

ORDINANCE FOR
**FELLOW
PROGRAMME IN
MANAGEMENT**



Jaipuria Institute of Management
Lucknow, Noida, Jaipur & Indore



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INTRODUCTION



The objectives of the Fellow Programme in Management at Jaipuria Institute of Management (JIM) are:

- To be a leading Research and Development Institution.
- To carry out research in the frontier areas of financial management, marketing management, human resources and organizational behavior, operations management, public finance, public policy, general management, and information systems management.
- To develop and transfer technologies to the industries.
- To be a role model for educational institutions in the country.
- To provide an extensive grasp of the fundamental principles of the social sciences and technological methods.
- To provide a deep understanding of the area of specialization and provide an innovative ability to solve new problems.
- To provide a capacity to learn continually and interact with multi-disciplinary groups.
- To develop the research scholars with a capacity for free and objective inquiry, confidence, and integrity.
- To create awareness and sensitivity

towards the needs and aspirations of society and to develop knowledge and create new technology in the process of research scholar learning. With these goals in vision, the Fellow Programme in Management is designed to include courses of study, seminars, and a thesis through which a research scholar may develop his/her concepts and intellectual skills.

The procedures and requirements stated in these Ordinances embody the philosophy of the Fellow Programme in Management and ensure a high standard of performance at the institute. The institute shall ensure that all the rules and procedures given in the Ordinance are adhered to and implemented without any change. If the Ordinance does not specifically mention something while considering an issue, it shall be forwarded to the Programme Chairperson FPM for consideration, after which the Chairperson shall seek advice from the members of the Research Committee in a meeting chaired by the Campus Director.

1.1

FELLOW PROGRAMME IN MANAGEMENT



Institute offers the Fellow Programme in Management. Here the Programme Chairperson-FPM will administer all aspects of the Programmes.



ACADEMIC SESSION 2.1

The Academic Session of the Institute shall normally commence in the third week of July, every year.

ACADEMIC CALENDAR

The exact dates of all important events during the Academic Year session shall be specified in the Institute's Academic Calendar, as approved by the FPM Chairperson (JIM). The Academic Calendar will be notified by the programme Chairperson-FPM.



ADMISSION

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3.1. ADMISSION CALENDAR

Admission shall normally be made from May to August. However, Director may decide to admit research scholars from August to September.

3.2. ELIGIBILITY FOR ADMISSION

Master's Degree or equivalent in Management / Economics / Social Science / Science & Mathematics / Commerce / Humanities with First Class will be considered for admission to Fellowship Program.

Those appearing for their final examination in the respective discipline can also apply. Such candidates if selected will be provisionally admitted and they complete all requirements to obtain their master's degree before 30th September of the year of admission. The admission of these candidates will remain provisional until they produce the mark sheet proving that they satisfy the eligibility criteria. The deadline for submitting the final year mark sheet is 31st December.

3.3. ADMISSION PROCEDURE

Admission to the Fellowship Program shall generally be made once a year, coinciding with that of AICTE approved Post Graduate Diploma in Management or equivalent Degree/Diploma. Accordingly, the advertisement will be made along with such PG Degree / Diploma.

3.4. SELECTION CRITERIA

Selection for the Fellow Program in the Institutes approved by AICTE will be based on the following criteria:

- Academic qualification and work experience
- Research Aptitude Test
- Tentative research proposal and its presentation before the Selection Committee
- Personal Interview

The decision of the Institute Selection Committee regarding admission shall be final.

Communication will be sent only to the selected candidates. The Institute will not entertain any queries or correspondence in respect of those not selected. The Institute can admit only a maximum of 10 candidates in each academic year after ensuring the availability of the Principal Supervisor as per the AICTE Norms/standards.



3.5. LATE REGISTRATION

No registration shall be done after the notified last date of Registration in the Academic Calendar except in special cases.

3.6. BENEFITS UNDER SCHOLARSHIP STATUS

There are certain benefits that a scholar can avail:

- As per institutional policy, a monthly stipend shall be given to the FPM candidate for a maximum of four years from the date of admission to the FPM programme. If an FPM candidate's conduct during the FPM programme is deemed inappropriate at any point of time during the tenure of the programme, the institute reserves the right to stop paying the stipend and change the candidate's status to non scholarship.
- Contingency grants of Rs. 20,000/- allocated every year can be utilized for participating in conferences, symposiums, and faculty development programs of which 50% can be carried forwarded to the next year, if not availed.
- Leave policy as per Section 6 of the ordinance book.

3.7 CHANGE OF REGISTRATION FROM SCHOLARSHIP TO NON-SCHOLARSHIP

If a research scholar admitted to a scholarship Fellow program may be permitted to change to a Non- Scholarship Fellow program, as per the below-mentioned criteria:

- Has completed the course work (as provisioned in Section 5.1) which is adjudged as satisfactory, and completed the minimum requirements, (as provisioned in Section 5.5) and
- Get the request endorsed by the Supervisor(s). Such conversion, if approved by the FPM Chairperson (JIM), shall be subject to the following conditions:
- The research scholar must complete his/her thesis within 6 years counted from the date of his/her first registration in the Programme.
- Provision of conversion from scholarship to non-scholarship status can be availed only once by the research scholar during his/her Programme.
- During non-scholarship status, no fellowship shall be given to the research scholar.

3.8. Hostel Policy

The hostel facility is available to scholars at the campus. The conditions to avail hostel facility are:

- The accommodation facility in the hostel is chargeable and available on a twin-sharing basis. No financial exemptions shall be given to candidates pursuing under scholarship mode.
- Payment of hostel fees without seeing the availability of rooms does not guarantee the allotment of a hostel room.
- Hostel rooms are allotted on a first come, first-serve basis (subjected to availability).
- Mess charges should be borne as per the mess policy.

