
Academic Integrity and Prevention of Plagiarism Policy



R&D Cell
Shri Ramdeobaba College of
Engineering and Management, Nagpur

1. Preamble

We, at Shri Ramdeobaba College of Engineering and Management (RCOEM), have always adhered to a high level of integrity and ethics in research and development practices.

2. Publication and Presentation Policy

To maintain the highest ethical standards while publication of any research material, the following have to be adhered to:

- a) Originality:** All research material originating from RCOEM should be original and not plagiarized from any source. To ensure the same, all research material to be sent for publication should be checked for originality using authorized plagiarism software that is provided by the Institute.
- b) Authenticity:** It will be the responsibility of the researchers (faculty/staff/students) to ensure that all the results of their research that are to be published in any form are authentic, not manipulated in any form and can be reproduced under the conditions so defined by the researcher.
- c) Authorship:** It is the responsibility of the senior researcher in the group to ensure that due credit is given to individuals involved in the research activity, even if they are no longer associated with RCOEM when the research work is sent for publication. The list of authors should accurately include individuals who have made substantial contributions to the research. Any disputes regarding authorship should be brought to the notice of the Academic Integrity Panel (AIP) which will resolve such issues in a timely manner after considering the views of the aggrieved parties.
- d) Acknowledgments:** All individuals, organizations and funding sources that have facilitated the conduct of research by providing infrastructure, intellectual, financial, clerical and other forms of support must be acknowledged in publication of all research material. All articles should be communicated for publication following intimation to the Head of Department / Office of Dean R&D.
- e) Responsibility:** It will be the responsibility of the researcher to ensure originality and authenticity of work submitted, appropriate inclusion of researchers as authors/co-authors,

acknowledgements, and to regularly provide status updates to HoD/ Office of Dean R&D regarding the status of any publication.

3. Plagiarism Prevention Policy

The important aspect of academic integrity is to make sure that every publication, be it research paper, books, book chapter or a thesis, made by our students and faculty members is free from plagiarism. It is therefore important for us to have in place a policy on plagiarism to make plagiarism free publications of the research.

3.1 Compliance mandate for the students of RCOEM for thesis/dissertation:

All the thesis/project reports/dissertation of Ph.D. and Engineering PG must undergo a Plagiarism Check by officially subscribed anti-plagiarism software of our Institute. Every Ph.D. and Engineering PG student must submit the plagiarism reports generated by the said software.

The Student & Supervisor will jointly undertake the Certificate of Plagiarism Verification, certifying and authenticating the check performed by the student/supervisor. This certificate has to be submitted along with the plagiarism verification report to the Office of the Dean R&D in case of Ph.D. and Office of the COE/DEC in case of PG while submission of the thesis.

3.2 Compliance mandate for the faculty, staff, students of RCOEM

All the research papers/articles/monograph etc. must undergo a Plagiarism Check by officially subscribed software of our Institute.

The faculty member must submit the plagiarism reports generated by the said software when applying for duty leave, sponsorship, incentives, etc.

3.3 Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

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

- b) All references, bibliography, table of content, preface and acknowledgements.
- c) 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.

3.4 Levels of Plagiarism

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

- a) Level 0: Similarities upto 10% - Minor similarities – No penalty
- b) Level 1: Similarities above 10% to 40%
- c) Level 2: Similarities above 40% to 60%
- d) Level 3: Similarities above 60%

4. 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) for appropriate action.

The Institute can also take Suo Motu notice of an act of plagiarism and initiate proceedings. Similarly, proceedings can also be initiated by the Institute on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

5. Departmental Academic Integrity Panel (DAIP)

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

- c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.
- ii. 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).
- iii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iv. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- v. 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.

6. Institutional Academic Integrity Panel (IAIP)

- i. The institute shall notify a IAIP whose composition shall be as given below:
 - a. Chairman – Dean/ Senior Academician
 - b. Member - Senior Academician other than Chairman, to be nominated by the Principal
 - c. Member - One member nominated by the Principal from outside the institute
 - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal
- ii. 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).
- iii. The IAIP shall consider the recommendations of DAIP.
- iv. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- v. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of institute
- vi. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vii. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Principal within a period of 45 days from the date of receipt of

recommendation of DAIP/ complaint / initiation of the proceedings.

- viii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

7. 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 Institute 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.

7.1 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 Principal.

7.2 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 Master's, PhD 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 Master's, PhD 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 institute.

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 Head of the Institution.

Note 3: If there is any complaint of plagiarism against the Principal /Head of Department/Authorities at the institute level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 4: 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.

8. Change of Regulations

The Board of Management of Shri Ramdeobaba College of Engineering and Management may revise, amend or change the regulations from time to time as per the amendments done by the regulatory authority.



Dr, Rupesh Pais

Dean R&D

Dean, Research and Development
Shri Ramdeobaba College of Engineering
& Management, Nagpur



Dr. Rajesh Pande

Principal

Principal

Shri Ramdeobaba College
of Engineering & Management, Nagpur-13



**Shri Ramdeobaba College of Engineering and Management
Nagpur-13**

RCOEM
Shri Ramdeobaba College of
Engineering and Management, Nagpur

Ref: RCOEM/R&I/2023/ 37662


Date:02/01/2023

Office Order

The following revised **Institutional Academic Integrity Panel** is formed as per Academic Integrity and Prevention of Plagiarism Policy 2019 of our college, w.e.f. 01-01-2023.

