

St. Bede's College, Shimla

Standard Operating Procedure (SOP) for Plagiarism Prevention

Plagiarism is the act of using someone else's words, ideas, or work without proper attribution or permission, presenting them as one's own and is a serious academic misconduct that undermines the integrity of education and research. Self-plagiarism occurs when an individual submits their own previously published or submitted work without proper citation or authorization.

The purpose of this Standard Operating Procedure (SOP) is to establish guidelines and procedures to prevent plagiarism within our institution. This SOP applies to all students, faculty, staff, and anyone affiliated with our institution, whether on campus or engaged in remote learning or research activities.

Guidelines for Faculty and Staff:

- Faculty and staff at the college are entrusted with upholding the highest standards of research integrity and promoting originality in their scholarly endeavours.
- Take an active role in educating students about plagiarism and emphasize the significance of academic honesty as an essential aspect of their educational journey.
- Proactively employ strategies to identify and prevent instances of plagiarism, thereby safeguarding the educational environment's integrity.
- In the event of suspected plagiarism, promptly report such cases to the relevant academic authorities to ensure fairness and uphold academic standards.
- Incorporate discussions on plagiarism and the importance of academic integrity into orientation programs for new students, creating awareness from the outset.
- Organize workshops and seminars focused on educating students about proper citation and referencing, equipping them with the skills necessary to avoid unintentional plagiarism.
- Develop and disseminate plagiarism prevention guides and resources to both faculty and students, empowering them with the knowledge and tools to maintain academic honesty.

Guidelines for Students:

- Understand and abide by the institution's plagiarism policies.
- Properly cite and reference all sources used in assignments, papers, and projects.
- Seek guidance from faculty or writing centres on proper citation methods.

Guidelines for Authorities:

- Encourage faculty to use plagiarism detection software for assignments and papers.
- Investigate suspected cases of plagiarism.
- Apply appropriate penalties in accordance with institutional policies.
- Maintain records of plagiarism cases and outcomes.

Please refer to

UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY
AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2018

https://www.ugc.gov.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf



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