

Thunchath Ezhuthachan Malayalam University

Prevention of Plagiarism Policy

1. **Preamble** Ethical considerations in research and knowledge production necessitate measures to prevent plagiarism. Plagiarism undermines the integrity of individuals and institutions. Preventing plagiarism is crucial to upholding intellectual property rights and respecting the originality of intellectual work. Accordingly, Thunchath Ezhuthachan Malayalam University, established to advance Malayalam language and culture, has formulated this policy in alignment with the University Grants Commission (UGC) guidelines, specifically the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2017.
2. **Definition** Plagiarism is the unacknowledged use of another person's work as one's own. It includes:
 - Directly quoting another's language, data, illustrations, or tables without proper acknowledgment.
 - Copying sections from books, articles, reports, dissertations, or theses without citation.
 - Buying, stealing, or borrowing assignments, experiments, or results.
 - Paraphrasing others' work without acknowledgment.
 - Using others' ideas without crediting the original source.
 - Copying from online sources without proper citation.
 - **Self-Plagiarism:** Reproducing one's own published work without proper reference.
3. **Detection of Plagiarism**
 - Candidates must submit a plagiarism report generated by software such as Turnitin, Authenticate, Viper, Paraphrase, ICFOSS, or similar tools, along with a soft copy of the draft thesis for review by the Research Committee.
 - A declaration (see Annexure-I) must accompany the plagiarism report.
 - Since many software tools may not support Malayalam, candidates must also submit an affidavit (see Annexure-II) affirming that their PhD research work is original and free of plagiarism.
4. **Curbing Plagiarism**
 - All students submitting theses, dissertations, term papers, or similar documents must provide an undertaking that the document is their original work and free of plagiarism.
 - Faculty, researchers, and M.Phil/PhD students should be given access to plagiarism detection tools for checking their work.
 - The undertaking must confirm that the document has been checked using a university-approved plagiarism detection tool.
 - The university will develop a policy on plagiarism and seek approval from relevant statutory bodies.
 - Supervisors must submit a certificate confirming that the research work under their supervision is free of plagiarism.
 - The university will submit soft copies of all M.Phil and Ph.D. theses to INFLIBNET for hosting in the "Shodh Ganga e-repository" program.

- An Institutional Repository will be created on the university website, including dissertations, theses, papers, publications, and other in-house documents.
5. **Exclusions from Similarity Checks** Similarity checks for plagiarism will exclude:
 - Quoted works in the public domain or reproduced with proper permission and/or attribution.
 - References, bibliography, table of contents, preface, and acknowledgments.
 - Minor similarities of a trivial nature.
 - Generic terms, laws, standard symbols, and standard equations.
 6. **Levels of Plagiarism in Non-Core Areas** Plagiarism will be categorized into levels based on severity:
 - **Excluded:** Similarities up to 10%
 - **Level 1:** Similarities above 10% to 40%
 - **Level 2:** Similarities above 40% to 60%
 - **Level 3:** Similarities above 60%
 7. **Detection, Reporting, and Handling of Plagiarism**
 - Any member of the academic community who suspects plagiarism should report it to the designated university authority.
 - The authority will refer the case to the Academic Misconduct Panel (AMP), which will report to the Plagiarism Disciplinary Authority (PDA).
 - The university can also take suo motu notice of plagiarism and initiate proceedings based on examiner findings.

Academic Misconduct Panel (AMP)

- The AMP investigates plagiarism allegations and reports to the PDA.
 - It assesses the level of plagiarism and recommends penalties.
 - Composed of four senior academicians, including one external member and an expert in anti-plagiarism tools.
 - The AMP follows principles of natural justice and provides a report within 45 days.
8. **Plagiarism Disciplinary Authority (PDA)**
 - The PDA reviews AMP recommendations and makes final decisions after hearing the accused.
 - Composed of the head of the institution, Dean/Director, and a senior academician from outside the university.
 - The PDA's decision is final and binding.
 9. **Penalties** Penalties for plagiarism will be imposed based on the severity of the offense and after all appeals have been exhausted. Proceedings will be conducted confidentially.

