



# Plagiarism Policy



## 1. Preamble :

Honesty and Ethics stand as the backbone of teaching and research activities in academic. Every now and then it is noticed that some of the “academicians” report or publish other’s work as theirs, knowingly or unknowingly, which effect the reputation of the college as well besides that of individual.

In order to address such circumstances, the guidelines are proposed in Plagiarism policy.

## 2. Definitions:

### 2.1 Definition of Academic Dishonesty and Plagiarism:

According to Cambridge dictionary (online), Plagiarism is defined as “The process of using another person’s ideas or work and pretending that it is your own”.

For the purpose of this policy, Academic integrity means being truthful to produce and present one’s own work and being honest and respectful to the work produced by others and to acknowledge properly while presenting the same.

For the purpose of this policy, Academic dishonesty is defined as any unfair act that violates the academic integrity performed to gain academic advantage is known as academic dishonesty.

For the purpose of this policy, Plagiarism may imply copying information from any published or unpublished text, e-content or audio visual material of others without proper referencing or acknowledgement.

The definition of plagiarism applies, but not limited to, the following examples:

Presenting other person’s work word to word without quotation marks; rephrasing other person’s work without quotation marks even if it is cited; summarising other person’s work without citation; presenting, in quotation marks, a work from a secondary source without citing the primary source, not giving references to uncommon facts, not giving proper citations in the text to all the references that are presented in the bibliography.

The other person’s work in the above scenarios may include, but not limited to, ideas, phrases, text, tables, graphics, illustrations, musical sources, art work, program codes etc.

### 2.2 Types of Plagiarism:

Plagiarism may be intentional (dishonest plagiarism) or unintentional (negligent plagiarism).

Negligent plagiarism may be due to recklessness or due to incompetence to present in own words or due to lack awareness on referencing conventions or due to lack of information about the source of information.

Dishonest plagiarism means consciously and deliberately using others work

without proper acknowledgement. This may also include, presenting a work produced by other person for payment of money or other consideration; presenting a work without proper acknowledgement of nature and extent of collaboration (if exists).

Plagiarism is a subclass of academic dishonesty which is a broad class that includes resubmitting a work that has already been assessed and accredited, presenting fabricated information or quoting wrong citations or citations that do not exist, using prohibited materials or gadgets during examinations, communicating verbally or by other means with others during examinations, tampering or unauthorized access of confidential exam/academic material, writing an exam for somebody else or allowing somebody else to write exam on one's behalf, proxy attendance, deliberately obstruct or interfere with other's work progress.

### **2.3 What is not Plagiarism:**

A text or work is not considered as plagiarized if it contains all common facts and descriptions, If there is no other way of describing certain ideas in a general way, If the work presented is an independent idea developed, If own conclusions are added to the text after consolidating other's work with proper references.

### **3. The Policy**

A.B.M. College, Narsipatnam is committed to academic integrity and ethical values among the individuals and as a community for academic /excellence.

If academic dishonesty is found, the details of the faculty/student scholar will be given to the concerned subject expert for primary investigation.

If the individual is found guilty, the proctorial committee will form a sub-committee comprising of concerned subject expert & other proctorial board members, if necessary, to perform a thorough investigation.

If the dishonesty is pertaining to plagiarism, the committee will take best possible support from the software provided by the college and the Universities in collaboration for the detection of plagiarism.

If it is found as negligent plagiarism, the individual will be given proper counseling to get awareness on referencing conventions.

If it is found as dishonest plagiarism, necessary disciplinary action will be taken.

If the individual is found guilty with academic dishonesty, necessary disciplinary action will be taken ranging from warning, fine and reduction of grade to suspension from the college for limited period and cancellation of the degree or rustication/dismiss.