



**ST. FRANCIS COLLEGE FOR WOMEN, BEGUMPET, HYDERABAD – 16**  
(An Autonomous College of Osmania University)

### **SFC - Plagiarism policy**

Plagiarism constitutes an act of using someone else's text without attribution, whether anybody meant to do it or not. Plagiarism done unintentionally too can have serious consequences. The College expects staff and students to follow academic honesty which is crucial for teaching and learning process. Submitting academic work without giving due credit to that source and sharing one's work with other students is also considered as an act of plagiarism.

The college shall take the responsibility to educate students about plagiarism and teach them how to document sources correctly. Faculty shall give feedback during submission of projects to ensure that students give due credit to the sources used. Students shall be asked to submit one declaration with each assignment and research project. On witnessing an act of plagiarism the student shall be informed to modify the project or assignment, failing which the assignment or project along with the evidence will be confiscated. Student shall be called to discuss the incident and to determine whether the action was done deliberately or unintentionally. In that case the student will be provided with help to learn how to document and cite the sources correctly. The College's response to acts of plagiarism will be as follows

- The College will act on all reported incidents of plagiarism.
- Students who commit plagiarism will be subjected to disciplinary action.
- In a group assignment each student will be held responsible for the academic integrity of the work submitted.
- Plagiarism on the part of one or more of the group members may affect the group evaluation. In such cases grade weightage adjustments may be considered.
- In order to check on Plagiarism and control its menace in Higher Educational Institutions SFC will adhere to rules and regulations of UGC as stated in the document 'Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions' dated 31<sup>st</sup> July, 2018 available on UGC website [www.ugc.ac.in](http://www.ugc.ac.in).