3.9 KEY RESPONSIBILITIES OF SCHOLARS

3.9.1 General Key Responsibility Areas (KRAs) of Research Scholar (Scholar/Non-Scholar Candidate)

The FPM Research Scholar will be primarily responsible for conducting relevant and quality research. The FPM Research Scholar is required to:

- Work systematically to complete the doctoral research and other studies within the overall target period.
- Design and conduct research independently and on their own initiative, with the support of their supervisor(s) and other members of the academic community.

- Prepare themselves carefully for meetings with the supervisor(s) and respect the agreed schedules.
- Are responsible for the progress, quality, and reliability of their own research work and report to their supervisor(s) about the progress of their research regularly.
- Are responsible for reporting and publishing the results of their research work in forums agreed upon with the supervisor(s).
- Familiarize themselves with, and observe, good ethics and ethical principles of research.
- Become acquainted with practical matters related to academic work and other scientific activities.
- Inform and discuss with their supervisor(s) about changes affecting working conditions, progress, or the agreed schedule.
- Are responsible for assembling a follow-up group, with the Principal Supervisor, and for convening annual meetings with the follow-up group.
- Should assume responsibility for applying for funding to support their own research and thus acquire the necessary skills in finding and applying for funding; a more detailed division of responsibility must be agreed separately between each doctoral researcher and the Principal Supervisor.

3.9.2 Institutional Key Responsibility Areas (KRAs) of Research Scholar (Fellowship Candidate)

Additionally, FPM Research Scholar also required to assist the institution in the activities related to:

- Teaching: Such as (but not restricted to) academic work including tutorials, assignments, academic demonstration.
- Institutional Building: Such as (but not restricted to) supervision of examination activities, library activities, group seminars, workshops, symposia.
- The total time to be spent on such activities will be around (subject to change depending upon the Director's discretion): 12 hours a week (during the course work) and 10 hours a week (after completion of course work)
- FPM Research Scholar is required to remain present in the campus for 40 hours a week.

4 TRIMESTER

4.1. TRIMESTER REQUIREMENTS

- An FPM course work shall be equivalent to 30 credits.
- A research scholar shall also produce a satisfactory progress report duly vetted by a Principal Supervisor at the end of each module for showing the progress made. The principal Supervisor/ Co-Supervisor shall announce such a date right at the beginning of each module. The progress report shall be submitted to the Programme Chairperson FPM.

4.2. ABSENCE OF PRINCIPAL SUPERVISOR DURING THE PROGRAM

- a) In case of a temporary absence of a Principal Supervisor for more than

one year, a new Principal Supervisor from the Institute may be appointed for the research scholar.

- b) In case of a Principal Supervisor has been guided for more than a year he/she may be allowed to resume the guidance after his return from a temporary absence.
- c) If the temporary absence is less than one year, the principal guide may continue to be the primary supervisor until his or her return. The principal guide may appoint a co-supervisor in this circumstance.

4.3. CHANGE OF PRINCIPAL SUPERVISOR

Change of a Principal Supervisor may be permitted in exceptional circumstances on the recommendation of the Programme Chairperson - FPM and approval of the Campus Director (JIM). For further information, research scholars can refer to AICTE approved handbook.

4.4. NUMBER OF RESEARCH SCHOLAR

PER PRINCIPAL SUPERVISOR

At any given time, the number of research scholars working with a Principal Supervisor shall not exceed five.



PROGRAMME REQUIREMENT AND GRADING SYSTEM

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5.1. PROGRAMME CREDITAWARD DISTRIBUTION

5.1.1 Course study/credit requirements

In partial fulfillment of the requirement of the Fellow Program in Management, a minimum number of course credits are required to be earned as prescribed below

	Code	Course Title	Credit
Module 1	FP01	Research Methodology	3
	FP02	Managerial Statistics	3
	FP03	General Management	3
	FP04	System Approach to Management	3
Module 2	FP05-07	Stream specific Courses of 3 credits each	9
	FP08	Research seminar (General)	3
Module 3	FP09	Research seminar (Specific)	3
	FP10	Research seminar (Review paper based on the literature on the thesis-related topic)	3
Total credit			30

For earning credits of each course, a mandatory of 70% attendance is required per course for a candidate to be eligible for end term examination.

5.2. DETAILS OF COURSES AND SEMINARS

The stream-specific courses and seminars will be decided as approved by the Campus Director (JIM) on the recommendation of the candidate's Principal Supervisor(s).

5.3. DURATION OF EARNING CREDIT

All the credits specified in para 5.1.1 should be earned within a maximum of two years from the date of admission to the program. There is a mandatory two-year phase after acceptance of Research Proposal for which a review of every six months by Thesis Advisory Committee (TAC) is required. Extension of two years after the research phase may be approved by the Campus Director (JIM) in consultation with the TAC.

5.4. CREDIT COURSE REQUIREMENT

A research scholar should undergo 4 courses for a total of 12 credits in the first module and during the second module, he/she should undergo three stream-specific courses of 9 credits and give a three-credit seminar on general management topics in the third module, the candidate should give three credits seminar and write a review paper on the literature related to his/her research topic for publication purpose of 3 credits. Thus, a candidate should earn 12 credits in the first and second modules and 6 credits in the third module together adding up to 30 credits in all.

