

OAC 7 Ordinance on Promotion of Academic Integrity and Prevention of Plagiarism

OA-7.1 Preamble

Recognizing the essential role of academic honesty and originality in the advancement of knowledge, Government College, Borda – Margao hereby adopts this Ordinance, based on the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. This Ordinance is intended to ensure responsible research conduct, uphold academic integrity, and prevent plagiarism in all academic and research activities of the College.

OA-7.2 Definitions

Unless the context otherwise requires:

- **Academic Integrity:** Intellectual honesty in proposing, performing, and reporting any academic or research activity.
- **Author:** Includes any student, faculty member, researcher, or staff member who claims authorship of a work.
- **Commission:** The University Grants Commission as defined under the UGC Act, 1956.
- **Common Knowledge:** Well-known facts, quotations, figures, or information generally known to the public.
- **Degree:** Any degree notified by the UGC under Section 22 of the UGC Act, 1956.
- **Departmental Academic Integrity Panel (DAIP):** The body constituted at the departmental level to investigate allegations of plagiarism.
- **Faculty:** A person engaged in teaching, mentoring, or research guidance, whether full-time, part-time, temporary, or visiting.
- **Information:** Includes data, text, images, codes, programs, databases, or any form of media.
- **Institutional Academic Integrity Panel (IAIP):** The body constituted at the institutional level to adjudicate on cases of plagiarism.
- **Plagiarism:** The act of taking another's work or ideas and presenting them as one's own.
- **Programme:** A study programme leading to a master's or research-level degree.
- **Researcher:** An individual engaged in academic or scientific research.
- **Script:** Research papers, theses, dissertations, book chapters, books, or other academic works, excluding assignments, term papers, project reports, essays, and examination scripts.
- **Source:** Published material in any form including digital, print, audio, or visual media.
- **Staff:** Non-teaching personnel employed in any capacity.

- **Student:** An individual pursuing any academic programme, whether full-time, part-time, or distance mode.

OA-7.3 Objectives

The objectives of this Ordinance are:

1. To promote awareness regarding responsible research conduct, academic writing, and academic honesty among students, faculty, researchers, and staff.
2. To establish mechanisms for education, training, and institutional enforcement of academic integrity.
3. To develop systems for the detection, deterrence, and penalization of plagiarism.

OA-7.4 Duties of the Institution

The College shall:

- Establish policies and mechanisms to promote academic integrity.
- Conduct regular training, workshops, and sensitization programmes.
- Implement technological tools for plagiarism detection.
- Develop a clear plagiarism policy and publish it on the College website.

OA-7.5 Awareness Programmes and Training

The College shall:

- Train all students, researchers, faculty, and staff in proper citation practices and academic ethics.
- Conduct sensitization seminars every semester.
- Integrate academic integrity modules into the curricula for undergraduate, postgraduate, and research programmes.
- Provide training on the use of plagiarism detection and reference management tools.
- Encourage researchers and faculty to register with international researcher's registry systems.

OA-7.6 Curbing Plagiarism

The College shall:

- Implement technology-based detection mechanisms.
- Ensure all research outputs are checked for plagiarism prior to submission.
- Require undertakings from students and certificates from supervisors certifying originality.
- Maintain an Institutional Repository for research output.

OA-7.7 Similarity Checks for Exclusion

The following shall be excluded from similarity checks:

- Properly quoted work with appropriate attribution.

- References, bibliography, preface, and acknowledgements.
- Common knowledge, laws, standard symbols, and equations.

OA-7.8 Levels of Plagiarism

Plagiarism shall be categorized as:

- **Level 0:** Similarities up to 10% — Minor similarities, no penalty.
- **Level 1:** Similarities above 10% to 40%.
- **Level 2:** Similarities above 40% to 60%.
- **Level 3:** Similarities above 60%.

OA-7.9 Detection, Reporting, and Handling

- Any suspected plagiarism must be reported to the Departmental Academic Integrity Panel (DAIP).
- DAIP shall investigate and forward recommendations to the Institutional Academic Integrity Panel (IAIP) within 45 days.
- IAIP shall review, finalize investigations, and recommend penalties to the Principal within 45 days of receiving the DAIP report.
- The College may also initiate action suo motu based on external examiner reports.

OA-7.10 Composition of Panels

Departmental Academic Integrity Panel (DAIP):

- Chairperson: Head of the Department
- Member: Senior faculty from another department
- Member: Faculty well-versed with plagiarism detection tools
- Tenure: Two years; Quorum: 2 members

Institutional Academic Integrity Panel (IAIP):

- Chairperson: Principal
- Members:
 - Senior academician
 - External expert
 - College Librarian
- Tenure: Three years; Quorum: 3 members

OA-7.11 Penalties

11.1 For Students (Thesis/Dissertations)

- **Level 0:** No penalty.
- **Level 1:** Revise and resubmit within 6 months.
- **Level 2:** Debarred from resubmission for 1 year.

- **Level 3:** Cancellation of registration.

Repeated offences: Penalty escalated one level higher.

Post-award plagiarism: Degree/credit shall be suspended or withdrawn.

11.2 For Faculty, Researchers, and Staff (Publications)

- **Level 0:** No penalty.
- **Level 1:** Manuscript to be withdrawn.
- **Level 2:**
 - Manuscript withdrawal
 - Denial of one annual increment
 - Barred from supervising for 2 years
- **Level 3:**
 - Manuscript withdrawal
 - Denial of two successive increments
 - Barred from supervising for 3 years

Repeated offences: Escalated penalties or termination according to service rules.

OA-7.12 Appeals

Any aggrieved individual may appeal the decision of the IAIP to the College Grievance Redressal Committee within 30 days of the communication of the decision.

OA-7.13 Removal of Difficulty

The College reserves the right to make necessary amendments to this Ordinance, in line with directives issued by the UGC or Ministry of Education, Government of India.