

Central Sanskrit University

56-57, Institutional Area, Janakpuri, New Delhi

Dated: 03.08.2022

To,

The DirectorsCampuses of Central Sanskrit University &
Poornaprajna Samshodhana Mandiram**Subject: Implementation of the Code of Ethics to check Malpractices & Plagiarism in Research through a PDS 'ShodhShuddhi' - reg.**

Sir/Ma'am,

The Central Sanskrit University, New Delhi is pursuing to enhance quality of the research work in the guidelines of UGC and other regulating bodies. It is well known that UGC and NAAC are focusing to integrate the ICT resources in Research to enhance the quality. We are pursuing in the specific directions and guidelines of competent authority. In this regard, University is implementing the **Code of Ethics to check Malpractices & Plagiarism in Research** through the online Plagiarism Detection Software (PDS) – 'ShodhShuddhi'.

As per details received from the campus and research institute, the librarian, Assistant Librarian, Library I/c or coordinator at campus and institute level is appointed to check the thesis of research work before the submission and to produce the report regarding plagiarism. In this regard, the following steps must be taken for effective use of this online software:

- **Step 1** – the researcher will submit the complete and final thesis in single PDF/Word form forwarded by Research Supervisor to the Director of Campus/Institute along with the application to check the plagiarism and to provide the concerned report.
- **Step 2** – the Director will send the thesis to the nominated Coordinator/Librarian/Assistant Librarian to check the plagiarism and to produce the report.
- **Step 3** – the nominated coordinator will check the thesis, produce the report, and send the report duly signed by her/him to the Director.
- **Step 4** – the Director will give the report duly counter-signed by her/him to the researcher.
- **Step 5** – the researcher will submit the thesis along with the report of plagiarism to the Research Advisory Committee (RAC)/Departmental Research Committee (DRC) for further procedure.

This should be taken a strict rule as zero tolerance policy towards plagiarism. For any other assistance, coordinators can contact to Dr. Sneha Lata Upadhyay, Assistant Librarian, CSU, HQ, New Delhi (8860039999, sneh.lata@csu.co.in), University Coordinator, ShodhShuddhi (INFLIBNET).

This issued with the approval of Hon'ble Vice Chancellor, Central Sanskrit University, Delhi.


(Prof. Ranjit Kumar Barman)
Registrar I/c

Enclosure - Code of Ethics and Plagiarism in Research**Copy to (for information and necessary action)**

1. P.S. to VC, Central Sanskrit University, Delhi
2. PA to Registrar, Central Sanskrit University, Delhi
3. Director (Academic Affairs)
4. Controller of Examination
5. Assistant Director (R&P)
6. Dr. Sneha Lata Upadhyay
7. Guard File

Code of Ethics to check Malpractices
&
Plagiarism in Research



Internal Quality Assurance Cell
Central Sanskrit University

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CONTENT

Sr. No.	Description	Page No.
1.	Preamble	3
2.	Definitions	3
3.	Objectives	5
4.	Awareness Programmes and Trainings:	5
5.	Curbing Plagiarism	6
6.	Similarly Checks for Exclusion from Plagiarism	6
7.	Levels of Plagiarism	6
8.	Departmental Academic Integrity Panel (DAIP)	6
9.	Institutional Academic Integrity Panel (IAIP)	7
10.	Detection/Reporting/Handling of Plagiarism	7
11.	Penalties	8
11.1	Penalties in Case of Plagiarism in Submission of Thesis and Dissertations	8
11.2	Penalties in Case of Plagiarism in Academic and Research Publications	8
12.	Short Summary	9

Code of Ethics to check Malpractices and Plagiarism in Research

1. Preamble

There are three essential functions and responsibilities of a higher education institution or university – teaching, research, and extension. We know teaching is most fundamental and universally executed responsibility in all formal educational – at school or university level. Exclusively research is very crucial dimension where higher education institutions and universities play most significant roll and responsibility. We know that ‘Research and Extension’ denotes ‘Research and Publication.’ This illuminates a very significant role of higher education institution and university to take responsibility for quality research work and publish qualitatively in public domain. As for extension, university pursues to share and to publish the outcomes of researches and expands knowledge to social and public domain. It facilitates the social and economic development of a nation.

