Nagar Yuwak Shikshan Sanstha's
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# POLICY DOCUMENT - 2026

Policy No. F/S 32

| **Policy Name:** RESEARCH ETHICS, ACADEMIC INTEGRITY AND PLAGIARISM PREVENTION | **Policy Category: Faculty and Student** |
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| Initial formulation No. and Date: 2019-20, Dated: 10th Sep 2019 | |

**1. Preamble:** Applicable to all students, faculty, researchers and staff. YCCE is committed to maintaining the highest standards of research ethics, academic integrity, originality, transparency and responsible conduct of research. This policy is guided by UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations – 2018, UGC Good Academic Research Practices (GARP) – 2020, UGC-CARE (Consortium for Academic and Research Ethics) - initiatives on publication quality and predatory journals, Research and Publication Ethics (RPE) Course Framework for Ph.D. Scholars, NEP 2020 provisions related to research, innovation, and ethics.

**2. Scope**

Applicable to all Assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertations, journal papers, conference papers, full-fledged books, book chapters, patents, project reports and all scholarly outputs. The research work should reflect the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by the Yeshwantrao Chavan College of Engineering Nagpur.

**3. Definitions:**

In this policy, unless the context otherwise requires -

- "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property
- "Author" includes a student or a faculty or a researcher or staff of Yeshwantrao Chavan College of Engineering, Nagpur, who claims to be the creator of the work under consideration
- "College" means Yeshwantrao Chavan College of Engineering, Nagpur
- "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people

- "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism
- "Faculty" refers to a person who is teaching and/or guiding students enrolled in the college, in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc.
- "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche
- "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
- "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly
- "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- "Programme" means a programme of study leading to the award of a masters and research level degree
- "Researcher" refers to a person conducting academic / scientific research in the college
- "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 college; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.
- "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
- "Staff' refers to all non-teaching staff working in the college, in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.
- "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)
- "Year" means the academic session in which a proven offence has been committed.

- "Principles of Research Ethics" means Honesty, objectivity, accountability, transparency, fairness, respect for intellectual property and social responsibility.
- "Research Integrity Framework" Researchers shall maintain accurate records, retain data appropriately and report findings truthfully.
- "Publication Ethics" Authors shall avoid duplicate publication, salami slicing, ghost authorship and predatory journals.
- "Authorship Policy" Authorship shall reflect significant scholarly contribution and accountability.
- "AI and Generative AI Policy" AI tools may assist language improvement, coding and literature exploration. Authors remain responsible for accuracy and originality. AI tools shall not be listed as authors.
- "Data Management Policy" Research data shall be stored securely and retained as per institutional requirements.
- "Conflict of Interest" All financial or professional conflicts shall be disclosed.
- "Similarity Assessment" All submissions shall be screened through approved plagiarism detection software.
- "Exclusions" References, bibliography, acknowledgements, standard equations, common knowledge and properly quoted material are excluded.
- "DAIP" Departmental Academic Integrity Panels shall investigate plagiarism complaints at department level.
- "IAIP" Institutional Academic Integrity Panel shall review recommendations and impose actions.
- "Research Ethics Committee" The REC shall oversee ethical review and compliance for research involving human participants and sensitive data.
- "Complaint Procedure" Complaints may be submitted by any stakeholder with supporting evidence.
- "Investigation Process" Natural justice, confidentiality and fairness shall be maintained.
- "Penalties" shall be proportional to severity and applicable regulations.
- "Appeals" Appeals may be submitted to the competent authority within the prescribed period.
- "Whistleblower Protection" Good-faith reporting shall be protected from retaliation.
- "Monitoring and Review" IQAC, Research Cell and Academic Council shall review implementation annually.

4. **Objectives:**

- To Promote ethical conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- To Strengthen research quality
- To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism,
- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of the college committing the act of plagiarism.
- To ensure accountability and
- To Support responsible use of AI

5. **Awareness Programs and Trainings (Capacity Building):**

a) The Division of Research Publications shall regularly conduct sensitization seminars/ awareness programs, workshops and FDPs every year on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for faculties and same will be disseminated to students and scholars by the Department. Here it will be guided to 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) The Division of Research Publications shall:

I. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the College.

II. Establish facility equipped with modern technologies for detection of plagiarism and Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.

6. **Curbing Plagiarism**

a. The Division of Research Publications shall declare and implement the technology based mechanism using appropriate software 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. Every student submitting a thesis, dissertation, or any other such documents to the college 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.
c. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the college.
d. Each supervisor/guide shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

**7. Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

a. All quoted work reproduced with all necessary permission and/or attribution.
b. All references, bibliography, table of content, preface and acknowledgements.
c. All generic terms, laws, standard symbols and standards equations.

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.

**8. Institutional Similarity Norms**

- UG Projects ≤10 %
- M.Tech/M.E. Thesis ≤10 %
- PhD Synopsis ≤10 %
- PhD Thesis ≤10 %
- Journal Article ≤10 %
- Conference Paper ≤10 %
- Book Chapter ≤10 %

**7. Levels of Plagiarism**

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

- Level 0: Similarities upto 10%
- Level l: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- d. Level 3: Similarities above 60%

**8. 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 college. The authorities of the college can also give notice of an act of plagiarism and initiate proceedings under these regulations.

**9. Departmental Academic Integrity Panel (DAIP)**

i. All Departments in the College 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 principal.

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).

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.

**10. Institutional Academic Integrity Panel (IAIP)**

i. Principal of the College shall notify a IAIP whose composition shall be as given below:

a. Chairman – Principal/Dean/Senior Academician of the Institution.

b. Member - Senior Academician other than Chairman, to be nominated by the Principal

c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal.

d. Member - One member nominated by the Management

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 institution.
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 Principal 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.

## 11. 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 Institution 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.

### 11.1 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.

### 11.2 Penalties in case of plagiarism in academic and research publications

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

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II. Level l: Similarities above 10% to 40% - Shall be asked to withdraw manuscript and re-submit after carrying out similarity checks.
III. Level 2: Similarities above 40% to 60% - Shall be asked to withdraw manuscript and shall not be allowed to be a supervisor to any new Master's, Ph.D. Student/ scholar for a period of two years.
IV. Level 3: Similarities above 60% - Shall be asked to withdraw manuscript and shall not be allowed to be a supervisor to any new Master's, 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 Principal.
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: The institution has created a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the institution is checked for plagiarism at the time of forwarding/submission.
Note 4: If there is any complaint of plagiarism against the Principal of the institution, a suitable action, in line with these regulations, shall be taken by the Management of the institution.
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.

**Dr. U.P.Waghe**
**(Principal, YCCE)**

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