1	Dr. D.S. Adane, Dean R&I, RCOEM	Chairman
2	Dr. R.M. Patrikar, Professor, VNIT, Nagpur	Member
3	Dr. Meghana Hasamnis, Head, EN Deptt., RCOEM	Member
4	Dr. Rupesh Pais, Head, MBA Deptt., RCOEM	Member

- This panel shall function and discharge its duties as per the relevant Academic Integrity and Prevention of Plagiarism Policy of our college. Please visit rk nec.edu/R&I cell for the policy document.
- 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).
- The IAIP shall consider the recommendations of Departmental Academic Integrity Panels (DAIPs)
- The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of institute
- The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Principal within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.


Dr. Rajesh Pande
Principal

Copy to:

- All HoDs – request to disseminate the information amongst their faculty, staff and students.
- All members of the committees
- Dean R&I



**Shri Ramdeobaba College of Engineering and Management
Nagpur-13**

RCOEM
Shri Ramdeobaba College of
Engineering and Management, Nagpur

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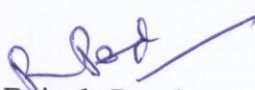
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Following revised **Departmental Academic Integrity Panels (DAIP)** are formed as per Academic Integrity and Prevention of Plagiarism Policy 2019 of our college w.e.f. 01-01-2023.

SN	Department	Departmental Academic Integrity Panels (DAIP)
1	Civil Engineering	a) Dr. M. S. Kadu - Chairman b) Dr. Rajendra Khapre - Member c) Dr. Sharda Siddh - Member
2	Computer Science & Engineering	a) Dr. Avinash J. Agrawal- Chairman b) Dr. Manoj. B. Chandak - Member c) Dr. Shailendra S. Aote - Member
3	Electronics Engineering	a) Dr. (Mrs.) M. A. Hasarnis - Chairperson b) Dr. (Mrs.) Aleefia Khurshid - Member c) Dr. (Mrs.) Richa Khandelwal - Member
4	Electrical Engineering	a) Dr. Sanjay Bodkhe - Chairman b) Dr. U. B. Mujumdar- Member c) Dr.(Mrs) M. V. Palandurkar - Member
5	Mechanical Engineering	a) Dr. Vishal V. Shukla - Chairman b) Dr. Y.M. Sonkhaskar - Member c) Dr. (Mrs.) Swati D. Moghe- Member
6	Management Technology	a) Dr. Rupesh Pais - Chairman b) Dr. Chandan Vichoray - Member c) Dr. (Mrs.) Gayathri Band- Member
7	Biomedical Engineering	a) Dr. (Mrs.) Jayu Kalambe - Chairperson b) Dr. J. A. Shrawankar - Member c) Dr. (Mrs) D. M. Kotambkar - Member
8	Electronics & Communication	a) Dr. Deepak Dahigaonkar - Chairman b) Dr. Rajesh B. Raut - Member c) Dr. Deepak Khushlani - Member
9	Information Technology	a) Dr. (Mrs.) Padma Adane - Chairperson b) Dr. D.S. Adane - Member c) Dr. (Mrs.) Madhuri Tayal - Member
10	Industrial Engineering	a) Dr. M. M. Gupta - Chairman b) Dr. Rashmi Shahu - Member c) Dr. Yogesh Deshpande - Member
11	Master of Computer Application	a) Dr.(Mrs) Preeti Voditel - Chairperson b) Dr. Satyajit S. Uparkar - Member c) Dr. Sachin Upadhye - Member
12	Chemistry	a) Dr. A. V. Bharati - Chairman b) Dr. C. P. Pandhurnekar - Member c) Dr.(Ms) Priti Mangrulkar - Member

13	Mathematics	a) Dr. Ranjeet Ghumde – Chairman b) Dr. Prafulla Bagde - Member c) Prof. Prachi A. Saoji - Member
14	Physics	a) Dr. R. U. Tiwari – Chairman b) Dr. (Mrs.) Shilpa Kulkarni - Member c) Dr. Pankaj Belsare - Member
15	Humanities & Physical Education	a) Dr. (Ms) Deepshikha Mehra – Chairperson b) Dr. Amit Anurag - Member c) Dr. (Ms) Monika Seth- Member

- a) These panels shall function and discharge their duties as per the relevant Academic Integrity and Prevention of Plagiarism Policy of our college. Please visit rknc.edu/R&I cell for the policy document.
- b) The tenure of the members shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
- c) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
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- f) HoDs are requested to display Departmental Academic Integrity Panels (DAIP) on notice board and disseminate the information amongst their faculty, staff and students.


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Ref: RCOEM/R&D/ 2019/12/1

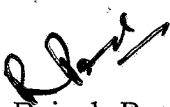
Date: 14/12/2019

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1	Dr. M. M. Renge, Professor, Department of Electrical Engineering, RCOEM	Chairman
2	Dr. R. M. Patrikar, Professor, VNIT, Nagpur	Member
3	Dr. Meghana Hasamnis, Professor, Department of Electronics Engineering, RCOEM	Member
4	Dr. Rupesh Pais Dean R&D, RCOEM	Member

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Shri Ramdeobaba College of Engineering and Management

Ref: RCOEM/R&D/ 2019/12/2

Date: 14/12/2019

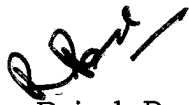
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