

VISVA-BHARATI
SANTINIKETAN



NOTIFICATION

This is notified for information of all concerned that, the Academic Council in its meeting held on 02.12.2021 approved the Plagiarism Policy of the University, vide agenda no. 3. The enclosed Plagiarism Policy of the University shall be applicable for Research and Publication by Students and Faculty of the University from the date of this notification.

Memo No. Aca/Plagiarism/361 /2021-22
Santiniketan, Date: 17.12.2021
23.12.2021

Joint Registrar
(Academic & Research)
Visva-Bharati

Copy forwarded for information and necessary action to:

To

1. All Adhyakshas of the Bhavanas/Vibhaga, V.B.
2. All Head of the Departments/Centres/ Sections, V.B.
3. Joint Registrar (Examinations), V.B.
4. Librarian, Central Library, V.B..

Copy to:

1. C. S. to Upacharya, V. B.
2. University Web-Master – to upload in the University Website

Visva-Bharati

Santiniketan

Background

The University Grants Commission considering the need for quality research and publication and, to avoid duplication of research came up with the “University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulation, 2018. The Regulation was circulated by the University Grants Commission on 6th August 2018. The Academic Council in its meeting dated 12 January 2019 constituted a committee for framing guidelines for Prevention of Plagiarism and Integrity in research and publications. The committee held ... meetings, consulted the UGC Regulation 2018 and proposes the following guidelines for consideration and adoption.

Short Title, application and commencement-

These guidelines may be called “The Visva-Bharati Guidelines for promotion of integrity and prevention of plagiarism in research and publications, 2021”

These guidelines shall come into force with from the date of approval by the Academic Council.

These guidelines shall be applicable for Students, Faculty and staff carrying out research and publication activity at Visva-Bharati.

Definitions -

In these regulations, unless the context otherwise requires—

- a. “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. “Author” includes a student or a faculty or a researcher or staff of Visva-Bharati who claims to be the creator of the work under consideration;
- c. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;
- d. “Degree” means 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;
- e. “Departmental Academic Integrity Panel” shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- f. “Faculty” refers to a person who is teaching and/or guiding students enrolled in the university in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- g. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- h. “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;

- i. “Notification” means a notification published by Visva-Bharati and the expression “notify” with its cognate meanings and grammatical variation shall be construed accordingly;
- j. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- k. “Programme” means a programme of study leading to the award of a masters and research level degree;
- l. “Researcher” refers to a person conducting academic / scientific research in Visva-Bharati;
- m. “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 the university; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- n. “Source” means 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);
- o. “Staff” refers to all non-teaching staff working in Visva-Bharati in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- p. “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time);
- q. “University” means Visva-Bharati as established by the Visva-Bharati Act of 1951 (Act No XXIX of 1951)
- r. “Year” means the academic session in which a proven offence has been committed.

2. Objectives

- 3.1 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.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of the university committing the act of plagiarism.

3. Awareness Programs and Trainings:

- (a) The university 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.



- (b) Every Bhavana of the university 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.
- (c) Cardinal principles of academic integrity shall be incorporated in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
- (d) Elements of responsible conduct for research and publication ethics shall be a compulsory course work/module for Masters and Research Scholars as per UGC notification D.O. No. F.1-1/2018 (Journal/CARIE) Dated December, 2019 as per **Annexure IV**.
- (e) Due training shall be provided to student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
- (f) The university shall establish facility equipped with modern technologies for detection of plagiarism.
- (g) Student, faculty, researcher and staff shall be encouraged to register on international researcher's Registry systems.


4. Curbing Plagiarism

- a) The university declares and implement the technology based mechanism using appropriate software recognized by University Grants Commission so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to the the university 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 as prescribed in **Annexure I**.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the university.
- e) On approval by the appropriate authorities, these guidelines shall be placed on the homepage of the university website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free as prescribed in **Annexure II**.
- g) All researchers/faculty/staff shall submit a Text recycling/Self Plagiarism Certificate for their publication of Reserach Papers/Articles/Books etc. which is submitted to the university for acknowledgement and career progression as prescribed in **Annexure III**.
- h) The university 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*".
- i) The university shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

5. 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.

6. 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 upto 10% - Minor similarities.
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

7. 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 university.

