



H I M G I R I
ZEE UNIVERSITY



[Estd. Under Uttaranchal State Act. No. 17, 2003. Approved by UGC Under Sec. 2(f)]
DEHRADUN

POLICY ON ACADEMIC INTEGRITY AND ANTI PLAGIARISM

00	19-06-2023	Issued for Implementation
Rev.	Date:	Description
HIMGIRI ZEE UNIVERSITY GREATER NOIDA		POLICY ON ACADEMIC INTEGRITY AND ANTI PLAGIARISM

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1. Preamble

Hingiri Zee University is committed to upholding academic integrity and maintaining stakeholder probity. The university has incorporated integrity and values as requisites of behaviour in its Employee Code of Conduct. For instance, when submitting a Ph.D. thesis, a competent authority conducts a plagiarism check to ensure that the work is original before it is evaluated. The university has always subscribed to and utilized software designed for plagiarism checks. In addition, the current policy elaborates on these guidelines to establish a comprehensive mechanism for maintaining academic probity, integrity, and preventing plagiarism.

2. Academic Integrity

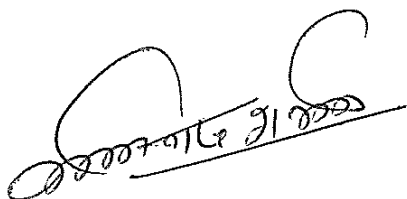
The University requires all students, scholars, faculty, and non-academic staff to submit their academic and research work in its entirety, including work leading to UG/PG/research degrees or publications in all forms (e.g., thesis, paper, patent, book), to probity for originality and academic integrity.

Specially constituted committees will be responsible for enforcing probity and academic integrity, with a three-member committee, appointed by the Vice Chancellor (VC), and chaired by Dean-Research through investigating all allegations of academic integrity. While investigating specific allegations, the Committee will co-opt the Head of Department (HOD) or Dean of the respective School. The University follows all the guidelines issued by the UGC from time-to-time on academic integrity and plagiarism checks. Additionally, plagiarism checks for Ph.D. theses will follow the Ph.D. ordinances of Hingiri Zee University issued from time-to-time, in addition to the UGC guidelines.

3. Definitions

All the definitions as given in UGC regulations, Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions 2018 shall apply.

- (a) Academic Integrity: This refers to the ethical and moral principles governing the proposal, execution, and reporting of any research papers, thesis, chapters etc.
- (b) Plagiarism is considered an academic offence and misconduct, and it involves taking someone else's work or idea and presenting it as one's own. Examples of

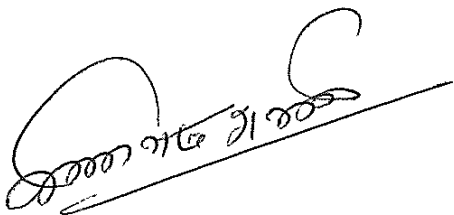
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plagiarism include copying someone else's text without citation, inadequate citation, paraphrasing without citation, paraphrasing with different meaning, and self-plagiarism without proper citation.

The documents that will undergo plagiarism checks include research papers, thesis, dissertations, books, book chapters in print or electronic media.

4. Process to check the plagiarism:

- The concerned stakeholder is primarily responsible for checking their work with the help of HZU librarian for plagiarism before submitting it to the competent authority.
- A faculty member nominated by the Head of Department (HOD) or Dean of the School is responsible for checking the plagiarism in case of UG/PG projects/research work. A maximum limit of 20% similarity is allowed.
- The Himgiri Zee University (HZU) Librarian is responsible for checking the plagiarism of Ph.D. theses, and any other material submitted to the Research and Development Cell in the prescribed and recommended software i.e. Drill-Bit following the limits prescribed by the UGC time to time.
- The Drill-Bit plagiarism check report within the prescribed limit and declared by the UGC has to be verified and authenticated by the Librarian, Himgiri Zee University for further processing.
- As the limited number of documents/thesis are allowed to upload in the Drill-Bit to check the plagiarism, so in the first two spells the checking will be free of cost and after that it will be on paid basis at the fees of INR 2000/- per testing which has to be bear by the Research Scholar, only.
- The scholar has to submit the plagiarism check fees (Only in case of third time and onwards) in the Himgiri Zee University account and take the signature of the concerned account person on the application of request for record purpose.

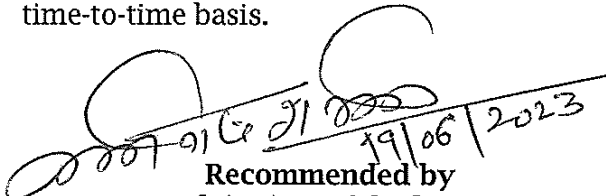
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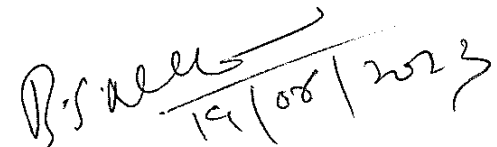
- The plagiarism report checked, verified in the Himgiri Zee University Library and within the prescribed limit notified by the UGC at that time will only be accepted for final thesis submission. No other report will be accepted at any cost.

5. Consequences in case of reported plagiarism:

- In case of any reported plagiarism issue, the committee tasked with investigating gaps of academic integrity shall conduct a detailed inquiry into the matter and recommend penalties to the Vice Chancellor (VC) through the Dean Research.
- In mild cases, a warning may be issued, while in severe cases, the employee may be asked to give the written explanation or dismissed.
- In case of the UG/PG student, he/she may be debarred.
- The penalties recommended by the committee shall be in accordance with the guidelines issued by the UGC, where applicable.
- The individual under investigation shall be provided with sufficient opportunities to defend themselves in a fair and transparent manner before any penalties are imposed.
- In cases involving employees, the final decision shall rest with the VC as the deciding authority.
- The University reserves the right to withdraw any degree, award, or credit conferred if academic misconduct is established at a later stage, as per the policy guidelines.

The policy will be reviewed on annually for any amendments and suggestions required on time-to-time basis.


19/06/2023
Recommended by
Prof. (Dr.) Manish Sharma
Dean Research
Himgiri Zee University


19/06/2023
Approved by
Prof. (Dr.) B.S. Nagendra Parashar
Vice Chancellor
Himgiri Zee University