ACADEMIC AND RESEARCH INTEGRITY AND ETHICS POLICY

University Campus

NH-12, Chaksu Bypass, Tonk Road, Jaipur-303901

Phone : 0141-3020500/555, Fax : 0141-3020538

Plot No.-IP-2 & 3, Phase-IV, Sitapura Industrial Area, Jaipur-202022

Phone : 0141-4071551/552, Fax : 0141-4071562

*Recommended by the Academic Council vide resolution no. 25.27 dated 21.05.2016 and approved by the Board of Management vide resolution no. 26.10 dated 28.05.2016

INDEX

1. Introduction

Jagan Nath University, Jaipur has been established by JAGAN NATH UNIVERSITY, JAIPUR ACT, 2008 (No. 19 of 2008) of Rajasthan State Legislature. It is recognized by the UGC and is empowered to award degrees under section 22 of the UGC Act, 1956. The University is also a member of Association of Indian Universities (AIU) and has approvals from various regulatory bodies, i.e., Bar Council of India, Council of Architecture, National Council for Teacher Education, Pharmacy Council of India etc. The University is now running various courses under Faculty of Engineering and Technology, Faculty of Management, Faculty of Medical and Para Medical Allied Health Sciences, Faculty of Law, Faculty of Science and Faculty of Education.

Research and innovation involve rigorous scientific effort in search of truth, creation of new knowledge contributing to socioeconomic benefits for global good. Increased incidence of compromised publication ethics and deteriorating academic integrity is a growing problem contaminating all domains of research.

A student/researcher/faculty/staff is required to have ethical and moral values in his academic pursuit. The student/researcher/faculty/staff is expected to produce and submit the original and genuine work. In the present era, huge of information is available on the internet and online as source material. In this context, plagiarism has become a serious problem. The main task of this policy is to improve the quality of research in the university and to promote academic and research integrity as well as ethics. Jagan Nath University, Jaipur has framed the Policy on Academic and Research Integrity and Ethics:

2. Objectives

1. To promote the quality research by the faculty members and creating credible research

2. To promote academic and research integrity as well as publication ethics.

3. To promote high quality publications in reputed journals that would help in achieving higher global ranks and overall improvement of the quality of research and education.

4. To develop an approach and methodology for identification of good quality journals.

5. To provide the ethical framework within which the ethical review process will operate across the university.

6. To promote exemplary ethical standards in research and scholarship.

7. To prevent publications in dubious / sub-standard journals which reflect adversely and tarnish the image of research works and thus leads to a long term academic damage.

3. University Academic Integrity/Ethics Committee (UAIC)

There shall be a University Academic Integrity/ Ethics Committee whose composition is as below:

(i) Chairman - President/ Pro-President.

(ii) Member –Dean of Faculty

(iii) Professor/Associate Professor of the concerned Department to be nominated by the President.

(iv) Member - One member nominated by the President from outside the University.

(v)   Member - A person well versed with anti-plagiarism tools, to be nominated by the President.

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

3.1 Role and Responsibilities of University Academic Integrity/ Ethics Committee

(i)   "The UAIC shall consider the recommendations of the Departmental Academic Integrity /Ethics Committee.

(ii)   The UAIC shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

(iii)   The UAIC 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 UAIC shall have the power to review the recommendations of DAIC including penalties with due justification.

(v)   The UAIC 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 DAIC/ complaint/initiation of the proceedings.

(vi)   The UAIC shall provide a copy of the report to the person(s) against whom inquiry report is submitted".

4. Departmental Academic Integrity/ Ethics Committee (DAIC)

There shall be a Departmental Academic Integrity/ Ethics Committee (DAIC) 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 tenure of the members shall be for two years. The quorum for the meetings shall be 2 (including Chairman).

4.1 Role and Responsibilities of Departmental Academic Integrity/ Ethics Committee (DAIC)

(i)   The DAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff.

(ii)   The DAIC shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.

(iii)   The DAIC after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIC within a period of 45 days from the date of receipt of complaint/initiation of the proceedings.

(iv)   The DAIC shall ensure the quality of research by permitting the research publication only in the journals recognized by UGC.

(v)   The DAIC shall identify the good quality journals.

(vii) The DAIC shall create and maintain a "Reference List of Quality Journals" for various academic evaluations to recommend UGC.

(viii) The DAIC shall ensure the academic honesty.

(ix) The DAIC shall ensure and maintain the academic and research integrity, intellectual capital growth, culture of excellence and social responsibility in research.

(x) The DAIC shall sensitize on the animal care and human subject protection issues in research.

5. Quality Research

Research is the backbone and measure of credibility of any university. Good quality research can be ensured by the credibility of journal in which research publications is published. High-quality publications in reputed journals help in achieving higher global ranks and overall improvement of quality of education as well as creating new knowledge.