Penalties for Students

- **Level 1:** Similarities above 10% to 40% – No marks or credit for the plagiarized work; revised submission required within 6 months.
- **Level 2:** Similarities above 40% to 60% – No marks or credit; revised submission required within 12 to 18 months.
- **Level 3:** Similarities above 60% – No marks or credit; registration for the course canceled.

Penalties for Faculty, Staff, and Researchers

- **Level 1:** Similarities above 10% to 40% – Manuscript withdrawal and prohibition from publishing for 1 year.
- **Level 2:** Similarities above 40% to 60% – Manuscript withdrawal, publication ban for 2 years, denial of annual increment, and no supervision rights.
- **Level 3:** Similarities above 60% – Manuscript withdrawal, publication ban for 3 years, denial of two successive increments, and no supervision rights.

Note 1: Enhanced Penalty on Repeated Plagiarism – Individuals committing repeated plagiarism will face penalties one level higher than the previous offense. For repeated Level 3 offenses, dismissal may be imposed.

Note 2: Penalty in Case of Post-Award Plagiarism – If plagiarism is proven after the award of a degree or credit, the benefit or credit may be put in abeyance for a period decided by the AMP and PDA based on their recommendations.

Annexure-I

Thunchath Ezhuthachan Malayalam University, Tirur, Kerala.

Plagiarism Verification

1. **Name of Researcher:**
.....

2. **Title of the Thesis:**
.....
.....

3. **Faculty:**
.....

4. **Name of Supervisor:**
.....

12. **Official Designation & Address:**
.....
.....

The above thesis was scanned for similarity detection. The report is as follows:

Software used Date.....
Similarity Index: Total word count.....
The report is attached for the review by the Researcher / Supervisor

Sign. of Researcher

The plagiarism report of the above thesis has been reviewed by the undersigned The similarity index is below accepted norms.

The similarity index is above accepted norms, because of the following reasons:

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..... The thesis may be considered for submission to the University. The software report is attached.

Sign. of Researcher

Sign. of Supervisor with Seal

Annexure-II

(To be submitted on a RS. 10/- Non-Judicial Stamp Paper dully notarized)

Affidavit

I,----- S/D of Shri ----- ,

aged ----- years, resident of

**....., Mobile No. do herby
take oath and state :**

(i) That, I am registered for the Ph.D. programme on the topic titled

.....

..... In the Faculty of of Thunchath Ezhuthachan Malayalam University, Tirur, Kerala, My Registration no. is
.....

(ii) That, the contents of my thesis submitted to the Thunchath Ezhuthachan Malayalam University, Tirur, Kerala, for award of Ph. D Degree are original and my own work, and is not plagiarized.

(iii) That, if, after checking my thesis for plagiarism by any standard plagiarism checking software, are found copied or come under plagiarism, I will be solely responsible for it and University shall have sole right to cancel my research work ab-initio.

(iv) That, this work has not been submitted by me for the award of any other Degree/Diploma in any other University/ Institute.

(v) That, I shall be responsible for any legal dispute/case(s) for violation of any provisions of the Copyright Act relating to my thesis.

Date : DEPONENT

Place :

VERIFICATION

I, the above named deponent, do hereby take oath and verify that the contents of para (i) to

(v) of above affidavit are true and correct to my personal knowledge and nothing has been concealed by me. No part of it is incorrect.

DEPONENT

Annexure-III

Thunchath Ezhuthachan Malayalam University, Tirur, Kerala,

Self Plagiarism Exclusion Certificate from Supervisor

**The content of the chapters have been published
in 1.**

2.

3.

4.

**This published work has been included in the thesis and has not been submitted for any
degree to any University/Institute.**

Signature of the Candidate Signature of Supervisor

Annexure-IV

Thunchath Ezhuthachan Malayalam University, Tirur, Kerala

Self Plagiarism Co-authors Certificate

We have published the following articles jointly:

Name of Article

Name of Journal / Book with the details (ISSN

No., etc.)