



PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL
ACADEMIC INTEGRITY POLICY

VERSION: 03

Doc No: PDCH/AI/02/2022

Date of Issue: 12/01/2022

Prepared by

Dr. I. Paavai, MDS
Professor & Head,
Department of Periodontics
Priyadarshini Dental College and Hospital

Approved by

Dr. B. Sivapathasundharam, MDS
Principal,
Priyadarshini Dental College and
Hospital

| PRIYADARSHINI DENTAL COLLEGE & HOSPITAL ACADEMIC INTEGRITY POLICY | | |
|--|-------------|---------------------------|
| Doc No: PDCH/AI/02/2022 | Version: 03 | Date of Issue: 12.01.2022 |

1. Preamble:

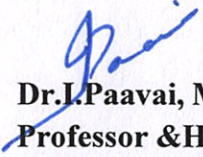
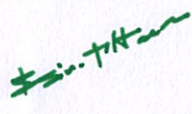
In accordance with the UGC-promotion of academic integrity and prevention of plagiarism in institutional act, the academic integrity policy of the PDCH has been formulated with a view to ensure that the academic institution denies and prevent the act of plagiarism in accordance with the research work carried out by the students and faculty of PDCH.

2. Plagiarism:

Plagiarism means the practice of taking someone else work or idea and passing them as one's own – UGC definition.

3. Objectives of Institutional Academic Integrity Panel (IAIP):

- To create awareness about the righteous manner in conduct of research, thesis, dissertation and publication among the faculty and students of the institution.
- To promote academic integrity and prevent the plagiarism in any form of academic writing among students and faculty.
- To form panel and protocols to identify plagiarism, prevent plagiarism and punish the misconduct performed either by student or faculty.

| Prepared by | Approved by |
|---|--|
|  Dr. J. Paavai, MDS Professor & Head, Department of Periodontics Priyadarshini Dental College and Hospital |  Dr. B. Sivapathasundharam, MDS Principal, Priyadarshini Dental College and Hospital |

| PRIYADARSHINI DENTAL COLLEGE & HOSPITAL ACADEMIC INTEGRITY POLICY | | |
|--|-------------|---------------------------|
| Doc No: PDCH/AI/02/2022 | Version: 03 | Date of Issue: 12.01.2022 |

➤ Academic misconduct in terms of presentation/verbal/research misconduct.

4. Methods to curb plagiarism:

- All reported works to be submitted to a plagiarism checking software and provide a report generated with the draft to the consideration by the research committee.
- Submission of declaration along with the report.
- To ensure the researchers to provide proper attribution acknowledgment and permission of author wherever necessary.
- To provide a soft copies to be submitted in digital repository.

Similarity checks to conclude plagiarism: Upon checking, the panel shall exclude the following:-

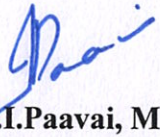
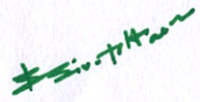
1. All quoted work reproduced with all necessary permission/attribution.
2. All quoted references, bibliography, table of contents, preface and acknowledgement.
3. All the generic terms, laws, standard symbols and standard questions.

5.Level of plagiarism:

In the ascending order of severity

Level 0:- similarities up to10%.

Level 1:- similarities above 10% and up to 40%.

| Prepared by | Approved by |
|---|--|
|  Dr. I. Paavai, MDS Professor & Head, Department of Periodontics Priyadarshini Dental College and Hospital |  Dr. B. Sivapathasundharam, MDS Principal, Priyadarshini Dental College and Hospital |

| PRIYADARSHINI DENTAL COLLEGE & HOSPITAL ACADEMIC INTEGRITY POLICY | | |
|--|-------------|---------------------------|
| Doc No: PDCH/AI/02/2022 | Version: 03 | Date of Issue: 12.01.2022 |

Level 2:- similarities above 40% and up to 60%.

Level 3:- similarities above 60%.

