
- e) Cultivate with students/scholar a climate of mutual respect for original work.

2.6.3.Role of Students/Scholars:

- a) Act with academic integrity.
- b) Submit only work which properly acknowledges the ideas or words of others and which is otherwise their own work.
- c) Understand and apply the proper methods of attribution and citation in all written, oral and electronic submissions
- d) Avoid lending original work to others for any reason.
- e) Be clear about assessment guidelines.
- f) Be clear about the appropriate referencing and assessment practices in their field of study.
- g) Discourage others from plagiarizing.
- h) Being aware that the teaching staff using manual means and Turn-it-in software significantly increases the likelihood of plagiarism being detected.
- i) Maintaining University standards by reporting acts of academic misconduct to the faculty member for the course or another academic administrator such as a HoD or Dean.
- j) Compliance Statements: All the members of the University are required to submit a duly signed statement that they are aware of the plagiarism policy of the University.

2.5. Reporting of Plagiarism:

The complaint against any scientific misconduct/plagiarism is to be made by email, post, fax or other means to the Registrar of the University. Registrar may forward the complaint to the HOD/Dean of respective Department/School for initial assessment within a week of the day of receiving the complaint. If the preliminary investigation shows a sign of misconduct, the case should be transferred to the committee with in ten days.

The complaint should contain the following information:

- a) "Citation of the original paper/document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.
- b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure proper investigation.
- c) Copies of both papers if possible.
- d) Any other information that would help to efficiently resolve the claim.
- e) Name, designation, organization, address, e-mail address and telephone number of the complainant.
- f) Statements from the authors

2.6. Guidelines for penalties

Depending on the seriousness of the proven offence, the committee shall advise the competent authority to take disciplinary action as per the guidelines below and/or according to the Indian copyright law. **The penalties described below are the guidelines only and may vary on case to case basis.** These guidelines can't supersede the Indian law of Intellectual Property Right. The penalties for plagiarism have been divided into two separate categories, that is those for "Teachers, Researchers and Staff" and those for the "Students".

2.8.1. Penalties for Teachers, Researchers and Staff:

a) Minor misconduct

Minor misconduct occurs because of inexperience or lack of knowledge of principles of academic ethics on the part of the person committing the violation. In case a few paragraphs have been copied from an external source for academic purpose excluding research data and hypothesis without giving reference of that work, then minor penalties need to be prescribed for a specified period involving any one or more of the following:

- i. warning, and ask for written undertaking to the effect that the committed offence will not be repeated in the future.
- ii. other severe punishment may be decided that may vary on case to case basis.

- iii. freezing of all research grants permanently or for a specific period,
- iv. the promotions/annual increments of the offender may be stopped, for a specified period and
- v. the University may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the committee.

b) Moderate misconduct

In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving any one or both of the following needs to be imposed

- i. demotion to the next lower grade,
- ii. the notification of “Black Listing” of the author(s) which may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor.

c) Major Misconduct

In cases where most of the research papers, key experimental results (data stealing) have been exactly copied from a separate work drawn from an authenticated source; then:

- i. a major penalty of dismissal from service may be recommended, along with
- ii. the offender may be “Black Listed” and may NOT be eligible for employment in any academic / research organization, and
- iii. The notification of “Black Listing” of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor.

2.8.2. Penalties for student and research scholars:

Once the act of plagiarism was established, the Committee in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, shall advise the Vice Chancellor to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:

- a) In the case of thesis/dissertation, the plagiarism is attributed to a student and not to the supervisor or members of the Supervisory Committee (unless the supervisor is an author of the published work emanating from the said thesis/ dissertation in which case 2.8.1 would be applicable to the teacher), the student may be expelled/rusticated from the University and also prohibited from

joining any institution of Higher Education in India for a period as deemed appropriate by the committee. A notice to this effect may be circulated among all academic institutions and research organizations.

- b) The offender may be given a grade “Fail” in the subject. If the plagiarism is found after the grade was awarded or degree was awarded, the grade will be degraded or the degree will be retracted.
- c) The offender may be fined with an amount as deemed appropriate.
- d) The said penalties will have retrospective effect, if detected anytime subsequently.

2.7. Appeal:

Considering the severity of the penalty/penalties, the affected person(s) will have a right to appeal to the Vice Chancellor for a review of the findings of the committee or may submit a mercy petition within 30 days from the date of communication of punishment / penalty.

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