In this context, Central Sanskrit University is pursuing for quality research work and quality publication. Here plagiarism, as a form of scientific misconduct, has been on the rise in recent time. A researcher is required to have clear ethical and moral values in his research area. It is always expected that a researcher must do the original and genuine work and publish this work as per the rules and regulations. Due to technological advancements of sources of information and easy accessibility, a researcher finds huge information available on internet and online. In this context, plagiarism has become a serious issue to quality research. Basically ‘plagiarism’ is the unacknowledged use of other person’s /organizations’ work as one’s own work. This involves copying of phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

It is, therefore, necessary for any higher education institution and university to formulate well defined code of ethics, especially an effective mechanism to check the plagiarism. Accordingly, Central Sanskrit University (CSU), Delhi has formulated the specific guidelines.

2. Definitions

As per the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 dated 23rd July, 2018 (https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf, 23rd July, 2018) has given some conceptual definitions such as:

- a. **“Academic Integrity”** is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. **“Author”** includes a student or a faculty or a researcher or staff of Higher Educational Institution (CSU) who claims to be the creator of the work under consideration;
- c. **“Commission”** means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d. **“Common Knowledge”** means a well-known fact, quote, figure or information that is known to most of the people;
- e. **“Degree”** means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- f. **“Departmental Academic Integrity Panel (DAIP)”** shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- g. **“Faculty”** refers to a person who is teaching and/or guiding students enrolled in an CSU in any capacity whatsoever i.e., regular, ad-hoc, guest, temporary, visiting etc.;

- h. **"Information"** includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- i. **"Institutional Academic Integrity Panel (IAIP)"** shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- j. **"Notification"** means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- k. **"Plagiarism"** means the practice of taking someone else's work or idea and passing them as one's own.
- l. **"Programme"** means a programme of study leading to the award of a masters and research level degree;
- m. **"Researcher"** refers to a person conducting academic/scientific research in CSU and its campuses and affiliated institutions;
- n. **"Script"** includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an CSU; however, this shall exclude assignments/term papers / project reports / course work / essays and answer scripts etc.;
- o. **"Source"** means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);
- p. **"Staff"** refers to all non-teaching staff working in CSUs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- q. **"Student"** means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- r. **"University"** means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
- s. **"Year"** means the academic session in which a proven offence has been committed.

Some terms used in this code of conduct are defined as per the Central Sanskrit Universities Act, 2020 ([http://www.sanskrit.nic.in/data/Gazette Notification 25032020 218916.pdf](http://www.sanskrit.nic.in/data/Gazette%20Notification%2025032020%20218916.pdf) dated 15 March, 2020) -

- t. **"Campus"** means any unit established or constituted by the University at any place within or outside India for making arrangements for instruction, research, education and training in Sanskrit and includes an existing Campus established by the University prior to the commencement of this Act;
- u. **"Vice-Chancellor"** means the Vice-Chancellor of the Central Sanskrit University, Delhi;
- v. **"Department"** means a Department of Studies and includes a Centre of Studies;
- w. **"Sanskrit"** means the Sanskrit language, in modern, classical or ancient form, and the knowledge available therein or related thereto, in addition to Sanskrit language;

Some more terms used are defined as following-

- x. **“Acharya”** means master’s degree in various programmes offered by CSU which is equal to Master of Arts (M.A.).
- y. **“Shastri”** means bachelor’s degree in various programmes offered by CSU which is equal to Master of Arts (B.A.).
- z. **“Shikshacharya”** means Master of Education (M.Ed.).
- aa. **“Vidyavaridhi”** means Doctor of Philosophy (Ph.D.).

Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

3. Objectives:

Here are some specific objectives of this code of conduct -

- 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 of CSU committing the act of plagiarism.

4. Awareness Programmes and Trainings:

- a. CSU shall regularly instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- b. CSU shall conduct sensitization seminars/awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- c. CSU shall:
 - i. include the cardinal principles of academic integrity in the curricula of Shastri (Undergraduate: UG)/Acharya (Postgraduate: PG)/Master's degree (M.A.)/Shikshashastri (B.Ed.)/Shikshacharya (M.Ed.) etc. as a compulsory course work/module.
 - ii. include elements of responsible conduct of research and publication ethics as a compulsory course work/module for masters and research scholars.
 - iii. include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the CSU.
 - iv. train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 - v. establish facility equipped with modern technologies for detection of plagiarism.
 - vi. encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

5. Curbing Plagiarism

- a. CSU shall declare and implement 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.
- b. The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c. Every student submitting a thesis, dissertation, or any other such documents to the CSU 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.
- d. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the CSU.
- e. CSU shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the CSU website.
- f. Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.
- g. The Librarian of CSU Head Office, Campuses and affiliated Institutions shall generate the certificate indicating that the work done by the researcher is plagiarism free.
- h. CSU shall 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 "Shodhganga e-repository".
- i. CSU shall create Institutional Repository on institute website which shall include dissertation/thesis/paper/publication and other in-house publications.
- j. 'ShodhShuddhi' will be used to check the plagiarism.

