

# CODE OF ETHICS



## **VELAGAPUDI RAMAKRISHNA SIDDHARTHA ENGINEERING COLLEGE (Autonomous)**

Affiliated to Jawaharlal Nehru Technological University Kakinada

Approved by AICTE & ISO 9001: 2015 Certified

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## **Code of Ethics:: Anti Plagiarism Policy**

### **Preamble:**

As per the draft guidelines issued by the University Grants Commission through UGC Regulations 2017 vide its notification dated 01-09-2017, the following code of ethics document is prepared, approved in the College Academic Committee and is made effective from 2017-18 onwards.

### **1. ADOPTION OF ANTI PLAGIARISM POLICY AT VRSEC:**

- Plagiarism is considered academic dishonesty and to develop the right character among the students and faculty in academic/research activities in terms of IPRs, Projects and publications. At VRSEC, the anti plagiarism policy shall be adopted.
- The institute was supplied TURNITIN plagiarism software by the affiliating university JNTUK.
- Specific guidelines prescribed under this policy document shall be applied from the date of publication.

### **2. UTILIZATION POLICY :**

- The service shall be open to VRSEC academic community.
- It is mandatory to screen all the Thesis reports of M Tech students.
- Similarity Index less than 30% shall only be considered Plagiarism Free for M. Tech Students and as per the publisher's norms for others.
- The supervisor shall go through the report generated by TURNITIN anti plagiarism software before certifying the same.
- Plagiarism free stated certificate must be included in the thesis report.

### **3. EXCLUSION FROM PLAGIARISM**

The similarity checks for plagiarism shall exclude the following:

- All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of contents, preface and acknowledgements.
- All generic terms, laws, standard symbols and standard equations.

#### **4. ZERO TOLERANCE POLICY IN CORE AREA**

- The core work carried out by the student, faculty, staff and research scholars shall be original ideas under ZERO TOLERANCE policy on Plagiarism.
- In case plagiarism is established in the core work claimed, the **Plagiarism Disciplinary Authority** (PDA) of the Institute will initiate stringent disciplinary action.
- The core work shall include:
  - # Abstract
  - # Summary
  - # Hypothesis
  - # Observations
  - # Results
  - # Conclusions
  - # Recommendations

#### **5. LEVELS OF PLAGIARISM IN NON CORE AREAS**

For all other (non-core) cases, plagiarism shall be quantified in to the following levels in ascending order of severity for the purpose of its definition:

- i. Similarities up to 30% - excluded
- ii. Level – 1 : Similarities above 30% but less than 45%
- iii. Level – 2 : Similarities above 45% but less than 60%
- iv. Level – 3 : Similarities above 60%

#### **6. People Associated:**

- (a) Principal
- (b) Head of the Department Concerned
- (c) Anti-Plagiarism Co-coordinator (APC) at IT department and Head : IT
- (d) Supervisor & Student (for M. Tech Thesis)
- (e) Concerned Authors (for Others)

### **Other Details**

#### **1. Procedure for Plagiarism Check of M. Tech. Theses:**

- ❖ Officer In charge at **IT department** shall screen the students' theses / dissertations / project reports based on the request letter before their FINAL submission and certify the similarity index based on the guidelines prescribed in point (4) and (5) above.

- ❖ Student shall take a printout of the similarity index certificate and similarity report.
- ❖ Similarity index certificate and similarity report must be enclosed after the title page in all M.Tech. Project reports / thesis of all copies before submission to the department and as per the guidelines.

### **Certain Instructions:**

- Students are required to submit an application in a prescribed proforma duly signed by the project supervisor and Head of the Department to the HOD:IT
- While performing initial check of the project thesis by the M.Tech student, proper care must be taken so as ***not to store the initial copy on to the data repository of 'Turnitin' software.***
- After generating the similarity report by the software, the report generated shall be mailed back to the respective student and his/her supervisor. A copy of similarity report shall also be retained by the HOD:IT.
- Proper care must be taken to ensure that similarity report is communicated to the student and supervisor within a week.
- An M. Tech. Student shall print the project thesis and submit it through proper channel to the respective HOD for evaluation, if and only if the similarity index is less than 30% and a certificate to this effect is issued by the IT department to the student and supervisor. A copy of the same shall be communicated for the Department Project Review Committee for maintaining appropriate record by the student.
- Student shall enclose the similarity index certificate in the final thesis as a mandatory requirement.
- In the event of similarity index more than 30%, the student shall re-submit the revised copy of the thesis initially within one month from the date of issue of plagiarism report. It must be noted that the submission is *only allowed thrice including the initial submission.*
- In case the student fails to submit thesis within allowable similarity index limit and stipulated time, the thesis shall be summarily rejected.

## **2. Procedure for Plagiarism Checking of Other Publications viz. Research Papers, Reports etc.:**

- The student/faculty/staff shall submit the soft copy of the document for the plagiarism check to the Anti-Plagiarism Coordinator at IT department in CD.
- The plagiarism checking shall be accepted at IT department after the application in prescribed proforma is submitted to Head, IT through the concerned Head of the Department.
- It must be ensured that the plagiarism tool being deployed for performing similarity check has access to the database that includes publications from reputed publishers such as IEEE, ELSEVIER, SPRINGER, and TAYLOR AND FRANCIS, WILEY etc. apart from open access content.

