BAPATLA ENGINEERING COLLEGE

PLAGIARISM POLICY

Preamble:

Plagiarism is copying another person's written material or ideas and passing the copied material as one's own work to the unacceptable level. Plagiarism is considered fraud and is punishable in our country and in many other countries. Educational proficiency in Colleges/Universities is assessed through the academic and research work done by a student or a faculty member or a researcher or a staff, in the form of essays, assignments, term papers, project reports, coursework, thesis and dissertation leading to the award of degrees, research papers, policy documents, books or chapters in a book and any other work including computer programs, designs, etc. Assessment is, therefore, instrumental in identifying and certifying the academic standards accomplished by such a student or a faculty member or a researcher or staff and projecting their performance level. In order to maintain the academic integrity, originality and innovation, verification of the extent of similarity with the existing material or plagiarism is essential.

Policy:

Bapatla Engineering College Policy is "Nil Tolerance" to the plagiarism. However, it makes provision up to 20 percent similarity for doctoral and master theses and 30 percent similarity to other submitted works (assignments, seminar reports, etc.) to accommodate the fair use of the material of other authors such as quotes and the reference statements.

The Process of Verification:

All submitted material (project reports, assignments, seminar reports, etc. must be subjected to verification for plagiarism. The students must verify their document for plagiarism with the software suggested by the Institution. They must attach the certificate with all submissions. Without the plagiarism certificate that shows the level of similarity is with in the stipulated percentage, the teachers should never accept the submission. Once more than the stipulated

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similarity is found in the paper, the student must revise the paper and then seek the plagiarism clearance again.

Only materials that satisfy the conditions of plagiarism must be allowed for submission by the students.

The teachers should also verify the certificate for authentication.

Instructions to the Students:

Plagiarism can cause loss not only to person who committed to plagiarism but also brings disrepute to the College. Hence, it is in the best interest to avoid plagiarism for which a person should:

a. Strictly use his/her own intellectual and resources to create a literary work;

b. If the use of other work is necessary then give proper credit and correct reference;

c. Permission from the authors and/or publishers if the rights are assigned to publisher is a good practice specially if the work is likely to generate revenue;

d. Put a date and time stamp from Head of Department/Lab, project guide, etc.

e. File a copy of the work with the Registrar of Copyrights created under the Copyright Act, 1957 and obtain a receipt/acknowledgement.

f. Submit a declaration relating to authorship on format as approved by the Institute.

Instructions to the Faculty:

Faculty members or technical and other staff must also check for plagiarism if they are submitting any material as part of their higher studies, doctoral thesis, or a project report or any other material submitted for academic purpose including the class notes or student support material etc. They should

a. Strictly use his/her own intellectual and resources to create a literary work;

b. If the use of other work is necessary then give proper credit and correct reference;

c. Permission from the authors and/or publishers if the rights are assigned to publisher is a good practice specially if the work is likely to generate revenue;

d. Put a date and time stamp from Head of Department/Lab, project guide, etc.

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e. File a copy of the work with the Registrar of Copyrights created under the Copyright Act, 1957 and obtain a receipt/acknowledgement.

f. Submit a declaration relating to authorship on format as approved by the Institute.

g. Submit the papers to a Conference or Journal after duly getting approval from the Principal showing the plagiarism Certificate.

h. The Principal should get it verified by the research committee for the authenticity of the work.

Procedure to deal with the allegations of Plagiarism:

1. The Principal appoints an enquiry committee with clear guidelines and time period
2. The enquiry committee obtains the written statements of the parties involved and also through verbal enquiry.
3. The committee verifies both the documents for their authenticity of dates and material before preparing the report.
4. The committee submits its report to the Principal with in the stipulated time.
5. The principal refers the case to the College Grievance Redressal Cell (GRC)
6. The college redressal cell submits its report with suggestion of punishment
7. The principal, in consultation with the management, take the action or forward to the management for further action, based on the punishment suggested by the GRC.

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