



VNRVJIET Anti-Plagiarism Policy

(Guidelines and Procedures for Plagiarism Check)

November 2021



VNRVJIET ANTI-PLAGIARISM POLICY **(2021)**

*** To ensure quality theses and publications from faculty and students ***

Preamble:

As per the UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018 issued by the University Grants Commission vide notification dated 23rd July 2018 and resolution passed in the 99th meeting of the *Institute Academic Committee* held on 06th August 2021 regarding revision of similarity index for plagiarism checking, the VNRVJIET Anti-Plagiarism Policy 2017 is amended accordingly for implementation.

1. Adoption of Anti-Plagiarism Policy at VNR VJIET:

- Plagiarism is considered as academic dishonesty and a breach of journalistic ethics. Globally, many institutions use plagiarism detection software to uncover potential plagiarism practices. At VNRVJIET, Anti-Plagiarism Policy shall be adopted and implemented not only to protect the 'Intellectual Property Right' but also to develop the character among the students to be perfect in academic writing.
- Accordingly, VNRVJIET implemented VNRVJIET Anti-Plagiarism Policy in the year 2017.
- VNRVJIET subscribed 'TURNITIN' - plagiarism detection software to facilitate the faculty, staff, researchers, scholars and students to produce original papers, projects, theses, dissertations etc.
- Guidelines prescribed under VNRVJIET Anti-Plagiarism Policy 2017 are amended in the Institute Academic Committee held on 06th August 2021 and shall now be called as "**VNRVJIET Anti-Plagiarism Policy, 2021**"
- Guidelines prescribed under this policy shall be applicable to the B.Tech. and M.Tech. students, Ph.D. scholars, researchers, faculty and staff of VNRVJIET.
- These amended regulations shall come into force from the date of their notification/publication i.e., from the academic year 2021-2022 onwards at VNRVJIET.

2. Objectives:

- To create awareness about responsible 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 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 committing the act of plagiarism.

3. Usage Policy:

- **The service shall be limited to VNRVJIET Academic Community.**
- It shall be mandatory to screen all the M.Tech. and Ph.D. thesis/dissertations.
- Based on the plagiarism statistics of B.Tech. and M.Tech. theses of previous batches at VNRVJIET, **the acceptable similarity index shall be upto 25%.**
- The supervisor shall go through the report generated by 'Turnitin' anti-plagiarism software before certifying the same.
- Student/research scholar in his/her thesis/dissertation certificate shall certify/declare that the thesis is plagiarism-free as per the norms of the Institute. **(Similarity index of less than or equal to 25% shall be considered as plagiarism-free).** Certificate shall be included in the thesis as shown in Annexure -1.
- Not applicable to regional languages.

4. Modus Operandi :

- Plagiarism check shall be carried out for the following:
 - a) B.Tech. and M.Tech. project report / thesis / dissertation
 - b) Ph.D. thesis / dissertation, paper publication, reports / other documents
- Plagiarism detection of M.Tech. thesis/dissertation shall be assigned to the Examination branch which shall conduct the plagiarism check and accordingly issue the certificate to students before final submission of M.Tech. thesis for evaluation.
- Plagiarism detection of Ph.D. Thesis, paper publications and other documents shall be assigned to the Research and Consultancy Cell (RCC) which shall conduct the plagiarism check and accordingly issue the certificate to the applicant.

5. Similarity Checks for Exclusion from Plagiarism:

- The similarity checks for plagiarism shall **exclude** the following:
 - i) *All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution*
 - ii) *Preface*
 - iii) *Acknowledgements*
 - iv) *Table of content*
 - v) *Standard symbols*
 - vi) *Standard equations*
 - vii) *Generic terms*
 - viii) *Standard laws*
 - ix) *References/Bibliography*

6. Inclusions in Similarity Checks:

- 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*

Note: The above exclude a common knowledge or coincidental terms, upto fourteen (14) consecutive words.