6. Detection/Reporting/Handling of Plagiarism:

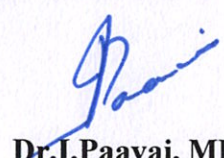

On case of suspicion of research misconduct or detection of plagiarism in the institution, the mentioned allegation could be reported to Institutional Academic Integrity Panel (IAIP). Upon receipt of such a complaint or allegation, the IAIP shall enquire the matter and submit its recommendations.

The authorities of the Institute can also take *suo moto* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the institute on the basis of findings of an investigator. All such cases will be investigated by the IAIP.

7. Institutional Academic Integrity Panel (IAIP)

i) The institute shall notify IAIP whose composition shall be as given below:

1. Chairman – Head of the institution.
2. Member - Senior Academician other than Chairman, to be nominated by the Head of the institution.

| Prepared by | Approved by |
|---|--|
|  Dr. I. Paavai, MDS Professor & Head, Department of Periodontics Priyadarshini Dental College and Hospital |  Dr. B. Sivapathasundharam, MDS Principal, Priyadarshini Dental College and Hospital |

| PRIYADARSHINI DENTAL COLLEGE & HOSPITAL ACADEMIC INTEGRITY POLICY | | |
|--|-------------|---------------------------|
| Doc No: PDCH/AI/02/2022 | Version: 03 | Date of Issue: 12.01.2022 |

3. Member - One member nominated by the Head of the institution from outside the Institute.

4. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the institution.

5. Chairperson of Research committee

ii) The tenure of the Committee members shall be three years.

The quorum for the meetings shall be 3 out of 5 members (including Chairman).

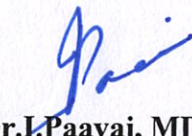
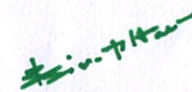
iii) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

iv) The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the institute.

iii) The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

8. Procedure for reconciliation of plagiarism reports

(1) If a draft manuscript/presentation/dissertation is found plagiarized and is reported to Research Committee, they shall call the candidate to hear the candidate's view.

| Prepared by | Approved by |
|---|--|
|  Dr. I. Paavai, MDS Professor & Head, Department of Periodontics Priyadarshini Dental College and Hospital |  Dr. B. Sivapathasundharam, MDS Principal, Priyadarshini Dental College and Hospital |

| PRIYADARSHINI DENTAL COLLEGE & HOSPITAL ACADEMIC INTEGRITY POLICY | | |
|--|-------------|---------------------------|
| Doc No: PDCH/AI/02/2022 | Version: 03 | Date of Issue: 12.01.2022 |

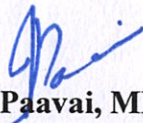
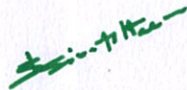
On hearing the candidate, the Research Committee shall submit its recommendations keeping in mind the following guidelines:

(a) If the similarity is found to be within the limit (not more than 10%) and all original sources are correctly cited and does not affect the original findings, no further action is required. Candidate may be permitted to submit the work.

(b) **Self-plagiarism:** “Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check.”

If the contents are found similar to the previously published work of the student/faculty , the candidate will be required to resubmit the work with proper citations. If the published work is co-authored by others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

(c) **Low- level plagiarism:** If the plagiarism is an act of negligence or unintended to cheat, additionally if the similarity is only marginally above the limit, the candidate may be allowed and instructed to resubmit the work with proper citations.

| Prepared by | Approved by |
|---|--|
|  Dr. I. Paavai, MDS Professor & Head, Department of Periodontics Priyadarshini Dental College and Hospital |  Dr. B. Sivapathasundharam, MDS Principal, Priyadarshini Dental College and Hospital |

| PRIYADARSHINI DENTAL COLLEGE & HOSPITAL ACADEMIC INTEGRITY POLICY | | |
|--|-------------|---------------------------|
| Doc No: PDCH/AI/02/2022 | Version: 03 | Date of Issue: 12.01.2022 |

(d) **Mid- level Plagiarism:** In case of improper citations, similarity upto few paragraphs, intent to cheat is very low and due to lack of knowledge, the candidate may be allowed to resubmit the work with proper citation and a warning for non-repetition of the misconduct, elsewhere the publication will be cancelled.

