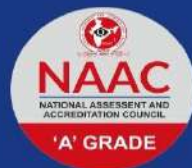




Living World of Diversity...



CONSULTANCY POLICY Guidelines & Procedures



-: An Initiative of Tecnia Internal Quality Assurance Cell :-

TECNIA INSTITUTE OF ADVANCED STUDIES NAAC ACCREDITED GRADE "A" INSTITUTE

Recognized Under Sec. 2(f) of UGC Act 1956, Approved by AICTE, Ministry of HRD, Govt. of India,
Affiliated to Guru Gobind Singh Indraprastha University.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, NEW DELHI, 110085

ISO 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified Institute;
Rated as 'A' Category by JAC, Govt. of NCT of Delhi; A++ Category - Best Business School
by AIMA - Business Standard Survey & Included in Top 100 B & IT School by Dalal Street Investment Journal.

-: An Initiative of Tecnia Internal Quality Assurance Cell :-

PLAGIARISM POLICY

Guidelines & Procedures

SOP FOR PLAGIARISM POLICY

S.No.	PARTICULARS	DESCRIPTION
1	Policy Number	TIAS/IQAC/2021-22/
2	Policy Structure	SOP FOR PLAGIARISM POLICY Placed on record Reference to UNIVERSITY GRANTS COMMISSION NOTIFICATION New Delhi, the 23rd July, 2018, UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018; No. F. 1-18/2010(CPP-II).- under academic-integrity-Regulation2018
3	Scope of the Policy	The policy covers the Tecnia Institute of Advanced Studies (TIAS) (U.G. / P.G.) courses and the allied areas thereof.
4	Policy Status	Original - <i>Version -1.0</i> : Notified vide letter no. TIAS/2021-22/Adm./46.8 dated 20.02.2022 copy enclosed
5	Originated By	(A) UNIVERSITY GRANTS COMMISSION NOTIFICATION New Delhi, the 23rd July, 2018, UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018; No. F. 1-18/2010(CPP-II).- under academic-integrity-Regulation2018
6	Reviewed By	TIAS Internal Quality Assurance Cell (IQAC) for Institute by Coordinator, TIAS-IQAC, Tecnia Institute of Advanced Studies, Delhi
7	Effective Date	w.e.f. 20.02.2022
8	Approving Authority	Director, Tecnia Institute of Advanced Studies, Delhi. Coordinator, Internal Quality Assurance Cell (IQAC), Tecnia Institute of Advanced Studies, Delhi, TIAS-IQAC,
9	Amendment Number	NIL
10	Effective Date of Amended Policy	NIL

INDEX

Clause No.	Particulars	Page No.
1.0	THE INSTITUTE	5
2.0	VISION	5
3.0	MISSION	5
4.0	CORE VALUES	5
5.0	QUALITY POLICY	5
6.0	TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)	6
7.0	IQAC VISION	6
8.0	IQAC MISSION	6
9.0	IQAC GOALS	6
10.0	IQAC DOLES	7
11.0	IQAC ROLES	7
12.0	PLAGIARISM POLICY	7
13.0	UNDERSTANDING PLAGIARISM AND STEPS TO IDENTIFY PLAGIARISM	7
14.0	HOW TO PREVENT PLAGIARISM	8
15.0	THE UGC (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATION INSTITUTIONS) REGULATIONS 2018	8-9
16.0	SELF-PLAGIARISM	9
17.0	Annexure -I	
18.0	Annexure -II	

