

Mahatma Education Society's
PILLAI COLLEGE OF ARCHITECTURE

Dr. K.M. Vasudevan Pillai Campus, Sector 16, New Panvel, Mah. India 410 206.

Tel.: 022 2745 6100 / 2745 1700 / 27481764 Fax: 022 2748 3208

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Mahatma Education Society's

Pillai College of Architecture, New Panvel

PICA PLAGIARISM POLICY - 2020

In pursuance of 'University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018'

PICA PLAGIARISM POLICY - 2020¹

1. Preamble

Pillai College of Architecture (PiCA) was established in 1992 with Bachelor of Architecture program. In 2011-12 Master of Architecture in Urban Design was started. PhD program at PiCA commenced from the academic year 2017-18. All programs are approved by Council of Architecture, New Delhi. It is required that all students/researchers/faculty/staff follow ethical and moral principles in their pursuit of research writings. In this context when a researcher has unlimited access to online resource materials, plagiarism has become a serious problem in the academic community.

University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 have been published in The Gazette of India, dated the 23rd July, 2018. In pursuance of the aforementioned regulations, Pillai College of Architecture, New Panvel, has framed the following policies and regulations. This policy serves as a guide for all faculty members and students of PiCA to observe and maintain high academic standards, originality of academic publications, and to avoid academic dishonesty, cheating, stealing of others ideas and plagiarism.

1.1 Definition of Plagiarism:

Plagiarism is defined as presenting another person's work as one's personal work. Presentation includes copying or reproducing it without the acknowledgement of the source. Plagiarism involves copying of: phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.

Plagiarism can also denote the re-presentation of **one's own** published or unpublished work, ideas, images, opinions, inventions, music or recordings, artistic works, or computer-generated work without proper citing of source. This is generally known as self-plagiarism (University of Pretoria, 2010).

¹ Approved vide No. Dated of Board of Management.(from the academic session 2020-21) (The Regulations have been made in pursuance of „University Grants Commission“s Academic Integrity and prevention of Plagiarism Regulation-2018

1.2 Examples of plagiarism^{2,3}:

1. Direct replication of one's work without duly acknowledging the original source.
2. Reproducing or transcribing work from one language to another without acknowledging the source.
3. Rewording of your own work or that of another without appropriately acknowledging the source.
4. Piecing together sections of the works of others or one's own into a new whole without proper citation.
5. Resubmitting work that has hitherto been graded.
6. Presenting a jointly produced work (in whole or in part) as one's own independent work.
7. Presenting the works of students with or without their consent as one's own.
8. Buying, stealing or borrowing assignments, experiments/results.
9. Paraphrasing the work of others without due acknowledgments.
10. Using ideas of someone else without crediting the originator.
11. And any other means which have not been listed here.

1.3 Pillai College of Architecture has established two committees as per UGC's Academic Integrity and Prevention of Plagiarism Regulation-2018. The composition of these committees and their roles are reproduced below⁴:

1.3.1 Institutional Academic Integrity Panel (IAIP)

There shall be an Institutional Academic Integrity Panel for every Faculty whose composition is as below:

- (i) Chairman - Principal/Senior Academician
- (ii) Member - Senior Most Professor of the concerned Department to be nominated by the Principal.
- (iii) Member - One member nominated by the Principal from outside the College.
- (iv) Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal.

The tenure of the Panel members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

² Plagiarism Policy of University for Development Studies

³ Plagiarism Policy of Jagannath University, Jaipur-2018

⁴ University Grants Commission Notification (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, 2018)

1.3.1.1 Role and Responsibilities of Institutional Academic Integrity Panel

- (i) "The IAIP shall consider the recommendations of the Departmental Academic Integrity Panel.
- (ii) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (iii) 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.
- (iv) The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- (v) The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the President within a period of 45 days from the date of receipt of the recommendation of DAIP/ complaint/initiation of the proceedings.
- (vi) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted".

1.3.2 Departmental Academic Integrity Panel (DAIP)

There shall be a Departmental Academic Integrity Panel (DAIP) whose composition shall be as given below:

- (i) Chairman - Head of the Department
- (ii) Member - Senior academician from outside the department, to be nominated by the President.
- (iii) Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the members shall be for two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

1.3.2.1 Role and Responsibilities of Departmental Academic Integrity Panel (DAIP)

- (i) "The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff.
- (ii) The DAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- (iii) 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".
- (e) And any other means which have not been listed here.