5.5. GRADING SYSTEM OF CREDIT COURSES/SEMINAR

A minimum of 60% is required for passing the course/seminar. A candidate getting less than 60% will be given one more opportunity to repeat the course/seminar. If he/she still does not pass the course /seminar, he/she will be terminated from the Fellow Program. In the case of the Seminar, a candidate is allowed to submit and present papers in any of the National / International Seminars / Conferences held in India and abroad organized by reputed organizations/institutes / Universities

for exemption. The grade will be awarded by the Programme-Chairperson FPM only on the production of such a certificate.

5.6. EXTENSION OF PROGRAMME

No research scholar, who has completed the prescribed maximum duration in the Programme, shall be allowed to continue unless he/she has been granted an extension of the Programme by the Director on the recommendations of the Programme - Chairperson FPM.

5.7. EVALUATION SYSTEM

As decided by the Controller of Examinations on the recommendation of Programme-Chairperson FPM and approved by Campus Director (JIM).

5.8. GRADE REPORT

A copy of the Grade Report shall be issued to each research scholar at the end of each module. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

5.8.1. Transcript A Transcript contains the record of the Grades obtained in each and all Courses and Seminars registered by a research scholar during his/her entire Programme.

5.8.2. Withholding of Grade Report The grade report of a research scholar shall be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

5.9. FPM TIMELINE

- The maximum duration of the FPM programme is 6 years. Following acceptance of the proposal, a two-year research phase is mandatory, with progress reviewed every six months.
- The research progress review (RPR) would be assessed by members of the Thesis Advisory Committee (TAC), as well as members of the institute's FPM and Research Committee
- A candidate is eligible to submit his or her thesis after receiving a satisfactory recommendation from the Thesis Advisory Committee (TAC).

ATTENDANCE AND LEAVE RULES 6

Scholarship research scholars may be granted leave on submission of application to the Programme Chairperson FPM concerned through the Principal Supervisor. Application in the prescribed format must be submitted well in advance of the date of commencement of the leave requested.

6.1. LEAVE (FOR FPM RESEARCH SCHOLAR AVAILING SCHOLARSHIP)

- A FPM student may be allowed maximum leave of 18 days in an Academic Calendar year with proportionate leave of 1½ days per month. The leaves would lapse at the end of the year.
- A FPM student is entitled to two Restricted Holidays (RH), one of which must be taken every six months. RH would lapse if not taken within a 6-month period, i.e. (January – June and July – December).
- A FPM student can avail 12 days of additional leave during summer break as declared by the institution in the respective year.
- A research scholar will have 5 days working and 1-day research work from anywhere.
- A research scholar may take no more than 4 days of leave in a single week and no more than 8 days in a month. Excessive unpaid leave would be applied in such situations. All leave requests must be submitted to the Program- Chairperson FPM for approval.
- The research scholars going for prescribed training, or any academic work related to thesis work up to a maximum of 21 days, assigned by the Principal Supervisor, recommended by the Programme- Chairperson FPM shall be treated as on-duty. Any such assignment for more than this period shall require prior approval of the Campus Director (JIM) through Programme-Chairperson FPM.
- A research scholar may take up to 180 days of paid maternity leave in total.
- A research scholar may avail of a

maximum of unpaid 90 leaves in an academic year (subjected to the next condition in bullet point). If a candidate who is receiving financial assistance is absent for a greater duration of time than authorized, their registration will be converted to the non-scholarship category.

- The maximum number of unpaid leaves that may be taken during four years is 120 days.

6.2. ATTENDANCE (FOR FPM RESEARCH SCHOLAR AVAILING SCHOLARSHIP)

1. Biometric attendance is mandatory for attendance tracking.
2. 8 hours per day (pro-rata) / 40 hours per week (5 days per week excluding Saturday) of institutional engagement is mandatory.
3. External non-institutional engagements will not be considered part of working hours.
4. Rules of Staff Working would be considered while estimating working hours per week.
5. Pre-applied, approved leaves (short/half/full) can be deducted from leave balance but uninformed leaves/shortage of weekly working hours can be considered as leave without pay.
6. Regarding work from home on Saturday:
 - (a.) There is a provision for work from home on Saturday; engagement on Saturday will not be included in the computation of 40 hours per week engagement.
 - (b.) Any work assigned on Saturday to be considered as work to be done.
 - (c.) Working hours on Saturday will be over and above the weekly 40 hours and shall not be inclusive in the calculation of weekly working hours.
 - (d.) If the FPM office or an institution requires you to be present on Saturday for institutional engagement, any leave taken on that day may be considered as leave without pay. This requires prior approval from the FPM office.

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ABSENCE WITHOUT SANCTIONED LEAVE



Absence without sanctioned leave shall entail the loss of financial assistantship for the period of absence, and may result in the termination of the research scholar's Programme on the recommendation of the Programme–Chairperson FPM.

Programme–Chairperson FPM shall issue a warning to a research scholar if he/she fails to comply with rules and regulations and issue a termination letter in cases of behavioral violation. In cases of multiple violations, Programme Chairperson FPM shall issue the termination letter.



APPEAL AGAINST TERMINATION

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A research scholar, whose program is terminated on account of inadequate Academic Performance or otherwise, may appeal to the Campus Director (JIM) for reconsideration through Programme–Chairperson FPM and Principal Supervisor. While appealing against termination, he/she shall give reasons for his/her poor Academic Performance and/or explain why his/her position merits reconsideration. The Campus Director (JIM) shall take a final decision after considering all the available inputs and advice from the members of the Research committee. The Campus Director (JIM) shall not entertain any further appeal for review unless substantial additional information is brought to its notice. The Campus Director (JIM) shall not entertain the appeal more than two times from the same research scholar.

