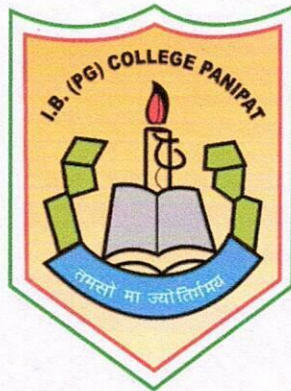


# **I.B.(PG) COLLEGE, PANIPAT**

## **Code of Conduct**

**For**

**Students, Officials & Support Staff,  
Teachers, Principal and Governing Body**



**I.B. COLLEGE, PANIPAT**

**(A Post Graduate Premier Co-Educational College)**

**G.T. Road, Panipat – 132103, Haryana**

**(AFFILIATED TO KURUKSHETRA UNIVERSITY, KURUKSHETRA)**

**Phone: 0180-2636700, 2638259, Website: [ibpgcollegepanipat.ac.in](http://ibpgcollegepanipat.ac.in)**



# I.B.(PG) COLLEGE, PANIPAT

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# I.B.(PG) COLLEGE, PANIPAT

## 1 CODE OF CONDUCT FOR STUDENTS

The College strives for overall grooming of the students, and we put serious and integrated efforts to transform our students into highly motivated, target-oriented and responsible citizens of our country. For this, we expect our students to strictly adhere to the code of Conduct of the Institution. Students must keep in mind the following instructions during their stay in the College:

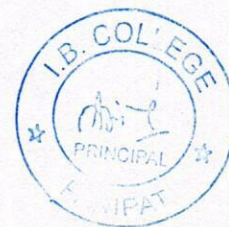
- a) Every student must always wear the Identity Card, and it should be well displayed at all the times. The College authorities or security guards may ask you to show it anytime. Not having it or refusing to show it will be considered an offence and suitable action will be taken against the offender.
- b) None of the student is allowed to invite or bring anyone from outside until unless a compelling situation arises. If any of the parent wishes to visit the College, it should be done under intimation to concerned authorities.
- c) Although no dress code is implied on the students, yet it is expected that every student should dress in graceful and dignified manner, suitable for the academic environment.
- d) Mobile phone can be used for studies and reference only.
- e) Extend your help in keeping the campus Clean and Green, and put the waste only in dust bins. You are expected not to place litter anywhere in the campus.
- f) Students should behave cordially and treat the fellow students and all the teaching as well as non-teaching staff with due respect and honour.
- g) Do not unnecessarily walk in the corridors, peep into classes or loiter around without purpose. If you are having a free period, you can go to library or reading rooms to study.
- h) Consumption of any form of tobacco, chewing of Guthkha, paan masala or liquor in the campus will lead to severe punishment, and you will be rusticated from the College.
- i) As a student of this College, you must refrain from doing any such activities inside or outside the campus that may tarnish the image of the institution as well as may invite trouble to you or the guardians.





## I.B.(PG) COLLEGE, PANIPAT

- j) Notice board is very important source of first-hand information regarding routine activities of the College. Do make it a habit of seeing the notice board, so that you do not miss any important dates or events. Also you are directed to follow the College website for timely updates on different aspects.
- k) No student is allowed to invite any media personnel for coverage of any event, this is the sole discretion of the Principal to invite the media persons, whenever desired. Norecording or sharing of any events or programmes in the College is allowed to students.
- l) Convening a meeting or leading a procession in the campus is not allowed, unless a permission to this effect is obtained from the Principal on written request.
- m) Keeping in view the ecological and environmental issues, the students are advised to conserve water and electricity, by using it only when it is required, and also by switching off the lights, fans etc. while leaving the classrooms.
- n) Threatening, assaulting or otherwise troubling any of the fellow students or staff members will be seriously dealt with, and a suitable official as well as legal action will be taken against the offenders.
- o) Parking of vehicles is allowed only at the designated places. College will not be responsible for any unauthorised parking outside or adjacent to campus.
- p) All the students should follow the basic ethics and should not discriminate against any gender, cast or category of other students.





