

POLICY ON PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM

2026 Edition

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**Sathyabama Institute of Science and Technology
(Deemed to be University)**

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DOCUMENT CONTROL SHEET

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DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

Accredited with 'A++' grade by NAAC | Approved by AICTE

www.sathyabama.ac.in

1. PREAMBLE

Sathyabama Institute of Science and Technology (Deemed to be University) is committed to fostering a culture of academic excellence, ethical scholarship, intellectual honesty, originality, and responsible conduct in all academic, research, innovation, consultancy, publication, and extension activities. The Institution recognizes that academic integrity forms the foundation of quality education, credible research, and societal trust in higher education institutions.

Plagiarism, in any form, undermines the principles of academic integrity and adversely affects the quality, authenticity, and credibility of scholarly work. The Institution therefore adopts a zero-tolerance approach towards plagiarism and related forms of academic misconduct while simultaneously promoting awareness, education, and capacity building on ethical research and academic writing practices.

This Policy establishes a comprehensive framework for the prevention, detection, investigation, adjudication, and redressal of plagiarism in academic and research outputs produced under the auspices of the Institution. The Policy aims to ensure transparency, fairness, accountability, and consistency in dealing with allegations of plagiarism and related misconduct.

This Policy shall be implemented in accordance with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, amendments issued from time to time, and other applicable statutory requirements governing research integrity and ethical academic practices.

2. OBJECTIVES

- To promote academic honesty, ethical scholarship, and responsible research practices.
- To create awareness among students, researchers, faculty members, and staff regarding academic integrity and plagiarism prevention.
- To establish institutional mechanisms for prevention, detection, reporting, and adjudication of plagiarism.
- To ensure fairness, transparency, and accountability in handling allegations of plagiarism.

- To safeguard the intellectual contributions and rights of authors, researchers, and creators.
- To uphold the academic reputation and credibility of the Institution.
- To encourage originality, innovation, and responsible use of information and knowledge resources.

3. SCOPE

This Policy shall apply to all members of the Institution community, including:

- Undergraduate Students
- Postgraduate Students
- Research Scholars
- Faculty Members
- Researchers
- Post-Doctoral Fellows
- Project Staff
- Administrative Staff involved in academic and research activities

The Policy shall apply to all forms of academic and scholarly work, including but not limited to:

- Assignments
- Seminar Reports
- Project Reports
- Dissertations
- Theses
- Research Publications
- Conference Papers
- Books and Book Chapters
- Technical Reports
- Consultancy Reports
- Patent Applications
- Intellectual Property Submissions
- Research Proposals
- Course Materials
- Digital Content
- Any academic or scholarly work submitted in the name of the Institution

4. DEFINITIONS

4.1 Academic Integrity

Academic Integrity refers to intellectual honesty and ethical conduct in proposing, conducting, evaluating, documenting, publishing, and communicating academic and research activities.

4.2 Plagiarism

Plagiarism refers to the use of another person's ideas, words, data, images, figures, tables, software code, research findings, or intellectual contributions without proper acknowledgment and presenting them as one's own work.

4.3 Self-Plagiarism

Self-plagiarism refers to reproducing, wholly or substantially, one's own previously published or submitted work without appropriate citation, disclosure, permission, or justification.

4.4 Research Misconduct

Research misconduct includes plagiarism, self-plagiarism, fabrication, falsification, data manipulation, unethical authorship practices, misrepresentation of findings, and other violations of research integrity.

5. ACTS CONSTITUTING PLAGIARISM

- Copying text without proper citation or acknowledgment.
- Reproducing figures, tables, images, datasets, software code, or multimedia content without permission or attribution.
- Using another person's ideas, interpretations, theories, hypotheses, methodologies, or findings without proper acknowledgment.
- Copying from books, journals, reports, dissertations, theses, websites, online databases, AI-generated outputs, or other sources without citation.
- Purchasing, borrowing, stealing, or submitting another person's academic work as one's own.
- Patch-writing, close paraphrasing, or rewriting another person's work without adequate acknowledgment.
- Submitting AI-generated content as original intellectual work without disclosure.
- Misrepresenting authorship or contribution to academic and research work.

6. EXCLUSIONS FROM PLAGIARISM ASSESSMENT

- Properly quoted material with complete citation.
- Bibliography, references, and citations.
- Acknowledgements.
- Table of contents.
- Standard symbols, formulae, equations, laws, and scientific terminology.
- Commonly known facts and common knowledge.
- Similarities of minor nature permitted under applicable UGC Regulations.

7. PLAGIARISM SCREENING

- All theses, dissertations, project reports, research papers, conference papers, books, book chapters, patents, consultancy reports, and other scholarly outputs shall undergo plagiarism screening using Institution-approved plagiarism detection software.
- The similarity assessment report shall be submitted along with the manuscript or document.
- No thesis, dissertation, synopsis, publication, patent application, or scholarly output shall be processed without plagiarism clearance.
- Research Supervisors, Principal Investigators, and corresponding authors shall certify that the work has undergone plagiarism screening before submission.
- The Research and Development Cell shall maintain records of similarity reports, compliance certificates, and related documentation.