9

RESEARCH SEMINAR



Every research scholar admitted to the candidacy for the FPM shall be required to give a general seminar covering the novel investigation in the area of their research interest. The Research Seminar must be presented within six months of successfully completing Module 1 and Module 2 Courses. If a research scholar fails to deliver the Research Seminar (as specified in Section 5.1 - Module 3) satisfactorily within this period, the Programme- Chairperson FPM may grant a one-time extension of up to twelve (12) months, taking into account valid reasons provided by the concerned candidates. Failing which the registration shall automatically stand canceled. Programme-Chairperson FPM shall issue the termination letter. State-of-the- Art Seminar shall be evaluated by Committee duly approved by Campus Director (JIM). A report of satisfactory completion of this requirement shall be communicated to Programme-Chairperson FPM, along with the duly approved research plan, by the Thesis Principal Supervisor in the prescribed format.

ELIGIBILITY CRITERIA
FOR INCREMENT IN
SCHOLARSHIP

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The FPM Scholar must fulfill the following requirements to be eligible for Monetary Increment:

- The candidate must have spent at least two years in the FPM Program.
- Successful completion of course work with a First Class grade (60 percent).
- The research proposal should have been defended in front of the FPM committee and external members.
- There must be one publication listed under the category of Business, Management & Accounting Indexed in Scopus or Web of Science (WoS) preferably with the Principal Supervisor. This publication should have the scholar as the first author with institutional affiliation.
- It is important to note that the Scopus manuscript should be submitted directly to the journal rather than through the conference. A conference-published paper will not be considered the Monetary Increment.

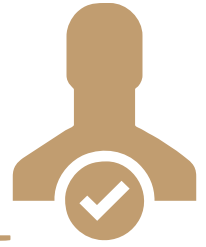
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OPEN SEMINAR



Before submission of the Thesis, a research scholar shall deliver an Open Seminar before the Committee duly constituted by the Campus Director (JIM) which shall be open to the Faculty and research scholars. The research scholar shall present his/her research work to obtain comments and criticism, which shall be incorporated into his/her Thesis to the satisfaction of the Supervisor(s). A notice of the Seminar must be displayed at least five working days in advance. A thesis can be submitted only after the satisfactory fulfillment of this requirement. The candidate shall inform the Programme Chairperson FPM through the Principal Supervisor of his/her readiness to deliver the Open Seminar. The committee shall evaluate and submit a report of the Open Seminar in the prescribed format. In case the candidate fails to deliver the Open Seminar satisfactorily, then he/she may be given another opportunity by Programme-Chairperson FPM on the recommendation of the Principal Supervisor but the candidate has to deliver the Open Seminar within the next six months.

APPOINTMENT OF PRINCIPAL SUPERVISOR(S) AND CONSTITUTION OF VARIOUS COMMITTEES



12.1. APPOINTMENT OF PRINCIPAL SUPERVISOR(S)

- A research scholar shall be provided Principal Supervisor(s) before the first registration.
- A research scholar shall not have more than two Supervisors, including an external Supervisor, at any time.
- The Principal Supervisor(s) of a research scholar shall be appointed amongst the Faculty Members of Jaipuria Institute of Management using modalities decided by the Institute. The candidate shall propose the preferred Supervisor(s) in the application form itself.
- A research scholar can have a Co-Supervisor from outside the Institute (within or outside the country) in addition to a Principal Supervisor from the Institute on the recommendation of the program-Chairperson FPM and Principal Supervisor and with the approval of the Campus Director (JIM).
- Any change/addition in the existing Principal Supervisor, if desired, shall be routed through Programme-Chairperson FPM. Candidate shall fill up the prescribed form to propose the new Supervisor(s), with no objection certificate from existing Supervisor(s) and consent of the proposed Supervisor(s) routed through Programme-Chairperson FPM. The change/addition shall be decided by the Campus Director (JIM) on the recommendation of the Programme-Chairperson FPM.
- In case of change/addition of Supervisor(s), the Open Seminar can be held only after one year from the date of approval of the such change.
- The Principal Supervisor shall cease to be a Supervisor if he/she proceeds on leave for more than one year. The Programme-Chairperson FPM in consultation with the Supervisor(s) and the research scholar shall appoint another principal supervisor before the Supervisor proceeds on leave. Further, if all research work and related analysis are complete except for the writing of the Thesis, and the Supervisor proceeds on leave, the Programme-Chairperson FPM shall take care of the formalities, such as providing the list of Examiners, conducting the Oral Examination, etc in consultation with the principal supervisor.

- In case a Principal Supervisor resigns/retires or otherwise ceases to be a Faculty Member of the Institute and if the candidate has delivered an Open Seminar, then Programme-Chairperson FPM shall appoint a Thesis Coordinator in consultation with the research scholar.
- A Professor/Associate Professor shall not supervise more than five Scholars, in single or joint supervision, at any time, and for Assistant Professor the maximum limit shall be four.
- Faculty Members having less than two years' service left before retirement shall not be allotted new research scholars.
- In case a Faculty Member is suspended/debarred for indulging in lowering the prestige of the Institute, in any manner, he or she shall cease to be a Thesis Principal Supervisor.
- A regular Faculty Member with having Ph.D. degree can only become Thesis Principal Supervisor.

12.2. CONSTITUTION OF THESIS EVALUATION BOARD

The Thesis Evaluation Board shall consist of two Examiners from outside the Institute, of which at least one must be from India in addition to the Principal Supervisor(s). The Board shall be approved by the Campus Director (JIM).

