Dhirubhai Ambani
Institute of Information and Communication Technology

DA-IICT Road, Gandhinagar, Gujarat, India 382007.
Tel.: +91 79 6826 1700 I Fax: +91 79 6826 1710 I Web: www.daiict.ac.in

Policy Title

Academic Integrity Policy

Background

Dhirubhai Ambani Institute of Information and Communication Technology – DAIICT was established in 2001 and was conferred university status in 2003. The DAIICT is included in the list of Universities maintained by the University Grants Commission.

DAIICT is a member of the Association of Indian Universities (AIU).

The National Assessment and Accreditation Council, Government of India has accredited DA-IICT with an 'A' Grade in 2017.

DAIICT being a research-led University, the faculty, students, and research staff are active in research in several academic disciplines. As a part of their research and publications, the faculty, students and the research staff access and make use of the significant amount of information available in online and offline mode. The ease of online access also poses a serious concern of unacknowledged use of others' intellectual work – plagiarism- which must be curbed.

DAIICT firmly believes that Academic integrity and ethical research are pivotal in ensuring fair play in new knowledge creation and supports a policy as a means to achieve compliance.

This policy is framed in pursuance of the University Grants Commission's (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 published in the Gazette of India.

Policy Owner

This policy is owned by the Dhirubhai Ambani Institute of Information and Communication Technology referred to as 'DAIICT' hereafter.

Responsible Office

The Dean (Academic Program) will have the overall responsibility for creating, implementing and updating the policy.

Approved By

This policy has been approved by the Board of Governors of DAIICT.

Scope of the Policy

This policy applies to all DAIICT faculty (full-time, adjunct, contractual), students, and research staff, involved in research and publishing their respective work including external collaborators (institutions and individuals) supporting DAIICT in its various research projects, hereafter referred to as 'Authors'.

This policy also applies to all the students and research staff submitting their respective project work, theses and dissertation as a part of their degree submission.

This policy provides supportive documentation subject to regular updates in compliance with the UGC guidelines on plagiarism and academic integrity.

Hence, it is recommended that the Author completely and fully understand this policy to ensure that academic integrity and research ethics are adhered to. It is expected that this policy will help the users to follow the procedure to check and control the level of plagiarism and submit the plagiarism check certificate (similarity report) wherever applicable.

Definitions

Under this policy, 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 DAIICT who claims to be the creator of the work under consideration;

c) "UGC" means the University Grants Commission as defined in the University Grants Commission Act, 1956;

d) "Information" includes data, messages, text, images, sound, voice, codes, computer programs, software, and databases or microfilm or computer-generated microfiche;

e) "Institutional Academic Integrity Panel" shall mean the body constituted at the 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;

f) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.

g) "Programme" means a programme of study leading to the award of a master's and research-level degree;

h) "Researcher" refers to a person conducting academic/scientific research in DAIICT;

i) "Script" includes a 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 DAIICT; however, this shall exclude assignments/term papers/project reports/course work/essays and answer scripts, etc.;

j) "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 is given the same meaning as
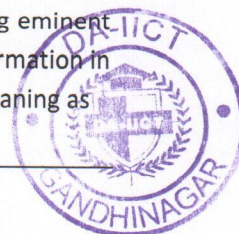
defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l);

k) "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);

l) "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 a university under section 3 of the UGC Act, 1956;

m) "Year" means the academic session in which a proven offense has been committed.

Words and expressions used and not defined in this policy but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956[1].

Policy Objectives

1. To create awareness about the significance of academic integrity in the conduct of research and submission of the thesis, dissertation, and other research publications.
2. To prevent academic misconduct including plagiarism in academic writing among students, faculty, and research staff by providing timely information, technical support, and guidance.
3. To strengthen all existing institutional mechanisms to ensure responsible conduct of research.
4. To develop systems to check and deter plagiarism that is in compliance with the UGC regulation.

Formation of Academic Integrity Committee (AIC)

The Academic Integration Committee (AIC) will have the following constitution:

Chairperson
- Dean (AP)

Members
- Dean (Research)
- Executive Registrar (ex officio)
- RCC Convener (ex officio)
- IQAC Director (ex officio)
- External faculty member from other Higher Education Institute nominated by the Director

Member Secretary
- Librarian (ex officio)

The Terms of Reference of the Academic Integrity Committee (AIC)

1. To adopt and implement the Academic Integrity Regulation of UGC (31 July 2018)
2. To evaluate and strengthen the existing processes of theses/dissertation submission including the plagiarism check.
3. To examine the grievance of any misconduct pertaining to academic integrity and honesty
4. To conduct a fair and free investigation
5. To recommend suitable remedial action

The tenure of the members will be 3 years
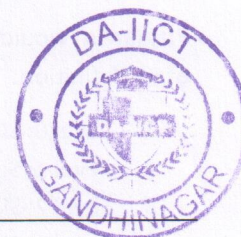
Plagiarism prevention

a) DAIICT has implemented and enforced the technology-based mechanism using TURNITIN software to ensure that documents such as a thesis, dissertation, publications, or any other such documents are free of plagiarism at the time of their submission. All faculty have access to this software and would make it available to their students whenever required.