1.4 Levels of Plagiarism

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

- i. Zero Level: Similarities up to 10% - Minor similarities, no penalty
- ii. Low Level: Similarities above 10% to 40%



iii. Mid Level: Similarities above 40% to 60%

iv. High Level: Similarities above 60%

1.4.1 Procedure for Submission of Documents for Plagiarism check

PiCA already has a subscription of a Plagiarism Check Software. It would be available in the Institute's Central Library. All students and faculty members should submit their soft copy of manuscript/thesis/dissertation to the librarian for plagiarism check prior to their final submission. The librarian shall supply the soft copy of the report generated on the plagiarism checking software and soft copy of the document to the concerned Principal/Head of the Department/Course Instructor and to the concerned candidate.

1.4.2 Procedure for the reconciliation of plagiarism reports:

If a case of plagiarism is found in the report generated on the plagiarism checking software supplied by the librarian then Supervisor/Course Instructor will instruct the candidate to revise his/her manuscript/Thesis/dissertation and resubmit for plagiarism check. If the final submission of the manuscript/thesis/dissertation does not meet the approved level of plagiarism, Head of the Department shall call a meeting of DAIP to consider the report and shall summon the candidate to hear the candidate's view. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff. On hearing the candidate, the DAIP shall submit its recommendations keeping in view the following guidelines:

The DAIP shall exclude the following at the time of performing the check:

- i. All quoted work reproduced with all necessary permission and/or attribution
- ii. All references, bibliography, table of content, preface and acknowledgments.
- iii. Phrases
- iv. All generic terms, laws, standard symbols and standards equations.

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v. Name of Institutions, Departments etc.

8.1 Departmental Academic Integrity Panel (DAIP) may recommend the penalty on the student/ researcher/ staff member on considering the severity of the Plagiarism to Institute Academic Integrity Panel (IAIP).

1.4.3 Penalties

Penalties: Penalties in case of plagiarism have been classified into four heads. They are:

- b. Penalties for plagiarism in submission of thesis/dissertations for Masters and PhD programs
- c. Penalties for plagiarism in academics and research publications
- d. Penalties for plagiarism in submissions of thesis/dissertations for Bachelor's program.
- e. Penalties for plagiarism in submissions of all types towards fulfillment of coursework requirements.

Penalties for plagiarism in submission of thesis/dissertations for Masters and PhD programs

For Zero Level Similarity: The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. The Panel may recommend to IAIP that candidate may be permitted to submit the thesis/ dissertation without any penalty.

For Low Level Plagiarism : When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 10% to 40%), then the Panel may recommend to IAIP that candidate may be allowed to resubmit the work with proper citations within a stipulated time period not exceeding 6 months.

For Mid Level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the Panel may recommend to IAIP that the candidate shall be debarred from submitting a revised script for a period of one year and shall be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.

For High-Level Plagiarism: Deliberate and planned attempt to copy the work done by someone else. A large amount of data taken from someone else's work, artwork copying, source code copying etc. Intention to cheat is very clear. The similarity between documents is outside the limit (above 60%). Then the Panel may recommend to IAIP that the candidate's registration may be cancelled.

For Self Plagiarism: "Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate-Annexure-III) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check."

Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.



For Repeated Plagiarism: The Panel may recommend to IAIP the penalty on repeated plagiarism that such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In the case where plagiarism of the highest level is committed then the punishment for the same shall be operative.

1.4.4 Penalties in case of plagiarism in academic and research publications

For Zero Level Similarity: The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. The Panel may recommend to IAIP that No further action is required.

For Low-Level Plagiarism: When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 10% to 40%), then the Panel may recommend to IAIP that candidate shall be asked to withdraw manuscript.

For Mid Level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the Panel may recommend to IAIP that

- i) The candidate shall be asked to withdraw manuscript.
- ii) The faculty member shall be denied a right to one annual increment.
- iii) The supervisor 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.

For High-Level Plagiarism: The similarity between documents is outside the limit (above 60%). Then the Panel may recommend to IAIP that

- (i) The candidate shall be asked to withdraw manuscript.
- (ii) The faculty member shall be denied a right to two successive annual increments.
- (iii) The supervisor 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.

For Repeated Plagiarism: The Panel may recommend to IAIP the penalty on repeated plagiarism that such student 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 the case where plagiarism of the highest level is committed then the punishment for the same shall be operative. In the case of High-level Plagiarism, offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

1.4.5 Penalties for plagiarism in submission of thesis/dissertations for Bachelor's program

For Zero Level Similarity: The similarity between documents is within the limit (not more than 20%) for putting some original results in proper context and all original sources are correctly cited. The

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similarity is not of such nature which directly affects the original findings of research. No further action is required. The Panel may recommend to IAIP that candidate may be to permitted to submit the thesis/ dissertation without any penalty.

For Low Level Plagiarism : When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 20% to 40%), then the Panel may recommend to IAIP that candidate may be allowed to resubmit the work with proper citations within a stipulated time period not exceeding 6 months.

For Mid Level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the Panel may recommend to IAIP that the candidate shall be debarred from submitting a revised script for a period of one year and shall be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.