- The Principal Supervisor(s), shall propose a list of Examiners consisting of at least six experts within and outside the country in the prescribed format. This list along with the synopsis (hard copy and soft copy in CD prepared according to the prescribed guidelines in Specification and Information Regarding the Preparation of Thesis) shall be forwarded by the Programme-Chairperson FPM at the time of submission of the Thesis. The Campus

Director (JIM) in consultation with the Programme-Chairperson FPM shall select the members of the Thesis Advisory Committee from this list. If considered necessary, the Campus Director (JIM) may ask for additional names of experts to be submitted or add additional names of experts in consultation with Programme-Chairperson FPM. In case Programme-Chairperson FPM is the Principal Supervisor of the research scholar concerned, the Campus Director (JIM) may consult Programme-Chairperson FPM for the selection of the Thesis Evaluation Board. In case Programme-Chairperson FPM is the Principal Supervisor of the research scholar concerned, the Campus Director (JIM) may consult for the selection of the Thesis Evaluation Board. If Campus Director (JIM) is the Thesis Principal Supervisor then Programme-Chairperson FPM shall approve the Thesis evaluation board in consultation with the Campus Director (JIM).

The names of the members of the Thesis Evaluation Board shall be kept confidential till the successful completion of the Thesis Evaluation. On completion of the Thesis evaluation, the Programme-Chairperson FPM shall send to the Principal Supervisor(s), the names of the member who are from outside the Institute but are from within the country so that one of these names can be included in the proposed list of the Members of the Viva Voce Board.

12.3. CONSTITUTION OF FPM VIVA VOCE BOARD

The Viva Voce board shall consist of two members in addition to the Principal Supervisor(s). of the two, one shall be from among the members of the Thesis Evaluation Board within the country but outside the institute.



13.1. FPM THESIS SUBMISSION

FPM Thesis can be submitted only after satisfactory completion of the Open Seminar and submission of no dues certificate. Bound copies of the FPM Thesis (prepared according to the prescribed guidelines) one for each Examiner of the Thesis Evaluation Board shall be submitted. The research scholar shall submit a soft copy of the entire Thesis document on CD along with five copies of the hard copy of the same. The research scholar shall submit the Thesis within three months from the date of the Open Seminar. If the candidate fails to submit the Thesis within the specified period, then an extension of another three months can be given by Programme-Chairperson FPM. If the candidate fails to submit the same within the extended period then he/she has to deliver the Open Seminar again after the approval of the Programme-Chairperson FPM. The controller of examination (CoE), in agreement with the Chairperson FPM, will oversee the thesis examination process.

PLAGIARISM POLICY

The Institute considers plagiarism, is a serious offense and at any

stage, if it is found that a part of the Thesis is plagiarized, the Thesis shall be withdrawn and the continuation with the Programme shall be terminated. A certificate that no part of the Thesis is plagiarized has to be submitted by the research scholar in the prescribed format. The plagiarism policy is considered as per the UGC guidelines of 2017 which can be enclosed in Annexure-I.

13.2. FPM THESIS EVALUATION

1. After submission of the thesis and constitution of the Thesis Evaluation Board, Programme Chairperson shall process the Evaluation of the thesis. Programme Chairperson FPM shall be responsible for seeking the consent of the approved Examiners. In case the Examiner refuses or no response is received from the Examiner within four weeks (with a reminder being sent after two weeks), steps shall be taken to appoint another Examiner.
2. After receiving the consent of the Examiners, the Programme-Chairperson FPM shall send the Thesis for evaluation to the Examiners through the Controller of Examinations.

3. Examiners shall place their report in any of the following categories in the prescribed format:

Category I: The Thesis is acceptable in the present form for the award of the Fellow Degree.

Category II: The Thesis is acceptable and the corrections, modifications, and improvements suggested by me would be incorporated into the Thesis to the satisfaction of the Viva Voce Board.

Category III: The Thesis needs technical improvement /modifications, which must be carried out to my satisfaction before I recommend the Thesis for acceptance.

Category IV: The Thesis is rejected.

4. After receiving the reports of all the Examiners, copies of the categorized reports (without the identity of the Examiners) shall be sent to the Principal Supervisor(s) and by the Programme-Chairperson FPM. The Supervisor(s) shall ensure and certify that all the suggestions (if any) have been incorporated.
5. If the reports are either in Category I or Category II then Programme-Chairperson FPM shall intimate the Principal Supervisor about the name(s) of the Indian Examiner(s) and also request to constitute the Oral Board. The Principal Supervisor shall send the list of suggested Examiners for Oral Board along with the responses of research scholars against the comments of Examiner(s), if any, to Programme-Chairperson FPM who shall recommend it to the Campus Director (JIM) for approval.
6. If an Examiner gives his report in Category III then clarification/modifications suggested by the Examiner shall be done by the

candidate in consultation with Supervisor(s). Then Principal Supervisor shall send the corrected Thesis along with the responses and explanatory notes to Programme-Chairperson FPM who shall advise the Programme-Chairperson FPM to send the corrected Thesis along with the responses and explanatory notes to the same Examiner with a request to respond within six weeks.

7. If more than one Examiner gives their report in Category III then clarification/modifications suggested by the Examiner shall be done by the candidate in consultation with Supervisor(s). Then Principal Supervisor shall send the corrected Thesis along with the responses and explanatory notes to Programme-Chairperson FPM. Next, the Programme-Chairperson FPM shall send the corrected Thesis along with the responses and explanatory notes to all the external Examiners. If no response from the Examiners is received within six weeks or the Examiners give their report again in Category III then the matter shall be referred to Campus Director (JIM) for further course of action.
8. If one of the Examiners places his report in Category IV the matter shall be referred to Campus Director (JIM) for deciding the further course of action. If the reports received from more than one Examiner are in Category IV the Thesis shall be rejected and the candidature of the research scholar shall stand automatically terminated.
9. In case, Programme-Chairperson FPM is the Principal Supervisor, then the processing is to be done by Programme-Chairperson FPM with the approval of the Campus Director (JIM).

