

जामिया मिल्लिया इस्लामिया
(केन्द्रीय विश्वविद्यालय)
मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025
JAMIA MILLIA ISLAMIA
(A Central University)

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कुलसचिव कार्यालय

Office of the Registrar

دفتر مسجل

C&O-5(7)/RO/2021

26th November, 2021

NOTIFICATION

This is to notify for information of all concerned that the *Majlis-i-Muntazimah* (Executive Council) at its meeting held on 30.06.2021 vide Resolution No. EC-2021 (I): 5.1 has approved the framing of a new **Ordinance 38 (XXXVIII) [Academic]** captioned "**Plagiarism Policy**" concerning plagiarism policy of the University on the recommendation of the University's Academic Council vide its meeting held on 03.06.2021 [Resolution No. AC-2021 (I): 10].

The Ministry of Education vide its letter No. 6-3/2021 CU-II dated 11.11.2021 has also approved the new Ordinance **38 (XXXVIII) [Academic]** captioned "**Plagiarism Policy**" with some amendments as observed by the UGC vide their letter No. 25-12/2021 (CU) dated 08.11.2021. All the amendments as observed by the UGC have been incorporated in the above Ordinance.

The new Ordinance 38 (XXXVIII) [Academic] as approved would be read as shown in the Annexure.


(Dr. Nazim Husain Jafri)
Registrar

Copy for information to:

1. All Deans of Faculties/DSW/HoDs/Directors of Centres, JMI
2. The Controller of Examinations/Finance Officer, JMI
3. The Offg. Director, FTK CIT, JMI - With the request to display on Jamia's website and update it in the relevant Ordinance
4. The Public Relations Officer, JMI
5. The Secretary to Vice-Chancellor, JMI
6. The P.A. to the Pro Vice-Chancellor, JMI
7. The Asstt. Registrar, Registrar's Secretariat, JMI
8. Concerned File/folder
9. Guard File


(Saqib Aziz)
Assistant Registrar (C&O)

Ordinance 38 (XXXVIII)

PLAGIARISM POLICY

DEFINITIONS

- 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 Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
- c) “Commission” means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d) “Common Knowledge” means a well-known fact, quote, figure or information that is known to most of the people;
- e) “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;
- f) “Departmental Academic Integrity Panel” shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- g) “Faculty” refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- h) “Higher Educational Institution (HEI)” means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
- i) “Information” includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- j) “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;
- k) “Notification” means a notification published in the Official Gazette and the expression “notify” with its cognate meanings and grammatical variation shall be construed accordingly;
- l) “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- m) “Programme” means a programme of study leading to the award of a masters and research level degree;
- n) “Researcher” refers to a person conducting academic / scientific research in HEIs;

- o) “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 HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
 - p) “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);
 - q) “Staff” refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
 - r) “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 or distance mode);
 - s) “University” means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
 - t) “Year” means the academic session in which a proven offence has been committed.
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1.0 GENERAL

Plagiarism is the theft of someone’s ideas/language/research output or findings, and is a form of cheating which is morally and ethically unacceptable. Plagiarism covers all published and unpublished material, including books, book-chapters, research article, manuscripts, dissertations and thesis both in printed or electronic form. The Plagiarism policy shall also be applicable to public writings or website articles, intellectual property like artworks, visual art works including paintings and images, music, audios, videos, choreography and theatric performances. The University strongly discourages plagiarism at all levels. In order to prevent plagiarism in mentioned area and to eliminate the scope of this menace, Jamia Millia Islamia (Central University) has established a well-articulated policy. It defines the objectives, level of plagiarism and detection/handling system. The penalties at different levels of plagiarism and the mechanism of its implementation has also been developed and presented herein following UGC gazette notification 2018.

2.0 OBJECTIVES OF PLAGIARISM POLICY

The major objectives of this policy include:

- (i) To create awareness about responsible conduct of research, thesis,

dissertation, promotion of academic integrity and prevention of misconduct including plagiarism as mentioned in section 1.0 of this policy among student, faculty, researcher and staff.

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

2.1 Awareness Programmes and Trainings

- (a) JMI 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) JMI shall conduct sensitization seminars/ awareness programs in every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) JMI shall:
 - (i) 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.
 - (ii) Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Research Scholars. Such a module may be assigned 2 credits.
 - (iii) Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the JMI.
 - (iv) Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 - (v) Establish facility equipped with modern technologies for detection of plagiarism.
 - (vi) Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.
 - (vii) Train and encourage UG/PG students and research scholars to submit their assignments and term papers without taking recourse to plagiarism.

2.2 Curbing Plagiarism

- (a) Every student of Masters/M.Phil/PhD while submitting dissertation, thesis, or any other such documents to the JMI 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.

- (b) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the JMI as described in M.Phil/PhD Ordinance 9 (IX) Para 12 (k) and Annexure XI – A to XI – D.

2.3 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 standard 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 common knowledge or coincidental terms, up to fourteen (14) consecutive words.