### **3. General guidelines for submitting M.Tech. thesis and publications for plagiarism checking:**

- Keep personal notes, draft, own writings and sources separately.
- Submit the document in soft format.
- Don't copy and paste the content from other sources.
- In case, content from different sources (including self content) is used, write the text in "quotes", quote the sources properly both 'in text' and also 'in bibliographical references'.
- Acknowledge the sources explicitly when paraphrasing (change of words with synonyms, restructuring sentences or paragraphs of text) both 'in text' and also 'in bibliographical references'.
- Remove preliminary pages of thesis/dissertation, or project report viz. title page, declaration, certification, acknowledgements, lists of tables/figures, notations, Bibliography, Appendix/Annexure
- Follow the citation styles as prescribed in the guidelines.
- Since most of the scholarly content is currently published online, use anti-plagiarism software to detect similarities, if any, of the manuscript before submitting to the department / university.
- Use PDF format for submission of soft copy of the document.
- Combine all the chapters into one document i.e., from ***Introduction to Conclusion***.

#### 4. People Associated:

- (f) Principal
- (g) Head of the Department
- (h) Anti-Plagiarism Co-ordinator (APC) at IT department and Head : IT
- (i) Supervisor
- (j) Student

#### 5. Sequence Process or Actions Required:

##### i) Actions involved at the department of IT on the receipt of soft copy of thesis for plagiarism check

Event	Action/Exercise	Course of action
1	Submission of soft copy of thesis by a student with an application in prescribed proforma through supervisor and Head of the Department	<ul style="list-style-type: none"><li>✓ Receipt of application in prescribed proforma along with soft copy of thesis in CD with details of Student name, H.T. No., Title of Thesis, e-mail id of student and guide</li><li>✓ CD must contain soft copy of thesis in pdf format only</li><li>✓ Check details such as fee paid and/or registration details</li></ul>
2	Encode CD uniquely preferably by H.T. No	<ul style="list-style-type: none"><li>✓ Encode the CD and submit the CD in sealed cover to APC</li><li>✓ Record transaction in appropriate log</li></ul>

##### ii) Actions involved at the APC on Receipt of the Soft Copy of Thesis Submitted

Event	Action/Exercise	Course of action
1	Verify Thesis	<ul style="list-style-type: none"><li>✓ Verify if the file is in required format and not corrupted</li><li>✓ If infeasible, send it back to office</li></ul>
2	Creation of Turnitin project with academic year folder	<ul style="list-style-type: none"><li>✓ Submit thesis for plagiarism</li><li>✓ Generate hard copy and soft copy of report</li><li>✓ Verify similarity index</li><li>✓ Store the softcopy for future evaluation and record</li><li>✓ Print the first page of generated report</li><li>✓ Submit the copy of generated report back to office</li></ul>
3	Submission of report	<ul style="list-style-type: none"><li>✓ Soft copy of generated report is to be saved</li><li>✓ Submit duly signed report and CD back to IT</li></ul>

### iii) Actions involved at the IT office on receipt of similarity report

Event	Action/Exercise	Course of action
1	Communicate information to student and supervisor through concerned Head of the Department in prescribed format.	<ul style="list-style-type: none"> <li>✓ Verify report for acceptance.</li> <li>✓ In case of acceptance, send the information to APC, student and supervisor. At the end of APC office, the thesis <i>must be added to the repository</i></li> <li>✓ If the similarity index obtained is not permissible, the student may be asked to submit the revised thesis <i>within 01 month</i> based on number of permissible attempts</li> <li>✓ The <u>thesis may not be accepted after completing three submissions</u> which includes <i>one initial and two revised ones.</i></li> </ul>
2	Softcopy of similarity report	An official intimation must be made to the student by issuing Similarity Index Certificate including report generated by the APC
3	Submission of hard copy of thesis	Student must submit hard copy of thesis as per regulation rules including issue of Similarity Index Certificate related to thesis submission

### iv) Research and Development Cell (R&D):

- i) Actions involved at the R&D cell on the receipt of soft copy of research paper/other document for plagiarism check

Event	Action/Exercise	Course of action
1	Submission of soft copy of Research Paper / other document by a Student /faculty / staff with an application in prescribed proforma through Head of the Department	<ul style="list-style-type: none"> <li>• Receipt of application in prescribed proforma along with soft copy of research paper/other document in CD with details of the applicant like name, designation, title of paper, e-mail id.</li> <li>• CD must contain soft copy of research paper /other document in pdf format only.</li> <li>• Record transaction in appropriate log</li> </ul>

- ii) Actions involved at the APC of R&D on receipt of the soft copy of submitted thesis

Event	Action/Exercise	Course of Action
1	Verify the document	<ul style="list-style-type: none"> <li>❖ Verify if the file is in the required format and is not corrupted</li> <li>❖ If infeasible, send it back to the applicant</li> </ul>

2	Creation of Turnitin project with academic year folder	<ul style="list-style-type: none"> <li>❖ Submit the document for plagiarism</li> <li>❖ Generate hard copy and soft copy of report</li> <li>❖ Verify similarity index</li> <li>❖ Store the softcopy for future evaluation and record</li> <li>❖ Print the first page of generated report</li> </ul>
3	Submission of report	<ul style="list-style-type: none"> <li>❖ Soft copy of generated report is to be saved</li> <li>❖ Submit duly signed report and CD back to Dean R&amp;D</li> </ul>

iii) Actions involved at the R&D office on receipt of similarity report

Event	Action/Exercise	Course of action
1	Communicate information to the applicant through concerned Head of the Department in prescribed format.	<ul style="list-style-type: none"> <li>• Verify report for acceptance month based on number of permissible attempts</li> <li>• The document may not be accepted after completing three submissions which include one initial and two revised ones.</li> <li>• In case of acceptance, communicate information to the applicant through Head of the Department and APC. At the end of APC office, the document <i>must be added</i></li> </ul>
2	Softcopy of similarity report	An official intimation must be made to the applicant by issuing Similarity Index Certificate including report generated by the APC



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