



**पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग**  
**NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG**

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक, मावडीयांगडीयांग, शिलांग - 793018 मेघालय

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EPABX : (0364) 2538025

**“Policy and Guidelines on Anti Plagiarism, NEIGRIHMS, 2021” that has been established & implemented at NEIGRIHMS from 4<sup>th</sup> March 2021**

**OBJECTIVES:**

To create academic awareness about responsible conduct of research, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing at different levels of research in the institute. This includes for preparing a thesis, dissertation, project work, assignment, or publishing a research article among students, researchers, faculty and other members of academic staff as well as any employee of the institute.

To develop systems to detect plagiarism and to set up mechanisms to prevent student, faculty, or staff of the Institute committing the act of plagiarism.

**SHORT TITLE, APPLICATION AND COMMENCEMENT:**

1. The draft policy is called as “NEIGRIHMS Policy on Plagiarism”
2. Policy shall apply to the students, researchers, faculties and staff of NEIGRIHMS.
3. This Policy shall come into force from the date of their notification by NEIGRIHMS.

**DEFINITIONS:**

- a) ‘Authentication Committee’ shall mean the body constituted to investigate allegations of plagiarism.
- b) ‘Academic Integrity’ is the intellectual honesty in processing, 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 NEIGRIHMS who claims to be creator of the work under consideration;
- d) Information means data, message, text, images, sound, voice, codes computer programs, software and database or micro film or computer generated micro fiche.
- e) Notification means notification issued by NEIGRIHMS.
- f) Plagiarism means an act of academic dishonesty and a breach of journalistic ethics. It involves using someone else’s work as one’s own. It also includes data plagiarism and self-plagiarism.

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**AWARENESS PROGRAMMES AND TRAININGS:**

- NEIGRIHMS 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.
- Seminars / awareness programmes will be conducted 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.
- NEIGRIHMS shall include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG) Degree as a compulsory course work.
- Committee for prevention of plagiarism has been constituted and institution has subscribed for plagiarism detection software [www.ithenticate.com](http://www.ithenticate.com) to facilitate the teachers and students to produce original papers, projects, thesis, etc.

**ZERO TOLERANCE POLICY IN CORE AREA:**


The core work carried by the student, faculty 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 the Authentication Committee of the Institute shall impose penalty as found suitable by the committee.

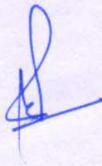
The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.

**Similarity checks for exclusion from Plagiarism:**

The similarity checks for Plagiarism shall exclude the following:

- All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of content, preface and acknowledgements.
- All small similarities of minor nature.
- All generic terms, laws, standard symbols and standard equation.
- Common knowledge or coincidental terms, up to fourteen (14) consecutive words.

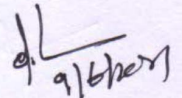
  
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**Handling of Plagiarism: (Anti Plagiarism Guideline):**

Composition of Plagiarism Check Committee in the name of Authentication Committee shall be as given below:

1. Chairperson
2. Member
3. Member
4. Member
5. Member
6. Member Secretary


They shall have the power to assess the level of plagiarism and recommend the steps accordingly. The principles of natural justice must be followed while deciding about the allegation of plagiarism against the student, faculty or researchers with due justifications of recommendations and or penalties, if any.

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 Authentication Committee.

**GUIDELINES FOR PLAGIARISM CHECK:**

The following guidelines must be adhered to for submitting the Plagiarism reports generated by iThenticate software at the time of thesis submission:

1. The thesis must undergo a Plagiarism Check by iThenticate software.
2. The exclusion at the time of performing the check should be limited to the following:
  - A. Quotes
  - B. Bibliography
  - C. Phrases
  - D. Small matches up to 14 words
  - E. Mathematical Formula
  - G. Name of Institutions, Departments etc.
3. Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion Certificate, attached) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the Authentication Committee which will perform the final check.

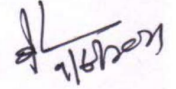
  
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4. The final Plagiarism check from the Authentication Committee is essential so that the correct report is submitted at the time of thesis submission. Every student, researcher, faculty submitting a thesis, dissertation, papers, reports, manuscripts for publication or any other research document shall submit an undertaking indicating that the document has been prepared by him/her and that the document is his/her original work does not fall under plagiarism.
5. The Authentication Committee will issue the final certificate of Plagiarism Check called the **Plagiarism Verification Certificate**, certifying and authenticating the check performed by the student/Department. This certificate has to be submitted to the O/o the Dean at the time of submission of the thesis.
6. Each researcher should maintain the copy of plagiarism check. In case of students, a copy of plagiarism check should be maintained in the office of the respective Supervisors.

Permitted similarity index as per the anti- plagiarism guidelines are as follows:

PERCENTAGE PERMITTED SIMILARITY INDEX	
Thesis/Dissertation/Research Papers/Research Projects	15 %
Articles Published in Institute Journal	10 %
Articles for Publication outside	10 %
Total continuous words	Not exceeding 14 words

**THE WORKFLOW:**

a) **Authentication Committee:**

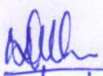
Composition shall be as given below -

Chairperson:  
Member:

Member:  
Member:

Member:  
Member Secretary:

- b) The research scholar shall submit the soft copy of the thesis for the plagiarism check through the HOD/Supervisor to Authentication Committee.
- c) Checking shall be done by the Supervisor for abstract, summary, hypothesis, observations, results, conclusions and recommendations (excluding the review of literature and references).

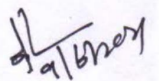
  
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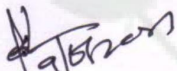
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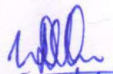
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- d) Thesis Supervisor will verify and approve the Exclusions/Filter list including self-publications related to the thesis work and the similarity % by using anti plagiarism software ithenticate as per the guidelines of the Institute.
- e) The Committee shall certify the plagiarism check indicating the "Similarity index < or > (lesser or greater) than Permitted Similarity index" as per the anti- plagiarism guidelines of the Institute.
- f) The soft bound (draft thesis) with in permitted similarity index as per the anti- plagiarism guidelines shall be recommended and forward to the O/o the Dean, NEIGRIHMS along with certificate of Plagiarism Check. (Annexure 1,2,3,4). Annexure 5 is for thesis submission only.
- g) Plagiarism Verification Certificate (Annexure 4) shall be attached in the thesis.
- h) Copies of duly signed thesis in hard and soft copies will be submitted as per rules along with the following documents,
- "Statement of originality" in standard format,
  - Exclusion list considered for the thesis in plagiarism check,
  - Plagiarism-Check report generated by the software, and
  - Full iThenticate analysis results (annotated pdf of the whole thesis).
- m) In case of any dispute arisen, the matter will be referred to the Authentication Committee.

  
Chairperson

  
Member

  
Member

  
9/6/2021  
Member Secretary

  
Member

  
Member

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