1.0 THE INSTITUTE

Tecnia Institute of Advanced Studies (“TIAS”) is a Flagship of Tecnia Group of Institutions; one of the Premier NAAC accredited “A” Grade Institute; Approved by All India Council For Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Government Of India (GoI) and Affiliated to Guru Gobind Singh Indraprastha University, Delhi; Recognized under Section 2(f) of University Grants Commission Act, 1956. The Institute conducts Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Bachelors of Arts Journalism and Mass Communication BA (JMC) & Bachelor of Computer Applications (BCA) programmes in both shifts. The institute is ISO (hereinafter ISO refers to International Organization For Standardization) 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 50001: 2018 Certified and Instituted is Top 50 Best B-School in North Zone by The Week Hansa Research Survey, Top 50 Private Institute in India by Times BBA Education Ranking Survey; The institute has established Institution Innovation Council (IIC) under the Norms of MHRD’s Innovation Cell, GoI Dated 11.09.2019 to promote Innovation and Start up and also established Entrepreneurship Development Cell. Institute provides Value Addition Programs & Career Counseling Session, Capabilities Enhancement Program on Technical and Soft Skill Expertise knowledge for development of young professional. The institute had setup TIAS-NPTEL Local chapter to complete MOOCs Course with e- certification for making students employable. Institute has ultra-Modern infrastructure and impart Value Based Education, conducts Training, Research & Consultancy, National and International Conferences and Seminars, Faculty Exchange Programme, Technical cum Cultural Fest etc. since 1998. The Institute is located at a prime location and has State-of-the-Art facilities, erudite faculties, dedicated staff members and an ambience to fulfill admirable academic pursuit.

2.0 VISION

To impart holistic development, by inculcating knowledge, ethics, professional acumen including socially concerned attitude to carve out an edge in dynamic environment.

3.0 MISSION

To make a thorough professional and responsible citizen through student centric teaching learning process, co-curricular, extra-curricular, enrichment, extension and outreach activities and research environment.

4.0 CORE VALUES

Being a professional institute, we subscribe to, in our dealings and hold ourselves accountable to all stakeholders by maintaining integrity, honesty, openness, personal excellence, constructive self-criticism, continual self-improvement, mutual

respect, professionalism, quality service & standards, innovation, objectivity and honoring our commitments.

5.0 QUALITY POLICY

To provide quality education, training and expertise to improve the quality of life by improving the capabilities of human resources, thinking process, practices and performance in the Management, Information Technology and Media disciplines by adopting the quality management system through continual improvements.

6.0 TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)

The NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) conducts assessment and accreditation of (HEI) recognized institution to undertake the 'Quality Status' of the institution. NAAC evaluates the institutions for its conformance to the standards of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching-learning processes, faculty, research, infrastructure, learning resources, organization, governance, financial wellbeing and student services. In pursuance of above for its performance evaluation, assessment & accreditation & quality up-gradation of higher education, NAAC proposes to establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a integral part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of the institute for the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence. The Tecnia Institute of Advanced Studies was accredited on 11-Sept.-2017 with CGPA of 3.11 of 'A' Grade by NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL. IQAC established at Institute continued to strive for the betterment of systems, processes and policies setup. The NAAC visited the Institute Campus from 28th - 29th August 2017 (First Cycle) taking the tangible efforts to further has established a concrete Tecnia-IQAC hosting in TIAS-ERP in Institute.

7.0 IQAC VISION

To shape and certify the quality culture in the Institute with an intention of assured all round excellence.

8.0 IQAC MISSION

To channelize the efforts and establish the actions of the institute towards quantify academic and administrative talent and to be the change agent for leading and remove deficits to enrich the quality

9.0 IQAC GOALS

IQAC shall evolve mechanisms and procedures for:-

- ❖ To ensure timely, efficient and progressive performance appraisal of academic, administrative and financial tasks
- ❖ To ensure relevance and quality of academic and research programmes
- ❖ To develop equitable access to and affordability of academic programmes for various sections of society
- ❖ To optimize and integrate modern methods of teaching and learning
- ❖ To ensure credibility of evaluation procedures; adequacy, maintenance and functioning of the support structure and services
- ❖ To develop research sharing and networking with other institutions in India and abroad

10.0 IQAC DOLES

The doles of the IQAC are:-

- ❖ To contribute meaningfully to ensure heightened level of clarity and focus on institutional functioning towards quality enhancement through internalization of the quality culture
- ❖ To act as a nodal agency in the Institute to empower, integrate and coordinate among various quality-related activities including adoption dissemination and institutionalize of best practices, for quality outcomes
- ❖ To build an organized methodology for decision-making, quality changes, documentation of the various programmes/activities to improve institutional functioning and internal communication for quality improvement