# I.B.(PG) COLLEGE, PANIPAT

## 2 CODE OF PROFESSIONAL ETHICS

### 2.1 Code of Conduct and Responsibilities of Officials and Support Staff

#### Professional Behaviour and Confidentiality

- a) Staff members should reflect professional behaviour required in an educational institution.
- b) Staff members should co-operate with their teaching and non-teaching colleagues, providing support, help and guidance as required by them and Head of Department (HOD) /Principal.
- c) They should ensure effective communication and fast disposal of the correspondences with various stakeholders.
- d) They should not use their position in the College for private advantage or gain.
- e) They should not indulge in activities that might bring disrepute to the College and tarnish its image.
- f) They should not undermine their colleagues and treat them with dignity and work in a family environment with completely professional approach.
- g) They should maintain the secrecy of the office in all circumstances and work with all transparency.
- h) They should not interfere unnecessary in the working of others.
- i) They should not violate the policies and procedures prevailing in the College.
- j) They should continuously strive for their professional growth and participate in various activities planned in the College.
- k) They should attend their duties at the designated places.
- l) They should clearly understand the dignity of labour.
- m) They should work in all perseverance under the guidance and instructions of their superiors.
- n) They should be familiar with job requirements (e.g. proper preparation and maintenance of records, viz. Service Books, Personal Files, other University and Directorate Higher Education related Record etc.), using available methods/systems.
- o) They should update their knowledge with developments relevant to the job. being





# I.B.(PG) COLLEGE, PANIPAT

familiar with communication channels and College procedures applicable to both students and staff.

**Actions of in-disciple and action:** The following are examples of unacceptable behaviour of Administrative staff/Support staff

- Any form of physical/verbal violence towards students, teaching-non-teaching colleagues and visitors.
- Sexual offences, sexual insults or sexual discrimination against students, teaching- non-teaching colleagues and visitors.
- Theft/damaging money/property of College, students, teaching-non-teaching colleagues and visitors.
- Unauthorized absence from work.
- Consuming alcohol or drugs and smoking.
- Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.

Indulging in any of the above mentioned inappropriate actions and other actions which are not acceptable will be regarded as gross misconduct and disciplinary action will be taken.

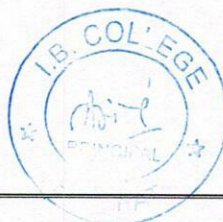
## 2.2 Code of Conduct for Teachers

### 2.2.1 Teachers and Their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students in particular and the society at large. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable indisposition.

Teachers should:

- a) Manage their private affairs in a manner consistent with the dignity of the profession.
- b) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.





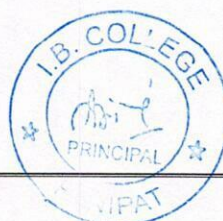
## I.B.(PG) COLLEGE, PANIPAT

- c) Maintain active membership of professional organisations and strive to improve education and profession through them.
- d) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the College and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and College examinations, including supervision, invigilation and evaluation.
- e) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- f) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication.
- g) Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge.
- h) Seek to make professional growth continuous through study and research.
- i) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research.
- j) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.

### 2.2.2 Teachers and Students

Teachers should:

- a) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- b) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- c) Respect the right and dignity of the student in expressing his/her opinion.
- d) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- e) Pay attention to only the competence of the student in the assessment of merit.





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- f) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- g) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- h) Refrain from inciting students against other students, colleagues or administration.
- i) Aid students to develop an understanding of our national heritage and national goals. and
- j) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

## 2.2.3 Teachers and Colleagues

Teachers should:

- a) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- b) Speak respectfully of other teachers and render assistance for professional betterment.
- c) Treat other members of the profession in the same manner as they themselves wish to be treated.
- d) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- e) Refrain from sexual offences and gender discrimination against colleagues.

## 2.2.4 Teachers and Authorities

Teachers should:

- a) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- b) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- c) Should adhere to the conditions of contract.





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- d) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- e) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- f) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- g) Give and expect due notice before a change of position is made.
- h) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

## 2.2.5 Teachers and Non-Teaching Staff

- a) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.
- b) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.

