

Time bound Standard Operating Procedures For Plagiarism Cases

1. Cases received at HEC will be forwarded to QA Division.
2. DD (QA) will check that complaint is not anonymous and will verify the identity of the complainant.
3. HEC will run an initial plagiarism test to verify if the complaint is genuine, in which case the following steps will be pursued.
4. In a case if overwhelming evidence of plagiarism is found, even anonymous complaints will be considered to deal as per plagiarism policy with approval of the competent authority.
5. The authors will be contacted through email/letter for their opinion/comments/views or justification of the complaint. Response will be reviewed at HEC and will also be shared with the PSC if the case to be pursued further.
6. The case will be forwarded by HEC to the concerned University/Institution within one week for further investigation through the Plagiarism Standing Committee constituted by the University/Institution. The University will provide interim response/acknowledgement within 4 weeks.
7. Every letter regarding plagiarism cases will be copied to PS to Vice Chancellor, so that issue of Plagiarism may be taken up at the highest level.
8. In case the plagiarism complaint is against VC/Head of Institution, then investigation will be initiated by the HEC under intimation to the Chancellor office. The report will be submitted to the Chancellor office within 90 days for appropriate action.
9. Plagiarism Standing Committee will submit investigation report to the Head of the Institution within 90 days after receiving the case from HEC.
10. Plagiarism Policy is applicable to all employees whether they are regular or contractual employee of the University/Degree Awarding Institution.
11. In case of no response/acknowledgment from the University within 4 weeks, first reminder for update on the case will be sent by DD-QA (the dealing officer of the QAD) during the fifth week after sending the case to respective institution.

12. Head of the Institution/Registrar will notify the final outcome/decision to the HEC as per plagiarism policy.
13. After notification of the decision the alleged person has right to appeal against the decision of the Institution within 30 days.
14. Head of the institution has to finalize decision on the appeal to complete all formalities under E&D rules within 60 days after receiving the appeal and decision is required to be notified.
15. The Universities which are not following HEC Plagiarism Policy will get reflection of noncompliance of QA criteria in future rankings and funds as well.

In Case of Delay at the University End After Receiving the Case:

16. In case of failure at University end to conclude the case in 90 days, Letter from ED to VC requesting finalizing of case in 4 weeks.
17. In case of expiry of two weeks after final reminder, Chancellor of the University will be informed.
18. In case of no response, even after 4 weeks, the case will be placed on agenda of HEC Plagiarism Committee.
19. HEC Plagiarism Standing Committee may co-opt expert/s from outside the HEC as member of the Committee as and when required.
20. HEC Plagiarism Standing Committee can award all those punishments mentioned in the Plagiarism Policy, keeping in view the level of Plagiarism committed.
21. The decisions made by the HEC PSC and Independent Expert committees are required to be followed with the respective University within one month; in case of non-compliance again two week time will be given through reminder for compliance.