

OFFICE OF THE DEAN ACADEMIC RESEARCH  
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

No.IITR/DAR/PP/281212

Dated : Dec. 28, 2012

All Heads of Departments / Centres

It is informed that the Director and Chairman, Senate has approved the Plagiarism Policy of the Institute, which is enclosed. This would be enforced w.e.f. 01.01.2013.

Further, it is stated that most of the observations and comments, received from various Departments / Centres, on Prof. Ravi Bhushan's report have been incorporated in the final document. For the time being, quantification of extent of plagiarism has been left to the judgment of the committee. If felt necessary, this aspect may be added to the policy at a later date after obtaining the approval of the competent authority. Further this policy will be reviewed after a year.

For the use of software 'turnitin', you may please contact Librarian, MGCL.

You are requested to kindly bring it to the notice of all faculty members and students.



28/12/12  
(Prof. Surendra Kumar)  
Dean, Academic Research

**Copy to:**

1. All Deans / Associate Deans / Professors-in-Charge
2. Registrar / Dy. Registrars / Asstt. Registrars
3. Librarian, MGCL
4. P.S. to Director for Director's kind information please.
5. Superintendent to Dy. Director for Dy. Director's kind information.
6. Institute Web-Site.

Plagiarism: Policy on Issues, Scope, Prevention,  
Control and Punitive Measures

**I. Preamble**

Plagiarism is an act of fraud and is widely recognized as a serious problem in academia and adversely affects the prestige and esteem of the parent institution, in addition to cutting short a promising career of the individual concerned. It is for this reason that it is important for any academic institution to formulate a well defined policy for dealing with plagiarism and academic misconduct and to educate the academic community about this menace. Often people indulge in the act of plagiarism unknowingly because of a lack of appreciation for what constitutes plagiarism. However, these excuses offer little protection against a charge of plagiarism.

Plagiarism can occur either unintentionally by poor academic practice, or it can happen when someone reproduces others' work without acknowledgement (including the work of fellow students/colleagues), published or unpublished, either verbatim or in close paraphrase. The work of others includes material downloaded from internet, computer files, and discussions in seminars, ideas, text and diagrams from lecture handouts.

**II. Definition**

1. The Oxford dictionary has described it as follows:

plagiarize (BrE also -ise) /ˈpleɪdʒəraɪz/ verb (*disapproving*) to copy another person's ideas, words or work and pretend that they are your own.

2. As per hyperdictionary the word plagiarism has the following meaning(s)

- (a) [n] the act of plagiarizing; taking someone's words or ideas as if they were your own.
- (b) [n] a piece of writing that has been copied from someone else and is presented as being your own work

3. According to the online dictionary (<http://dictionary.reference.com>) plagiarism is defined as: "*an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author*".

**III. Scope**

Almost every activity in an academic environment can be a potential target of plagiarism, e.g., essays, term papers, presentations, project reports, dissertations and research papers. Typically, the examples of plagiarism include the following:

- 1. Reproduction of someone else's work, in part or whole, without permission, and presenting it as one's own work.
- 2. Buying, stealing/borrowing assignments, experiments/results.
- 3. Reproducing by copying a section of a book or an article/report/dissertation without proper citation.
- 4. Quoting from a source *word for word* without giving reference.
- 5. Putting someone else's ideas without proper citation.



6. Self plagiarism: reproducing/publishing one's own published work, in part or whole, without referring to earlier published work.

#### IV. Prevention and Control

A little vigilance and caution can go a long way in avoiding unintentional plagiarism. A checklist of points to consider as a guide to good practice is as follows:

1. Strictly use own intellect and resources.
2. If an exact phrase is taken from a previous work, it should be followed by a proper citation of the original work.
3. For reproducing a Figure or Table, a formal permission from the authors (and/or publishers, if the rights are assigned to the publisher) should be sought and cited, especially, if the work is likely to generate revenue.  
In other cases, complete citation of the source and permission should be given in the manuscript below the Figure or the Table.

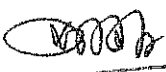
#### V. Obligations of the Institute and the Academic Community

##### A. Orientation Program

1. IITR shall make efforts to inculcate the spirit of academic integrity into students and faculty. The Dean, Academic Research shall organize periodically workshops on 'Policy, Issues, Scope and Prevention of Plagiarism'.
2. The Department Research Committee (DRC) and Department Academic Programme Committee (DAPC) of each department shall organize an orientation programme for all new entrants (for PhD and other students, respectively) at the beginning of the academic session to sensitize the students about the plagiarism issues and to make them aware of the institute policy on plagiarism.
3. This orientation programme shall necessarily touch upon the following issues:
  - a. Explanation of plagiarism and ways to avoid an unintended act.
  - b. An exposure to the elements of style in writing and referencing scholarly works.
  - c. Explanation of the institute policy on dealing with cases of plagiarism.
4. Every member of the academic community (faculty members, scientists, academic staff, and students) shall be provided a copy of the institute policy and guidelines on plagiarism.