## 2.2.6 Teachers and Guardians

Through the College teachers should maintain contact with the guardians, their students and send reports of their performance to the guardians. Whenever necessary, teachers should meet the guardians in the meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## 2.2.7 Teachers and Society

Teachers Should:

- a) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- b) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.





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- c) Work to improve education in the community and strengthen the community's moral and intellectual life.
- d) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- e) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## 2.3 Code of Conduct for Director Physical Education & Sports and Librarian

They should:

- a) Discourage plagiarism and never indulge in it and other non-ethical behaviour in teaching and research.
- b) Manage their private affairs in a manner consistent with the dignity of the profession.
- c) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.
- d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- e) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- f) Must share extra responsibility with special reference to discipline in the College and Library

## 2.4 Code of Conduct for the Principal

College Principal should:

- a) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the College.
- b) Endeavour to promote a work culture and ethics that brings about quality, professionalism satisfaction and service to the nation and society.
- c) Act as a leader with responsibility in managing the resources optimally, effectively and efficiently in order to give a conducive working environment.





## I.B.(PG) COLLEGE, PANIPAT

- d) Provide inspirational and motivational value-based academic and executive leadership to the College through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- e) Promote the collaborative, shared and consultative work culture in the College, paving way for innovative thinking and ideas:
- f) Manage their private affairs in a manner consistent with the dignity of the profession.
- g) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.
- h) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research.
- i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- j) Participate in extension, co-curricular and extra-curricular activities, including the community service.

### 2.5 Code of Conduct for Governing Body

It is mentioned in the Memorandum of Association (MOA) of I.B. (L) Educational Society (Regd.), the Parent Body under the aegis of which the College is run. However, the Governing Body is constituted and functions as per the rules mentioned in the Ordinance XVI Chapter I (Affiliations and Administration of Colleges) in Calendar of Kurukshetra University, Kurukshetra i.e. [K.U.Calendar Volume-I, 2009 \(amended upto 31.03.2017\)](#) page no.41-47.





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*Ordinance XVI—Recognised Colleges.*

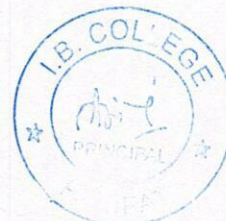
## CHAPTER-I

### AFFILIATION AND ADMINISTRATION OF COLLEGES

1. The University shall recognise/affiliate, for admission to its privileges such Colleges as may be decided upon by the Executive Council from time to time.

2. The Society/Trust applying for recognition/affiliation for a new College/Institute shall make an application, on the form prescribed by the University for this purpose (*Appendix-B*), to the Registrar and shall satisfy the Executive Council. The form (*Appendix-B*), shall be available in the University Press, K.U. Kurukshetra on payment of Rs.1000/-.

- (a) that the College shall have a regularly constituted Governing Body. (This condition shall not apply in the case of Colleges maintained by the Government);
- (b) that the qualifications of the teaching staff, their grades of pay and the conditions governing their tenure of office are such as to ensure efficient conduct of the courses of instruction to be undertaken by the Colleges;
- (c) that the buildings in which the College is to be located, are suitable and that provision will be made in conformity with the rules and norms of the University for the residence, in the College or in the lodgings approved by the College, of students not residing with their parents or guardians, and for the supervision and physical welfare of students;
- (d) that the provision has been or will be made for a Library;
- (e) where recognition is sought in any branch of experimental science, arrangements have been or will be made in conformity with the rules of the University for imparting instruction in that branch of science in a properly equipped laboratory or museum;
- (f) that due provision will, so far as circumstances may permit, be made for the residence of the Head of the College and some members of Teaching staff in, or near, the College or the place provided for the residence of students;
- (g) that the financial resources of the College are such as to make due provision for its continued maintenance;