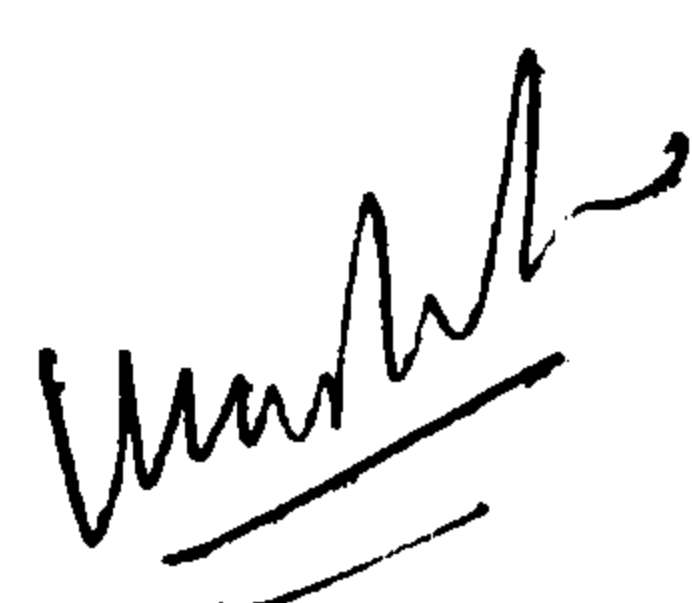
The authorities of the university can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

8. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in the university shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the head of the university.
 - c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.
 - d. 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).
- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. 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.

9. Institutional Academic Integrity Panel (IAIP)

- i. The university shall notify a IAIP whose composition shall be as given below:
 - a. Chairman - Pro-VC/Seniormost Dean/Senior most Professor of the university.



- b. Member - Senior Academician other than Chairman, to be nominated by the Vice-Chancellor.
- c. Member - One member nominated by the Vice-Chancellor from outside the university.
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice-Chancellor.

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).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the university.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

10. 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 university 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.

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

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

- i. **Level 0: Similarities upto 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 period not exceeding 6 months.
- 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.

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 as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Vice-Chancellor.

12.2 Penalties in case of plagiarism in academic and research publications

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



II. Level 1: Similarities above 10% to 40%

- i) Shall be asked to withdraw manuscript.

III. Level 2: Similarities above 40% to 60%

- i) Shall be asked to withdraw manuscript.
- ii) Shall be denied a right to one annual increment.
- iii) 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.

IV. Level 3: Similarities above 60%

- i) Shall be asked to withdraw manuscript.
- ii) Shall be denied a right to two successive annual increments.
- iii) 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 university.

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 Vice-Chancellor.

Note 3: Each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the university shall be checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of university, a suitable action, in line with these regulations, shall be taken by the Executive Council of the university.

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.

II. Removal of Difficulty

The university reserves the right to remove difficulty/difficulties in the course of implementations of these guidelines in consultation with the authorities of the university and the University Grants Commission.



Undertaking for Plagiarism Verification

1. Name of Researcher/Faculty/Staff/Student:
2. Registration No.:
3. Title of the Thesis:
.....
4. Name of the Department:
5. Name of Supervisor/Supervisors:
.....
.....

I declare that, the Thesis/Book/Research Paper/Document has been prepared by me and that the Thesis/Book/Research Paper/Document is my original work and free of any plagiarism. I also declare that, the Thesis/Book/Research Paper/Document has been duly checked through a Plagiarism detection tool approved by the university.

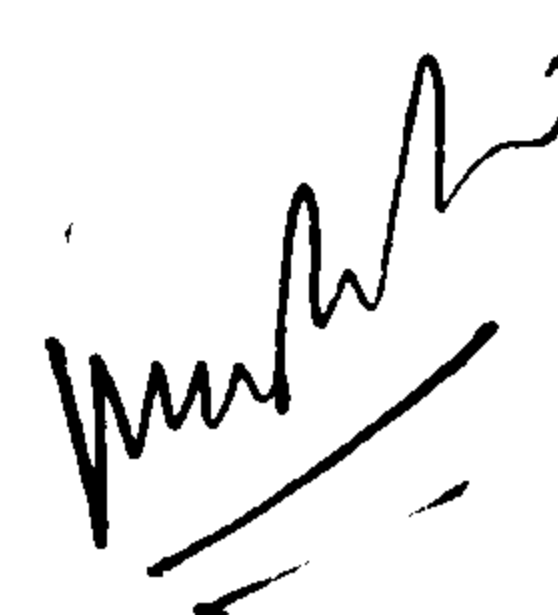
The above, Thesis/Book/Research Paper/Document was scanned for similarity detection. The report is as follows:

Software used Date.....

Similarity Index: Total word count.....

The system generated report is attached.

Signature of the candidate



Plagiarism Exclusion Certificate from Supervisor

This is to certify that the thesis entitled, “.....
.....” is a genuine work carried
out by Mr. / Ms.
bearing Registration, No..... of.....under my/our supervision and submitted
for the partial fulfilment of the requirement for the award of the degree of Doctor of Philosophy
(Ph. D.) in under the Department
of, Bhavana, Visva-Bharati, Santiniketan-731235,
West Bengal.