For High-Level Plagiarism: Deliberate and planned attempt to copy the work done by someone else. A large amount of data taken from someone else's work, artwork copying, source code copying etc. Intention to cheat is very clear. The similarity between documents is outside the limit (above 60%). Then the Panel may recommend to IAIP that the candidate's registration may be cancelled.

For Self Plagiarism: "Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate-Annexure-III) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check."

Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

For Repeated Plagiarism: The Panel may recommend to IAIP the penalty on repeated plagiarism that such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In the case where plagiarism of the highest level is committed then the punishment for the same shall be operative.

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1.4.6 Penalties for plagiarism in submissions of all types towards fulfillment of coursework requirements (non-thesis) in Undergraduate Program

Plagiarism Penalty Scale

Degree of Seriousness	1 st Year / 1 st Incident	1 st Year 2 nd Incident	Other Undergraduate / 1 st Incident	Other Undergraduate / 2 nd Incident	3 rd or Further Incident
MINOR (Less than 10% of text 'copied')	Warning (marks must be deducted) Note on student's record	Cancellation of marks Opportunity for resubmission, the highest marks that may be awarded is 50% Note on student's record	Warning (marks must be subtracted) Note on student's record	Disciplinary Investigation thru DAIP and IAIP	Disciplinary Investigation thru DAIP and IAIP
MODERATE (More than 10%, but less than 20% of text 'copied')	Cancellation of marks Opportunity for resubmission, the highest marks that may be awarded is 50%	Cancellation of marks No opportunity to resubmit Note on student's record	Cancellation of marks Opportunity for resubmission, the highest marks that may be awarded is 50% Note on student's record	Disciplinary investigation thru DAIP and IAIP	Disciplinary investigation thru DAIP and IAIP

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SERIOUS (More than 20% of text 'copied')	Cancellation of marks Opportunity for resubmission, where the highest marks that may be awarded is 50% Note on student's record	Cancellation of marks No opportunity to resubmit Note on student's record	Cancellation of marks No opportunity for resubmission Note on student's record	Disciplinary investigation thru DAIP and IAIP	Disciplinary investigation thru DAIP and IAIP
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(Source: University of Pretoria, 2010)



1.4.7 Penalty on Plagiarism reported after the of Award of Degree/credit

- 1 In case, any plagiarism is reported to the University when a degree or credit has already been awarded, then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the President.
- 2 Penalty on Plagiarism 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 President.
- 3 Penalties by IAIP: Institute Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism. 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 any 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 and transparent manner.
- 4 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 Institute Academic Integrity Panel (IAIP) of the University.
- 5 If there is any complaint of plagiarism against the Head of Department/Authorities at the university level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.
- 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.
- 7 Every student submitting a thesis/ dissertation, or any other such documents to the University shall be required to 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 (Annexure - II). The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the Institute / University.
- 8 Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free (Annexure-I).
- 9 The approved policy shall be placed on the homepage of the Institute's website.
- 10 Soft copies of all Masters, Research program's dissertations and thesis shall be submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- 11 All the thesis/dissertation/ paper/publication and other in-house publications of the Institute shall be displayed on Institute Repository on it's website.

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Annexure-I

Pillai College of Architecture

Plagiarism Verification

1. Name of Student:
2. Title of the Thesis:
.....
.....
3. Name of Supervisor:
4. Official Designation:

The above thesis/ dissertation 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 Supervisor

.....
Signature of Student

The plagiarism report of the above thesis/ dissertation 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:

.....
.....
.....
.....

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

.....
Signature of Supervisor

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Annexure-II

Pillai College of Architecture

Declaration by the Student

I declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I have read and know the meaning of plagiarism and I understand that any violation of the above will be cause for disciplinary action by the Institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed. I understand that even after checking my thesis with the approved Plagiarism detection tool approved by the Institution/University, contents are found copied or come under plagiarism, I will be solely responsible for it and Institute / University shall have sole right to cancel my research work. I declare that this work has not been submitted by me for the award of any other Degree/Diploma in any other University / Institute. I shall be responsible for any legal dispute/case(s) for violation of any provisions of the Copyright Act relating to my thesis.

.....

Signature of Student

Name

Admission No.

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Annexure-III

Pillai College of Architecture

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 Student

.....
Signature of Supervisor

Name:
Admission No.

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Annexure-IV

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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.)

We give our consent to Mr./Ms.to make use of these articles for his / her Ph. D. research.

The above research paper (s) have not been used by any of us for any degree / Diploma in any other University.

We shall be responsible for any legal dispute/ case(s) for violation of any provisions of the Copy Right Act.

Signature of Co-author

Name

Address.....

.....

Signature of Co-author

Name

Address

.....

Signature of Co-author

Name

Address

.....

.....
Signature of student

Name:

Admission No.