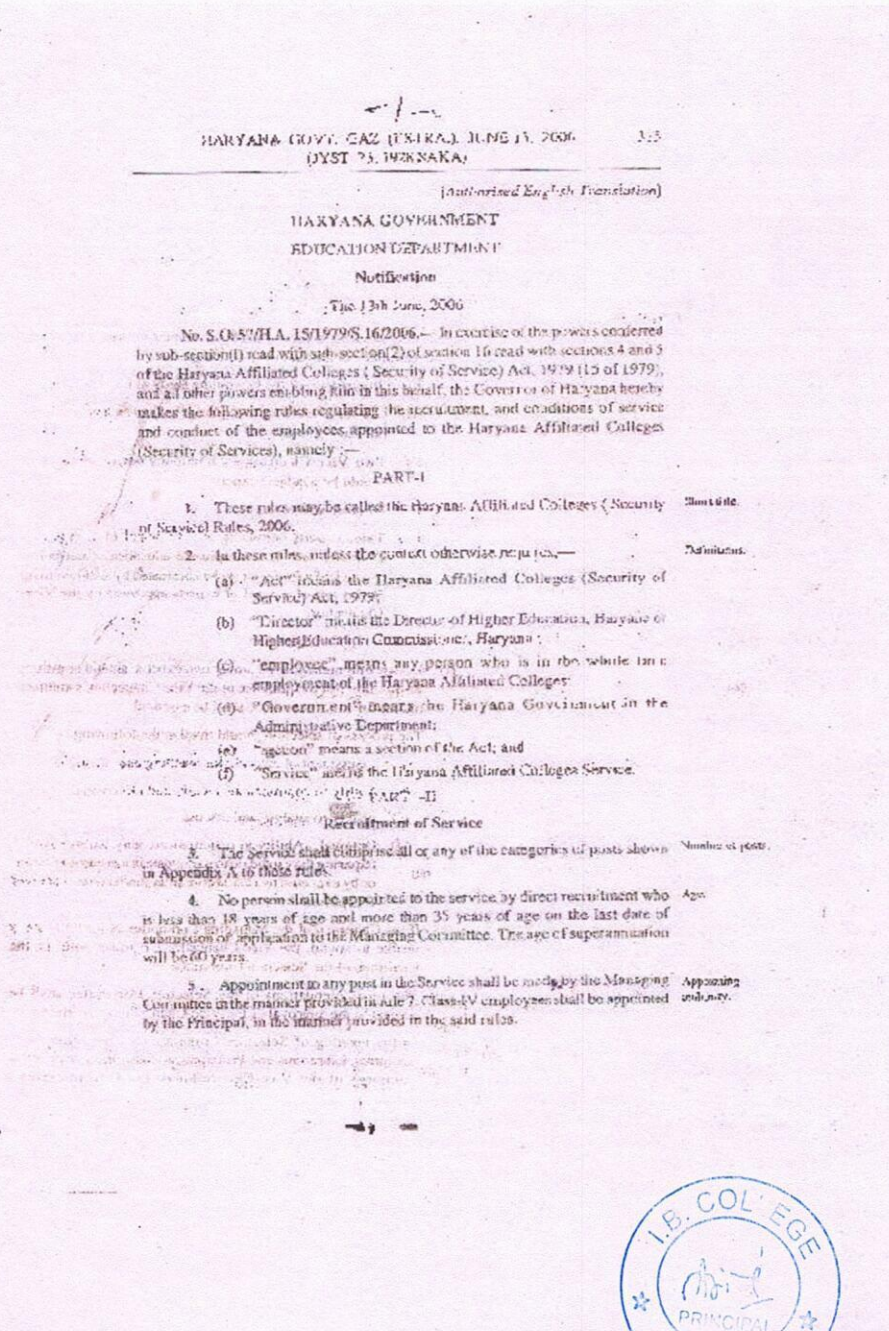


# I.B.(PG) COLLEGE, PANIPAT

## 3 CODE OF CONDUCT AS PER HARYANA AFFILIATED COLLEGES (SECURITY OF SERVICE) RULES, 2006

All stake holders must follow the Haryana Affiliated Colleges (Security of Service) Rules, 2006 framed under "The Haryana Affiliated Colleges (Security Of Service) Act, 1979".

