



**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSESSMENT CELL
(IQAC) HELD ON 6th JULY 2020 AT 12 NOON THROUGH TEAM PLATFORM**

MEMBERS PRESENT:

Manipadma Datta	:	Chairperson
Nandan Nawn	:	Coordinator
Ramakrishnan Sitaraman		
Chander K Singh		
Abhijit Datey		
Aviruch Bhatia		
Vidhi Madaan Chadda		
Manish K Shrivastava		
Neeti		
Pradeep Padhy		
Dhanraj Singh		
Kamal Sharma		
Ratan K Jha		
Pooja Choudhary		
Rakesh Joshi		
Tanvi Khurana		
Chandan Kumar		
Sandeep Arora		

Naqui Anwer, V Ganesh, Prateek Sengupta and Ananya Khosla were not present in the IQAC Meeting.

Agenda 1. Confirmation of the Minutes of the Meeting held on March 4, 2020.

Minutes of the Meeting held on March 4, 2020 was confirmed.

Agenda 2 Guidelines for operationalisation of software based detection of plagiarism as per UGC Regulations.

A sub-committee consisting of three members of IQAC, namely, Neeti, Vidhi M Chadda and Tanvi Khurana was set up with the following Terms of Reference: To prepare the draft guidelines for operationalization of detection of suspected cases of plagiarism.

Action: The Committee has submitted its Report. It is enclosed. Placed for consideration.

Agenda 3. Preparedness vis-a-vis SSR--faculty members of IQAC will share the progress and difficulties.

Faculty members of IQAC responsible for different metrics shared their observations on the progress and expected challenges. It was decided to hold a meeting with the Dean, CoE, Head of Department and Centre and IT team.

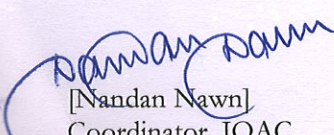
Action: A meeting was held on 5th August. Also regular meetings are being held to ascertain the progress.

Agenda 4. Draft AQAR 2017-18 and 2018-19--for approval, to place them before BoM.

It was decided that comments, if any, will be offered by the members on the draft AQARs by 14th July.

As no comments were received, the final AQARs were recommended to be placed before the BoM for its approval.

Action: AQAR 2017-18 and 2018-19 have been submitted on the NAAC portal. A copy of each have been uploaded on the IQAC page of TERI SAS website.


[Nandan Nawn]

Coordinator, IQAC


[Manipadma Datta]

Chairperson, IQAC

Operationalization of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018

In furtherance of the meeting of the Internal Quality Assessment Cell held on July 06, 2020, a subcommittee was constituted to give recommendations for the effective implementation of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 (UGC Regulations 2018) regulations and NAAC-SSR metrics 2.4.1. The sub-committee comprised of Dr Neeti, Dr. Vidhi and Ms.Tanvi with the following agenda:

- i. To prepare the draft guidelines for operationalization of detection of suspected cases of plagiarism

To facilitate the same, following documents were shared with the sub-committee:

1. UGC academic-integrity regulation 2018
2. 45th -AC minutes
3. Notification of Constitution of DAIP
4. MoM of IAIP for 22nd March and 15th July 2019

These documents/information apprised the sub-committee of the progress made thus far on the compliance of the UGC Regulations 2018.

The sub-committee met four times online to discuss and it was agreed that TERI SAS must adopt the UGC Regulations 2018 as they are. However, the sub-committee was of the view that a framework of policy measures and sample formats must be prepared and adopted for effective implementation of the said UGC Regulations of 2018.

We propose the following framework/ policy measures for effective implementation of the UGC Plagiarism Regulations:

1. To facilitate sensitization of the research ethics and plagiarism policy, the institution may consider having a three tier system (see guideline 5c in UGC 2018 regulation):
 - a. At programme level, cardinal principles of academic integrity need to be addressed by adding these principles distinctly in the guidelines for the courses specifically in major and minor project at master's level.
 - b. At department level, this may be done through mandatory research methodology and project/dissertation guidelines.
 - c. At university level,
 - i. Research ethics course presently mandatory for PhD students as 2-credit course may be in future offered to Masters students.

(Signature)

Specifically module on research ethics can be offered as 1-credit course.

- ii. Dean office may conduct a sensitization programme: Dean's office may conduct at least one workshop every year to sensitize students, researchers and faculty members on plagiarism. The topics could be various aspects of the plagiarism such as research ethics, plagiarism, how to publish research article and so on (see guideline 5a & b in UGC Regulations 2018).
 - iii. Librarian to hold workshops and training: Librarian to be responsible for conducting training programme on plagiarism software such as Turnitin and suitable reference management tools such as Mendeley, Zotero, etc. to enhance the academic rigor and research acumen (see guideline 5c in UGC Regulations 2018).
2. As per information provided, Presently TERISAS has submission of thesis to Shodh-Ganga repository as a stipulation contained in no-dues form of the university. We recommend a separate format to be made as a part of TERISAS plagiarism guideline which could be uploaded on the TERISAS website. As per UGC guideline (Guideline 6g in UGC Regulations 2018), it is mandatory to submit PhD thesis on Shodhganga, only relaxation is being given on the basis of number of years after which it can be posted.
 3. In addition to undertaking which student gives while submitting the thesis that it is free of plagiarism and similarity, supervisor may recommend the thesis/dissertation to be considered for working paper if quality is up to the mark (see guideline 6 in UGC Regulations 2018).
 4. DAIP of TERI SAS may consider restricting total length of quotes to be within stipulated word limit or percentage. UGC guidelines suggest a limitation of 10% words in quotations of the total number of words in the thesis (i.e. between introduction to conclusion) (see guideline 7.1 in UGC Regulations 2018).
 5. DAIP may decide percentage and exclusion (both for students, research scholar and faculty) including word limits to be decided at the department level and inclusion of the same in the respective programme guideline (see guideline 7).
 6. Grievance settlement mechanism has DAIP then appeal lies to IAIP. A provision for mercy appeal to the Head of institution may be given (see guidelines 11 and 12 in UGC Regulations 2018).
 7. It is recommended that submission of thesis/dissertation may be accepted only if similarity level is 10% or less. DAIP may decide the stipulated time in cognizance to the UGC guideline given for level 1, 2, and 3 penalty.
 8. Formats for declaration of percentage for similarity, revised submission and self-exclusion to be developed by DAIP.