8. ACADEMIC INTEGRITY STRUCTURE

8.1 Departmental Academic Integrity Panel (DAIP)

Each School/Department shall constitute a Departmental Academic Integrity Panel comprising:

- Dean/Head of Department – Chairperson
- Two Senior Faculty Members – Members
- One Subject Expert (where required) – Member

Functions

- Examine complaints and allegations.
- Conduct preliminary investigations.
- Review similarity reports and supporting evidence.
- Recommend appropriate actions.
- Submit findings to the Institutional Academic Integrity Panel.

8.2 Institutional Academic Integrity Panel (IAIP)

The Vice-Chancellor shall constitute an Institutional Academic Integrity Panel comprising:

- Dean (Research) – Chairperson
- Three Senior Faculty Members
- One External Expert (where required)
- Member Secretary

Functions

- Review recommendations submitted by DAIP.
- Conduct hearings and investigations.
- Determine the level of plagiarism.
- Recommend disciplinary actions.

- Maintain institutional records.
- Ensure compliance with applicable regulations.

9. LEVELS OF PLAGIARISM

Level	Similarity Index
Level 0	Up to 10%
Level 1	Above 10% to 40%
Level 2	Above 40% to 60%
Level 3	Above 60%

10. PENALTIES FOR STUDENTS AND RESEARCH SCHOLARS

Level 0	No penalty.
Level 1	The manuscript shall be returned for revision and resubmission within a period prescribed by the competent authority not exceeding six months.
Level 2	The candidate shall be debarred from resubmission for a period of one year.
Level 3	The registration of the candidate may be cancelled.

Repeated Offences

- For every subsequent offence, the penalty shall be one level higher than the previous offence.
- Repeated Level 3 violations may result in permanent debarment from academic and research programmes of the Institution.

11. PENALTIES FOR FACULTY MEMBERS, RESEARCHERS AND STAFF

Level 0	No penalty.
Level 1	Withdrawal of manuscript and correction of the work.
Level 2	Withdrawal of manuscript, denial of one annual increment, and prohibition from supervising research scholars for two years.
Level 3	Withdrawal of manuscript, denial of two successive annual increments, and prohibition from supervising research scholars for three years.

**The Institution may initiate disciplinary proceedings under applicable service rules wherever warranted.*

12. RESPONSIBILITY OF RESEARCH SUPERVISORS

Where a Supervisor is found to have knowingly permitted, encouraged, facilitated, or ignored plagiarism:

- The matter shall be investigated by the IAIP.
- The Supervisor may be prohibited from admitting new research scholars.
- Recognition as Research Supervisor may be suspended.

- d) Recognition as Research Supervisor may be withdrawn for a period up to five years.
- e) Additional disciplinary proceedings may be initiated under Institution service rules.

13. PLAGIARISM DETECTED AFTER AWARD OF DEGREE

Where plagiarism is established after the award of a degree, diploma, certificate, or academic credit:

- The matter shall be investigated by the IAIP.
- Recommendations shall be placed before the Academic Council and Executive Council.
- The Institution reserves the right to withhold, suspend, withdraw, or revoke the award after following due process.

14. COMPLAINT, ENQUIRY AND INVESTIGATION

- Any allegation of plagiarism shall be submitted in writing to the Dean (Research).
- The complaint shall be referred to the DAIP for preliminary examination.
- The respondent shall be provided adequate opportunity to submit explanations and supporting evidence.
- The DAIP shall submit its findings and recommendations to the IAIP.
- The IAIP shall conduct a detailed enquiry and recommend appropriate action.
- The decision of the Competent Authority shall be communicated formally in writing.

15. APPEAL

- Any person aggrieved by a decision under this Policy may submit an appeal to the Vice-Chancellor within thirty (30) days from the date of communication of the decision.
- The decision of the Appellate Authority shall be final and binding.

16. USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS

The use of AI-based tools for language editing, coding assistance, literature review support, data visualization, and academic assistance may be permitted subject to transparency and disclosure.

The following shall constitute academic misconduct:

- Submission of AI-generated content as original work.
- Fabrication of references, citations, datasets, images, or results using AI tools.
- Undisclosed substantial use of AI-generated content in academic submissions.

**Authors shall remain fully responsible for the originality, authenticity, validity, and accuracy of all submitted work.*

17. AMENDMENTS

- This Policy shall be reviewed periodically, normally once every three years, or earlier if required.
- The Institution reserves the right to amend, modify, interpret, update, or repeal any provision of this Policy in accordance with statutory requirements, UGC Regulations, and decisions of the Academic Council and Executive Council.

18. RESIDUARY CLAUSE

Any matter not specifically covered under this Policy shall be governed by the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, amendments thereto, and decisions of the competent authorities of Sathyabama Institute of Science and Technology.

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