



## Academic Integrity and Research Ethics Policy

Om Sterling Global University strives to achieve academic excellence by providing highest quality education and by contributing to original and impactful research to solve industrial and societal problems. Therefore, academic integrity and research ethics of the highest level are expected from each and every stake holder of OSGU community including students, faculty, and staff. Academic integrity implies adherence to certain values and moral conduct in academics. Research ethics are commonly developed practices for creating awareness among researchers related to principles ensuring the scrutiny of research projects and accountability of people as responsible members of academic community to serve the society well. This policy shall be applicable to all students, faculty and other staff of the Om Sterling Global University engaged in the research related activities.

This policy covers the followings:

1. Research Ethics
2. Anti-Plagiarism policy

### 1.0 Research Ethics-General Guidelines

- All faculty members are expected to adhere to core values like honesty, integrity and sincerity and conduct their research in such manner that the reliability and trust of the university should not be compromised or get affected.
- Researcher shall keep and preserve raw data of research activity/project for a minimum period of five years from the award date of Ph.D, final submission of project, report etc., with the university, unless requirement of longer period stipulated by the university or any concerned body for the purpose of specific work.
- The research outcome of any study, should aim for the benefit of society as well as industry and it should not cause any harm to the society.
- Researchers should ensure to adopt an appropriate research method best suited to the selected research work.
- Researchers shall ensure to use factual and accurate data in research and shall not indulge in falsification, fabrication, distortion, suppression or misinterpretation of data.
- Researchers should be able to extrapolate the consequences of research engagement for all participants and attempt to alleviate potential disadvantages of participation for any individual or category of person.
- Researchers shall ensure the reporting and dissemination of information in a responsible manner.
- Researchers shall ensure that methodology adopted for research and findings of research, are open for discussion and peer review.
- Researchers shall ensure to fully acknowledge, any indebtedness to previous research as a source of knowledge, data, concepts and methodology in all outputs.
- Researchers shall give due credit to all the authors depending upon their contribution in the research work. If a student or a faculty/staff has worked in a project, and any publication of that project is published, then his/her name should be mentioned in the acknowledgement section of the manuscript and in authorship depending on the quantum of their contribution.

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- Order of authorship in a publication shall depend upon the weightage of contribution of individuals and it shall be decided in advance of publication. All authors in publication will be equally responsible for the content published.
- For all papers coming out of Master's degree or a Ph.D. thesis, the first author shall preferably be Masters or Ph.D. student and the corresponding author should be supervisor/co-supervisor.
- Honorary authorship shall not be permitted.
- The guidelines of the concerned journal should be followed for including name of all contributors in the paper.
- Students shall publish their approved thesis or dissertation work with the approval of the university.
- All potentially patentable inventions shall be disclosed to the university.
- It will be mandatory for all faculty/staff members to show affiliation/association with the university in all their research activities.
- It will be mandatory for all faculty/staff members to show their affiliation or association with this university on various research platforms like researchgate, google scholar, publonsetc.

A committee at university level shall monitor, ensure academic integrity and research ethics, in all kinds of research work, publications, patent filing, projects, etc. The committee Composition shall be as given below.

## 2.0 Academic Integrity Committee (AIC)

Dean Research- Chairman

Four Deans of Schools (by Rotation)- Member

Special Invitee- A person well versed with anti-plagiarism tools

Special Invitee- A person having minimum 5 publications in Scopus indexed journal

Member Secretary: Associate Dean Research

The quorum for the meetings shall be 4 out of all committee members.

## 3.0 Creating awareness on academic integrity and research ethics

OSGU from time to time shall conduct training programs to create awareness as per notification by UGC on promotion of Academic Integrity and prevention of plagiarism in higher educational institutions Regulations 2018-19.

## 4.0 Anti-Plagiarism Policy

Plagiarism is one of the most serious violations of academic integrity and ethics. Anyone engaged in plagiarism threatens the values and beliefs of the academic integrity of the university and undermines his/her individual credibility in the community of research scholars. Plagiarism in any form is not permissible in the university and is a serious misconduct which is

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subject to strict disciplinary action against the person found guilty. The university has a zero-tolerance policy on plagiarism.

Plagiarism is using, presenting or publishing work of another person as its own without proper citation or acknowledgement. Using words or ideas of others without proper reference or citation is plagiarism. It is very important to give credit, where it is due, to the other person by acknowledging the source of that information.

All published and unpublished material, materials downloaded from internet, copied from lecture handouts or any other source whether in manuscript, printed or electronic form, is covered by this definition. The unauthorized collaboration of students or other individuals in any piece of work, is another form of plagiarism.

4.1 Following and such other acts as prescribed by the University from time to time shall be considered as the act of plagiarism:

- 4.1.1 Writing someone else's work as your own.
- 4.1.2 Paraphrasing or copying ideas from someone else's work without giving due credit
- 4.1.3 Stealing unpublished raw data and publishing it without giving due credit.
- 4.1.4 Failing to put the words/idea/information within quotes "..."
- 4.1.5 Giving incorrect information about the source of the quoted material.
- 4.1.6 Changing words but copying the sentence structure of a source without giving credit.
- 4.1.7 Copying many ideas or words from a source that it makes up the majority of your work irrespective of whether you have given credit or not.
- 4.1.8 Writing or reusing one's own specific words, images etc from previously published texts is known as self-plagiarism.
- 4.1.9 Images are also a form of scientific data and ideally need to be presented as such. Manipulating an image related to your research and publishing the same, therefore, will clearly fall under the ambit of research misconduct which comes under plagiarism.
- 4.1.10 If a previously published image is included in the manuscript or any publication material, you need to get explicit permission from the copyright holder (which might be either a person, a journal, or a publisher) and needs to be cited clearly. Some images come under the category of "creative commons." Under the "creative commons," the images can be used free of charge, but with proper attribution.
- 4.1.11 In case of images/information of any person, the authors should certify that they have obtained all appropriate consent forms. In the form, the individual/legal guardian should give consent for images and other personal information to be reported. The individual/guardian should be informed that names and initials will not be published and due efforts will be made to conceal individuals identity, but anonymity cannot be guaranteed.