(e) **High- level plagiarism:** In case of a deliberate and planned attempt to plagiarise others' work, with a huge amount of data copied, art work copying, source code copying etc. intention to cheat is very clear. The candidate 's research work may be cancelled.

9. Plagiarism reported after the of Award of Degree

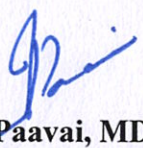
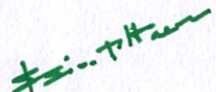
(a) In case, any plagiarism is reported to the Institute after a degree has already been awarded, the Head of the institution may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.

(b) The expert committee may give the opportunity of hearing to the concerned parties as it deems fit.

(c) The Director will place the report along with recommendations of the committee before the Academic Council for its consideration and action.

10. Research misconduct:

A research misconduct can be assigned in case of

| Prepared by | Approved by |
|---|--|
|  Dr. I. Paavai, MDS Professor & Head, Department of Periodontics Priyadarshini Dental College and Hospital |  Dr. B. Sivapathasundharam, MDS Principal, Priyadarshini Dental College and Hospital |

| PRIYADARSHINI DENTAL COLLEGE & HOSPITAL ACADEMIC INTEGRITY POLICY | | |
|--|--------------------|----------------------------------|
| Doc No: PDCH/AI/02/2022 | Version: 03 | Date of Issue: 12.01.2022 |

1. Manipulation of research data
2. Fabrication of the results leading to false conclusions
3. Violations of guidelines for conducting the study proposed by ethical committee
4. Non disclosure of conflict of interest
5. Omitting or inclusion of research collaborators in the research/publication
6. Misconduct involving interdisciplinary/interdepartmental research projects / studies

11. Penalties in case of plagiarism in academic and research publications

I. Level 0: Similarities up to 10% -

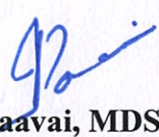
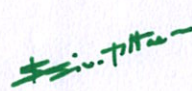
Minor similarities, no penalty.

II. Level 1: Similarities above 10% to 40%

- i) Shall be asked to withdraw manuscript.

III. Level 2: Similarities above 40% to 60%

- i. Shall be asked to withdraw the manuscript.
- ii. Shall be denied a right to one annual increment / one year withholding of promotion.

| Prepared by | Approved by |
|---|--|
|  Dr. I. Paavai, MDS Professor & Head, Department of Periodontics Priyadarshini Dental College and Hospital |  Dr. B. Sivapathasundharam, MDS Principal, Priyadarshini Dental College and Hospital |

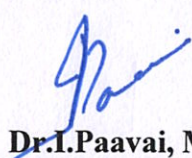

| PRIYADARSHINI DENTAL COLLEGE & HOSPITAL ACADEMIC INTEGRITY POLICY | | |
|--|-------------|---------------------------|
| Doc No: PDCH/AI/02/2022 | Version: 03 | Date of Issue: 12.01.2022 |

IV. Level 3: Similarities above 60%

- i. Shall be asked to withdraw manuscript.
- ii. Shall be denied a right to two successive annual increments.

11. Penalties in case of plagiarism in research misconduct:

If proven for a research misconduct, the candidate shall be asked to withdraw the publication/ presentation work. Additionally shall be denied one annual increment / one year withholding of promotion.

| Prepared by | Approved by |
|---|--|
|  Dr. I. Paavai, MDS Professor & Head, Department of Periodontics Priyadarshini Dental College and Hospital |  Dr. B. Sivapathasundharam, MDS Principal, Priyadarshini Dental College and Hospital |