11.0 IQAC ROLES

The roles of the IQAC are:-

- ❖ To develop, disseminate information and application of quality benchmarks for various academic and administrative activities of higher education.
- ❖ To facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adapt the required knowledge and technology for participatory teaching and learning process
- ❖ To establish network to coordinate, facilitate and implement feedback response on quality- assurance initiatives by involving the stakeholders
- ❖ from students, parents and other stakeholders
- ❖ To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- ❖ To develop and maintain institutional database through TIAS-ERP (MIS) for the purpose of maintaining, enhancing, quality culture in the institution.

- ❖ Periodical conduct academic and administrative audit and its follow-up to prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters for onward submission to NAAC.

12.0 PLAGRISM POLICY

The term plagiarism means taking credit for ideas or words that aren't your own. It's a form of stealing. A person who plagiarizes another's work is committing theft of intellectual property. Plagiarizing in projects, assignments and research paper is considered cheating. In short to say Plagiarism is defined as the unacknowledged use of the work of others as if this were your own original work. Therefore, in exercise of the powers conferred by clause (j) of Section 12 read with clauses (f) and (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following regulations:-

13.0 UNDERSTANDING PLAGIARISM AND STEPS TO IDENTIFY PLAGIARISM

13.1 Plagiarism is:

- Copying (using another person's language and/or ideas as if they are your own);
- Copying from another source without citing (on purpose or by accident)
- Cutting and pasting text or graphics from Internet sources without mentioning about sources
- Building on someone else's ideas without citation
- Using the source too closely when paraphrasing

13.2 Methods include:

- quoting directly another person's language, data or illustrations without clear indication that the authorship is not your own and due acknowledgement of the source;
- paraphrasing the critical work of others without due acknowledgement - even if you change some words or the order of the words, this is still plagiarism if you are using someone else's original ideas and are not properly acknowledging it;
- using ideas taken from someone else without reference to the originator;
- cutting and pasting from the Internet

13.3 Plagiarism can occur in respect to all types of sources and all media:

- Not just text, but also illustrations, musical quotations, computer code etc;
- Not just text published in books and journals, but also downloaded from websites or drawn from other media;

- Not just published material but also unpublished works, including lecture handouts and the work of other students.

14.0 How to Prevent Plagiarism

In these The stylistic conventions for different subjects vary and you should consult your supervisor about the conventions pertaining in a particular subject area. However, the main points are:

- When presenting the views and work of others, include in the text an indication of the source of the material
e.g. as Sharma (2003) has shown,
and give the full details of the work quoted in your bibliography.
- If you quote text verbatim, place the sentence in inverted commas and give the appropriate reference
e.g. 'The ' (Sharma, 1949, p 50)
and give the full details in your bibliography as above.
- If you wish to set out the work of another at length so that you can produce a counter-argument, set the quoted text apart from your own text and identify it by using inverted commas and adding a reference as above.
- If you reproduce an illustration or include someone else's data in a graph include the reference to the original work in the legend:
e.g. (figure redrawn from Sharma, 1949) or (triangles = data from Sharma, 1949)
- Be especially careful if cutting and pasting work from electronic media; do not fail to attribute the work to its source.

15.0 The UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) regulations 2018

Here are the recent rules by UGC directing plagiarism in research to be punished:

- According to this regulation, students and teachers who plagiarise will lose their registrations
- The law in this draft regulation prescribes graded punishment for plagiarism
- Students may have to submit a revised research paper if found plagiarised in between 10 per cent and 40 per cent. The duration given for re-submission will be six months
- If plagiarism is between 40 to 60 per cent, students will be deprived of submitting the revised paper for the duration of one year
- The student's registration for a programme will be cancelled if the research paper found plagiarized beyond 60 per cent
- Teachers in academics, if found with 10 to 40 per cent of plagiarism in their research work, will be asked to withdraw the manuscript
- If the plagiarism is between 40-60 per cent, the teachers will be debarred from supervising Master's/PhD or MPhil students for two years and will be denied a single annual increment
- Over 60 per cent of plagiarism will lead the teachers' suspension and dismissal

