



SIGMA
UNIVERSITY
— **VADODARA** —

Plagiarism Policy

(Approved in 4th Academic Council Meeting, dated on: 13.12.2024)

SIGMA UNIVERSITY

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Plagiarism Policy		
Short Description	:	This document formalizes Sigma University's Plagiarism Policy, setting forth Supervisor lines to ensure consistency and integrity in all academic and administrative practices. It provides a framework to address plagiarism comprehensively, promoting academic honesty and fostering a culture of originality and ethical scholarship across the university.
Scope	:	They shall apply to the students, faculty, researchers and staff in the University.
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Preamble

Sigma University is committed to upholding the highest standards of academic integrity and scholarly excellence. As part of this commitment, the University recognizes the importance of preventing and addressing plagiarism in all its forms. Plagiarism undermines the principles of fair academic conduct and the value of original thought. This policy is designed to provide clear Supervisor lines for identifying, preventing, and managing instances of plagiarism across all academic and administrative processes within the University. It aims to promote a culture of honesty, respect for intellectual property, and the responsible use of information, ensuring that all members of the University community uphold these core values in their academic and professional endeavours.

Definitions of Keywords

Academic Integrity	the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property
Author	Author” includes a student or a faculty or a researcher or staff of Sigma University) who claims to be the creator of the work under consideration
Degree	Any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
Academic Year	Year having two consecutive odd and even semesters.
Course	A course is a paper/subject with specific number of credits/hours in a formal program.
Curriculum	A prescribed set of courses that are offered to a student in a program of study.
Credit	A unit (a numerical figure) by which the course work is measured. On Passing the course, the student earns this “credit”.
Departmental Academic Integrity Panel	Departmental Academic Integrity Panel” shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
Institutional Academic Integrity Panel	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;
Plagiarism	The practice of taking someone else's work or idea and passing them as one's own.
Programme	A programme of study leading to the award of a master and research level degree;
Researcher	Refers to a person conducting academic / scientific research in Sigma University
Script	Includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an FACULTY / INSTITUTE ; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc
Source	The published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l);
Year	The academic session in which a proven offence has been committed

1 Objectives

- 1.1. 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.
- 1.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.



- 1.3 To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of Faculty / Institute committing the act of plagiarism.

2 Awareness Programs and Trainings

- 2.1 Faculty /Institute shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- 2.2 Faculty /Institute shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- 2.3 Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
- Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.

3 Curbing Plagiarism

- 3.1 Faculty /Institute shall 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 Faculty / Institute submission
- 3.2 The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- 3.3 Every student submitting a thesis, dissertation, or any other such documents to the Faculty / Institute 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.
- 3.4 The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the Faculty/Institute.



- 3.5 Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- 3.6 Faculty/Institute shall 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".
- 3.7 Faculty/Institute shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications

4 Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

All quoted work reproduced with all necessary permission and/or attribution. All references, bibliography, table of content, preface and acknowledgements. 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.

5 Levels of Plagiarism

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

Level 0: Similarities up to 10%

Level 1: Similarities above 10% to 40%

Level 2: Similarities above 40% to 60%

Level 3: Similarities above 60%

6 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). 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 Faculty / Institute.

The authorities of Faculty / Institute can also take suomotu notice of an act of plagiarism



and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the Faculty / Institute based on findings of an examiner. All such cases will be investigated by the IAIP.

7 Departmental Academic Integrity Panel (DAIP)

7.1 All Departments in Faculty / Institute shall notify a DAIP whose composition shall be as given below:

- a. Chairman - Head of the Department/Dean
- b. Member - Senior academician from outside the department, to be nominated by the head of Faculty / Institute.
- c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

7.2 The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

7.3 The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

7.4 The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

8 Institutional Academic Integrity Panel (IAIP)

Faculty / Institute shall notify a IAIP whose composition shall be as given below:

- a. Chairman - Pro-VC/Dean/Senior Academician of the Faculty / Institute.
- b. Member - Senior Academician other than Chairman, to be nominated by the Head of Faculty / Institute.
- c. Member - One member nominated by the Head of Faculty / Institute from outside the Faculty / Institute.
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Faculty / Institute.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4



members (including Chairman).

The IAIP shall consider the recommendations of DAIP.

The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of Faculty / Institute.

The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the Faculty / Institute within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.

The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

9 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 & staff of the Faculty / Institute 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.