[https://www.highereduhry.com/ActsRules/AffiliatedCollegesRule\\_2006.pdf](https://www.highereduhry.com/ActsRules/AffiliatedCollegesRule_2006.pdf)





# I.B.(PG) COLLEGE, PANIPAT

1979 : Haryana Act 15]

AFFILIATED COLLEGES (SECURITY OF SERVICE)

143

## THE HARYANA AFFILIATED COLLEGES (SECURITY OF SERVICE) ACT, 1979

(Haryana Act No. 15 of 1979)

[Received the assent of the Governor of Haryana on the 17th April, 1979 and first published for general information in the Haryana Government Gazette (Extraordinary), Legislative Supplement, Part I of 19th April, 1979].

1	2	3	4
Year	No.	Short title	Whether repealed or otherwise affected by legislation
1979	15	The Haryana Affiliated Colleges (Security of Service) Act, 1979.	Amended by Haryana Act 9 of 1982. <sup>2</sup> Amended by Haryana Act 12 of 1984. <sup>3</sup> Amended by Haryana Act 1 of 1996. <sup>4</sup> Amended by Haryana Act 9 of 1998. <sup>5</sup>

AN

ACT

to provide for the security of service, employees of affiliated colleges.

BE it enacted by the Legislature of the State of Haryana in the Thirtieth Year of the Republic of India as follows :—

1. This Act may be called the Haryana Affiliated Colleges (Security of Service) Act, 1979. Short title.

2. In this Act, unless the subject or context otherwise requires,— Definitions.

(a) "affiliated college" means a college which is not run by the Central Government or the State Government or a local authority which is recognised by the Kurukshetra University under the

1. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 23rd March, 1979, page 583.
2. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 13th March, 1982, page 307.
3. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 13th March, 1984, page 300.
4. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 23rd March, 1995, page 504.
5. For Statement of Objects and Reasons, see Haryana Government Gazette (Extra.), dated the 12th January, 1998, page 51.





# I.B.(PG) COLLEGE, PANIPAT

## 4. Code of Ethics to check Plagiarism in research

The inclusion of a code of ethics in research serves the purpose of addressing the issue of plagiarism, which occurs when a researcher presents someone else's work as their own. This unethical practice undermines the integrity of the entire research process, tarnishing the reputation of both the researcher and the institution to which they are affiliated. Consequently, it becomes imperative to evaluate the research output of students and teachers as researchers who present their work in various forms such as research papers, research articles, project reports, and research proposals. By subjecting the research work to plagiarism checks, it ensures transparency and guarantees that the content is original, thereby upholding high academic standards. The college adheres to the guidelines given by Kurukshetra University via Letter Number ACS-II/19/2592-2668 entitled "Rules and Regulations for Promotion of Academic Integrity and Prevention of Plagiarism in Kurukshetra University". The letter is enclosed with this document.



Code of Conduct



# I.B.(PG) COLLEGE, PANIPAT

**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)  
(A+ Grade NAAC Accredited)

## NOTIFICATION

The Vice-Chancellor has been pleased to approve under Section 11(5) of the K.U. Act & Statutes 1986 in anticipation of the approval of the Academic Council, the Rules and Regulations of Academic Integrity and Prevention of Plagiarism in Kurukshetra University as per Annexure pages 1-9.

These Rules and Regulations will be applicable to the Ph.D. thesis submitting w.e.f. April 1, 2019 and to M.Tech./M.Phil./M.Sc. Tech/M.Sc./M.A. dissertation for students taking admission in the first year in the session 2019-20 onwards.

Further necessary action be taken accordingly.

REGISTRAR

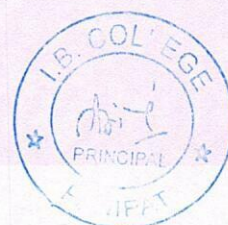
Endst. No. ACS-II/19/ 2592-2668

Dated 21-02-2019

Copy of the above alongwith Annexure page 1-9 is forwarded to the following for information and necessary action :-

1. Dean Academic Affairs
2. Dean of all the Faculties
3. Dear Research & Development
4. Dean of Colleges
5. Director Distance Education
6. Chairpersons/Directors/Principals of all the UTD's/Institutes/Affiliated Colleges
7. Controller of Examinations
8. Director IT Cell with the request to upload the same on KU Website
9. Librarian, JLN Library, KUK
10. OSD to the Vice-Chancellor for kind information of the Vice-Chancellor
11. Assistant Registrar O/o the Registrar for kind information of the Registrar
12. Director, UIET
13. Superintendent (Academic)
14. All Dealing Officials in Syllabus Section

