

Tata Institute of Social Sciences
Deonar, Mumbai 400088

**Plagiarism Rules applicable for Academic Submissions at Tata
Institute of Social Sciences**

As per the UGC Notification F. 1-18/2010(CPP-II) dated 23rd July, 2018 regarding 'Promotion of Academic Integrity and Prevention of Plagiarism in HEI', the following rules and procedures are suggested for implementation without prejudice to any of the existing procedures or to the said regulations.

1. 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
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

1.1 While considering Similarity Index, the faculty member may keep in mind similar words in **References** and shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

2. Penalties: Penalties in case of plagiarism in all academic submissions including of thesis and dissertations shall be applicable as below

- i. **Level 0: Similarities upto 10%** - 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.

2.1. 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.

2.2. 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 approved by the Director/ Vice Chancellor.

3. Procedures to be followed

- a. All the academic submissions must be verified for plagiarism using the approved software (currently Turnitin)
- b. Submissions should have the similarity report attached to it. This should be strictly followed for all thesis / dissertations
- c. In the case the student has not submitted the similarity report for other academic submissions, faculty members may generate a report directly or with the help of the secretariat / administrative staff.
- d. The similarity report submitted by the student or generated by the faculty member / administrative staff may be verified for exclusions as mentioned in 1.1 above

4. Exclusions and procedures to check the same

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.
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- a. Most of these will be excluded in the software generated report if citation and sourcing is done as per standard procedures
 - b. The similarity report may be further verified by the concerned faculty in case the similarity exceeds 10% as below
 - c. Check all similarities identified as less than 1% (on each source) and check whether it corresponds to “common knowledge or coincidental terms”, names of persons / institutions. These may be excluded upto 14 consecutive words.
 - d. The net percentage or similarity may be considered for applying the penalties as per para 2 above
 - e. Penalty for Level 1 may be applied by the concerned faculty with intimation to the Dean of the School with necessary documentation
 - f. Penalty for Level 2 and Level 3 may be imposed with the permission of the Director vide a note containing all the details and similarity reports. Such note should be submitted to the Dean Academic Affairs through the Dean of the School / Chairperson of the independent centre / Deputy Director / Dean of the Campus
 - g. Students will be intimated about the penalty vide a memorandum by the Dean/ Chairperson of the centre in case of level 1 and by the Academic Section in case of Level 2 and 3.
 - h. Students will be given opportunity to appeal within 5 working days which will be considered by the appropriate committees set up at the School / Center / Campus / Institute level as the case may be.
 - i. A final decision on the matter will be communicated to the student subsequently for compliance.

Dean (Academic Affairs)