10. In case, the Campus Director (JIM) and Programme Chairperson both are the Principal Supervisors, then the processing to be done by them shall be done by the Programme-Chairperson FPM.

13.3. FPM ORAL EXAMINATIONS

1. The candidate shall submit the requisite number of hard-bound copies of the revised Thesis after incorporating all the modifications suggested by the Examiner(s) to the Principal Supervisor.
2. The Principal Supervisor shall be the Chairman of the Viva Voce Board and shall fix the date of the Viva Voce Examination in consultation with the members of the Viva Voce Board and intimate the date to the office of Programme-Chairperson FPM for official communication to all the Examiners.
3. Each internal member of the Viva Voce board shall be given a copy of the Thesis before the date of the Oral Examination.
4. The Viva Voce Board shall
 - (a.) Examine if necessary modifications, if any, suggested by the Thesis Examiner have been incorporated,
 - (b.) Elicit the candidate's replies to the questions raised by the Thesis Examiner,
 - (c.) Judge if the presentation of the work by the research scholar and the answers to the questions asked have been satisfactorily replied, and d. Submit a report of the Viva Voce Examination in a prescribed format, which shall be communicated by the Supervisor(s) to the Programme-Chairperson FPM.

5. On receipt of the report that the research scholar has passed the Oral examination, the Programme-Chairperson FPM shall recommend the same to the Campus Director (JIM) for approval after checking all the relevant documents of the research scholar. The approval accorded by the Campus Director (JIM) shall be reported to Campus Director (JIM) for the award of the FPM Degree to the candidate in the forthcoming Convocation.

13.4. DEGREE REQUIREMENTS

A research scholar shall be deemed to have completed the requirements of the research scholar has satisfied the minimum academic and Institutional requirements and satisfied all the requirements specified by the Ordinances.

- Earned at least minimum credits of coursework.
- The research scholar is expected to complete 900 hours of course work of 30 credits. The 30 credits are divided into 10 courses of 3 credits each. The scholar will undertake 12 credits of compulsory courses (which will be common across all specializations), and the rest of the 18 credits are in the form of a Research Seminar and elective courses.
- Paid all the dues of the Institute and has no pending case of indiscipline.
- Scopus/WOS – 2 papers along with a Principal Supervisor related to the topic of research.
- 1 Conference Participation (International or National) apart from Organized the Conferences by Jaipuria Institute of Management.
- Adherence to the Plagiarism Policy (Annexure).



CONDUCT AND DISCIPLINE

14

14.1 CODE OF CONDUCT

Each research scholar shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she shall not indulge in any activity, which is likely to bring down the prestige of the Institute. He/She shall show due respect and courtesy to the Faculty Members, Administrators, Officers, and Employees of the Institute, and good neighborly behavior to fellow research scholars. Due attention and courtesy shall be paid to visitors to the Institute and residents of the Campus. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow research scholars, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute a violation of the Code of Conduct for research scholars.

14.2. DISCIPLINARY ACTIONS AND RELATED MATTER

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as Reprimand, Disciplinary

Probation, Fine, Debarring from Examinations, Withdrawal of Scholarship and/or Withholding of Grades and/or Degrees, Cancellation of Registration and even expulsion from the Institute.

Violation of the Code of Conduct by an individual or by a group of research scholars shall be referred to Disciplinary Committee. A research scholar, Faculty, or another functionary of the Institution may refer a case to this committee for consideration. Further, the Campus Director (JIM) may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or several research scholars, which, in his/her view, may tarnish the image of the Institute.

The recommendation for any action, including expulsion of a research scholar from the Institute, shall be referred to the Director for its final decision.

The Campus Director (JIM) may not recommend a research scholar, who is found guilty of some major offense for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

14.3. UNFAIR MEANS (UFM)

Unfair means shall comprise the followings.

- 1 Copying from the papers / mobile electronic equipment, or materials in the possession of the research scholar.
- 2 Copying from the answer book of neighboring research scholars
- 3 Possession of the relevant material
- 4 Disturbing the smooth conduct of the Examination
- 5 Misbehavior with the invigilator
- 6 Act unbecoming of an examinee of the Institute.

Unfair means committee shall consist of:

- 1 Programme–Chairperson FPM
- 2 Concerned Principal Supervisor
- 3 Controller of Examinations
- 4 Invigilator / Course Instructor
- 5 Director’s Nominee

The procedure to deal with cases of Unfair Means (UFM) following provisions shall be followed:

- 1 Any use of UFM detected by the Course Instructor/ Invigilators/ Members of the Observer Committee shall be reported to Programme–Chairperson FPM.
- 2 After the research scholar is caught using UFM in his/her answer books question paper and material used in UFM will be kept in a separate envelope and the research scholar shall be issued a fresh answer book and question paper on which he/she may continue for the remaining period of examination.
- 3 Programme–Chairperson FPM may issue a show cause notice to the research scholar seeking his/her clarification on the charges; within three days of the reporting. The clarification of the research scholar may be obtained within two days and the same may be given to the Course instructor for getting his/her comments.

4 The Course instructor shall examine the contents of the material used for UFM and verify if the same is relevant to the subject and up to what extent the material has been used in answering the questions attempted in the answer book.

5 The Course Instructor shall present the case to the Unfair Means Committee.

6 The unfair Means Committee shall meet after six days after the completion of the Trimester Examination. The committee shall allow the research scholar concerned and recommend the award of punishment. The recommendation of the punishment may be made based on the following:

(a.) Copying from the papers / mobile electronic equipment materials in the possession of the research scholar. (Cancellation of that day's examination or of examination of the current session)

(b.) If the research scholar has misbehaved with the invigilator the matter may be referred to the Disciplinary Committee for a suitable recommendation.