7. Levels of Plagiarism:

- Plagiarism shall be quantified into following levels in ascending order of severity for the purpose of its definition:
 - i. Level 0: Similarities upto 25% - Minor similarities, no penalty
 - ii. Level 1: Similarities above 25% to 40%
 - iii. Level 2: Similarities above 40% to 60%
 - iv. Level 3: Similarities above 60%

8. Plagiarism Detection, Reporting and Handling:

- If any member of the academic community suspect 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).
- The Principal / authorities of Institute can also take suo-motu notice of an act of plagiarism and initiate proceedings under these policy guidelines.
- Similarly, proceedings can also be initiated by the Principal on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

9. Departmental Academic Integrity Panel (DAIP):

- All Departments shall constitute a DAIP as per the composition 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 committee 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).
- The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- 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):

- The Principal shall constitute a IAIP as per the composition given below:
 - a. Chairman – Principal/Dean/Senior Academician of the Institute.
 - b. Member - Senior Academician other than Chairman, to be nominated by the Principal.
 - c. Member - One member nominated by the Principal from outside the Institute

- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal.
- 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).
 - The IAIP shall consider the recommendations of DAIP.
 - The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
 - 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 Institute.
 - The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
 - 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.
 - 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 UG, PG, Masters, Ph.D. and research scholars, faculty & staff of the Institute *only after academic misconduct on the part of the offender 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.*
- Since act of plagiarism, witting or unwitting, is potentially detrimental to the academic credibility and social reputation of the individual concerned, all proceedings of investigations and imposition of penalties shall be conducted in camera so as to prevent encrustation of stigma and slur upon individual concerned.
- Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

(a) Penalties in case of plagiarism in submission of thesis and dissertations:

- i) **Level 0: Similarities upto 25%** - Minor similarities, no penalty
- ii) **Level 1: Similarities above 25% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period **not exceeding 6 months**.
- ii) **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script **for a period of one year**.
- iii) **Level 3: Similarities above 60%** - Such **student registration for that program shall be cancelled**.

Note 1: Penalty on repeated plagiarism - Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period decided by the IAIP and the Principal.

(b) Penalties in case of plagiarism in academic and research publications:

- i) **Level 0: Similarities upto 25%** - Minor similarities, no penalty
- ii) **Level 1: Similarities above 25% to 40%** - Shall be asked to withdraw manuscript.
- iii) **Level 2: Similarities above 40% to 60%** -
 - Shall be asked to **'withdraw' manuscript**
 - Shall be **denied a right to ONE annual increment**
 - **Shall not be allowed to be a supervisor to any UG, PG/Master's, Ph.D. student/scholar for a period of TWO years.**
- iv) **Level 3: Similarities above 60%** -
 - Shall be asked to **'withdraw' manuscript**
 - Shall be **denied a right to TWO annual increments**
 - **Shall not be allowed to be a supervisor to any UG, PG/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 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 decided by the IAIP and the Principal.

Note 3: If there is any complaint of plagiarism against the Head of the Institute, a suitable action, shall be taken by the Governing Board of the Institute.

Note 4: If there is any complaint of plagiarism against the Head of the Department/Authorities at the Institutional level, a suitable action, shall be recommended by the IAIP and approved by the Competent Authority.

Note 5: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such members shall excuse himself/herself from the meetings(s) where his/her case is being discussed/investigated.

12. Mechanism for Plagiarism Checking:

- As per the UGC (promotion of academic integrity and prevention of plagiarism in higher educational institutions) Regulations 2018, Institute has defined a mechanism, as mentioned in points 8 and 9 of this policy, to ensure that each of the paper publication/thesis/dissertation by the student, faculty, staff or researcher is checked for plagiarism at the time of forwarding/submission.

12.1) Procedure for Plagiarism Checking of Dissertations and Theses :

- Exam branch at VNRVJIET shall screen the M.Tech. dissertations / theses / project reports before their FINAL submission and certify the similarity index based on the guidelines prescribed in point (5) and (6) above. Sample similarity index certificates are shown in **Annexure – 2** and **Annexure – 3**.
- Student shall take a print of the similarity index certificate and similarity report.
- ***Similarity index certificate and similarity report shall be enclosed after the title page in all M.Tech. dissertations / theses of all copies*** before submission to the department & as per the guidelines.

