



Parvatibai Chowgule College of Arts and Science
Autonomous

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)
Best affiliated College-Goa University Silver Jubilee Year Award

PLAGIARISM POLICY
OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

The College believed in Academic integrity, and therefore had guideline documents on 'Avoiding Plagiarism' and 'Academic integrity' from 2015. The present document is a formal Plagiarism policy document amended in accordance to University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

Academic integrity is the manner of behaving in an academic environment when you write an assignment, research paper or any document meant for academic purposes. Academic integrity requires the individual to undertake academic activities responsibly and honestly. One of the most common practices of breaching the policy of academic integrity is the act of plagiarism. Plagiarism means presenting or submitting someone else's work as your own without due acknowledgment of the source. The act of plagiarism can harm the reputation of the individual as well as the institute. Therefore, Parvatibai Chowgule College has formulated this policy to avoid plagiarism. If you are an Undergraduate student, post graduate student, researcher, faculty member or staff of the college then you must read and abide by this plagiarism policy.

Furthermore, Post graduate students, PhD scholars, Researchers and Faculty members will be governed by the University Grants Commission regulations, 2018 (Promotion Of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions).

Preamble:

Whereas, University Grants Commission (UGC), as per UGC Act, 1956, is mandated to coordinate and determine the standards of higher education;

And whereas, assessment of academic and research work done leading to the partial fulfilment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by Higher Educational Institutions (HEIs).

Therefore, in exercise of the powers conferred by clause (j) of Section 12 read with clauses (f) and (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following regulations. They shall apply to the students, faculty, researchers and staff of the college/university.

1) Definition of Plagiarism:

“Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own”. Plagiarism involves using/representing/stating/ someone else’s ideas, thoughts, product or words as your own. Summarizing or paraphrasing the words or ideas of another without giving credit to the source also amounts to plagiarism.

Please see below some of the common forms of plagiarism

- Using a direct quote from a source and not using quotation marks, in-text citation, and reference.
- Paraphrasing or summarizing a source by changing some of the words, or the order of the words and not using in-text citation and reference.
- Using ideas taken from someone else without reference to the originator.
- Submitting assignments that were completed by another student, or arranging for another person to complete your assignments for you.
- Copying an image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.

2) Objective:

To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

3) Curbing Plagiarism:

Whenever any idea, thought or words are used in any academic written work, the source of that idea, thought or words should be acknowledged and given due credit. Plagiarism can be avoided if all the material and data used and mentioned in your written work is referenced. Referencing is a method of giving credit to your sources, be it content or images. It enables the reader to know the source of your information. Referencing should be undertaken within the text; known as *in-text citation*, to show and indicate where you have quoted, paraphrased or summarized someone's idea or words and in the form of a list of *references*, which should be mentioned at the end of your work with the heading 'References', 'Bibliography' or 'Works Cited'.

- Each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.
- Any case of plagiarism should be reported to DAIP / IAIP.
- DAIP / IAIP shall impose penalty considering the severity of the Plagiarism.

4) Responsibilities of Institution:

- To enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.
- Conduct sensitization seminars/ awareness programs on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.
- Submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".

- Create Institutional Repository on institute website which shall include dissertation / thesis / paper /publication and other in-house publications.

5) Responsibilities of Faculty members:

- Ensure that students comply with the plagiarism policy and procedures of the College concerning plagiarism.
- Inform the students about referencing requirements and provide examples to students that are relevant to the discipline area.
- Provide feedback to students about issues relating to referencing.
- Each project/ research supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

6) Responsibilities of Students:

- Understand and comply with the policy and procedures of the College concerning plagiarism and seek help if unclear about their requirements.
- Apply the referencing practices recommended by the college/course instructor.
- Ensure that all sources of information / images are appropriately acknowledged in all their submissions viz. Assignments, Presentations, Project reports, Journal works etc.
- Every student submitting a thesis, dissertation, or any other such documents shall submit an 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.
- The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.

7) Consequences of Plagiarism:

At Parvatibai Chowgule College of Arts and Science, plagiarism is considered a serious disciplinary offense and they will be subjected to penalties. As per the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018, penalties in the case of plagiarism will be imposed on students pursuing studies at the level of Masters and

Research programs and on researcher, faculty & staff. The same shall be applicable for Masters Programme in the college.

In order to further promote originality and prevent plagiarism the penalty on academic misconduct will be imposed on undergraduate students as well. Penalties for Plagiarism shall be defined in the course policies by course coordinator.

8) 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 and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.
- Note:
- The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

9) 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, he or she shall report it to the *Departmental Academic Integrity Panel* (DAIP).
- "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism.
- Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the *Institutional Academic Integrity Panel* (IAIP) of the HEI.
- "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of

allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level.

- The authorities of HEI can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner.

Note: 'Plagiarism policy document' of Parvatibai Chowgule College of Arts & Science (Autonomous) is revised on 11-07-2019 in accordance to University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.



Convener
Research Committee (RCEA-PCCAS)



IQAC Coordinator
Parvatibai Chowgule College
of Arts & Science



Principal
Parvatibai Chowgule College
of Arts & Science