3. 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, no penalty
- (ii) Level 1: Similarities above 10% to 40%
- (iii) Level 2: Similarities above 40% to 60%
- (iv) Level 3: Similarities above 60%

4.0 FORMATION OF DEPARTMENTAL ACADEMIC INTEGRITY PANEL (DAIP) / CENTRE ACADEMIC INTEGRITY PANEL (CAIP)

If anyone complains about plagiarism in the items listed in section 1.0 of this policy with appropriate proof to the department/centre, the DAIP/CAIP shall investigate the matter and submit its recommendations to UAIP. The DAIP/CAIP shall be notified with the approval of Vice Chancellor. The composition of DIPA/CAIP shall be as follows:

- (i) Chairman – Head of the Department/Director of the Centre
- (ii) Member – A senior Academician from outside the Department/Centre (Within the University) to be nominated by the Vice Chancellor
- (iii) Member – A person well-versed in anti-plagiarism tools, to be nominated by Head of Department/Director of Centre

The tenure of the members in respect of point (i) and (ii) shall be two years. The

quorum for the meetings shall be 2 out of 3 (including chairman).

4.1 Functions and Powers of DAIP/CAIP

- (a) The DAIP/CAIP shall follow the principles of natural justice while deciding the allegation of plagiarism against the student/faculty/researcher/staff.
- (b) The DAIP/CAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- (c) The DAIP/CAIP after investigation shall submit its report with the recommendation of penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint/initiation of proceedings.

5.0 FORMATION OF UNIVERSITY ACADEMIC INTEGRITY PANEL (UAIP)

The university shall notify a UAIP whose composition of shall be as follows:

- (i) Chairman – Pro – VC/Dean/Senior Academician
- (ii) Member – A senior Academician other than chairman from within the University to be nominated by the Vice Chancellor
- (iii) Member – A senior Academician from outside the University to be nominated by the Vice Chancellor
- (iv) Member – A person well-versed in anti-plagiarism tools, to be nominated by the Vice Chancellor

The Chairman of DAIP, CAIP and the UAIP 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).

5.1 Functions and Powers of UAIP

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

6.0 PENALTIES

Penalties in the cases of plagiarism as mentioned in section 1.0 of this policy shall be imposed among student, faculty, researcher and staff of the JMI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair and transparent manner.

6.1 Penalties in case of Plagiarism in Submission of Thesis and Dissertations

University Academic Integrity Panel (UAIP) shall recommend 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%** - Registration of such students 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 UAIP and approved by the Vice Chancellor.

6.2 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%** - Shall be asked to withdraw manuscript.
- (iii) **Level 2: Similarities above 40% to 60%**
 - (a) Shall be asked to withdraw manuscript.
 - (b) Shall be denied right to one annual increment.
 - (c) 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%**

- (a) Shall be asked to withdraw manuscript.
- (b) Shall be denied right to two successive annual increments.
- (c) 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 the 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 JMI.

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 UAIP and approved by the Vice Chancellor.

Note 3: If there is any complaint of plagiarism against the Head of Department/Director of Centre at the University level, a suitable action, in line with these regulations, shall be taken on the recommendation of the UAIP and approved by the Vice Chancellor.

Note 4: If there is any complaint of plagiarism against any member of DAIP/CAIP or UAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

6.3 Penalties in Case of Plagiarism Other Than Dissertation/Thesis/Research Papers

In case of plagiarism in items discussed in section 1.0 of this plagiarism policy, i.e., other than dissertations/theses and published papers, the DAIP/CAIP shall investigate the matter and submit the facts to UAIP. The UAIP shall review the facts submitted by DAIP/CAIP and recommend suitable penalty as mentioned in section 6.1 and 6.2 of this policy. Further, in cases of complaints of plagiarism in dissertations/theses and published papers in non-English languages for which appropriate plagiarism software is not available, the DAIP/CAIP shall investigate the matter and submit the facts to UAIP. The UAIP shall review the facts submitted by DAIP/CAIP and recommend suitable penalty as mentioned in section 6.1 and 6.2 of this policy.

7.0 DETECTION/REPORTING/HANDLING OF PLAGIARISM

If any member of the academic community within JMI suspects with appropriate proof that a case of plagiarism has happened in any document as mentioned in section 1.0, he or she shall report it to the concerned DAIP/CAIP. Upon receipt of such a complaint or allegation the DAIP/CAIP shall investigate the matter and submit

its recommendations to the University Academic Integrity Panel (UAIP) of the JMI.

All complaints with appropriate proof of plagiarism in any document as listed in section 1.0 from outside JMI shall be addressed to UAIP. The UAIP of JMI can also take *suo motu* notice of an act of plagiarism and initiate proceedings under these regulations. UAIP may forward the complaint to the concerned Department/Centre to obtain expert opinion from DAIP/CAIP, if needed. On the basis of expert comments/findings the UAIP will recommend the penalty to the Vice Chancellor for further action.

Initially, the individual cases related to department/centre shall be tackled by the respective DAIP/CAIP. Thereafter, on the recommendation(s) of DAIP/CAIP, the UAIP shall assess the recommendation(s) with due consideration of natural justice and the notified UGC guidelines. In all cases, the recommendation(s) of UAIP shall be put up before the academic council/executive council for approval.

JMI shall consider only the cases between two parties i.e., the person who has committed plagiarism and the person whose work in any form has been plagiarized. However, in case of third-party reporting, the case will be referred to UAIP and the UAIP shall assess the case following standard procedure and guidelines of regulatory body(ies).