**ST. THOMAS’ COLLEGE, (AUTONOMOUS),**

**THRISSUR, KERALA, INDIA**

**(Affiliated to University to Calicut)**

**PLAGIARISM CHECK POLICY-2019**

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**Preamble**

Ethics and honesty are inherent in all academic activities, be it teaching or research, established on the pedestal of lofty moral values. Practices such as claiming credit and ownership of work and ideas of others knowingly or unknowingly runs against the spirit and ethos of research. Unethical practices are detrimental to the academic atmosphere and reputation of institutions and individuals. In this context, the importance of a “**PLAGIARISM CHECK POLICY”** for the St Thomas College (Autonomous), Thrissur, an institution representing truth and freedom, cannot be repudiated.

**Definition of Plagiarism**

**Plagiarism** is defined as a noun meaning “an act or instance of [plagiarizing](https://www.merriam-webster.com/dictionary/plagiarizing)”. Plagiarizing being the verb meaning “to steal and pass off (the ideas or words of another) as one's own **:**use (another's production) without crediting the source/to commit literary theft **:**present as new and original an idea or product derived from an existing source”

– Merriam-Webster Dictionary

Plagiarize (and plagiarism) is the anglicized version of from the Latin word plagiarius which means “kidnapper.” Pagiarius was used to describe a person who stole the words, children of another and was derived from plaga - a net used by hunters to catch game extended its

In the modern context **Plagiarism** includes in its ambit

Submitting other’s work as one’s own

Reproduce/replicate the words or ideas of others without properly crediting the original work

Neglecting quotation marks where it is needed

Providing erroneous information about the source of a quotation or data

Retaining the sentence structure but copying words without crediting the original source

Manipulating and misinterpreting others work by data modification in tables etc.

**How to detect Plagiarism**

Any institution or individual committed to the pursuit of academic excellence should be fully invested in delineating an original work from plagiarized. St Thomas College (Autonomous), Thrissur has a two pronged approach to tackling plagiarism and ensuring quality and originality of originality of the research work before the submission of thesis and award of a research degree. Specialized plaizarism check software (Urkund) approved by the University and Global R& D standards and an expert committee in the concerned subject are employed for this purpose. The following steps have been enlisted to facilitate the execution of the policy

1. Software plagiarism check for all Ph.D. theses prior to submission.

2. In case of identification and assessment of alleged plagiarism, it should be reported to the Research Advisory Council (RAC). The RAC will convene an Expert Committee comprising two external experts, the concerned Supervisor and the concerned Head of the Department whose expert opinion will be sought. If the report indicates plagiarism the thesis will be returned for rewriting. If a person repeats the offence more than once then the person will be barred from submission and would have to face disciplinary actions.

3. As per university guidelines, in case of the receipt of a written complaint also (with proper identity of the complainant along with an expert opinion from the same field on plagiarism is received), the above procedure shall be followed.

**Compliance Statements**

As per university guidelines All PhD scholars are required to submit a signed certificate on plagiarism check of her/his work, in the prescribed format with the recommendation of the Doctoral Committee , at the time of the submission of thesis.

Procedure for Plagiarism check using approved software will also be complaint to University guidelines.

The College Library is equipped to provide the assistance and access for plagiarism checker software(s). The facility is also made available at the research departments of the College. Before final submission the final soft copy of the PhD/Post-PhD theses should be provided as a CD in pdf and doc/docx. Format to undergo check with plagiarism detection software

Research Scholars and Supervisors submitting theses should follow the follow the guidelines complaint to the University of Calicut or whichever University is awarding the final degree.

1. The CD containing the final soft copy of the doctoral theses in PDF/ doc/docx format should be submitted

2. Theses should cover the chapters from introduction to bibliography/in asingle file,

Preliminary pages, namely the declaration, acknowledgement, abstract, list of charts and abbreviations, tables of contents, etc., and succeeding pages: glossary, index, questionnaire, etc. should be submitted as a separate file

3. Duration of three days is allowed for scanning the text of the theses and the issue of the report depicting the percentage of similar content.

4. If the percentage of similar content is beyond the permitted limit or any plagiarized

content is detected the scholars should be given a chance to take appropriate corrective measures.

5. Scholars should make sure that they accurately acknowledge the right authors and sources

Only accepted standard format should be followed for rendering references. The same format should be maintained throughout the text.

**Procedure for handling alleged Plagiarism**

To maintain fairness and to avoid victimization and malicious defamation, on the receipt of a properly addressed complaint the person/persons accused should be

(a) informed of the allegations along with a copy of the complaint against them so that they may be able to reply to it adequately

(b) given at least two weeks to respond to the allegations against them

(c) the matter should be resolved in less than two months to ensure that no one suffers from delay

(d) the principal and head of the research council should make sure that unbias investigation and decision making is done

(e) unless a crime is proved the person/persons accused should not be shamed nor should the allegations be made public

**Punishment**

Depending on the severity of crime the punishment (to the scholar or Supervising Teacher or both) shall be:

1. Fine or warning

2. Rustication for limited period or permanently

3. Withdrawal of the alleged degree

**Counselling**

To prevent instances of plagiarism and disciplinary actions associated with it the college should take steps to spread awareness about it. Awareness programmes for final year undergraduate, graduate research scholars and faculty should be arranged annually. Class teachers may be entrusted to enlighten the undergraduate students but M.Sc. Students, Ph.D. Scholars and Faculty should be allowed the benefit of a awareness session from an expert.

**Permitted level of plagiarismwill be compliant to University Guidelines**

Own published work (if appended at the end of the thesis/dissertation), references with proper

citation are excluded from plagiarism check. Generally, similarity of contents up to 5-10% shall be ignored.

The maximum acceptance level shall be :

· Introduction/Review of literature : 25% for subjects under Science and Technology faculties and 35% for subjects under other faculties)

· Materials and Methods : 25% for all faculties

· Result/ Discussion/Summary/Conclusion : 10% for all faculties

**Guidelines for Plagiarism checking in the library**

The service can be availed from 10.30 am to 3.30 pm.

• There are no limitation regarding the number of times plagiarism checking can be done on a

Thesis and should be provided free

• Plagiarism checking facility is open for research papers and should be encouraged.

• Submit any document for plagiarism check at least 10 days before the due date of submission

• Perons availing the facility should provide the required address proof and fill in the required forms

• One cannot submit other people’s work for plagiarism check.

• The same copy/matter used for the final plagiarism check should be submitted for evaluation.

• Auxiliary pages and references given at the end of each chapter may be excluded while

submitting the thesis for plagiarism check.

• Thesis has to be divided into 4 files in the following format in CD viz.,

01. Introduction and review - <name of the research scholar>

02. Materials and methods - <name of the research scholar>

03. Analysis, result and findings - <name of the research scholar>

04 Tile page of the thesis

• Research scholars are directed to bring the files in PDF format and Doc./Docx.

• Submission permission and certificate will be issued only when the percentage of similarity is within the limit prescribed by the university and college.

• Research scholar has to bring six copies of the proforma of ‘Certificate of Plagiarism Check’.

• It is advised to obtain the Plagiarism Certificate only after the pre-submission. Certificate on

Plagiarism check once issued will not be cancelled in any circumstances

**Coordinator, Research Council Principal**

St. Thomas College, Thrissur St. Thomas College, Thrissur