Publications in dubious sub-standard journals reflects adversely leading to long term academic damage and tarnishing of image. A problem of dubious /sub-standard journals has become a serious concern all over the world. The percentage of research articles published in poor quality journals is reported to be high in India, which has adversely affected its image.

The DAIC shall approve only research publications of faculty members/staff members, research scholars, students for academic credits for selection, promotion, performance appraisal, awards of scholarship or academic degree or credits in any form, from thejournals included in the following category:

A. Research journals from all disciplines indexed in Scopus (Source list) or Web of Science (Arts and Humanities Citation Index Source Publication, Science Citation Index Expanded Source Publication, Social Science Citation Index Source Publication).

B. Journals suggested and recommended by UGC.

Further the DAIC suggests the faculty to avoid publishing in predatory / dubious journals and must not be associated in any capacity with them. Publications or presentations in dubious / predatory/deceptive journals and conferences are not considered for any academic benefits.

6. Recommendation of Addition of Journal Title(s)

The DAIC shall invite the list of title(s) of Journal to be recommended for inclusion in the UGC suggested journals in a quarter of an academic year from faculty members/students of various department of the university. The proposed list must contain the following information:

a. Journal title

b. Journal broad discipline and focus subject

c. Name of publisher

d. Country of origin and registered address

e. Journal language/s

f. Publishing frequency

g. Editor name, editorial office address, phone, email and website

h. Current status (date of last publication) (print/ online/ both)

i. ISSN/ eISSN

j. Other registrations/ memberships such as RNI/ COPE/ UGC-CARE.

The list of journal title(s) approved by the DAIC shall be recommended to IQAC of the university and IQAC cell of the University shall recommend the selected journal title(s) to UGC.

The DAIC shall also invite the names of undeserved journal included in the UGC suggested list of journals to be reported to UGC through IQAC Cell.

7. Promotion of Research

Jagannath University, Jaipur has a well defined Research Promotion Policy which ensures research and development as a systematic activity of basic and applied research to identify solutions of local / regional / national needs and creation of knowledge. It may result in the form of patent, research publications and copyright etc.

- As per the Research Promotion Policy the University has a provision to give incentives and awards to promote high quality research work, which are as follows :

    (i) Faculty members who get sanctioned research project funded by government / other agencies.

    (ii) Faculty members who publish books/book chapters in highly reputed publishing house.

    (iii) Publications of high quality research papers/articles in SCI/Scopus/ high indexed journals.

    (iv) Faculty members who got patent publication.

    (v) Faculty members who got research awards/fellowships/ scholarship.

    (vi) Financial support for participation in seminar, conference, workshop, FDP and research paper publications. The details of financial support are given in the Research Promotion Policy of the university.

- The University has well defined policy on seed money to finance the research projects and Collaborations with the Industry / Academia etc.

8. Integrity and Ethics:

The university lays down the following research ethics for all faculty members, researchers and students undertaking research. It covers all the activities through which research information and data are gathered, processed and disseminated including surveys and interviews and the reporting of research findings. The following are ethical principles that this document addresses;

A. Academic Honesty

Honesty is promoted through transparency in developing, undertaking, reviewing, reporting and communicating research in a fair, comprehensive and unbiased manner. Researcher shall be honest in all scientific communications. Researcher shall honestly report data, results, methods and procedures, and publication status. He/she shall not fabricate, falsify, or misrepresent data. He/she shall not deceive colleagues, granting agencies, or the public.

B. Integrity

Integrity in research implies ethics, rigour, relevance, transparency, respect, impartiality, independence and accountability permeate every aspect. Researcher shall keep his/her

promises and agreements. He shall act with sincerity and shall strive for consistency of thoughts and action.

C. Quality Education

Departments ensures the promotion of quality education through modern learning technologies and delivery models while pursuing the UGC quality mandate parameters.

D. Holistic Approach

Holistic education approach commensurate with social, cultural, economic and environmental realities.

E. Global Competencies

Faculty shall prepare the students to achieve core competencies to face global challenges successfully.

F. Technology Applications

Faculty shall Effectively use of ICT and digital learning resources optimally for achieving excellence.

E. Industry Integration

Gaps between theory and practice shall be bridge with a focus on skill development and industry integration.

G. Intellectual Capital Growth

Contributing to human resource development and capacity building of individuals to cater to the needs of the economy, society and country leading to development of the nation.

H. Culture of Excellence

Promoting culture of excellence among students and faculty in teaching-learning process, research and extension services as drive to develop centres of excellence.

I. Carefulness

Avoid careless errors and negligence; carefully and critically examine your work and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.