- 4.1.12 The practice of presenting same research findings in more than one conferences (en core abstracts) except
  - (i) the congress permits it;
  - (ii) copyright requirements are respected;
  - (iii) prior presentations are disclosed; and



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(iv) repeated presentation is to reach a different audience

## 5.0 Scope of Plagiarism Policy

This policy applies to all the written/unwritten and published/unpublished works produced at and for OSGU. The written works include academic and research publications / IPR (research papers, books, articles, assignments, project reports, thesis (Masters, M. Phil. and Ph.D.), research reports, patent, copyright, design registration etc. The unpublished works also include experimental data. The plagiarism policy applies to all OSGU community including students, faculty and staff. The Deans of Schools/Dean Research/HOD/Research Coordinator shall be responsible to disseminate the information about plagiarism.

## 5.1 Plagiarism Check

The following guidelines must be adhered to for submitting the Plagiarism report at the time of submission of Ph.D./PG Programme thesis:

1 The Ph.D./M.Phil thesis must undergo a Plagiarism check by Authentic software recommended by the University/UGC, from time to time.

2 The similarity checks for plagiarism shall exclude the following:

- i) Quoted work(s) reproduced with proper attribution;
- ii) All references, bibliography, table of content, preface and acknowledgements;
- iii) All generic terms, laws, standard symbols and standard equations, mathematical formula;
- iv) Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words;
- v) Small similarity less than 1% (to account for name of supervisor, institution, department etc.).

3. The admissible level of similarity is 10%

## 5.2 Reporting of Cases of Plagiarism

5.2.1 It shall be the responsibility of the supervisor/corresponding author to check the paper/thesis etc. for plagiarism.

5.2.2 The document should be subjected to appropriate plagiarism software prescribed by the university (e.g. Turnitin) and the supervisor should check the content manually too.

5.2.3 If plagiarism is detected, the Head of the department will send his/her report based on software results and thorough study to School Academic Integrity Panel (AIC), in the format prescribed in this policy as annexure.



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## 5.3 Dealing with Cases of Plagiarism

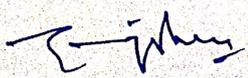
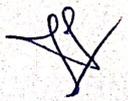
5.3.1 Cases of Plagiarism will be investigated and dealt with by the Academic Integrity Committee (AIC).

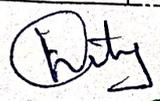
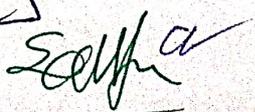
5.3.2 The AIC shall also be responsible to monitor the quality of published and un-published work including thesis.

5.3.3 The AIC will dispose the case of plagiarisms reported to it within 30 Days of the reporting of the case to it and after affording reasonable opportunity to the concerned student or faculty or staff as the case may be and shall submit its findings and recommend such disciplinary action as may be deemed fit in the specific case, to Vice Chancellor.

## 5.4 Penalties for Plagiarism

Plagiarism Level	Similarities	Penalties in case of plagiarism in submission of thesis and dissertations	Penalties in case of plagiarism in academic and research publications /IPR
Low	Upto10%	Minor Similarities, no penalty.	Minor Similarities, no penalty.
Medium	10%to40%	Submit a revised thesis and dissertations within stipulated time period not Exceeding 6 months.	Leave points, bonus points and incentives will be withdrawn if Plagiarism is reported.
High	40% to 60%	debarred from submitting a revised thesis and dissertations for a period of one year	withdraw manuscript, Shall be denied a right to one annual increment, Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
Very High	Above 60%	Registration for that programme shall be cancelled	Withdraw manuscript, Shall be denied a right to two annual increments, Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D.


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			Student/scholar for a period of three years.
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In case of repeated plagiarism, University shall take disciplinary action against faculty/staff/students including suspension or termination/withdrawal of degree.

## 5.5 Guidelines Related to Similarity Index for Availing Grant Benefits

5.5.1 10% is the maximum allowed value for similarity index for research publications, using Turnitin software/Open Access Software, for plagiarism detection. The publications having similarity index less than or equal to 10% are eligible for grant benefits as per Research Policy.

5.5.2 Publications having similarity index above 10% are not eligible for grant benefits.

5.5.3 While performing the plagiarism check for similarity index, all quoted work reproduced with all necessary permission and/or attribution, all references, bibliography, table of content, preface and acknowledgements, all generic terms, laws, standard symbols and standards equations should be followed as per UGC guidelines.

5.5.4 Plagiarism checklist to be performed for fourteen consecutive words and less than fourteen matching words will not be considered as plagiarism.

## 5.6 Appeal

In case of grievance, the accused shall appeal to Dean of School. Upon receipt of such a complaint or allegation the Dean of School shall investigate the matter and submit its recommendations to the AIC for final decision.

Terms and Conditions: Where any doubt arises as to the interpretation of this policy, it shall be referred to the Vice Chancellor for final decision.

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## Annexure-1 Format for Reporting Plagiarism Cases to AIC, along with the Supporting Documents

School Name:

Name of the Accused:

Roll Number:

~~Enrolment Number~~

Designation (if faculty/staff):

Title of Paper/Thesis/Any other document:

Details of the case:

Similarity % using software:

(Mention the name of the software used)

Remarks of the Detector (with signature):

Submission of the Accused (With signature):

Remarks of the Dean of School with signature:

Recommendation of AIC (with signature of members):