Plagiarism Policy of 'Pemraj Sarda College'

(Adapted from SPPU's Plagiarism Policy displayed on its website)

Preamble:

Ethics and honesty are the two most important components of the academic activities; be it teaching or research. Teaching is a noble profession based on extremely high moral values. Unfortunately, sometimes it is observed that academicians knowingly or unknowingly publish or present other's work as their own. Such acts not only affect the healthy academic atmosphere in the institute but also harm the reputation of the institute as well as the individual. It is therefore important for any academic institute 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.
- 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- Plagiarism involves copying of phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.
- Plagiarism could be intentional (dishonest) or non-intentional (negligent).

Detecting 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.

Pemraj Sarda College is determined to use the best tools / software to detect plagiarism. It is committed to educating its student and teaching community about what constitutes plagiarism, how it is detected and the course of action that is going to follow if plagiarism is proved.

Compliance Statements:

All students are required to submit a signed statement that they are aware of the plagiarism policy of the College and no part of their work — assignment, term paper, project report etc. — is copied in any form and it is their own creation.

Procedure for handling alleged Plagiarism

Pemraj Sarda College is committed to dealing with alleged plagiarism by anyone in

accordance with the principles of procedural fairness, including the right to:

- 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;
- Have a reasonable period of time within which to respond to the allegations against them;
- Have the matter resolved in a timely manner;
- Impartiality in any investigation process;
- Absence of bias in any decision making.

Identification and Assessment of Alleged Plagiarism:

The 'Committee for Promotion of Research', formed in the college, consists of Principal, Vice Principal, College Librarian and teachers with high integrity. One of the functions assigned to this Committee is to prepare a protocol to avoid Plagiarism and endorse research ethics. This committee is supposed to enlighten everyone regarding the adverse effects of plagiarism and appeal them, through various channels, to refrain from the students.

Guidelines for Action:

When any instance of plagiarism is detected or anyone is alleged of plagiarism, the matter is forwarded to the Committee which confirms if there is a plagiarism or not; if it is, then whether it is "negligent" or "dishonest" and what the degree of plagiarism is. This Committee will then submit its report along with its recommendation to the College Development Committee (CDC) which is empowered to take disciplinary actions. Till the date, no person/agency has approached the institution with such kind of charges.

Counselling:

As the detection of plagiarism and steps to prevent it are important, equally important is to educate students and faculty members about the dangers of plagiarism. The college aims to take steps to strengthen the moral of both so that they do not take recourse to unfair means.