Anti - Plagiarism Policy

Plagiarism is not a new concept, it is driven for a long time when literature takes place in the form of manuscripts, and day by day it's become crucial due to the advancement of information and communication technology. Easy availability and accessibility of information, open access culture, and huge data at a single mouse click tempted users towards plagiarism. "Copy Paste" is the preeminent feature in the digital world making it the easiest way to plagiarize. To control over such misconduct activity UGC published a policy on "Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions in 2018".

Management institutes are dedicated to the experienced-based technical study, and hence it is required to publish a research-based paper to contribute to societal development. To promote academic integrity VIVA Institute of Technology developed an Institute-level Anti-Plagiarism policy under which various programs are conducted to create awareness and promote the research culture. The policy covers the in-depth concept of plagiarism, their consequences and how to avoid it in simple manner.

Objective of the Policy

☐ Create awareness about ethical use of information,

☐ Teach and maintain academic integrity at professional level

☐ Set up a systematic mechanism to verify the content and ensure the document plagiarism free

☐ Follow the UGC regulation 2018 for the betterment of the research output

Description of a plagiarism

According to Oxford English Dictionary "The practice of taking someone's work or ideas and passing them off as one's own".

Merriam Webster Dictionary defines "The act of using another person's words or ideas without giving credit to that person".

In simple words, plagiarism is stealing someone's ideas without attribution. Following several types of plagiarism considered by the researchers explains here to give you to deeply understanding and pay attention to academic misconduct.

What is considered as Plagiarism?

☐ Word-to-word plagiarism: used word as it is without changing any word.

☐ Paraphrasing: copy text and use a few words without changing the meaning of the sentence.

☐ Verbatim: copied the complete sentence as it is.

☐ Plagiarism of ideas: used other's ideas and claims as their ideas

☐ Plagiarism of authorship: claimed for someone's work as his/her work

☐ Failed to give acknowledgment

☐ Self-plagiarism: used own content and failed to mention

☐ Ghost-writing: paid for writing from outside

What if Plagiarism?

☐ It loses self-respect and reputation

☐ You limit your creative skills

☐ Huge loss in the manner of lower grade or fail loose degree, suspension of studies for a certain period, paper retraction

☐ It degrades the reputation of the institution

☐ It is unfair to the original author

☐ Negative effects on lifetime career endeavors

How to avoid it?

☐ Be attentive toward academic research work

☐ Plan academic / research work

☐ Use Citation Style Manuals

☐ Do not forget to cite

☐ Mention the quotes

☐ Use Reference Management Tools

☐ Access authentic information sources

☐ Use a plagiarism checker to rectify the content

☐ Developed academic and professional skills

☐ Ask for help from writing centers, research cells, reference librarians, subject mentors, and English and communication professors.

☐ Attend the Information Literacy Program organized by the institute

☐ Acknowledge all the help you get

☐ Study the expectations from institutions departments, professors, and publishers while

doing academic work

☐ Read, understand, and follow "Academic Policies" declared by the institution.

Plagiarism Verification Service and Awareness Session

The Institute library has perpetual licensed access to Plagiarism Checker X software to verify the documents received for plagiarism detection. The patron of the institute needs to submit their document with the request application available on the library portal. Librarians generate the report of the document through the plagiarism detection software and revert to the patron.

Vishnu Waman Thakur Charitable Trust's

VIVA Institute of Management & Research

(Approved by AICTE, DTE, Affiliated to University Of Mumbai)

Shri. Hitendra V.Thakur	**Ms. Aparna P. Thakur**	**Dr. Hiresh Luhar**
President	Secretary	Director

The similarity index is permissible as per the UGC regulation 2018.

All the departments shall conduct a guidance session on Plagiarism Awareness / Academic

Integrity / Academic Writing / Research Publication Ethics etc. in collaboration with the library.

The following resources were referred to prepare this document

☐ Pandit Deendayal Upadhyay Central University Library Haryana https://library.cuh.ac.in/plagiarism-policy/

☐ Plagiarism Efforts to combat with it https://slp.org.in/IJLINK/volumes/IJLINK-V2I1- 8.pdf

☐ The Hong Kong Polytechnic University policy on "Academic Integrity about Plagiarism and How to avoid it"

☐ https://www.polyu.edu.hk/ogur/docdrive/Academic_Integrity/Plagiarism_Booklet.pdf

The Institute uses "XChecker 2023" for the implementation of its Anti- Plagiarism Policy