(c.) Copying from the answer book of a neighboring research scholar. (Cancellation of the subject examination).

7 If the decision is not taken by the date of Grade entry, the Grades entered shall be 'Detained' and the result of such research scholar shall not be declared along with other research scholars.

8 The recommendations of the Unfair Means Committee shall be implemented after getting the approval of the Campus Director (JIM).

9 A research scholar who feels aggrieved with the punishment awarded may, however, appeal to the Campus Director (JIM) stating clearly the case and explaining his/her position, seeking reconsideration of the decision.



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IP&TAFS
Secretary

विश्वविद्यालय अनुदान आयोग



University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)

(Ministry of Human Resource Development, Govt. of India)

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No.F. 1-18/2010(CPP-11)

1st September, 2017

PUBLIC NOTICE

University Grants Commission had constituted a Committee of experts to look into issues of Plagiarism and recommend some institutional mechanism to eliminate the scope of this menace in higher education system in the country. The objective of the regulations is to promote academic research and deterrence from plagiarism by developing systems to detect plagiarism. As a result, the Committee emphasized on the needs to refer plagiarism in a broader way by putting appropriate systems and checks in place.

The draft University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2017 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The Feedback and Comments on the above draft may be sent to UGC on pgmhei.2017@gmail.com on or before 30th September, 2017.

(P.K. Thakur) Secretary

[To be published in the Gazette of India, Part III, Section 4 (Extraordinary)]
(UNIVERSITY GRANTS COMMISSION)
UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC
INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATION
INSTITUTIONS) REGULATIONS - 2017
NOTIFICATION

A. PREAMBLE

Whereas, University Grants Commission (UGC), as per UGC Act, 1956, is mandated to coordinate and determine the standards of higher education;

And whereas, assessment of academic and research work done by a student or a faculty or a researcher or a staff, in the form of essays, assignments, term papers, project reports, course work, thesis and dissertation leading to the award of degrees, research papers, policy papers, chapters in books, full-fledged books and any other work including computer programs is instrumental in identifying and certifying the academic standards accomplished by such student(s) or faculty or researcher(s) or staff and projecting them far and wide as an objective and impartial indicator of the performance of individual(s);

And whereas, any academic and research work undertaken in any form by a student or a faculty or a researcher or a staff, reflects the extent to which elements of academic integrity, originality and innovation have been injected in various processes of education adopted by Higher Educational Institutions(HEI's);

Therefore, in exercise of the powers conferred by clause G) of Section 12 read with clauses (D and (g) of subsection (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following regulations:1.Short title, application and commencement –

- (a) These regulations shall be called the University Grants Commission

(Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2017.

- (b) They shall apply to the students, researchers, faculty and staff of all Higher Educational Institutions in the country.
- (c) These regulations shall come into force from the date of their notification in the Official Gazette. of the decision.

B. DEFINITIONS -

In these regulations, unless the context otherwise requires–

- a. "Academic Misconduct Panel" shall mean the body constituted to investigate allegations of plagiarism as described under clause 11 in these regulations.
- b. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
- c. "Author" includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
- d. "College" means any institution, whether known as such or by any other name which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification.

- e. "Commission" means the University Grants Commission as defined in the University Grants Commission Act 1956;
- f. "Degree" means any such degree, as may, with the previous approval of the Central Government, be specified in this behalf by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- g. "Faculty" refers to a person who is teaching and/or guiding students enrolled in an Institution of Higher Education in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- h. "Higher Educational Institution (HEI)" means an institution of learning including a university, an institution deemed to be university, a college, an institution of national importance declared as such by an Act of Parliament, or a constituent unit of such institution, which is imparting (whether through conduct of regular classes or distance education systems) higher education after twelve years of schooling leading to the award of a degree or diploma;
- i. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or micro film or computer generated micro fiche;
- j. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- k. "Plagiarism" means an act of academic dishonesty and a breach of ethics. It involves using someone else's work as one's own. It also includes data plagiarism and self plagiarism;
- l. "Programme" means a course or programme of study leading to the award of a degree or a diploma in Institution of Higher Education;
- m. "Researcher" refers to a person conducting academic / scientific research in Institution of Higher Education.
- n. "Script" includes research paper, thesis, study, project report, assignment, dissertation and any other such work submitted for assessment / opinion leading to the award of degree or publication in print or electronic media by students or faculty or staff of an Institution of Higher Education; Note: This shall however exclude answer scripts submitted in response to a question paper set by a HEI.
- o. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l).
- p. "Staff" refers to all non-teaching staff working in Institution of Higher Education in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.
- q. "Student" means a person duly admitted and pursuing a programme of study including a research programme in full time or part-time or distant mode;

- r. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university;
- s. "Year" means the academic session in which a proven offence has been committed. Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

C. OBJECTIVES

1. To create academic awareness about responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty and other members of academic staff as well as any employee of HEIs.
2. To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, or staff of HEI committing the act of plagiarism.

D. DUTIES OF HEI:

Every HEI should establish the mechanism as prescribed in these regulations to enhance awareness about responsible conduct of research and academic activities, promotion of integrity and deterrence from plagiarism.

E. AWARENESS PROGRAMMES AND TRAININGS:

- (a) Every HEI shall instruct students, faculty and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules and regulations governing the source.
- (b) All HEIs shall conduct sensitization seminars/ awareness programmes every trimester on responsible conduct of research, project work, assignment, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty and other members of academic staff.

