No.: 1806/DR&D/2025
Dated: 24.04.2025

Hon'ble Vice Chancellor
HBTU, Kanpur

Pleased find attached herewith the **"Policy for Academic Integrity and Prevention of Plagiarism"** to create awareness for academic integrity and ensure zero-tolerance for plagiarism in the academic and research work carried out by academic fraternity of the University as per the UGC notification no. 287 dated July 31, 2018, on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations.

It is requested to approve the policy so that it can be displayed at an appropriate place on the University website.

(Prof. Raghuraj Singh)
Dean, R& D
HBTU, Kanpur

Approved by Hon'ble Vice Chancellor on May 09, 2025

Harcourt Butler Technical University, Kanpur
Kanpur (U.P.) - 208002

Policy for Academic Integrity and Prevention of Plagiarism

1. **Preamble**

   In accordance with the UGC notification no. 287 dated July 31, 2018, on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, the "Policy for Academic Integrity and Prevention of Plagiarism" of the University has been formulated to create awareness for academic integrity and ensure zero-tolerance for plagiarism in the academic and research work carried out by academic fraternity of the University.

2. **Introduction**

   Academic Integrity refers to the intellectual honesty in proposing, performing and reporting any activity which leads to the creation of intellectual property. Common knowledge means a well known fact, quote, figure or information that is known to most of the people whereas, Intellectual property (IP) refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce. Intellectual property, such as patents, copyright, and trademarks which enable people to earn recognition or financial benefit from what they invent or create is protected in law. On the other hand, plagiarism is the act of presenting someone else's work or ideas as your own without giving proper credit or acknowledgement. This can include copying text word-for-word, paraphrasing ideas without citing the source, or even submitting previously published work without acknowledging its source. Plagiarism is a violation of academic integrity and can have serious consequences in academic and professional settings.

   The University considers plagiarism as "Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement". The guidelines given hereunder shall be applicable to the students, faculty, staff, and research scholars of the University for their work including research paper, thesis, dissertation, book chapters, full-fledged books and any other similar work, submitted for the assessment/opinion leading to the award of master or research level degrees or publication in print or electronic media. However, this shall exclude assignments, term papers, project reports, course work, essays, and other type of similar works.

3. **Objectives**
   - To create awareness of the responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing in the University.
   - To establish a mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
   - To develop an ecosystem in the University to detect plagiarism and to set up mechanism to prevent and punish a student, research scholar committing the act of plagiarism.

4. **Creation of Awareness and Implementation**
   - From time to time, the University shall conduct awareness programs for students, faculty, research scholars and staff about the academic integrity including proper attribution, seeking permission of the authors wherever necessary, acknowledgement of source in accordance with rules, conventions and regulations governing the source.
   - University shall conduct sensitization seminars, workshop, and training programs on responsible conduct of research and academic activities, promotion of academic integrity and ethics, using plagiarism detection tools and reference management tools.
   - University shall establish necessary facility equipped with modern technologies for detection of plagiarism.
   - University shall nominate a person(s) well versed with the anti-plagiarism tools to check and report the plagiarism status of research paper, thesis, dissertation, book chapters, full-fledged books and any other similar work submitted to the University by the students, research scholars, faculty or staff.

5. **Checking, Handling and Reporting Plagiarism**
   - Every student and research scholar submitting a thesis, dissertation, or any other such document shall submit an undertaking indicating that the document embodies his/her original work and it is free of any plagiarism as per University policy on plagiarism.
   - **Plagiarism Software:** Students, research scholars, faculty and staff shall use **"Turnitin"** or any other plagiarism detection software prescribed by the University/UGC from time to time to check the plagiarism of various academic/research documents.
   - **Plagiarism Threshold**: The University prescribes a maximum permissible similarity limit up to **10% as "free of plagiarism"** in accordance with the UGC regulations no. 287 dated July 31, 2018.
   - A "Plagiarism Status Report" on the prescribed format (Annexure-I), stating that the document has been checked for plagiarism using the prescribed software and is free of plagiarism as per University policy, and duly signed by the student or research scholar, his/her supervisor and a person(s) well versed with the anti-plagiarism tools nominated by the University shall be submitted.

5.1 Departmental Academic Integrity Panel (DAIP)

All Departments of the University shall notify a DAIP whose composition shall be as given below:
  i. **Chairman** - Head of the Department
  ii. **Member** - A senior academician from outside the Department to be nominated by the Vice Chancellor.
  iii. **Member** - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor (Librarian, Central Library of the University).

The tenure of the members in respect of point (ii) and (iii) shall be two years and quorum for the meetings shall be 2 out of 3 members including the Chairman.

5.2 University Academic Integrity Panel (UAIP)

University shall notify a UAIP whose composition shall be as given below:
  i. **Chairman** – Dean Research & Development
  ii. **Member** – Senior academician other than Chairman. To be nominated by the Vice Chancellor.
  iii. **Member** - One member from outside the University, nominated by the Vice Chancellor.
  iv. **Member** - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor (Librarian, Central Library of the University).

