

The image shows the entrance gate of Mahatma Gandhi University. The gate has a red tiled roof and a yellow frame. The text "MAHATMA GANDHI UNIVERSITY" is written in red on the yellow frame. The gate is flanked by two red pillars. In the background, there is a large building with a red roof and a courtyard with trees.

**MAHATMA GANDHI UNIVERSITY**



**Mahatma Gandhi University**  
**Priyadarsini Hills P. O.**  
**Kottayam, Kerala - 686560**

**(Re-accredited by NAAC with A Grade)**

**Plagiarism Check Policy 2021**

# **PLAGIARISM CHECK POLICY 2021**

## **Preamble**

Ethics and honesty are two most important and integrated components of the academic activities in teaching and research, that have extremely high moral values. There cannot be any room for claiming the credit for the work she/he has not undertaken. Many times it is observed that some of the “researchers/academicians” knowingly or unknowingly publish or present other’s work as their own. Such acts will affect healthy academic atmosphere in the academic institution, which will also harm the reputation of the academic institution as well as the individual. It is, therefore, important for Mahatma Gandhi University to have in place a policy on plagiarism to avoid such type of misconducts.

## **Definition of Plagiarism**

- Turning in someone else's work as one’s own;
- Copying words or ideas from someone else, without giving credit to the original work;
- Failing to put a quotation in quotation marks;
- Giving incorrect information about the source of a quotation;
- Changing words but copying the sentence structure of a source without giving credit to the original work;
- Copying more than 20 words continuously from a source, whether you give credit to the original work or not; and
- Manipulation or misinterpretation of others’ work (published or un-published) as her/his own by modifying numerical values in figures, tables and illustrations.

## **How to detect Plagiarism**

It is the prime responsibility of individual and University to distinguish the original content from plagiarized work. The detection of plagiarism is a judgment to be made by an expert committee in the concerned subject, which is aware of the definition of plagiarism. Therefore, Mahatma Gandhi University is providing sufficient software to ensure the originality of the research work, before submitting for the award of a research degree. Initially, it is decided to implement the plagiarism check for all Ph.D. theses submissions.

## **Identification and assessment of alleged plagiarism**

Where an examiner detects or is made aware of alleged plagiarism by any learned person in the field, the examiner must report the alleged plagiarism to Directorate of Research. The Director of Research shall forward it to the Vice Chancellor so as to place it before the Research Advisory Council (RAC). Based on the recommendations of the RAC, the University shall seek the opinion of an Expert Committee comprising two external experts preferably from other States/abroad and the concerned Supervisor. (If the supervisor is not available, concerned Head of the Department/Institution shall be included). **The report from this expert committee will be placed before the statutory body of the University (Syndicate/ Academic Council/ Senate), which is bound to take disciplinary actions.**

In case, a written complaint also (with proper identity of the complainant along with an expert opinion from the same field on plagiarism is received), the above procedure shall be followed.

The expert committee is required to submit the report on the alleged, after dual check by using software and also manually. The expert committee will use the best possible software provided by the University for detecting the plagiarism.

## **Compliance Statements**

All PhD scholars are required to submit a signed certificate on plagiarism check of her/his work, in the prescribed format with the recommendation of the Doctoral Committee, at the time of the submission of thesis.

## **Procedure for Plagiarism check**

The University provides plagiarism checker software “OURIGINAL” to detect the similar textual content already published in various information sources. For the time being, this facility will be made available at the University Library. While submitting the soft copy of the PhD/Post-PhD theses for check with plagiarism detection software, the Research Scholars and Supervisors, who are submitting their theses to the Mahatma Gandhi University, are solicited to consider the following guidelines.

1. The CD (or such device) containing the soft copy of the doctoral theses has to be in PDF or Word file (or as directed from time to time).
2. Theses covering all the chapters, from introduction to bibliography/ references shall be in a single file.
3. Duration of three days is allowed for scanning the text of the theses and the issue of the report depicting the percentage of similar content.

4. In case of the percentage of similar content is beyond the permitted limit or any plagiarized content is detected, the researchers have to take appropriate measures under the supervision of their guides so as to ensure originality of research output.
5. The researchers are informed to acknowledge accurately the right authors and sources providing the text within quotes. Uniformity and consistency be maintained in rendering bibliographic references. An accepted standard format has to be followed for rendering references.
6. The University librarian will provide plagiarism check service to all approved Research Centres of the University.

### **Procedure for handling alleged Plagiarism**

The University is committed to address the alleged plagiarism by any section of the University community in accordance with the principles of procedural fairness, including the right to:

- (a) Be informed of the allegations against them in sufficient detail for enabling to understand the precise nature of the allegations and to properly address it;
- (b) Have a reasonable period of time within which to respond to the allegations against them;
- (c) Have the matter resolved in a timely manner;
- (d) Impartiality in any investigation process; and
- (e) An absence of bias in any decision making.

### **Punishment**

Depending on the severity of crime the punishment (to the scholar or Supervising Teacher or both) shall be :

1. Fine or warning
2. Rustication for limited period or permanently
3. Withdrawal of the alleged degree

### **Counseling**

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students and academic community about the dangers of plagiarism. University will provide appropriate support to strengthen the moral of students and academic community, so as to resort to zero plagiarism.

The maximum acceptance level shall be :25%

## Format of the Certificate



### MAHATMA GANDHI UNIVERSITY CERTIFICATE ON PLAGIARISM CHECK

1.	Name of the Research Scholar	
2.	Title of the Thesis/Dissertation	
3.	Name of the Supervisor	
4.	Department/Institution/ Research Centre	
5.	Similar Content (%) identified	
6.	Acceptable Maximum Limit	
7.	Software Used	
8.	Date of Verification	

*\*Report on plagiarism check, items with % of similarity is attached*

Checked by (with Name, designation & signature) :

Name & Signature of the Researcher :

Name & Signature of the Supervisor :

Name & Signature of the HoD/HoI(Chairperson of the Doctoral Committee) :

**Drafted by: University Librarian**