6. Similarly checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- All quoted work reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of content, preface and acknowledgements.
- 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.

7. Levels of plagiarism

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

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

8. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in CSU shall notify a DAIP whose composition shall be as given below:
 - a. **Chairman** - Head of the Department
 - b. **Member** - Senior academicians from outside the department, to be nominated by the Vice Chancellor of CSU.

- c. **Member** - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor of the Department.

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 Chairman).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The 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.

9. Institutional Academic Integrity Panel (IAIP)

- I. CSU shall notify a IAIP whose composition shall be as given below:

- a. **Chairman** - Dean/Senior Academician of the CSU.
- b. **Member** - Senior Academician other than Chairman, to be nominated by the Vice Chancellor of CSU.
- c. **Member** - One member nominated by the Vice Chancellor of CSU from outside the CSU.
- d. **Member** - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor of the CSU.

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).

- 2. The IAIP shall consider the recommendations of DAIP.
- 3. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- 4. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of CSU.
- 5. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- 6. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor of the CSU within a period of 45 days from the date of receipt of recommendation of DAIP/complaint/initiation of the proceedings.
- 7. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.
- 8. **In case of any issue, challenge and grievance, a committee headed by the concerned Dean may decide the matter, which is final.**

10. Detection/Reporting/Handling of Plagiarism

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 submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the CSU.

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

11. 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 CSU 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.

11.1 Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0:** Similarities upto 10% - Minor Similarities, no penalty.
- ii. **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.
- iii. **Level 2:** Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **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 IAIP and approved by the Vice Chancellor.

11.2 Penalties in case of plagiarism in academic and research publications

- I. **Level 0:** Similarities up to 10% - Minor similarities, no penalty.
- II. **Level 1:** Similarities above 10% to 40%
 - a. Shall be asked to withdraw manuscript.
- III. **Level 2:** Similarities above 40% to 60%
 - a. Shall be asked to withdraw manuscript.
 - b. Shall be denied a right to one annual increment.
 - c. Shall not be allowed to be a supervisor to any new Acharya, Shikshashastri, Shikshacharya, Master's, Ph.D. Student/scholar for a period of two years.
- IV. **Level 3:** Similarities above 60%
 - a. Shall be asked to withdraw manuscript.
 - b. Shall be denied a right to two successive annual increments.
 - c. Shall not be allowed to be a supervisor to any new Acharya, Shikshashastri, Shikshacharya, 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 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 CSU.

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 IAIP and approved by the Vice Chancellor

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

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

Note 5: If there is any complaint of plagiarism against the Vice Chancellor of Department Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

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

12. Short Summary

Levels of Plagiarism and penalties/punishment

A faculty or student who submits plagiarized thesis or dissertations shall be punished considering the level of the plagiarism in his/ her work as following –

Sr. No.	Levels of Plagiarism	% of Plagiarism	Penalties/punishment	
			Thesis and Dissertations	Academic and Research Publications
1.	Level – 0	up to 10%	Minor Similarities, no penalty.	Minor Similarities, no penalty.
2.	Level – 1	10% to 40%	Such student shall be asked to submit a revised script within a stipulated time-period not exceeding 6 months.	Shall be asked to withdraw manuscript.
3.	Level – 2	40% to 60%	Such student shall be debarred from submitting a revised script for a period of one year.	▪ 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 new Acharya, Shikshashastri, Shikshacharya, Master's, Ph.D. Student/scholar for a period of two years.
4.	Level – 3	above 60%	Such student's registration for that programme shall be cancelled.	▪ Shall be asked to withdraw Manuscript. ▪ Shall be denied a right to two Successive annual increments.

				▪ Shall not be allowed to be a supervisor to any new Acharya, Shikshashastri, Shikshacharya, Master's, Ph.D. Student/scholar for a period of three years.
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Note:

Those who are guilty of plagiarism there is some penalty/punishment. The punishment is not only for the student but also for the guide/supervisor of the thesis.

Exclusion from Plagiarism

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