As part of requirement the candidate has presented his/her pre-submission seminar on
..... and all the suggestions raised during pre-submission have been
incorporated in the thesis. The work contained in the thesis is original, bonafide research work and the
entire text of the thesis has been analysed through Plagiarism Detection Tool approved by the
university for checking similarity and, found plagiarism-free after reconciliation.

The candidate has complied/satisfied with all the rules/regulations/requirements as laid down by the
university for the submission of the thesis.

To the best of my/our knowledge, the thesis has not been submitted previously in part or full for the
award of degree or diploma of any university or institute by the candidate.

Supervisor

Co-supervisor



Text recycling/Self-Plagiarism Certificate by Author/Co-authors

My/Our following research paper/book has been published singly/jointly:

Name of research paper/book	Name of Journal / Book with the details (ISSN/ISBN No., etc.)

I/We declare that,

1. The above publication/publications is original work and has not been previously published/previously published but due citation has been given in the research paper/book.
2. The above publication does not involve smaller/excerpted work from a longer previous publication without proper acknowledgement and due citation.
3. The above publication does not contain any data used earlier in another publication in my / our name without proper acknowledgement and due citation.
4. The above publication does not involve breaking up a longer/larger study into smaller section.
5. The above publication does not contain paraphrasing of my/our previously published work.

Signature of author

Signature of Co-author

Signature of Co-author

Name

Name

Name.....

Address.....

Address

Address

.....

.....

.....



Course Title:

- **Research and Publication Ethics (RPE)**-Course for awareness about the publication ethics and publication misconducts.

Course Level:

- **2 Credit course (30 hrs.)**

Eligibility:

- M. Phil., Ph.D. students and interested faculty members (It will be made available to post graduate students at later date)

Fees:

- As per University Rules

Faculty:

- Interdisciplinary Studies

Qualifications of faculty members of the course:

- Ph.D. in relevant subject areas having more than 10 years of teaching experience

About the course**Course Code: CPE-RPE****Overview**

- This course has total 6 units focusing on basics of philosophy of science and ethics, research integrity, publication ethics. Hands-on-sessions are designed to identify research misconduct and predatory publications. Indexing and citation databases, open access publications, research metrics (citations, h-index, Impact Factor, etc.) and plagiarism tools will be introduced in this course.

Pedagogy:

- Class room teaching, guest lectures, group discussions, and practical sessions.

Evaluation

- Continuous assessment will be done through tutorials, assignments, quizzes, and group discussions. Weightage will be given for active participation. Final written examination will be conducted at the end of the course.

Course structure

- The course comprises of six modules listed in table below. Each module has 4-5 units.

Modules	Unit title	Teaching hours
Theory		
RPE 01	Philosophy and Ethics	4
RPE 02	Scientific Conduct	4
RPE 03	Publication Ethics	7
Practice		
RPE 04	Open Access Publishing	4
RPE 05	Publication Misconduct	4
RPE 06	Databases and Research Metrics	7
	Total	30

Syllabus in detail

THEORY

- **RPE 01 PHILOSOPHY AND ETHICS (3 HRS.)**

1. Introduction to philosophy: definition, nature and scope, concept, branches
2. Ethics: definition, moral philosophy, nature of moral judgements and reactions

- **RPE 02: SCIENTIFIC CONDUCT (5 hrs.)**

1. Ethics with respect to science and research
2. Intellectual honesty and research integrity
3. Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP)
4. Redundant publications: duplicate and overlapping publications, salami slicing
5. Selective reporting and misrepresentation of data

- **RPE 03: PUBLICATION ETHICS (7 hrs.)**

1. Publication ethics: definition, introduction and importance
2. Best practices / standards setting initiatives and guidelines: COPE, WAME, etc.
3. Conflicts of interest
4. Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types.
5. Violation of publication ethics, authorship and contributorship
6. Identification of publication misconduct, complaints and appeals
7. Predatory publishers and journals

PRACTICE

- **RPE 04: OPEN ACCESS PUBLISHING (4 hrs.)**

1. Open access publications and initiatives
2. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
3. Software tool to identify predatory publications developed by SPPU
4. Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.

- **RPE 05: PUBLICATION MISCONDUCT (4 hrs.)**

A. Group Discussions (2 hrs.)

1. Subject specific ethical issues, FFP, authorship
2. Conflicts of interest
3. Complaints and appeals: examples and fraud from India and abroad

B. Software tools (2 hrs.)

Use of plagiarism software like Turnitin, Urkund and other open source software tools

- **RPE 06: DATABASES AND KRESEARCH METRICS (7 hrs.)**



A. Databases (4 hrs.)

1. Indexing databases
2. Citation databases: Web of Science, Scopus, etc.

B. Research Metrics (3 hrs.)

1. Impact Factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score
2. Metrics: h-index, g index, i10 index, altmetrics