➤ **Certain Instructions:**

- While performing initial check of the submitted project dissertation / thesis by a M.Tech. student, proper care must be taken so as **to not to store the initial copy on to the data repository of 'Turnitin' software.**
- After generating the similarity report in the software, the generated report shall be mailed back to the respective student and his/her supervisor. A copy of similarity report shall also be sent to the Controller of Examinations.
- Proper care must be taken to ensure that ***similarity report is communicated to student and supervisor within a week.***
- A M.Tech. student shall print the dissertation/thesis and submit it through proper channel to the Examination branch for evaluation, if and only if the similarity index is **upto than 25%** and a certificate to this effect is issued by the Examination branch to the student and supervisor. A copy of the same shall be communicated for the department review committee for maintaining appropriate record by the student.
- Student/scholar shall enclose the similarity index certificate in the dissertation / thesis as a mandatory requirement.
- In the event of **similarity index $\geq 25\%$** , the student/scholar shall ***re-submit the revised copy of the dissertation / thesis within the stipulated time.*** It must be noted that the ***submission is only allowed thrice including the initial submission.***
- In case the student/scholar fails to submit dissertation / thesis within allowable similarity index limit and stipulated time, the dissertation / thesis shall be summarily rejected.

12.2) Procedure for Plagiarism Checking of Ph.D. Theses and Publications viz. Research Papers, Reports etc.:

- The student/research scholar/faculty/staff shall submit the soft copy of the Ph.D. thesis/publication for checking the plagiarism to the Anti-Plagiarism Coordinator at RCC in a CD.
- After the application in prescribed proforma is submitted to Head/RCC through the concerned Head of the Department, the event of plagiarism checking shall be accepted at RCC.
- It must be ensured that the plagiarism tool being deployed for performing similarity check has access to all the standard databases / repositories that includes publications from reputed publishers such as IEEE, ELSEVIER, SPRINGER, and TAYLOR AND FRANCIS, WILEY etc. apart from open access content.

- While performing initial check of the submitted project dissertation / thesis / paper / other document by a Ph.D. scholar / faculty researcher, proper care must be taken so as **to not store the initial copy on to the data repository of 'Turnitin' software.**
- **General guidelines for submitting M.Tech./Ph.D. thesis/dissertation, publications etc. for plagiarism checking:**
 - Keep personal notes, draft, own writings and sources separately.
 - Submit the document in soft format.
 - Don't copy and paste the content from other sources.
 - In case content from different sources (including self-content) is used, write the text in "quotes", quote the sources properly both 'in text' and also 'in bibliographical references'.
 - Acknowledge the sources explicitly when paraphrasing (change of words with synonyms, restructuring sentences or paragraphs of text) both 'in text' and also 'in bibliographical references'.
 - Remove preliminary pages of thesis/dissertation, or project report viz. title page, declaration, certification, acknowledgements, lists of tables/figures, vocabulary, Bibliography, Appendix/Annexure,
 - Follow the citation styles as prescribed in the guidelines.
 - Since most of the scholarly content is currently published online, use anti-plagiarism software to detect similarities, if any, of the manuscript before submitting to the department / Institute.
 - The file must be less than 300 pages and less than 20 MB.
 - Use PDF format for submission of soft copy (as the size will be comparatively lesser)
 - Combine all the chapters into one document i.e., from Abstract to Conclusion.

13. Deletion of Erroneously Submitted Documents from Turnitin Repository:

- Only Turnitin Support (USA) can delete the documents from Turnitin Database / Repository at the request of the Administrator.
- To delete the documents, Turnitin support requires details of paper ID / submission ID, date of submission, author and title etc.
- Details must be submitted to the **EMAIL-ID librarian@vnrvijet.in**. It may require 3-7 days depending on the queue that Turnitin Support has.