9.1 Penalties in case of plagiarism in submission of thesis and dissertations

Level 0: Similarities up to 10% - Minor Similarities, no penalty.

Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time not exceeding 6 months.

Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall



be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

9.2 Penalties in case of plagiarism in academic and research publications

Level 0: Similarities up to 10% - Minor similarities, no penalty.

Level 1: Similarities above 10% to 40% - Shall be asked to withdraw manuscript.

Level 2: Similarities above 40% to 60%

- Shall be asked to withdraw manuscript.
- Shall be denied a right to one annual increment.
- Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

Level 3: Similarities above 60%

- Shall be asked to withdraw manuscript.
- Shall be denied a right to two successive annual increments.
- Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the Faculty / Institute

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

Note 3: Faculty / Institute shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the Faculty / Institute is checked for plagiarism at the time of forwarding/submission.



Note 4: If there is any complaint of plagiarism against the Head of an Faculty / Institute, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the Faculty / Institute.

Note 5: If there is any complaint of plagiarism against the Head of Department/ Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

Declaration of Ph.D. Scholar

Details of the Researcher	
Name of the Researcher:	
Title of Research Topic:	
Reg. No:	
Faculty / Institute:	
Department (if applicable):	
Address for communication:	
Contact No:	
E-mail ID:	
Details of the Supervisor	
Name of the Supervisor:	
Designation & Address:	
Contact No:	
E-mail ID:	
Details of the Co-Supervisor (If applicable)	
Name of the Co-supervisor:	
Designation & Address:	
Contact No:	
E-mail ID:	

I, hereby promise to abide by the rules and academic regulations of Sigma University, regardless of the course I pursue. I acknowledge and agree to adhere to all decisions made by the University, understanding that such decisions are final.

I am committed to upholding the integrity and standards of Sigma University throughout my academic journey.

Signature of the Applicant



Plagiarism Policy (W.E.F. 2024-25)

Document ID: SUPP-01

Declaration of Supervisor

I/We hereby declare that the theses submitted by the scholar are reviewed by me/us. I/We also certify that the above these are not submitted elsewhere. I/We shall abide by the plagiarism rules of the University.

Signature

Name of supervisor

Signature

Name of Co - supervisor

Enclosures:

Thesis in Soft copy Note: Entire soft copy of the Thesis shall be submitted in single searchable PDF file less than 40 MB size (From Title page to Last page of thesis).

Seal of Research centre

Plagiarism Verification Certificate

Details of the Researcher	
Name of the Researcher:	
Title of Research Topic:	
Total Page	
Reg. No:	
Faculty / Institute:	
Department (if applicable):	
Address for communication:	
Contact No:	
E-mail ID:	
Details of the Supervisor	
Name of the Supervisor:	
Designation & Address:	
Contact No:	
E-mail ID:	
Details of the Co-Supervisor (If applicable)	
Name of the Co-supervisor:	
Designation & Address:	
Contact No:	
E-mail ID:	
Details of Departmental Academic Integrity Panel of the Institution	
Name of Chairman	
Designation & Address:	
Contact No:	
E-mail ID:	
Name of Member-1	
Designation & Address:	
Contact No:	
E-mail ID:	
Name of Member-2	
Designation & Address:	
Contact No:	



E-mail ID:	
Name of Member-3	
Designation & Address:	
Contact No:	
E-mail ID:	
Software Detail Use for Plagiarism	
Name of Software:	
Similarity Index:	
Total word Count:	
Similarity Index in percentage:	

Signature of Student :

Signature of Supervisor :

Signature of Chairman of DAIP:

Signature of Member of DAIP -1:

Signature of Member of DAIP -2:

Signature of Member of DAIP -3:



Publication Details (by Ph.D. Scholar)

Sr. No.	Title of the Research Paper	Name of the Journal in which Published with ISSN/ISBN No., Vol. No., Page No.	Type of Journal (National/International)	Publication month/year	No. of Co-Authors if any	Whether Peer reviewed/Refereed Journal Impact factor, if any



Presentation of research paper in Conference/ Seminar (by Ph.D. Scholar)

Sr. No.	Title & Topic of paper presented	Name of conference / Seminar	Organizing body or Institute	Month & Year	Venue, Date & Time	Type of conference (State/National/International)	Whether main / co-author of presented paper

Ref: UNIVERSITY GRANTS COMMISSION NOTIFICATION: UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018 New Delhi, The 23rd July, 2018