



Code of Ethics to check malpractices and plagiarism in Academics and Research Regulations



Malpractices in Examinations:

Arya College of Engineering and Research Centre, Jaipur strictly follows code of conduct prescribed by the University for Examinations. Malpractices such as copying, using cell phones or answers from texts or guides are completely banned. Any student found guilty is reported to the external examiner and the university takes action on the defaulters.

Cheating is dishonest behavior usually in tests or examinations. It includes:

1. Unless explicitly authorized by the course instructor or examiner using books, notes, diagrams, electronic devices, or any other aids during an examination, either in the examination room itself or when permitted to leave temporarily.
2. Copying from the work of other students.
3. Communicating with others during an examination to give or receive information, either in the examination room or outside it
4. Commissioning or allowing another person to write an examination on one's behalf;
5. Not following the rules of an examination
6. Using for personal advantage, or communicating to other students, advance knowledge of the content of an examination (for example, if permitted to write an examination early)
7. Altering answers on an assignment or examination that has been returned
8. Taking an examination out of the examination room if this has been forbidden.



Plagiarism:

1. Arya College of Engineering and Research Centre, Jaipur does not allow any malpractices or plagiarism in research. Individual researchers undertake the responsibility of original research done and secondary and primary sources are accepted and acknowledged wherever required in each research paper.
2. Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Students “use of others” expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged according to acceptable academic practice. It is the responsibility of each student to learn what constitutes acceptable academic practice.

Plagiarism includes the following practices:

1. Not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);
2. Presenting the whole or substantial portions of another person’s paper, report, piece of software, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the internet.
3. Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats.
4. Hindering other students in obtaining fair access to materials and facilities; for example, cutting an article out of a Library copy of a journal.
5. Theft of another student’s notes.
6. Alteration or destruction of the work of other students.



7. Behavior that interferes with the evaluation of another student's work, such as failure to participate in a group project.
8. Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

Curbing Plagiarism

1. The Arya College of Engineering and Research Centre, Jaipur has declared and implemented the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
2. The mechanism is made accessible to all engaged in research work including student, faculty, researcher and staff etc.
3. Every student submitting a thesis, dissertation, or any other such documents to the college shall 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.
4. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the university.
5. The college has developed a policy on plagiarism as approved by Academic Council. The approved policy is placed on the homepage of the University website.
6. Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
7. The college will submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".



Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

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

Note:

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.

Levels of Plagiarism

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

Level 0: Similarities upto 10% - Minor similarities, no penalty
Level 1: Similarities above 10% to 40%

Level 2: Similarities above 40% to 60%

Level 3: Similarities above 60%



Detection/Reporting/Handling of Plagiarism

1. 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 report the matter to Arya College of Engineering and Research Centre Academic Integrity Panel.
2. 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 a committee appointed by the college.

Departmental Academic Integrity Panel (DAIP)

1. All Departments in Arya College of Engineering and Research Centre shall notify a DAIP whose composition shall be as given below:
 - i. Chairperson - 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.
2. The tenure of the 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 Chairperson).
3. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
4. The DAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
5. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the ACERC within a period



of 45 days from the date of receipt of complaint / initiation of the proceedings.

Academic Integrity Panel (ACERC)

1. Following shall be the composition of ACERC:
 - i. Chairman - Pro-President/Dean/Senior Academician of the University.
 - ii. Member - Senior Academician other than Chairperson, to be nominated by the President.
 - iii. Member - One member nominated by President from outside the University
 - iv. Member - A person well versed with anti-plagiarism tools, to be nominated by the President.
2. The Chairperson of ACERC shall not be the same. The tenure of the Committee members including Chairperson shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairperson).
3. The ACERC shall consider the recommendations of DAIP.
4. The ACERC shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
5. The ACERC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.
6. The ACERC shall have the power to review the recommendations of DAIP including penalties with due justification.
7. The ACERC 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 recommendation of DAIP/ complaint / initiation of the proceedings.
8. The ACERC shall provide a copy of the report to the person(s) against whom inquiry report is submitted.



Penalties

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 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.

A. Penalties in case of plagiarism in submission of thesis and dissertations

ACERC Academic Integrity Panel shall impose penalty considering the severity of the Plagiarism. Level 0: Similarities upto 10% - Minor Similarities, no penalty.

Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

Level 3: Similarities above 60% -Such student registration for that programme 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 recommended by the ACERC and approved by the President.



B. Penalties in case of plagiarism in academic and research publications

Level 0: Similarities up to 10% - Minor similarities, no penalty.

Level 1: Similarities above 10% to 40%

- i. Shall be asked to withdraw manuscript.

Level 2: Similarities above 40% to 60%

- i. Shall be asked to withdraw manuscript.
- ii. Shall be denied a right to one annual increment.
- iii. 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.

Level 3: Similarities above 60%

- i. Shall be asked to withdraw manuscript.
- ii. Shall be denied a right to two successive annual increments.
- iii. Shall not be allowed to be a supervisor to any new Master's, M.TECH., . Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - 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 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 College.

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 recommended by ACERC and approved by the President.

Note 3: College has created a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the College is checked for plagiarism at the time of forwarding/submission.



Note 4: If there is any complaint of plagiarism against the Head of the College is a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the College.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the College level, a suitable action, in line with these regulations, shall be recommended by the ACERC and approved by the President.

Note 6: If there is any complaint of plagiarism against any member of ACERC, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.