(C) ALL HEIS SHALL

- i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/ Postgraduate (PG)/ Master's degree as a compulsory course work.
- ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work for M.Phil. and Ph.D. Scholars.
- iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and other members of academic staff.
- iv. Shall train student, faculty, staff and researcher for using plagiarism detection tools and reference management tools.
- v. Shall establish facility equipped with modern technologies for detection of plagiarism.
- vi. Shall encourage student, faculty, staff and researcher to register on international researcher's Registry systems.

F. CURBING PLAGIARISM

- a) Every HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, term papers, reports, publications or any other such documents are free of plagiarism at the time of their submission.
- b) Every student submitting a thesis, dissertation, term papers, reports or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- c) Every faculty, researcher and M.Phil/Ph.D students should be provided account in plagiarism detection tools for checking the content of their scripts.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.
- e) The HEI shall develop a policy on plagiarism and get it approved by the relevant statutory bodies of the University.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- g) All HEIs shall submit to INFLIBNET soft copies of all M.Phil., Ph.D. dissertations and theses carried out in its various departments after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository" programme.
- h) All HEIs shall create Institutional Repository on institute website which shall include dissertation / thesis/

paper/ publication and other in-house publications.

G. SIMILARITY CHECKS FOR EXCLUSION FROM PLAGIARISM

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All small similarities of minor nature.
- iv. All generic terms, laws, standard symbols and standards equations.

H. ZERO TOLERANCE POLICY IN CORE AREA:

The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. In case Plagiarism is established in the core work claimed then Plagiarism Disciplinary Authority (PDA) of the HEI shall impose maximum penalty. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

I. LEVELS OF PLAGIARISM IN NON-CORE AREAS

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

- i. Similarities upto 10%.- excluded
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

J. DETECTION/REPORTING/ HANDLING OF PLAGIARISM

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the competent/ designated authority of the university. Upon receipt of such a complaint or allegation the university authority shall refer the case to the Academic Misconduct Panel (AMP) of the HEI who in turn shall submit a report to the Plagiarism Disciplinary Authority (PDA).

The authorities of HEI can also take su motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly proceedings can also be initiated by the HEI on the basis of findings of an examiner.

K. ACADEMIC MISCONDUCT PANEL (AMP)

- i. AMP shall be constituted by the HEI to investigate about the allegation of plagiarism and submit the report to the PDA.
- ii. The AMP shall have the power to assess the level of plagiarism and thus recommend penalty (ies) accordingly.
- iii. The AMP shall consist of four members who shall be senior academicians with good publication record with at least one member nominated by the Head of HEI from outside the HEI. The Chairman of the AMP shall be an academic functionary (Dean/Pro-VC/Senior Academician) of the HEI. The third member shall be a reputed Academician from the Discipline in which the plagiarism is alleged. The

fourth member shall be an expert well versed with anti plagiarism tools.

- iv. The AMP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, researcher, faculty member or any other employee of HEI.
- v. The AMP shall send the report after investigation and the recommendation on penalties to be imposed to the PDA preferably within a period of 45 days from the date of complaint / initiation of the proceedings in case of su motu notice.
- VI. The AMP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

L. PLAGIARISM DISCIPLINARY AUTHORITY (PDA):

- i. PDA shall be constituted by the HEI to consider the recommendation of the AMP and take appropriate decision after giving a hearing to the accused person.
- ii. There shall be three members in the PDA chaired by head of the HEI / The Head of the institution/ Appointing and Dismissal Authority. The other members shall be Dean / Director (Academic / Research) and one senior academician not below the rank of Professor in the relevant discipline from outside the HEI.
- iii. The decision of the PDA shall be final and binding.

M. PENALTIES

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG, Masters, M. Phil., Ph.D. and faculty & staff of the HEI only after academic misconduct on the part of the offender has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner. While developing policy document, the HEI may consider penalties in the cases of plagiarism. It shall be ensured by the competent authority in the HEI that the degree of penalty served is commensurate with the degree of seriousness of offence and misconduct established. Since act of plagiarism, witting or unwitting, is potentially detrimental to the academic credibility and social reputation of the individual concerned, all proceedings of investigations and imposition of penalties shall be conducted in camera so as to prevent encrustation of stigma and slur upon individual concerned:

(a) Penalties for Students

Plagiarism Disciplinary Authority (PDA) of the HEI, based on recommendations of the Academic Misconduct Panel (AMP), shall impose penalty considering the severity of the Plagiarism.

- i. Level 1: Similarities above 10% to 40% - Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- ii. Level 2: Similarities above 40% to 60% - Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script after a time period of one year but not exceeding eighteen months.
- iii. Level 3: Similarities above 60% - Such student shall not be given any mark and/or credit for the plagiarized script and his/her registration for that course to be cancelled.

Note 1: Penalty on repeated plagiarism - Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period decided by the AMP and PDA.

(B). PENALTIES FOR FACULTY, STAFF, RESEARCHER OF HEI

- (i) Level 1: Similarities above 10% to 40% - Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year.
- (ii) Level 2: Similarities above 40% to 60% - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of two years and shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any UG, PG, Master's, M.Phil., Ph.D. student/scholar for a period of two years.
- (iii) Level 3: Similarities above 60% - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of three years and shall be denied a right to two successive annual increments and shall not be allowed to be a supervisor to any UG, PG, Master's, M.Phil., Ph.D. student/scholar for a period of three years.

Note 1: Enhanced penalty on repeated plagiarism - Shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the concerned person shall be dismissed.

Note 2: Penalty in case where the benefit or credit has already been obtained If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period decided by the AMP and PDA on recommendation of the AMP.

Note 3: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, will be taken by the Competent Authority/Governing Board/Governing Council as the title may be.

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