J. Respect for Intellectual Property

Honour patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

K. Confidentially

Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

L. Social Responsibility

Strive to promote social good and prevent or mitigate social harms through research, public education and advocacy.

M. Legality

Know and obey governmental policies, relevant laws and institutional rules and regulations.

N. Animal Care

Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

O. Human Subjects Protection

When conducting research on human subjects, minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

Plagiarism

Definition:

'Plagiarism' is the unacknowledged use of another person's work as one's own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgment of the source.

8.1 Methods of Plagiarism:

(a) Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgment of the source.

(b) Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.

(c) Buying, stealing or borrowing assignments, experiments/results.

(d) Paragraphing the work of others without due acknowledgments.

(e) Using ideas of someone else without crediting the originator.

(f) Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.

(e) And any other means which have not been listed here.

8.2 Self-Plagiarism

Copying/reproducing, in part or whole one's own published work without giving proper reference to that work.

8.3 Golden Rule to avoid the Plagiarism:

(a) Always give the due credit to the original author (s) and give the proper citation and proper reference.

(b) Place the sentence in inverted commas, if you quote text verbatim.

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. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

9. 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%

10. Procedure for Submission of Documents for Plagiarism check

University already has a subscription of a Plagiarism Check Software. It would be available in the Dean, Research office. Any student, faculty, researcher and staff who wish to submit his/her final thesis, dissertation, research paper or any other such documents to the university or to some other agency, shall be required to   submit the soft copy of the thesis/ dissertation/ manuscript to coordinator.research@jagannathuniversity.org for the plagiarism check prior to final submission. The coordinator shall supply the soft copy of the report generated on the plagiarism checking software and soft copy of the document to the concerned Head of the Department and to the concerned candidate.

11. Procedure for the reconciliation of plagiarism reports:

11.1 If a case of plagiarism is found in the report generated on the plagiarism checking software supplied by the coordinator then Head of the Department shall call a meeting of DAIC to consider the report and shall summoned the candidate to hear the candidate's view. The DAIC 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 DAIC shall submit its recommendations keeping in view of the following guidelines:

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

11.1.1   All quoted work reproduced with all necessary permission and/or attribution

11.1.2   All references, bibliography, table of content, preface and acknowledgments.

11.1.3   Phrases

11.1.4   All generic terms, laws, standard symbols and standards equations.

11.1.5   Name of Institutions, Departments etc.

11.2 Departmental Academic Integrity Committee (DAIC) may recommend the penalty on the student/ researcher/ staff member on considering the severity of the Plagiarism to University Academic Integrity Committee (UAIC).

11.3 **Penalties in case of plagiarism in the submission of thesis and dissertations**

11.3.1 **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 committee may recommend to UAIC that candidate may be to permitted to submit the thesis/ dissertation without any penalty.

11.3.2 **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 committee may recommend to UAIC that candidate may be allowed to resubmit the work with proper citations within a stipulated time period not exceeding 6 months.

11.3.3 **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 committee may recommend to UAIC 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.

11.3.4 **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 committee may recommend to UAIC that the candidate's registration may be cancelled.

11.3.5 **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.

11.3.6 **For Repeated Plagiarism**: The committee may recommend to UAIC 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.

11.4 **Penalties in case of plagiarism in academic and research publications**

11.4.1 **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 committee may recommend to UAIC that No further action is required.

11.4.2 **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 committee may recommend to UAIC that candidate shall be asked to withdraw manuscript.

11.4.3 **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 committee may recommend to UAIC 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.

11.4.4 **For High-Level Plagiarism**: The similarity between documents is outside the limit (above 60%). Then the committee may recommend to UAIC 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.

11.4.5 **For Repeated Plagiarism**: The committee may recommend to UAIC 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.

11.5 **Penalty on Plagiarism reported after the of Award of Degree/credit**

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 UAIC and approved by the President.

11.6 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 UAIC and approved by the President.

11.7 **Penalties by UAIC**: University Academic Integrity Committee (UAIC) 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.

11.8 The authorities of the university can also take suomotu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the university on the basis of findings of an examiner. All such cases will be investigated by the UAIC.

11.9 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 Committee (DAIC). Upon receipt of such a complaint or allegation, the DAIC shall investigate the matter and submit its recommendations to the University Academic Integrity committee (UAIC) of the University.

11.10 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 UAIC and approved by the Competent Authority.

11.11 If there is any complaint of plagiarism against any member of DAIC or UAIC, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

11.12 If there is any complaint of plagiarism against the President of the university, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the university.

13. 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 university.

14. Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free (Annexure-I).

15. The approved policy shall be placed on the homepage of the university's website.

15.1 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".

15.2 All the thesis/dissertation/ paper/publication and other in-house publications of the university shall be displayed on the University Repository on the university's website.

....