Deputy Registrar (Academic)





# I.B.(PG) COLLEGE, PANIPAT

**INTERNAL QUALITY ASSURANCE CELL**  
KURUKSHETRA UNIVERSITY KURUKSHETRA  
[Established by the State Legislature Act XII of 1956]  
(‘A’ Grade, NAAC accredited)

E-mail:- [head.iqac@kuk.ac.in](mailto:head.iqac@kuk.ac.in)  
Address: Dean Building, Room No. 12  
Office Exten No. 3071

No. IQAC/18/600  
Dated: 31.01.2019

## Proceeding

Three meetings of the Committee approved by the Vice –Chancellor constituted of following members for framing the modalities for anti-plagiarism policy in the University were held on August 9, 2018, December 19, 2018 and January 23, 2019 in the office of Dean Academic Affair, KUK.

### The following members were present:

1. Dean, Academic Affairs (.....in the Chair)
2. Dean, Research and Development
3. Co-ordinator, IQAC
4. Director, UIET
5. Librarian  
(Director, UIET could not attend the meeting held on January 23, 2019)

### The following decisions were taken in the meeting: -

1. The Committee discussed the issue thoroughly and framed the rules and regulations for promotion of Academic integrity and plan of plagiarism in Kurukshetra University, Kurukshetra. (as enclosed at Annexure-A)
2. The committee also recommended the Department/Institute (as per Annexure –B) for the allotment of 40 user licenses of the anti-plagiarism software procured by the University Library.

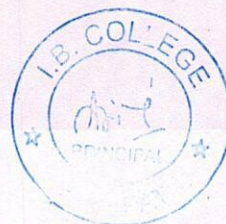
Dean, Academic Affairs

Dean, Research & Development

Coordinator, IQAC

Director, UIET

Librarian





# I.B.(PG) COLLEGE, PANIPAT

Annexure - A

## KURUKSHETRA UNIVERSITY KURUKSHETRA

[Established by the State Legislature Act XII of 1956]

('A+' Grade, NAAC Accredited)

Rules and Regulations for Promotion of Academic Integrity and Prevention of Plagiarism in Kurukshetra University.

Objectives:

- (i) To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
  - (ii) To establish mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
  - (iii) To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of University committing the act of plagiarism.
1. Every student submitting a thesis, dissertation, or any other such documents (excluding assignments, project reports, course work, term papers, answer scripts etc.) to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism (Annexure-I).
  2. The documents including thesis and dissertation shall be duly checked through a plagiarism detection tool approved by the University.
  3. Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free (Annexure-I).
  4. The soft copies of all dissertations and thesis shall be submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
  5. There shall be University Repository on University website to include thesis/dissertation etc.
  6. The similarity checks for plagiarism shall exclude the following:
    - (a) All quoted/referred work with all necessary permission, if required.
    - (b) All references, bibliography, table of content, preface and acknowledgements.
    - (c) All generic terms, laws, standard symbols, and standard equations.
    - (d) Common knowledge or coincidental terms, up to fourteen (14) consecutive words.
    - (e) Research papers published by the student from his/her thesis/dissertation.

1





# I.B.(PG) COLLEGE, PANIPAT

## 7. Departmental Academic Integrity Panel (DAIP):

- (a) All Departments/Institutes in the University shall notify a DAIP whose composition shall be as given below:
- Chairman – Chairman/Director of the Department/Institute
  - Member - Senior academician from outside the department, to be nominated by the Vice-Chancellor.
  - Member - A person well versed with anti plagiarism tools, to be nominated by the Chairman/Director the Department/Institute.

The tenure of the members in respect of points (ii) and (iii) above shall be two years.

The quorum for the meetings shall be 2 out of 3 members (including Chairman).

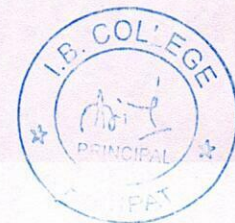
- The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

## 8. University Academic Integrity Panel (UAIP):

- (a) There will be a UAIP whose composition shall be as given below:
- Chairman – Dean, Academic Affairs/Senior academician of the University.
  - Member - Senior Academician other than Chairman, to be nominated by the Vice-Chancellor
  - Member - One member nominated by the Vice-Chancellor from outside the University
  - Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice-Chancellor.

The Chairman of DAIP and UAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- (b) The UAIP shall consider the recommendations of DAIP.





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- (c) The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (d) The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.
- (e) The UAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- (f) The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- (g) The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

## 9. Detection/Reporting/Handling of Plagiarism

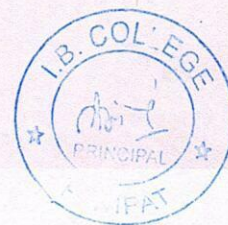
If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the DAIP. Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the UAIP of the University.

The University authorities can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

## 10. Levels of Plagiarism and Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.





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## 7.1: Penalties in case of plagiarism in submission of thesis and dissertations

Level of Plagiarism	Similarities	Penalties
0	Upto 10%	No Penalty
1	Above 10% to 40%	Student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.*
2	Above 40% to 60%	Student shall be debarred from submitting a revised script for a period of one year.*
3	Above 60%	Student registration for that programme/topic shall be cancelled.
Repeated Plagiarism		Student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

\*Subject to the time period mentioned in the ordinance of Ph.D./Master degree

- Note: (i) If plagiarism or any other form of malpractice is proved on a date later than the date of award of degree or credit as the case may be then the Academic Council of Kurukshetra University on the recommendation of the Vice-Chancellor shall have the right to withdraw the candidate's degree or credit awarded to him/her.
- (ii) If plagiarism is proved for a thesis/dissertation work submitted in a language not recognized by the recommended software/tool, then appropriate penalty will be recommended by UAIP (or an expert committee constituted by the Vice-Chancellor) and approved by the Vice-Chancellor.

## 7.2 Penalties in case of plagiarism in academic and research publications

Level of Plagiarism	Similarities	Penalties
0	Upto 10%	No Penalty
1	Above 10% to 40%	Shall be asked to withdraw manuscript.
2	Above 40% to 60%	(i) Shall be asked to withdraw manuscript. (ii) Shall be denied a right to one annual increment. (iii) 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.
3	Above 60%	(i) Shall be asked to withdraw manuscript. (ii) Shall be denied a right to two successive annual increments. (iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.
Repeated Plagiarism		Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

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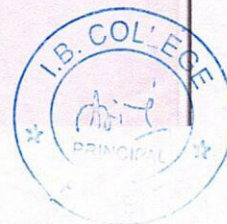


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Note: (i) IF plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be withdrawn or put in abeyance for a period recommended by UAIP and approved by the Vice-Chancellor.

(ii) If plagiarism is proved for academic and research publications submitted in a language not recognized by the recommended software/tool, then appropriate penalty will be recommended by UAIP (or an expert committee constituted by the Vice-Chancellor) and approved by the Vice-Chancellor.

11. If there is any complaint of plagiarism against the Chairman/Director of Department/Institute or authorities at the University level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority.
12. If there is any complaint of plagiarism against any member of DAIP or UAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.
13. The Librarian will conduct the workshops/training programs for all the stakeholders including students, research scholars, staff etc. of the University for using plagiarism detection tools and creating awareness about plagiarism.
14. Elements of responsible conduct of research and publication ethics shall be included in the Ph.D. course work.
15. Elements of responsible conduct of research and publication ethics shall be included in the Orientation and Refresher courses organized for faculty and staff members.
16. These rules and regulations will be applicable to the Ph.D. thesis submitting w.e.f. April 1, 2019 onwards and to M.Tech./M.Phil/M.Sc. Tech/M.Sc./M.A. dissertation for the students taking admission in first year in the session 2019-20 onwards.
17. These guidelines may be reviewed after one year of its implementation.





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Annexure-I

Format for certificate for the thesis/dissertation submitted in a language recognized by the  
Plagiarism detection tool

## Supervisor's Certificate

It is certified that the thesis/dissertation entitled \_\_\_\_\_  
(title of the thesis/dissertation) submitted by \_\_\_\_\_ in the department/institute of  
\_\_\_\_\_, Kurukshetra University Kurukshetra for the partial  
fulfillment/fulfillment of award of \_\_\_\_\_ degree is an authentic work done under  
my/our supervision and is plagiarism free as per rules and regulations of Kurukshetra  
University.

This work done in the thesis/dissertation has not been submitted for the award of any other  
degree to the best of my/our knowledge and belief.

Supervisor(s) signature

## Student's Undertaking

I \_\_\_\_\_ hereby declare that the work present in the thesis/dissertation entitled  
\_\_\_\_\_ (title of the thesis/dissertation) in the partial  
fulfillment/fulfillment of the requirements for the award of \_\_\_\_\_ degree,  
submitted in the department/institute of \_\_\_\_\_, Kurukshetra University  
Kurukshetra is an authentic record of my own work done under the supervision of  
\_\_\_\_\_ and is plagiarism free as per rules and regulations of Kurukshetra  
University.

This work done in the thesis/dissertation has not been submitted for the award of any other  
degree to the best of my knowledge and belief.

(Signature of the Student)

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Code of Conduct



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## Annexure-II

Format for certificate for the thesis/dissertation submitted in a language not recognized by the Plagiarism detection tool

### Supervisor's Certificate

It is certified that the thesis/dissertation entitled \_\_\_\_\_  
(title of the thesis/dissertation) submitted by \_\_\_\_\_ in the department/institute of \_\_\_\_\_, Kurukshetra University Kurukshetra for the partial fulfillment/fulfillment of award of \_\_\_\_\_ degree is an authentic work done under my/our supervision and is plagiarism free to the best of my/our knowledge and belief.

This work done in the thesis/dissertation has not been submitted for the award of any other degree to the best of my/our knowledge and belief.

Supervisor(s) signature

### Student's Undertaking

I \_\_\_\_\_ hereby declare that the work present in the thesis/dissertation entitled \_\_\_\_\_ (title of the thesis/dissertation) in the partial fulfillment/fulfillment of the requirements for the award of \_\_\_\_\_ degree, submitted in the department/institute of \_\_\_\_\_, Kurukshetra University Kurukshetra is an authentic record of my own work done under the supervision of \_\_\_\_\_ and is plagiarism free to the best of my knowledge and belief.

This work done in the thesis/dissertation has not been submitted for the award of any other degree to the best of my knowledge and belief.

(Signature of the Student)

SK

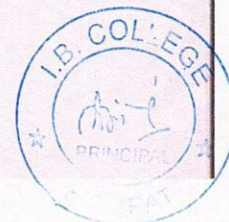
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Annexure - B

Sr.No.	Department/ Institute	Sr.No.	Department/ Institute
1	A.I.H (Shared with Philosophy)	21	Management
2	Biochemistry	22	Math
3	Biotechnology	23	Microbiology
4	Botany	24	Music & Dance
5	Chemistry	25	Philosophy
6	Commerce	26	Physical Education
7	Computer Sc.	27	Physics
8	Economics	28	Political Sc.
9	Education	29	Psychology
10	Electronics	30	Public Adm.
11	English	31	Social Work
12	Fine Arts	32	Sociology
13	Geography	33	Statistics
14	Geology	34	T. Hotel Mgt.
15	Geo-Physics	35	USIC / Instrumentation
16	History	36	Zoology
17	Home Science	37	Environmental Sc.
18	Journalism / ZMCMT	38	UIET
19	Law	39	Pharmaceutical Sc.
20	Library & Info Sc.	40	JLN Library

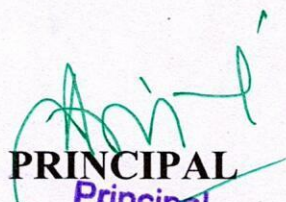




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THE END



  
**PRINCIPAL**  
Principal  
I.B. (PG) College, Panipat