##### B. Plagiarism Detection

1. The institute has purchased a license for the plagiarism detection software tool, turnitin<sup>TM</sup>.
2. Special training sessions shall be organized by each academic department/center to use such tools and analyze the results.
3. A report from a plagiarism detection software tool (like turnitin<sup>TM</sup> or, similar) shall be submitted along with the thesis or dissertation.
4. The Student Research Committee (SRC) (for PhD students) and the Department Academic Programme Committee (DAPC) (for M. Tech. and other students, wherever applicable/required) shall examine/evaluate the report from a plagiarism detection software tool and shall ascertain the level/extent of plagiarism, if any.
5. All research students shall provide a declaration of the originality of the work being




presented by them for evaluation. The relevant form (PhD IX, currently in practice) shall have an additional column to show and confirm that the thesis is free from plagiarism.

6. A form/declaration shall be submitted by M. Tech. and other students, wherever applicable.
7. Similarly, all manuscripts submitted for possible publication should be analyzed by these software tools to ascertain that proper citations to original works are included. A copy of the report generated by the plagiarism software should invariably be submitted by the students with the paper to their supervisors.

## VI. Reporting and Handling

1. A complaint or charge of suspected case should be addressed to the Chairperson DAPC (for M.Tech.), or DRC (for Ph.D.). Alternatively, the specific complaints received by the Dean (Academic Studies), or Dean (Research) from external agencies may be referred to respective departments for a time-bound action (within 30 days). The DRC or the DAPC may on its own take cognizance of a suspected case.
2. In a situation mentioned above or warranted otherwise, a fact finding committee would be constituted by the Dean, Academic Research, comprising of Chairperson, and two other faculty members, one from the concerned department in the relevant area (other than the supervisor) and another from other department in the related area. The committee shall look into the case details and gather evidence in the form of reports from plagiarism detection software for the work in question as well as the previously published works of the concerned person in last five years, at least.
3. The committee shall submit its recommendation on whether the charge of plagiarism can be substantiated or not along with the documentary evidences including the report from plagiarism detection software, marked copies of publications, etc.
4. The recommendation shall be clearly specified in one of the following categories:
  - a. The charge of plagiarism cannot be substantiated. The similarity between documents is within the limits for putting some original results in proper context and all original sources are correctly cited. No further action is required.
  - b. Low-level plagiarism. Mostly it seems that the plagiarism is a result of negligence and intent to cheat is not clear. The student may be let off with counseling about plagiarism and allowed to resubmit the work within a defined time frame.
  - c. Mid-level plagiarism. Failure to cite proper references, copying a few paragraphs only from online sources (such as, Wikipedia, etc.). Intent to cheat is very low and may be due to lack of knowledge. The student may be allowed to resubmit the work within a defined time frame with an upper ceiling on the grade awarded.
  - d. High-level Plagiarism. Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else's work, art work copying, source code copying etc. Intention to cheat is clear and can be substantiated. The student's programme may be terminated.

**NOTE:** The quantification of Plagiarism is left to the judgment and wisdom of the committee.



5. The complaints of suspected plagiarism against an academic staff should be handled in the similar manner by a 3-member committee constituted by DOFA/Director from amongst the faculty members in the relevant area of specialization and one member from a different academic department.
- a. The investigations should be taken up in right earnest and the report should be submitted within 30 days of the notification of the constitution of the committee.
  - b. The committee should examine all evidence on record and other supplementary sources and conclusively establish whether the charge of suspected plagiarism can be substantiated or not along with the documentary evidences. The minutes of the meetings of the committee should be maintained and included in the final report.
  - c. In case a member of the academic staff of the institute is found guilty of plagiarism then a suitable action for academic misconduct should be initiated. This action should also be carried out within a fixed time frame of 30 days with effect from the date of constitution of the committee appointed by the administration for this purpose.

#### VII. Some References of the Online Resources on Plagiarism Issues

- <http://isites.harvard.edu/icb/icb.do?keyword=k70847&tabgroupid=icb.tabgroup106849> ;  
Harvard's Guide to using sources.
- <http://www.cmu.edu/policies/documents/Cheating.html> ; Carnegie-Mellon University policy on cheating and plagiarism.
- [http://www.ox.ac.uk/students/course\\_guidance\\_supervision/goodpractice/about/](http://www.ox.ac.uk/students/course_guidance_supervision/goodpractice/about/) -  
Oxford University ; What is plagiarism?
- <http://www.plagiarism.org> The online resource for dealing with plagiarism issues.

  
\_\_\_\_\_