b) The mechanism as defined in (a) above will make accessible to all engaged in research work including M Tech, M Des, and PhD students, and research staff as suggested by the AIC.

c) Every student submitting a thesis, dissertation, or any other such documents to the DAIICT shall submit an undertaking indicating that he or she has prepared the document that is his/her original work and free of any plagiarism.

d) Such document/s must be uploaded on TURNITIN and get a similarity report

f) Each supervisor shall maintain a record of these similarity reports for each dissertation/thesis of the students registered under him/her.

e) The Resource Centre will accept the final report which complies with AIC guidelines.

Plagiarism awareness

The AIC recommends that there will be awareness creation sessions for students at regular intervals for prevention, detection, and for taking remedial action.

- An explicit mention of the plagiarism prevention software will be made by the Resource Centre in its orientation sessions which are conducted immediately after admission.
- The respective Course coordinator will provide the necessary training for the usage of the software during the course.
- The Supervisor will further emphasize the finer points of plagiarism detection and prevention during the submission of the dissertation/thesis.

AIC recommends that the policy follows UGC notification [1] for the similarity checks and for determining the levels of plagiarism:

Similarity checks for exclusion from Plagiarism [1]

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 acknowledgments.
iii. All generic terms, laws, standard symbols, and standards equations.

Levels of Plagiarism [1]

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

1. Level 0: Similarities upto 10% - Minor similarities, no penalty (Zero level)
2. Level 1: Similarities above 10% to 40% (Low level)
3. Level 2: Similarities above 40% to 60% (Mid-level)
4. Level 3: Similarities above 60% (High level)
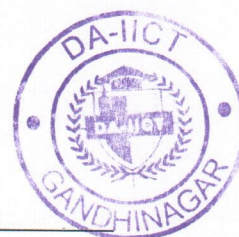
The parameters of similarity will be decided by the Academic Integrity Committee (AIC)

Redress procedure upon plagiarism detection

Pre-submission phase

The supervisor will examine the similarity report of the to-be-submitted publication and if the level of plagiarism is above level 1, the student will be counseled for taking appropriate measures including re-writing and re-phrasing the contents which are shown to be similar to the existing document/s. The process will be continued till the similarity report clears the to-be-submitted publication.

Post-submission phase

If any allegation of plagiarism is brought against a student post-submission by either examiners or publishers or any other individual or agency, the matter will be referred to the AIC by the supervisor.

The AIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the Author/s. The AIC shall submit its recommendations post the hearing keeping in view of exclusions mentioned under the similarities check.

The redress process and the penalty will be dealt with on a case-to-case basis based on the merits of the complaints. The AIC will look into the merits of the complaint and hear out both sides to resolve the issues as and when required.

Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on faculty & research staff of the DAIICT 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 with enough opportunity to defend himself or herself in a fair or transparent manner before the AIC.

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

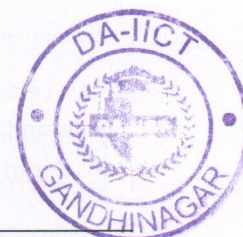The Academic Integrity Committee (AIC) shall impose a penalty after due process and in accordance with guidelines in the UGC notification [1]

Annexure:

Annexure 1: Plagiarism check submission forms

Annexure 2: References

K. S. Das Gupta

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Annexure 1: Plagiarism Check submission forms

FORM A

Plagiarism Check Internal Submission Form

1. Name of Student ....
2. Roll number:...
3. Academic affiliation (Msc, MTech, MDes, PhD):....................................
4. Title of the thesis/dissertation:

   ....

   ....

5. Guide/Faculty: ....
6. Name of Supervisor: ....

7. Official Designation & Address: ....

I hereby submit that the above thesis/ dissertation was scanned for similarity detection

The details of the software report are as follows: (copy attached)

Software used .... Date................................

Similarity Index: .... Total word count................

Signature of Student:

The plagiarism report of the above thesis/ dissertation has been reviewed by the undersigned (*Tick as appropriate*)

- o   The similarity index is below accepted norms.
- o   The similarity index is above accepted norms (please cite the reasons):

....

....

This is certified that the thesis/dissertation is plagiarism free/ the similarity content is below accepted norms and does not affect the originality of research work. Therefore, the thesis/dissertation may be considered for submission to the University.

The software report is attached.

Signature of the Student   **Signature of the Supervisor with seal**

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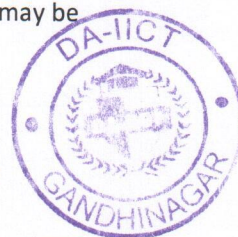
Annexure 2

Reference

1. University Grants Commission notification, "University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 Published on 23rd July, 2018 https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf