

# GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160 030 Ph. 0172665253-60, Fax No. 0172-2609360)

ACADEMIC BRANCH, e-mail : [dpgmch-chd@gmch.gov.in](mailto:dpgmch-chd@gmch.gov.in)

## ORDER

In pursuance of the orders of the Principal Secretary Medical Education & Research, Chandigarh Administration on 22.01.2021, the following **Policy Guidelines of Plagiarism** have been framed in respect of Govt. Medical College & Hospital, Chandigarh:-

### POLICY GUIDELINES ON PLAGIARISM

#### I. Plagiarism :-

Plagiarism is the most common offense under the Academic Code of Conduct, which defines as "Using someone else's work in their own work without the proper consent, acknowledgment, or without a proper citation".

Plagiarism involves :

- Quoting directly another person's language, data, illustrations, tables etc without acknowledgement of the source
- Copying material from a book/article/reports/thesis etc without proper citation
- Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.
- Data forgery and misinterpretation, which may include fabricated results, false statements, deliberate exclusion which presents the results in a desired manner, and reporting anticipated results for which experiments have not been performed. Withholding results not anticipated or which do not confirm the hypothesis is also considered scientific misconduct.
- Self plagiarism, reproducing or publishing one's own published work, in part or whole, without referring to the earlier published work.

#### II. Controlling Plagiarism : (How can authors avoid it)

To avoid unintentional plagiarism, a little caution is required while preparing the manuscript. The golden rules to maintain good practice in academics are:-

- Always acknowledge contributions of others in your work.
  - Any verbatim text taken from another source must be enclosed in quotation marks and be accompanied by a citation to indicate its origin.
  - When summarizing others work, one should use own words to condense and convey others' contributions in a shorter version of the original.
  - When paraphrasing others' work, not only must one use own words, but must also use own syntactical structure.
  - Whether paraphrasing or summarizing one must always cite the source of the information
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- Citations: All citation should be double-checked and cited correctly as per the required format. It should be ensured that each reference notation appearing in the body of the manuscript corresponds to the correct citation listed in the reference section and vice versa and that each source listed in the reference section has been cited at some point in the manuscript.
- Self plagiarism: Reuse of one's own previously published text should be avoided, unless it is done in a manner that is consistent with standard scholarly conventions (e.g., by using of quotations and proper paraphrasing)
- References: References used in a paper should only be those that are directly related to its contents. The intentional inclusion of references of questionable relevance for purposes such as manipulating a journal's or a paper's impact factor or a paper's chances of acceptance, is an unacceptable practice.
- It is the Ethical responsibility of authors to report
  - evidence that runs contrary to their point of view.
  - all aspects of the study that may inspect the replicability of their research by independent observers.
  - the results of their studies according to their a priori plans. Any post hoc manipulations that may alter the results initially obtained, such as the elimination of outliers or the use of alternative statistical techniques, must be clearly described along with an acceptable rationale for using such techniques.
- Authorship determination: It should be discussed prior to commencing research collaboration and should be based on established guidelines, such as those of the International Committee of Medical Journal Editors.
- Conflict of Interest: Authors must become aware of possible conflicts of interest in their own research and should make every effort to disclose those situations (e.g., stock ownership, consulting agreements to the sponsoring organization) that may pose actual or potential conflicts of interest.

### **III. Controlling Plagiarism : Role of the Institute: Policies & Disciplinary measures**

- **Orientation/ awareness programmes**
  - Research Committee would undertake to sensitize all students and faculty members towards academic honesty, by holding regular Workshops/ Guest lectures by eminent experts on plagiarism, policies, prevention and punishment.
  - A copy of the institute's Plagiarism policy would be made available on the website for easy access to all students and faculty members.

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- **Plagiarism detection and policies:**

- The institute has acquired an institutional license for plagiarism software (currently, authenticate) for the benefit of the faculty and the students. Every thesis protocol/ thesis/ research proposal submitted should be accompanied with a report of the plagiarism detection tool stating the similarity index.
- For thesis, the cut off for acceptable similarity index would be 18%, while for publications/ research proposals, it would be upto 12% or as per the publisher's or publication guidelines of the respective journals. Further not more than 3% similarity will be acceptable from a single source.
- All research proposals / thesis protocols submitted to the Research committee will be submitted with an undertaking that the manuscript has been analyzed with the Institute's plagiarism detection tool stating the similarity index. The undertaking will be signed by all authors/investigators on self-liability if found defaulter. Format for undertaking will be available from the institute's website.
- All research scholars and PG students while submitting thesis, will submit a
  - Declaration / certificate of original work for their thesis and citing that the work was completed under his/her supervision, countersigned by supervisor and co-supervisors (already in thesis template).
  - Plagiarism verification certificate issued by the Library indicating the similarity index checked by the institute's anti-plagiarism tool.
- The Principal Investigator/Investigator/PG student/Supervisor will be required to keep the raw-data of the research conducting and publishing for at least 5 years and the same would be mandatory to be produced if asked for by the authorities at any stage during this period.
- In case publication is not done while being employee of GMCH (Regular/ on contract/ tenure based/ student) then the author will fall under purview of that institution/ self responsible.
- The responsibility of strict compliance of these essential requirements and to combat plagiarism lies with the first and the corresponding author.

- **Reporting & Handling of plagiarism**

- **Complaint against Students**
- A complaint or charge of suspected case of plagiarism against a student would be addressed to the Director Principal, who would then set up Fact Finding Committee

- The committee will examine the details of the case, get detection tool report, look at previously published work if relevant and decide on the extent of plagiarism.
- The report of the Committee will be submitted in a time bound manner to the Director Principal / the competent authority for final decision.
- The committee will submit recommendations as to the category of plagiarism detected and punishment thereof as per the following criteria:

***Note: Penalties for plagiarism in publications/thesis would be the same as for all students including MD/MS/DM/M.Ch/PhD/MBBS/M.Phil/DPN students of all paramedical/Nursing courses.***

Category	Characteristics	Penalty
Category 1	<ul style="list-style-type: none"> <li>• The extent of copied material is with similarities between 20% and 40%.</li> <li>• The copied material is without citation or quotation marks.</li> </ul>	<ul style="list-style-type: none"> <li>• Student to be issued a warning</li> <li>• Student shall be asked to submit a revised manuscript with proper citations within 6 months.</li> </ul>
Category 2	<ul style="list-style-type: none"> <li>• The copied material represents similarities between 40% and 60%.</li> <li>• The copied material is without citation or quotation marks.</li> </ul>	<ul style="list-style-type: none"> <li>• Student to be issued a warning</li> <li>• Student shall be asked to submit a revised manuscript with proper citations.</li> <li>• She/he shall not be allowed to appear with her/his current batch and will appear 6 months later.</li> </ul>
Category 3	<ul style="list-style-type: none"> <li>• Experimental results copied from other's work or from online resources; data fabrication or data falsification</li> </ul>	<ul style="list-style-type: none"> <li>• Student shall be asked to repeat the work and resubmit the thesis only after one year.</li> <li>• Good Conduct Certificate not to be issued by the institute.</li> <li>• In case student getting extramural fellowship, the funding organization will be informed for further action.</li> </ul>
Category 4	<ul style="list-style-type: none"> <li>• This is defined if a category 1,2,3 plagiarism has been committed on a previous occasion (ie., a repeat offence)</li> </ul>	<ul style="list-style-type: none"> <li>• MCI and PU to be informed for the misconduct.</li> <li>• Good Conduct Certificate not to be issued by the institute.</li> <li>• Additional training like SR/Demonstratorship/DNB/D M</li> </ul>

		<p>etc not to be allowed in GMCH.</p> <ul style="list-style-type: none"> <li>• In case student getting extramural fellowship, the funding organization will be informed for further action.</li> </ul>
After award of degree to students	<ul style="list-style-type: none"> <li>• If degree is yet to be awarded or /has been awarded to student and plagiarism is detected.</li> </ul>	<p>a) In case the degree is yet to be awarded:</p> <ul style="list-style-type: none"> <li>• PU to be informed to keep degree in abeyance.</li> <li>• Penalty to be given according to the category of plagiarism.</li> <li>• Fine of Rs. 25,000/- to be imposed</li> </ul> <p>b) In case the degree has been awarded &amp; the concerned is working in GMCH:</p> <ul style="list-style-type: none"> <li>• He/she will not be allowed to continue his services in GMCH.</li> <li>• Penalty to be given according to the category of plagiarism</li> <li>• Fine of Rs. 25,000/- to be imposed.</li> </ul> <p>c) In case the degree has been awarded &amp; the concerned is not working in GMCH:</p> <ul style="list-style-type: none"> <li>• He/she will fall under the rules and regulations of that institute and penalized accordingly.</li> <li>• In case required, information regarding penalty can be given to the concerned</li> <li>• Good Conduct Certificate not to be issued/withdrawn by the institute.</li> <li>• Additional training like SR/Demonstratorship/DNB/DM etc not to be allowed in GMCH.</li> </ul>



○ **Complaint against faculty member**

- A complaint against a faculty member would be taken up similarly, by constitution of a Fact Finding Committee by the Director Principal.
- The committee would examine all evidences on record and establish whether the charge of plagiarism is evident or not.
- The committee would submit the report in a time bound manner to the Director Principal with all the relevant documentary proof and recommendations on the category of plagiarism if any.
- Based on the findings the Director Principal/Competent authority would take suitable action against the faculty member.
- The committee will submit recommendations as to the category of plagiarism detected and punishment thereof as per the following criteria:

***Note: First and Corresponding authors will be solely responsible for the plagiarised content and penalties(Category 1 -4).***

Category	Characteristics	Penalty
Category 1	<ul style="list-style-type: none"> <li>• In any scientific content published, the extent of copied material is with similarity index between 15% and 40%.</li> <li>• The copied material is without citation or quotation marks.</li> </ul>	<ul style="list-style-type: none"> <li>• Authors will withdraw the manuscript.</li> <li>• Warning to be issued to all authors.</li> <li>• Authors will not be allowed to publish any work for a minimum period of <b>one year</b>.</li> </ul>
Category 2	<ul style="list-style-type: none"> <li>• In any scientific content published, the extent of copied material is with similarity index between 40% and 60%.</li> <li>• The copied material is without citation or quotation marks.</li> </ul>	<ul style="list-style-type: none"> <li>• Authors will withdraw the manuscript.</li> <li>• Warning to be issued to all authors.</li> <li>• Authors will not be allowed to publish any work for a minimum period of <b>two years</b>.</li> </ul>
Category 3	<ul style="list-style-type: none"> <li>• Experimental results copied from other's work or from online resources; data fabrication or data falsification</li> </ul>	<ul style="list-style-type: none"> <li>• Authors will withdraw the manuscript.</li> <li>• Authors will not be allowed to publish any work for a minimum period of <b>two years</b>.</li> </ul>
		<ul style="list-style-type: none"> <li>• Authors will not be allowed to supervise any MD/PhD thesis for a period of two years,</li> <li>• To be charge sheeted under minor</li> </ul>

		penalties under The Punjab civil services (Punishment and Appeal) Rules, 1970
Category 4	This is defined if a category 1,2 or 3 plagiarism has been committed on a previous occasion (ie., a repeat offence)	<ul style="list-style-type: none"> <li>In all such cases penalty as category 3 above.</li> <li>To be charge sheeted under major penalties under The Punjab civil services (Punishment and Appeal) Rules, 1970</li> </ul>

Dated, Chandigarh the  
22<sup>nd</sup> January, 2021

ARUN KUMAR GUPTA, IAS  
Principal Secretary Medical Education &  
Research,  
Chandigarh Administration.

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Endst. No: GMC/TA-II(251)/2021/

Dated: 22 FEB 2021

A copy is forwarded to the following for information and necessary action:

1. All HODs, GMCH, Chandigarh.
2. The Prof. Incharge Academic, GMCH, Chandigarh.
3. The Chairman - Research/Ethics/Thesis/Research Cell.
4. The Deputy Controller (F&A), GMCH, Chandigarh.
5. The In-charge, IT Centre, GMCH, Chandigarh with the request to display the pol GMCH website.
6. The PS to DP/MS for the information of the DP/MS.
7. The Supdt., Establishment Branch- I, II & III, GMCH, Chandigarh.
8. The Principal, College of Nursing.
9. The Librarian, Library, GMCH, Chandigarh.
10. PLA Cashier, Academic Branch, GMCH, Chandigarh.
11. Master file.

Jasbirinder Kan  
18.1.21  
Director Principal  
Principal Secretary  
Medical Education & Research,  
Chandigarh Administration.