Dravidian University Research Policy

Dravidian University's (PU) research policy statement intends to form a reference point and to guide institutional and individual research activities to integrate with the University's vision "To be a premier institution in India and abroad to unearth the hidden treasures of culture and heritage of Dravidian Languages and sustain quality research crossing socio-linguistic and geographical boundaries".

Dravidian University seeks to build and sustain a rich research environment by striving to:

- position Dravidian University as a **world class Research University** with a teaching soul.
- make Dravidian University **an ideal place** for motivated and leading researchers across the globe. Dravidian University seeks to recruit and retain researchers of high repute, distinction and potential thus enhancing its global competitiveness.
- provide a foundation for incorporating an inquisitive spirit, creative thought and transformative approach across all domains of Dravidian Languages of Culture sciences, social sciences and the humanities, promoting an **interdisciplinary approach,** and convergence of theoretical and applied research.
- foster resource mobilization and capacity building (physical, human and financial) to facilitate the production of high quality research of international standards. Apart from basic research, to target outcomes like innovation, development of public policy, improved quality of life of the general population, economic prosperity, social cohesion, inclusive growth, sustainable development, and community identity that will **benefit and enrich society** at large.
- enable execution of the vision of national level research policy statements.
- trigger the development of a 'scientific temper' in the larger community through outreach activities.
- ensure the adoption and adaptation of pedagogies and elements in the currucula that nurture research at all levels of education.
- observe the highest standards of ethics in research input, process and output.
- encourage cluster research projects and tap opportunities to create high value global infrastructure in select fields through national and international consortia models.
- foster academia-research-industry partnership by encouraging cross mobility of experts and establishment of large R & D facilities in with provision for benefit sharing.
- create platform for dissemination of findings of research studies carried out on the campus and linking it to the needs of the society and industry.
- document and disseminate best practices for research promotion.

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Dravidian University Plagiarism Policy

1. Purpose

The purpose of this policy is to ensure and establish a framework based on some universal ethical and policy guidelines to deter, detect, and deal with plagiarism in all forms, to be adopted for faculty and researchers across all disciplines of Dravidian University.

Plagiarism takes place due to various reasons, which includes ignorance in certain cases, while in many instances it is deliberate, anticipating the poor or non-availability of a strict vigilance and policy in that matter. The ready availability of electronic resources makes plagiarism tempting to many to expand and enhance their list of accomplishments. This may be partly due to lack of proper training and ethical norms. Plagiarism is a worldwide menace which encroaches upon the proprietary matters of original thinkers.

Plagiarism is seen as a serious form of academic misconduct in academic institutions across the world. Thus any form of plagiarism should be discouraged. There are many instances where persons guilty of plagiarism are severely punished, which includes expulsion from the institution, civil claims, and criminal proceedings.

2. Scope

This policy document and guidelines which intend to prevent plagiarism are applicable to all members of the university community. The policy intends to deter teacher, research scholars, students and staff from malpractices and intends, to pursue various activities - like awareness campaign, formulating strict norms, educating students on the subject, to implement preventive mechanism, and to deal with policy transgressors.

3. Policy Statement

3.1 The policy will play a two-pronged role to ensure preventive measures and to create awareness via sensitisation widespread publicity /informative activities among the university community. It intends to serve two major roles: (a) devise a fair mechanism to deal with instances of plagiarism; and (b) ensure awareness among community to avoid plagiarism in all forms.

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Accordingly, this policy document is organised as follows:

3.1.i. defining various forms of plagiarism,

3.1. ii. Informative, educative, and preventive measures to be made available centrally at the University level and implementation of the guidelines

3.1.iii. formulate general guidelines on preventive measures.

3.1.iv. To devise a consistent and fair system to address all instances of plagiarism.

3.1. v. To devise a system to keep all records of plagiarism and place them in the public domain.

3.1.vi. To create a dedicated staff unit with proper training to detect plagiarism.

The current policy would address all instances of plagiarism emanating knowingly or unknowingly from staff members and students. All instances will be treated as deliberate until and unless proven otherwise and will be subject to punitive actions. Accordingly, the policy mandates all staff members to provide guidance to students on how to avoid plagiarism by instructing on proper referencing. Similarly, students also need to act with academic integrity and responsibility for the presentation and production of their academic work. Policy states that plagiarism is a form of academic misconduct for which a faculty/student will be subject to the university's disciplinary code of conduct and punitive actions.

4. Definition of Plagiarism

Very simply, plagiarism is a form of academic misconduct. Plagiarism involves taking credit for someone else's work by claiming it as one's own. The misconduct may involve copying and borrowing someone else's original ideas, but the seriousness of the offence is not fully represented when one uses the terms 'copy' and 'borrow'. Plagiarism is an act of fraud committed knowingly or unknowingly by stealing someone else's work, idea (both scientific and literary work) and/or published materials. The act of plagiarism can be manifested in the form of publishing someone else's work, audio and video broadcasting, or circulation of copied words and images, ideas and opinions, discoveries, artwork and music, recordings or computer generated work (like circuitry, software or computer programs, websites-internet content).

4.2. Types of Plagiarism:

Plagiarism can be categorised under two major types: (a) The act of copying or borrowing where sources are not cited or with partial citation and (b) The act of copying or borrowing where sources are cited, but the facts deliberately misrepresenting. Accordingly, plagiarism is not only limited to copying someone else's work completely, or in part, but also tweaking of a portion or portions from

several sources so as to make it read as original work. In some instances, copying from one's own work can be an act of plagiarism, if the published material is copyright protected and was previously transferred to a publication house.

Under this policy, if any act of plagiarism is found in the form of certain elements the University authority will ensure that the author/s or person/s intended this as a disguise for obvious reason of infringing upon someone else's work. University will consider all such acts for disciplinary hearing and take appropriate actions irrespective of whether act was a lack of intent or deliberate on the part of the guilty person/s.

4.3. Disciplinary code and definition of misconduct:

A person shall be guilty of misconduct, if:

(a) He/she infringes upon a person's copyright or any other intellectual property right such as a patented product, including but not limited to the act of plagiarism,

(b) He/she plagiarises by claiming or implying as author/inventor/discoverer of someone else's work as his/her own. Such an act may be manifested in any of the following forms:

Copying from someone else's written or creative work (in the form of images, ideas, opinions, discoveries, invention, artwork, music, recordings, photographs, software, computer programs). Incorporation of such contents in whole or in part without proper acknowledgement and citation will be considered as acts of plagiarism. Such act is prejudicial or potentially prejudicial to the university's reputation and liable for disciplinary action for breach of university's policy on ethical conduct.

4.4. Guidelines on Do's:

* Only one's original work to be submitted,

* Precise and accurate citation of others' work,

* Any downloaded information from internet to be appropriately created/referenced,

* Submitted material should not contain any artwork, pictures, and graphics from someone else's work and such materials should be authentic with no use of others' electronic storage media.

4.5. Guidelines on Don'ts:

The following must be avoided unless source of material/information is credited appropriately:

* Direct or indirect copying,

* Any act of translation without proper accreditation ,

* Paraphrasing others' work,

* Tweaking and piecing together work of others,

* Resubmission of one's own or someone else's work,

* Claim of a collaborative work without consent from the concerned collaborator(s) (includes unauthorized collaboration and claiming a collaborative work as an independent one or vice-versa),

* Ghost writing – i.e. writing a document(s) on someone's behalf.

5. Preventive steps: Informative and Educative activities

University will strive to avoid instances of academic misconduct by ensuring/having / prescribing, informative and educative programs at various stages in the form of course module and extensive awareness and sensitization activities. Few of the preventive mechanisms are given below:

5.1 Declaration of originality to be submitted along with each and every assignment, i.e.

All relevant submissions must be accompanied by a document signed by the candidate mentioning that the submitted document is original (and authentic).

5.2 Special course module on plagiarism in academic writing.

5.3 Study guides with explicit mention of anti-plagiarism initiatives

5.4 Awareness campaigns.

5.5 Check list with anti-plagiarism briefings

5.6 Mandatory submission of electronic file for plagiarism check

5.7 Mandatory deposition of submitted material in the electronic library for future check and universal availability of such library

5.8 Plagiarism detection software

5.9 Fact sheet – Registration of each and every act of plagiarism and make available such information to all.

6. Penalties based on level of offence – University to constitute a Research Ethics Committee separately for each School / Faculty as and when need arises under the Chairmanship of Rector comprising of Dean and 2 senior faculty members of the concerned School / Faculty. In case the complaint is against a student / research scholar, one student representative should also be associated.

The committee based on their findings can recommend any of the following or make a report on their own.

   a) Written warning – level -1 minor / inadvertent

   b) Withholding increment/ fellowship/grant - level -2

   c) Rustication/expulsion decision - level -3

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7. In order to create awareness a sustained campaign for anti-plagiarism should be conducted by all concerned, such as

    a. Introducing compulsory course module to be formulated for students.

    b. University website will create pop-up warnings to create awareness and avoid plagiarism

    c. Dean, Academic Affairs in collaboration with library services or any other interested division, should conduct any informative course /talk on monthly basis as awareness campaign

    d. Publicizing the availability of anti-plagiarism software with Library and Departments.

    e. Making it mandatory for submission of plagiarism check certificate for dissertations/theses etc

    f. There shall be a Research and Development Cell to check the Plagiarism – Count.

Guidelines for the R & D Cell

1. The content available in the thesis, from cover to cover, must tally with the content of the soft copy submitted by the research scholar concerned in the form of CD.
2. There must not be any discrepancy between the hard copy of the thesis and the soft copy thereof.
3. The maximum matching percentage of the content / information in the thesis should not exceed 30%.
4. In this matter, no informal and / or un-official enquiries shall be made either by the research scholar or by the supervisor.
5. Under normal circumstances, a research scholar is expected to submit the soft copy of the thesis, duly endorsed by the research supervisor concerned to the Research & Development Cell of the University to get the thesis examined for plagiarism check, and to obtain a report from the cell to the effect that the thesis concerned is found within the acceptable matching percentage.
6. To apply for anti-plagiarism check, a research scholar has to apply using the prescribed application form without any fee for the first time.

Guidelines for M.Phil./Ph.D. Scholars regarding submission of thesis

1. The research scholar should submit the soft copy of the thesis for the plagiarism check to the examination section through a CD.
2. The document shall be submitted either in MS Word file or in PDF file format.
3. The plagiarism check shall be applied from title page to the last page, excluding references and bibliography.
4. During the initial plagiarism check the thesis shall not be added to the data repository.
5. Permitted Similarity index < = 30% (Not more than 30%).

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6. The candidate shall mandatorily produce the anti-plagiarism report as a part of the thesis.

7. If the similarity index is > 30% the modified thesis has to be resubmitted following the step no.1 of the process with the fee of Rs. 3,000/-.

8. The student can submit the thesis for the third time with the fee of Rs.5,000/-.

9. The third chance shall be considered as the final submission failing which the thesis shall not be accepted.

10. The published papers, if any, by the candidate himself or herself either independently or along with supervisor or co-supervisor, shall be exempted from anti-plagiarism check/matching count.

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* The Panjab University plagiarism policy document has been consulted for guidance.

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IT/Network Usage Policy
Dravidian University, Kuppam

Dravidian University, Kuppam provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use.

Users of Dravidian University, Kuppam computing, networking and IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the Dravidian University Authorities.

1. Faculty, staff, and students with authorized accounts may use the computing and IT facilities for academic purposes, official University business, and for personal purposes so long as such use

   i. Does not violate any law, University policy or IT act of the Government of India.
   ii. Does not interfere with the performance of Dravidian University, Kuppam duties or work of an academic nature.
   iii. Does not result in commercial gain or private profit other than that allowed by the Dravidian University, Kuppam.

2. Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account. It is the users' responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Sharing of passwords for any purpose whatsoever is strictly prohibited.

3. Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.

4. Transferring copyrighted materials to or from the Dravidian University, Kuppam systems without express consent of the owner is a violation of international law.

   In addition, use of the internet for commercial gain or profit is not allowed. If done so, it will be sole responsibility of the user.

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5. Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges. Installation of unlicensed software on Dravidian University, Kuppam facilities, or on individual machines connected to the DU network, is strictly prohibited.

6. Setting up of any facility requiring password transmission over clear text is prohibited without TLS/SSL encryption.

7. To the extent possible, users are expected to use only their official email addresses provided by Dravidian University, Kuppam for official communications with other members of the University.

8. It is forbidden to use electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including impeding their computing systems, software, or data. Neither is any form of commercial advertising, or soliciting allowed. Spamming is strictly disallowed. Subscribing to mailing lists outside the Institute is an individual's responsibility.

9. Shared email accounts for any purpose whatsoever are not allowed. Any special accounts, if need to be set up for conferences and other valid reasons as determined by the university authorities, must have a single designated user.

10. Recreational downloads and peer to peer connections for recreational purposes are not allowed unless it is academic requirement.

11. To the extent possible, users are expected to connect only to the official Dravidian University WiFi network for wireless access. Setting up of unsecured Wi-Fi systems on the Dravidian University network is prohibited in accordance with Government of India guidelines.

12. Users are expected to take proper care of network equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility.

13. Playing of Games in University laboratories or using University facilities for same is strictly prohibited.

14. Display and storage of offensive material like storing pornographic material on the disk, viewing pornographic material on the terminals is strictly disallowed and serious action will be taken against offenders.

15. Wasting of resources like unnecessary downloads from Internet, giving accounts to other persons, sometimes outsiders, using personal account to do outside work for which the individual is paid are not allowed.

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16. Security related misuse like breaking security of systems, trying to capture password of other users, damaging/gaining access to the data of the other users is taken most seriously.

17. Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline as appropriate. Depending upon the nature of the violation, the university authorities may fine/or and take an action by issuing a warning through disabling the access. In extreme cases, the access to the network may be completely disabled to IT facilities at Dravidian University, Kuppam and/ or sent to the University disciplinary action committee as constituted by the University authorities.

18. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices.

19. An employee who leave the University after retirement/re-employment or otherwise can have his E-mail account validated up to six months and extendable after approval from Vice-Chancellor by another six months if requested.

20. Any e-mail account which remains unused for more than six months will automatically be removed.

Social Media

1. Social media are to be used carefully and responsibly. Nobody can post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.
2. Use of social media must comply with all applicable University policies, guidelines and regulations.
3. Posting content on social media websites on behalf of the University requires specific authorization.

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Consultancy Programmes

The members of the academic staff of the university shall be permitted to engage themselves in Consultancy practice to such extent, which does not interfere with the discharge of their duties. The reasons being:

- In many departments Dravidian University offers expertise and a host of specialized facilities which can be used by academia and industry and is of mutual benefit. In addition it gives recognition to Dravidian University.

- Consultancy/Sponsored Research projects provide enrichment of the experience and knowledge through interacting in the professional sphere. The Academics also get a chance of experimenting under actual service conditions.

- Consultancy also provides an opportunity to students to see the sphere of their chosen profession.

- It provides financial return (small or large) to Dravidian University, the faculty and the staff in general.

Rules

- All Consultancy, whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of Dravidian University availed, shall be considered as Dravidian University Consultancy, not of any individual. All the issues related to the finance shall be operated by the Registrar, Dravidian University.

I. Routine Consultancy
II. Research Consultancy

- The Consultancy could be requested to the Dravidian University or particular individual of the Dravidian University. In the former case the Dravidian University will identify the Department to carry out the work and with the consent of the Head of the Department, the job shall be assigned to an individual competent to undertake the work.

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- A detailed project proposal will be needed to be prepared and the proposal of the project must give details of the following :

(i) Cost of equipment, material & books:

The estimated cost of equipment and/or books to be procured for the project is needed to be given explicitly. The purchase will be regulated in accordance with the purchase rules and the items purchased will be the property of the Department after completion of the project.

The cost has to be given under following heads:
(a) Equipment/spares/accessories
(b) Consumables
(c) Books

The total cost should be limited to 20% of the total value of the Consultancy.

(ii) The Overhead for the use of departmental infrastructure :

The overheads include use of laboratory space electricity, water and computing facilities (if needed). This cost also includes any infrastructural built up if needed. This overhead must be 20% of the total Consultancy charge.

(iii) The University's overhead :

A fixed amount of 10% of the total Consultancy charge is kept for using University's facilities, for book keeping and auditing the accounts and for using any central facilities outside the department it needed.

(iv) Travel :

The travel expenses are to be borne by the Client directly. If no rates are settled then in the project proposal travel needs to be included and estimated costs need be given for actual national/International travel. The payment will be made as per Dravidian University rules under the head TA/DA.

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(v) Contingent expenses:

An estimated cost for Contingent expenses (postal expenses, phone, stationery etc.) not exceeding 10% of the total project cost can be included.

(vi) Fee for Scientific/Technical Advice:

If needed such fee can be charged by external experts not exceeding 10% of the total Consultancy charge.

(vii) Remuneration:

Remuneration is to be paid either as honoraria or as charges for working on project to Principal Investigator and his/her team up to 35% of the total Consultancy charges. Honoraria is also to be paid to the Administrative staff in the Department for handling Consultancy up to a limit of 10% of the total Consultancy charge.

The Remuneration estimate has to be given under following heads :
(a) Principal Investigator
(b) Other faculty Members
(c) Technical staff directly involved
(d) Students, if involved
(e) Administrative staff

- Needless to say that in any case the total estimated cost under the heads from (i) to (vii) can not exceed the total Consultancy charge.
- No ceiling limit is laid down with regards to the total amount of the Consultancy charge. However, such practice should not interfere with the regular duties of the individual persons. The administrative staff has to work in addition to their duties.
- The Consultant / Principal Investigator / H.O.D. will directly deal with the client in all matters regarding the Consultancy job.
- A certificate from the client that the work has been completed satisfactorily is not required except in controversial case. In case the client is not satisfied, it lies on the

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Consultant to satisfy the client or ask the Dravidian University to refund the charges to the client as per the agreement.

- In case the work is published / patented, the Dravidian University rule will apply and the share of the profits accruing will be distributed among the Dravidian University to refund the charges to the client as per the agreement.

- In case of Research Consultancy, all the rules are the same except that the work will be considered as work of Dravidian University and the Consultant undertaking a visit outside will be considered on duty.

- Unspent balance if any [except for the budget head (iii) shall be credited to the Professional Development fund (PDF) of the Consultant, which can be utilized by the Consultant for the professional growth such as attending conferences, membership of professional bodies, subscribing research journals etc. This use will be allowed for next three years of the retirement of the consultant or his/her leaving the Dravidian University. A detailed account of such expenses will be needed to be submitted to Accounts for audit.

- The Consultant will be required to obtain prior permission of Dravidian University for undertaking Consultancy with detailed project costs (as per Performa given in Annexure I) and the request needs to be routed through H.O.D./Dean.

At the end of the every financial year the Consultant must submit Utilization Report of the Consultancy fund made in the year and after completion a Consolidated Budget Statement needs to be submitted to the Dravidian University Account.

Guidelines for Sponsored Research :

The members of the academic and technical staff of the institute should not only be permitted but encouraged to engage themselves in sponsored research activities to such extent which does not interfere with the discharge of their regular duties. The sponsored research projects undertaken could be financed by Industry or any Central/State Government funding agencies such as DST, DOE, CSIR etc. Such projects ordinarily have the time-frame, budget, deliverables etc. clearly spelt out.

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Guidelines for Industry Collaboration:

The Institute shall actively seek collaboration with major Industry players. All such proposals will require approval of the Vice Chancellor, in consultation with Dean/H.O.D., based on whether the proposed collaboration would be in the interest of the Institute/University in the Longrun.

Guidelines for Consultancy

- All Consultancy, whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of Dravidian University availed, shall be considered as University's Consultancy, not of any individual.
- The Consultancy could be requested to the Dravidian University or particular individual of the University. In the former case the Vice Chancellor, Dravidian University will identify the Department who is competent to undertake the work, and to whom the job shall be assigned.
- The total Consultancy charges shall be shared as follows :

(i)   Honorarium to Consultants & Other staff members/Students   :   50%

(ii)   Overhead for the use of institutes infrastructure   :   30%

(iii)   Overhead expenses for the use of Dravidian University facilities :   20%

(i) Honorarium/Remuneration to Consultants & Other Staff members/Students :

Honorarium/Remuneration will be paid to Consultants and other staff members/students for technical as well as administrative help in carrying out the Consultancy work. A written break up has to be prepared in Consultation with Dean as to how the 50% of the total value is to be shared among various contributors:

- Principal Investigator
- Other faculty Members
- Technical staff directly involved
- Students, if involved
- Administrative staff
- Fee for Scientific/Technical advise

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(ii) The Overhead for the use of departmental infrastructure:

These overheads include use of laboratory space. Electricity, water and computing facilities (if needed). This cost also includes any infrastructural built up if needed. This overhead can at the most be 30% of the total Consultancy charge.

(iii) The University's overhead:

A fixed amount of 20% of the total Consultancy charge is kept for using University's facilities, for book keeping and auditing the accounts and for using any central facilities outside the department, if needed.

- In case a detailed budget for the project is carefully prepared the expenditure will be incurred as per the budget. The Budget will broadly have to confirm to the above break-up. The budget will ordinarily be stated under the following heads :

  (i) Remuneration/Honorarium
  (ii) Equipment, material & books
  (iii) Overheads
  (iv) Travel
  (v) Contingency

- In case the budgetary break-up is not given and the Consultancy assignment requires procurement of equipment, material & books and also involves some travel the balance amount (total project cost *minus* equipment *minus* travel) will be shared by the consultants, the institute and the University in 5 : 3 : 2 ratio.

- No ceiling limit is laid down with regards to the total amount of the consultancy charge. However, such practice should not interfere with the regular duties of the individual persons. The administrative staff has to work in addition to their regular duties.

- The Consultant/Principal Investigator will directly deal with the client in all matters regarding the Consultancy assignment.

- In case the work is published/patented, the University's rule will apply and the share of the profits accruing will be distributed among the University, the Institute, the

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Consultant and the Client as per the agreement. In case no such agreement is entered into the proceed will be equally shared among the four parties.

- The Dean of the School concerned would examine each request for permitting a member of the faculty to accept a consultative or similar assignment keeping in mind that the proposed assignment would be in the interest of the University in the long run and will not adversely affect the faculty members work at the University

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