16.0 SELF-PLAGIARISM

In the interests of Indian academia, to promote Indian research among the nations, and to ensure credibility and quality. from time to time the UGC has instituted various measures. In its efforts to curb plagiarism the UGC issued the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, so that plagiarised work does not acquire any credibility or value in evaluation. In continuation of its initiative, and in line with global standards of ethical publishing established by leading institutions and Committee on Publication Ethics (COPE), the UGC draws the attention of the academic community to the following:

- 16.1 Reproduction, in part or whole, of one's own previously published work without adequate citation and proper acknowledgment and claiming the most recent work as new and original for any academic advantage amounts to 'text-recycling' (also known as 'selfplagiarism') and is not acceptable
- 16.2 Text-recycling/self-plagiarism includes:
 - republishing the same paper already published elsewhere *without due and full citation*;
 - publishing smaller/excerpted work from a longer and previous without due and full citations in order to show a larger number of publications;
 - reusing data already used in a published work, or communicated for publication, in another work without due and full citation;
 - breaking up a longer/larger study into smaller sections and publishing them as altogether new work without due and full citation;
 - paraphrasing one's own previously published work without due and full citation of the original.
- 16.3 Self-citations do not add any number/s to the individual's citation index or h-index in global academia.
- 16.4 Vice Chancellors, Selection Committees, Screening Committees, IQACs and all/any experts involved in academic performance/evaluation and assessment are hereby strongly advised that their decisions in the case of promotions, selections, credit allotment, award of research degrees must be based on an evaluation of the applicant's published work to ensure that the work being submitted for promotion/selection is not self-plagiarized.

TECNOVA



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Recognized Under Sec. 2(f) of UGC Act 1956

INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085

Tel: 91-11-27555121-24, E-Mail : directortias@tecnia.in, Website: www.tiaspg.tecnia.in



To Whom It May Concern

I _____, Enrolment No. _____ from BBA VI Sem of the Tecnia Institute of Advanced Studies, Delhi hereby declare that the Project Report and Viva Voce (BBA-311) entitled _____ at _____ is an original work in compliance of Notification of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEI) Regulations, 2018 and the same has not been submitted to any other Institute for the award of any other degree elsewhere. A presentation of the Project Report and Viva Voce was made on _____ and the suggestions as approved by the faculty were duly incorporated.

Date:

Signature of the Student

Certified that the Project Report and Viva Voce submitted in partial fulfillment of Bachelor of Business Administration (BBA) to be awarded by G.G.S.I.P. University, Delhi by _____, Enrolment No. _____ has been completed in compliance of Notification of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEI) Regulations, 2018 under my guidance and is Satisfactory.

Date:

Signature of the Guide
Name of the Guide:
Designation:

No. TIAS-FRM-76



To Whom It May Concern

I _____, Enrolment No. _____ from BCA V Sem of the Tecnia Institute of Advanced Studies, Delhi hereby declare that the Project Report and Viva Voce (BCA-331) entitled _____ at _____ is an original work in compliance of Notification of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEI) Regulations, 2018 and the same has not been submitted to any other Institute for the award of any other degree elsewhere. A presentation of the Project Report and Viva Voce was made on _____ and the suggestions as approved by the faculty were duly incorporated.

Date:

Signature of the Student

Certified that the Project Report and Viva Voce submitted in partial fulfillment of Bachelor of Computer Application (BCA) to be awarded by G.G.S.I.P. University, Delhi by _____, Enrolment No. _____ has been completed in compliance of Notification of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEI) Regulations, 2018 under my guidance and is Satisfactory.

Date:

Signature of the Guide
Name of the Guide:
Designation:

Institute is rated as "A" Category Best Business School by latest AIMA - Business Standard & Business India Publications Surveys & included in Top100 B - Schools & IT - Schools by Dalal Street Investment Journal

TECNOVA



TECNIA

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