14. Singletons Associated:

- (a) Principal
- (b) Controller of Examinations (CoE)
- (c) Head, Research and Consultancy Cell (RCC)
- (d) Anti-Plagiarism Co-ordinator (APC) at Examination branch
- (e) Anti-Plagiarism Co-ordinator (APC) at RCC
- (f) Institute Academic Integrity Panel (IAIP)
- (g) Department Academic Integrity Panel (DAIP)
- (h) Supervisor
- (i) Faculty
- (j) Staff
- (k) Research scholar
- (l) Student

15. Sequence Process or Actions Required:

❖ Examination Branch:

- i) Actions involved at the Examination branch on the receipt of soft copy of thesis for plagiarism check

Event	Action/Exercise	Course of action
1	Submission of soft copy of thesis by a student with an application in prescribed proforma through supervisor and Head of the Department	<ul style="list-style-type: none"> ➤ Receipt of application in prescribed proforma along with soft copy of thesis in CD with details of Student name, H.T. No., Title of Thesis, e-mail id of student and Supervisor. ➤ CD must contain soft copy of thesis in pdf format only. ➤ Check details such as fee paid and/or registration details
2	Encode CD uniquely preferably by H.T. No.	<ul style="list-style-type: none"> ➤ Encode the CD and submit the CD in sealed cover to APC ➤ Record transaction in appropriate log

- ii) Actions involved at the APC on receipt of the soft copy of submitted thesis

Event	Action/Exercise	Course of action
1	Verify Thesis	<ul style="list-style-type: none"> ➤ Verify if the file is in required format and not corrupted ➤ If infeasible, send it back to CoE office
2	Creation of Turnitin project with academic year folder	<ul style="list-style-type: none"> ➤ Submit thesis for plagiarism ➤ Generate hard copy and soft copy of report ➤ Verify similarity index ➤ Store the softcopy for future evaluation and record ➤ Print the first page of generated report ➤ Submit the copy of generated report back to CoE office
3	Submission of report	<ul style="list-style-type: none"> ➤ Soft copy of generated report is to be saved ➤ Submit duly signed report and CD back to CoE

- iii) Actions involved at the CoE office on receipt of similarity report

Event	Action/Exercise	Course of action
1	Communicate information to student/scholar and supervisor through concerned Head of the Department in prescribed format	<ul style="list-style-type: none"> ➤ Verify report for acceptance ➤ In case of acceptance, send the information to APC, student/scholar and supervisor. At the end of APC office, the thesis must be added to the repository ➤ If the similarity index obtained is not permissible, the student/scholar may be

		asked to submit the revised thesis <i>within 01 month</i> based on number of permissible attempts ➤ The <u>thesis may not be accepted after completing three submissions</u> which includes <i>one initial and two revised ones</i> .
2	Softcopy of similarity report	➤ An official intimation must be made to the student/scholar by issuing Similarity Index Certificate including report generated by the APC
3	Submission of hard copy of thesis	➤ Student/scholar must submit hard copy of thesis as per regulation rules including issuing Similarity Index Certificate issued related to thesis submission

❖ **Research and Consultancy Cell (RCC):**

- i) Actions involved at the RCC on the receipt of soft copy of Ph.D. thesis/research paper/other document for plagiarism check

Event	Action/Exercise	Course of action
1	Submission of soft copy of Ph.D. thesis/research paper/other document by a student/research scholar/faculty/staff with an application in prescribed proforma through Head of the Department	<ul style="list-style-type: none"> ➤ Receipt of application in prescribed proforma along with soft copy of Ph.D. thesis/research paper/other document in CD with details of applicant like name, designation, Title of thesis/paper, e-mail id, guide/supervisor etc. ➤ CD must contain soft copy of thesis in pdf format only. ➤ Record transaction in appropriate log.

