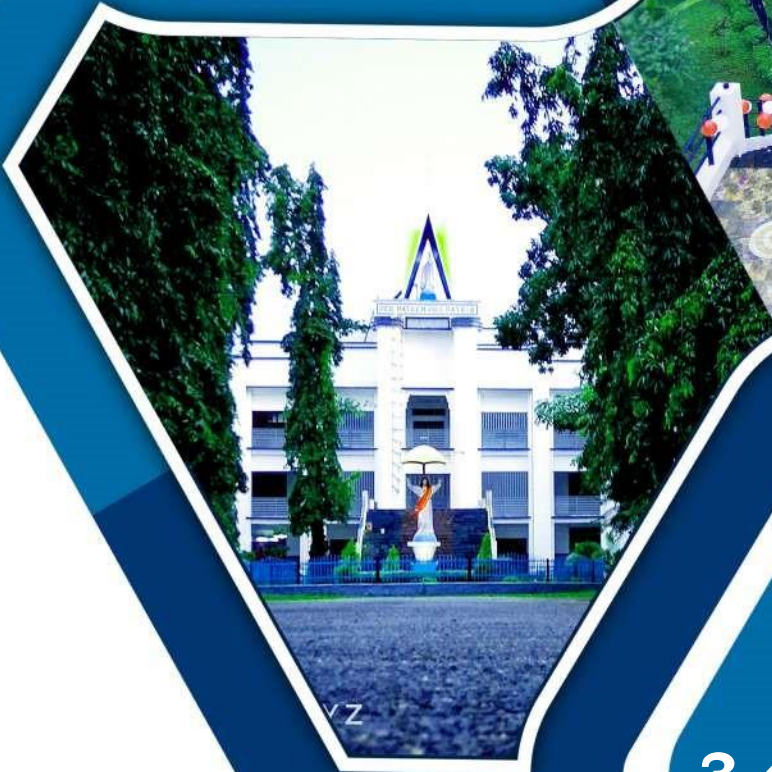# FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)
Affiliated to University of Kerala

PER MATREM PRO PATRIA

3.4.1 Anti-Plagiarism

IQAC INTERNAL QUALITY ASSURANCE CELL

3.4.1 Plagiarism Check

The research programmes offered in FATIMA is under the control of the parent University. Every processes and procedures with regard to research is under the rules and regulations proposed by the University of Kerala time to time. University of Kerala follows a ploicy on Plagiarism (Please see Annexure I), which is totally applicable to the affiliating colleges, and the research centres. IQAC of the University has a document with emphasis on plagiarism check (Please see Annexure II). As per this policy, the University Department Level Doctoral Committee is responsible for the activities with regard to the plagiarism check, and the University Central Library is its nodal agency, where plagiarism check is performed for every M.Phil/ Ph.D. dissertations/ theses submitted. So FATIMA is not keeping any plagiarism check softwares, but obseves a standard of following transparency and responsibility in keeping the standard and ethics in research, as well mentioned in the FATIMA Research and Consultancy Policy.

Principal

UNIVERSITY OF KERALA

POLICY STATEMENT ON ANTI-PLAGIARISM

The University of Kerala declares through this policy statement that academic dishonesty of any manner is unacceptable and that the University would continuously strive to create and maintain awareness about it and any such unfair practice detected would be subjected to serious consequences.

Towards this, the University of Kerala shall

- Provide a framework for the development of a research culture, making it unacceptable to use content (textual or other forms) not owned by the author, without citing sources / with or without paraphrasing or adoption;

- Promote research activities, in such a way as to improve the quality of work and sustainability, without plagiarism.

- Contribute towards preventing unfair practice of collecting primary data without actually carrying out surveys / experiments;

- Prevent any form of dishonest, misleading, fraudulent, inauthentic and inappropriate academic reporting; and

- Develop an academic ethos that generates original thinking and promotes innovation, free of any academic dishonesty.

The following guidelines are framed for implementing the Anti-Plagiarism policy of the University which shall be made applicable to the dissertations/theses submitted to the University for Award of MPhil/PhD degree respectively.

1. The University of Kerala shall not tolerate plagiarism in any manner and for this purpose; accepted limit shall be zero per cent.

2. The project/research supervisor and HoD shall be responsible for creating awareness among the candidates falling under the purview of these policy guidelines on the consequences of plagiarism in the research reports submitted to the University.

3. Every University Department/ Approved Research centre shall arrange the conduct of awareness lectures on the consequences of plagiarism in the research reports submitted to the University at least once in a year and maintain attendance register of participants in the Department.

4. The Dept. Doctoral Committees shall be responsible for scrutiny of plagiarism in the dissertations/theses submitted to the University for Award of MPhil/PhD degree respectively

5. The students/researchers shall have to produce evidence of verification of "overlap with other sources" using UGC recommended URKUND software.

6. The overlap with other sources shall not exceed 10 per cent in the report, submitted for evaluation, exclusive of references.

7. Overlap of less than 10 per cent does not make the research report 'plagiarism free' and as such the research supervisor and DDC shall have to ensure in each

case through scrutiny that the Anti-Plagiarism policy of the University to maintain the accepted limit of zero per cent is upheld.

