

---

# CKT

## Anti-Plagiarism Policy

---



### ACADEMIC YEAR 2020-21

---

#### **CHANGU KANA THAKUR ARTS, COMMERCE AND SCIENCE COLLEGE, NEW PANVEL (AUTONOMOUS)**

Reaccredited with "A+" Grade by NAAC (CGPA 3.61 3<sup>rd</sup> Cycle)  
"College with Potential for Excellence" Status Awarded by UGC

"Best College Award" by University of Mumbai

Plot no. 1, Sec.11, Khanda Colony, New Panvel, Tal. Panvel,  
Dist. Raigad. Pin.410206. Maharashtra. India.



---

# **Anti-Plagiarism Policy**

Changu Kana Thakur Arts, Commerce and Science College, New Panvel (Autonomous)

## **Preamble**

*“Ethics and honesty are the two most important components of the academic activities be it teaching or research. Teaching & research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Such act will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual.*

*It is therefore important for an academic institute like Changu Kana Thakur A.C.S. College, New Panvel (Autonomous) to have in place a policy on plagiarism to avoid such type of acts.”*



## ***Table of Content***

<b><i>Sr. No.</i></b>	<b><i>Particular</i></b>	<b><i>Page no.</i></b>
<b><i>1.</i></b>	<b><i>Preamble</i></b>	<b><i>04</i></b>
<b><i>2.</i></b>	<b><i>Definition of Plagiarism</i></b>	<b><i>05</i></b>
<b><i>3.</i></b>	<b><i>Negligent Plagiarism</i></b>	<b><i>06</i></b>
<b><i>4.</i></b>	<b><i>Dishonest Plagiarism</i></b>	<b><i>07</i></b>
<b><i>5.</i></b>	<b><i>How to detect Plagiarism</i></b>	<b><i>08</i></b>
<b><i>6.</i></b>	<b><i>Compliance Statements</i></b>	<b><i>09</i></b>
<b><i>7.</i></b>	<b><i>Procedure for handling alleged Plagiarism</i></b>	<b><i>10</i></b>
<b><i>8.</i></b>	<b><i>Identification and Assessment of Alleged Plagiarism</i></b>	<b><i>11</i></b>
<b><i>9.</i></b>	<b><i>Counselling</i></b>	<b><i>12</i></b>
<b><i>10.</i></b>	<b><i>Guidelines for action</i></b>	<b><i>13</i></b>



---

## **Preamble**

*“Ethics and honesty are the two most important components of the academic activities be it teaching or research. Teaching & research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work he/she has not undertaken. Many times it is observed that some of the “academicians” knowingly or unknowingly publish or present other’s work as their own. Such act will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual.*

*It is therefore important for an academic institute like Changu Kana Thakur A.C.S. College, New Panvel (Autonomous) to have in place a policy on plagiarism to avoid such type of acts.”*



---

### ***Definition of Plagiarism***

**Plagiarism** is defined as presenting another person's work as one's own work. Presentation includes copying or reproducing it without the acknowledgement of the source.

**Plagiarism** involves copying of :

Phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the internet) that exceeds the boundaries of the legitimate cooperation without acknowledgment of the source.

**Plagiarism** could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism).

**The Policy** is applied to;

#### **Stakeholders' On-campus and Off-campus**

- Students (U.G., P.G. and Research)
- Employee (Permanent/ Temporary/ Ad-hoc/ Contractual)
- Faculty members (Permanent/ Temporary/ Ad-hoc/ Contractual)
- Administrative Staff (Permanent/ Temporary/ Ad-hoc/ Contractual/Technical/ Non-Technical)
- Higher Authorities (Principal/Vice-Principal/HoDs/In-charges/Chairman of Committees and Association)
- Board Members
- Guests
- Visitors



---

### ***Negligent Plagiarism***

**Negligent Plagiarism** means incorrectly or carelessly presenting another person's work as one's own without acknowledging the Source. It arises from one's inadequate knowledge and competency in writing. It is also due to careless attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism the degree of copying is not substantial.



---

### ***Dishonest Plagiarism***

**Dishonest Plagiarism** means knowingly and deliberately presenting another person's work as one's own work without acknowledging the Source.

It involves intentional copying of substantial proportion of the other's work without written or unwritten permission and also without acknowledging the source.



---

### ***How to detect Plagiarism***

**It** is the prime responsibility of an institute or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism. Such person should also be aware of the tools available to detect the plagiarism.

**C.K.T. College** using the best tools/ software to detect plagiarism i.e. URKUND/Ouriginal Anti-Plagiarism Software. It is an out-most important for an academic institute like CKT to educate its student and teaching community about what constitutes plagiarism how it is detected and off course the action that is going to follow if plagiarism is proved.



---

### ***Compliance of Statements***

**All students** are required to submit a signed statement that they are aware of the plagiarism policy of the institute and no part of their work be it assignment, term paper, project report, thesis or dissertation etc. is not copied in any form and it is their own creation.



---

## ***Procedure of handling alleged Plagiarism***

### **Procedural Fairness**

The CKT College is committed to dealing with alleged plagiarism by any section of the CKT Community in accordance with the principles of procedural fairness, including the right to;

- a. Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
- b. Have a reasonable period of time within which to respond to the allegations against them;
- c. Have the matter resolved in a timely manner;
- d. Impartiality in any investigation process; and
- e. An absence of bias in any decision making.



---

### ***Identification and Assessment of Alleged Plagiarism***

**When** an examiner detects or is made aware of alleged plagiarism by any person, the examiner must report the alleged plagiarism to an empowered body which confirms first if there is a plagiarism or not; if it is, then whether it is negligent or dishonest type and what is the degree of plagiarism. This empowered body will then submit its report along with its recommendation to a statutory bodies which are empowered to take disciplinary actions.



---

### ***Counseling***

**As** the detection of plagiarism and steps to prevent it are important, equally important is to educate students about the dangers of plagiarism. CKT College need to take steps to strengthen the moral of students so that they do not take support of the unfair-means.



### **Guidelines for action**

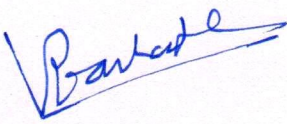
**The CKT College** will form a committee of about 7 experts who will establish whether there is a plagiarism or not. If it is then what is the level. This committee will have a Head of the Department or a Principal of a college as an ex-official member. This committee will submit its report to the Academic Council and then to the Governing Body for a final decision in this regards.

The committee of experts will use the best possible software recommended by UGC and University i.e. URKUND/Ouriginal Anti-Plagiarism Software for detecting the plagiarism.

Depending on the severity of crime the punishment could be;

1. Fine or warning
2. Rusticating for limited period or permanent
3. Withdrawal of degree



  
**Prof. Dr. V. D. Barhate**  
Principal  
Changu Kana Thakur  
Arts, Commerce and Science College,  
New Panvel, (Autonomous)