- ii) Actions involved at the APC of RCC on receipt of the soft copy of submitted research paper/other document

Event	Action/Exercise	Course of action
1	Verify Thesis / paper / document	<ul style="list-style-type: none"> ➤ Verify if the file is in required format and not corrupted ➤ If infeasible, send it back to the applicant
2	Creation of Turnitin project with academic year folder	<ul style="list-style-type: none"> ➤ Submit the document for plagiarism ➤ Generate hard copy and soft copy of report ➤ Verify similarity index ➤ Store the softcopy for future evaluation and record ➤ Print the first page of generated report
3	Submission of report	<ul style="list-style-type: none"> ➤ Soft copy of generated report is to be saved ➤ Submit duly signed report and CD back to Head/RCC

iii) Actions involved at the RCC office on receipt of similarity report

Event	Action/Exercise	Course of action
1	Communicate information to applicant through concerned Head of the Department in prescribed format	<ul style="list-style-type: none"> ➤ Verify report for acceptance ➤ If the similarity index obtained is not permissible, the applicant may be asked to submit the revised thesis <i>within 01 month</i> based on number of permissible attempts ➤ The <u>document may not be accepted after completing three submissions</u> which includes <i>one initial and two revised ones</i>.
2	Softcopy of similarity report	<ul style="list-style-type: none"> ➤ An official intimation must be made to the applicant by issuing Similarity Index Certificate including report generated by the APC



Estd. 1995

VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved By A.I.C.T.E., New Delhi and Govt. of T.S. & Affiliated to J.N.T.U.)
Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O), Hyderabad-500 090, T.S. India
Tel: +91-40-23042758, 23042759, 23042760 Fax: 91-40-23042761
E-mail: postbox@vnrjiet.ac.in. Website: www.vnrjiet.ac.in

Department of Engineering

CERTIFICATE

This is to certify that the thesis entitled
“ _____ ”

submitted by **Mr./Ms.** _____, bearing
H.T. No. _____ in partial fulfillment of the requirements for
the award of **MASTER OF TECHNOLOGY** in _____
ENGINEERING with specialization in _____
to the Jawaharlal Nehru Technological University Hyderabad at
**VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF
ENGINEERING & TECHNOLOGY, HYDERABAD**, is a record of bonafide
work carried out by him/her under our guidance and supervision.

This thesis is free from plagiarism and has not been submitted
previously in part or in full to any other University or Institute for the award
of any degree or diploma.

Signature of Supervisor
Name of Supervisor
Designation
Department
VNR VJIET, Hyderabad

Signature of HOD
Name of HOD
Professor & HOD
Department
VNR VJIET, Hyderabad

Annexure - 2



VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

An Autonomous Institute, Accredited by NAAC with 'A++' Grade
 NBA Accreditation for CE, EEE, ME, ECE, CSE, EIE, IT B.Tech. programmes
 Approved by AICTE, New Delhi, Affiliated to JNTUH
 Recognized as "College with Potential for Excellence" by UGC
 Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O), Hyderabad – 500 090, T.S., India.
 Telephone No: 040-2304 2758/59/60, Fax: 040-23042761
 E-mail: postbox@vnrvjiet.ac.in, Website: www.vnrvjiet.ac.in

EXAMINATION AND EVALUATION

Date:

To
Mr./Ms.
H.T. No.
 M.Tech. ()
 VNRVJIET
 Hyderabad

Sub: Anti-plagiarism check of M.Tech. Thesis of Mr./Ms.
 H.T. No. Reg.

Dear Sir/ Madam,

Soft copy of M.Tech. thesis entitled

 of Mr./ Ms., H.T. No.
 of M.Tech. has been submitted for
 Anti-Plagiarism check at Examination branch, VNRVJIET through "Turnitin" package. The
 scan has been carried out on

The scanned output reveals a match percentage of which is **within the acceptable limits.**

Yours Sincerely,

Controller of Examinations

CC:
 1. Dr. M.Tech. Project Supervisor
 2. HOD/

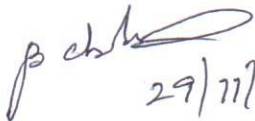
**VNRVJIET ANTI-PLAGIARISM POLICY AND
PROCEDURE FOR USING SOFTWARE**
(Version – 2, 2021)

Prepared By:



(Dr. Yeole Shivraj Narayan)
Coordinator, Academics

Verified By:



29/11/2021

(Dr. B. Chenna Kesava Rao)
Director for Advancement and
Dean, Administration, VNRVJIET

Approved By:



(Dr. C. D. Naidu)
Principal
VNRVJIET