The tenure of the members including the Chairman shall be three years and quorum for the meetings shall be 3 out of 4 members including the Chairman. UAIP shall investigate the cases of plagiarism reported to the University as per the provisions laid down in these guidelines after taking recommendation from the DAIP.

5.3 Similarity checks for exclusion from Plagiarism

The research work shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. However, the similarity checks for plagiarism shall exclude the following.

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

- References, bibliography, table of content, preface and acknowledgements.

- Generic terms, laws, standard symbols and standards equations.

- Well known facts, quotes, figures or information that is known to most of the people.

- Declarations, list of charts and abbreviations, appendices, index, questionnaire etc.

- Common knowledge or coincidental terms, up to fourteen (14) consecutive words.

- Self-plagiarism with proper citation and a certificate by the supervisor specifying and attaching the articles published by the Ph.D. scholar form his/her thesis.

5.4 Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity.

    i.   Level 0: Similarities up to 10% - Minor similarities (Free of plagiarism)
    ii.   Level 1: Similarities above 10% to 40%
    iii. Level 2: Similarities above 40% to 60%
    iv. Level 3: Similarities above 60%

5.5 Process for Plagiarism Checking for Ph.D. Thesis

- As per Ph.D. Ordinances of the University, a research scholar will have pre-submission presentation of Ph.D. thesis before the SRAC after fulfilling all requirements for submission of thesis including a certificate of plagiarism as issued by the DAIP.

- The maximum limit of plagiarism for the acceptance of Ph.D. thesis is as prescribed by the UGC/University norms notified by the Dean, R&D from time to time.

- Research scholar and the supervisor(s), after giving a declaration about preparation and originality of work presented in the thesis shall be required to submit the thesis (hard copy as well as soft copy) to the concerned Head of Department, who in turn will forward soft copy of the thesis to the Librarian, Central Library of the University (Custodian of anti-plagiarism software **Turnitin** and responsible to run the anti-plagiarism script) for Plagiarism checking.

- The plagiarism report generated by the Librarian will be submitted to the Head of Department (Chairman, DAIP) who will hold the meeting of DAIP, get the certificate of plagiarism signed by the members and will take necessary action as per following guidelines.

  - Level 0: Similarities up to 10%: Thesis will be forwarded to the Controller of Examination for evaluation and further processing as per Ph.D. Ordinances of the University.

  - Level 1: Similarities above 10% to 40%: Research scholar shall be asked to resubmit a revised thesis within a stipulated time period not exceeding 6 months.

  - Level 2: Similarities above 40% to 60%: Research scholar shall be debarred to submit the revised thesis for a period of one year.

  - Level 3: Similarities above 60%: Registration of the research scholar for the Ph.D. program shall be cancelled.

  Note 1: For the repeated plagiarism research scholars shall be punished for the plagiarism of one level higher than the previous level committed by him/her. For the plagiarism of highest level, the punishment for the same shall be operative.

  Note 2: 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 University Academic Integrity Panel (UAIP) and approved by the Vice Chancellor.

5.6 Penalties for Plagiarism in Academic and Research Publications

Faculty and Staff of the University who submit research paper, thesis, dissertation, book chapters, full-fledged books or any other similar work for publication, shall be themselves responsible for checking and verifying these documents for plagiarism as per the stipulated rules of the publication agency. However, cases of plagiarism reported to the University after publication of such documents, shall be decided by the DAIP and UAIP constituted by the University. Penalties shall be imposed 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/herself in a fair or transparent manner as per the UGC guidelines.

- Level 0: Similarities up to 10%: Minor similarities, No penalty.
- Level 1: Similarities above 10% to 40%: Shall be asked to withdraw the concerned academic or research document.
- Level 2: Similarities above 40% to 60%: Shall be asked to withdraw the concerned academic or research document, denied a right to one annual increment and shall not be allowed to be a supervisor to any new Masters or Ph.D. scholar for a period of two years.
- Level 3: Similarities above 60%: Shall be asked to withdraw the concerned academic or research document, denied a right to two successive annual increments and shall not be allowed to be a supervisor to any new Masters or Ph.D. scholar for a period of three years.

Note 1: For the repeated plagiarism, the concerned person shall be asked to withdraw the concerned academic or research document and shall be punished for the plagiarism of one level higher than the previous level committed by him/her. For the plagiarism of highest level, the punishment for the same shall be operative. In case of the repetition of level 3 offence, the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note 2: If plagiarism is proved on a date later than the date of benefit or credit as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by the UAIP and approved by the Vice Chancellor.

Harcourt Butler Technical University, Kanpur

Plagiarism Status Report

1.	Name of the Research Scholar	
2.	Enrolment No.	
3.	Name of the Department	
4.	Name of the School	
4.	Title of the Thesis	
5.	Name of the Research Supervisor	
6.	Name of the Co-Supervisor (If any)	
7.	Plagiarism Threshold (Maximum permissible similarity limit)	**10%**
8.	Plagiarism detection tool applied	**TURNITIN**
9.	Date of plagiarism status check	
10.	Actual Similarity Content (%)	
11.	Remark (If any)	

(Research Scholar)   **(Supervisor)**

Librarian,   **Member outside the Department**   **Head of Department**
Member, DAIP   **Member, DAIP**   **Chairman, DAIP**