8. The Chairperson on behalf of DDC shall furnish a certificate in the report, after through scrutiny, to the effect that the Anti-Plagiarism policy of the University to maintain the accepted limit of zero per cent is upheld.

9. In respect of Research reports written in non-English Text, wherein URKUND software may not be employed for evaluation of overlaps, manual evaluation shall have to be relied on and approximate quantification shall have to be attempted by the research supervisor and DDC concerned.

10. Plagiarism, if any, brought to the notice of the University by the examiner(s) / genuine source(s) before or after the award of Degree, shall be investigated in detail through a committee consisting of the respective Dean of the Faculty; Head of the Dept/Chairperson of the BoS; and two external experts at the level of Professors from outside the University, nominated by the Vice-Chancellor. Of the two external experts, at least one shall be from outside the State.

11. The committee shall provide reasonable opportunities to the respective student/researcher and guide to be heard in person and shall seek their written statements before arriving at conclusions.

12. The committee shall make specific recommendation on the issues of plagiarism referred to them by the University for Investigation.

13. In case of negligible level of plagiarism, as recommended by the committee referred to clause 10 above, the candidate shall have to remit a fee as decided by the Syndicate from time to time and shall be directed to resubmit the dissertation/report, with appropriate modifications.

14. In case of significant level of plagiarism, as recommended by the committee referred to clause 10 above, the matter shall be brought to the notice of the appropriate body for a decision inclusive of the withdrawal of degree/ diploma, if already awarded, in accordance with the provisions contained in the Acts and Statutes of the University of Kerala.

Sd/-
REGISTRAR

POLICIES AND CHARTERS
OF UNIVERSITY OF KERALA
(DRAFTS FOR CONSIDERATION)

Internal Quality Assurance Cell (IQAC)
University of Kerala
2016

Policies and Charters of University of Kerala

Internal Quality Assurance Cell (IQAC)
University of Kerala
2016

Contents

This document is a compilation of 15 Draft Policies/Charters/Statements drafted by various committees nominated by IQAC. The document is released to enable wide discussions on the draft policies before its consideration by the statutory bodies of the university.

1. The University Coat of Arms and Motto

The University Coat of Arms

The conch shell, was
the national emblem of erstwhile state of Travancore.
The traditional book stand with palm leaf manuscript on it,
symbolizes scholarship.
Both are portrayed inside a lotus.

The Motto
कर्मणिव्यज्यतेप्रज्ञा

The motto, "Karmani Vyajyathe Prajna" is drawn from
Panchathanthra, a Buddhist work of 3rdCentury BC,
It roughly translates to "Wisdom manifests in Action"
The complete stanza is
"Manthrinaam Bhinna Sandhaane, Bhishajaam Saannipaathike,
Karmani Vyajyathe Prajna, Swasthe Ko va na Panditha".

2. Vision and Mission Statements[1]

Vision

The University of Kerala aims at fostering scholarship which is independent, critical, innovative, inclusive and emancipatory in a manner that it contributes to the intellectual, cultural, social and economic development of the individual and the society.

Mission

Towards achieving the vision, the University shall continuously:

- Design, implement, and review and revise schemes for promoting innovation
- Strengthen its policies for ensuring inclusiveness to ensure equity and access to education for all
- Focus teaching and research in inter-disciplinary and multi-disciplinary areas with a view to promote economic vitality, environmental sustainability, and quality of life in Kerala and beyond
- Adopt, promote and disseminate eco-friendly practices
- Ensure world class infrastructure, equipped with latest technologies
- Promote transparency, social accountability and democratic practices in its functioning
- Bestow its attention on cutting edge sciences, technologies and humanities
- Strengthen its social relevance by tuning teaching and research to suit local and global social needs
- Initiate pedagogic reforms in tune with technology and times
- Develop human potential to its extreme extent for the creation of intellectually talented and imaginatively gifted leaders, who are locally oriented and globally competent
- Promote reciprocal linkages with local and global industries and also with the rest of the world
- Facilitate transformation of the University as a favourite destination for niche areas of its focus
- Facilitate, promote and disseminate critical reason in all disciplines for the rationalization and emancipation of humanity
- Define and refine working definitions of quality, excellence and access based on universal principles
- Re-engineer its administrative system and practice to suit the vision
- Encourage all stakeholders of the University to constantly evolve a code of conduct to achieve the vision
- Facilitate measures to ensure that knowledge leads to practice, thus realizing the motto of the University, 'Karmani Vyajyate Prajna'(Wisdom emerges through action)

---

[1]Drafted by a Committee consisting of Dr. J. Prabhash (Political Science), Dr. Rasia Beegam (Commerce), Dr. Suneesh C.V (Chemistry).

3. Attributes of Graduates[2]

A Graduate of University of Kerala shall...

- *Continuously strive for excellence in education*

-*Continue life-long learning as an autonomous learner*

- *Apply and nurture critical and creative thinking*

- *Promote sustainable development practices*

- *Promote co-operation over competition*

- *Balance rights with responsibilities*

-*Understand and respect diversity & difference*

- *Not be prejudiced by gender, age, caste, religion, or nationality.*

-*Use education as a tool for emancipation and empowerment of humanity*

---

[2]Drafted by a Committee consisting of Dr. Achuthsankar S. Nair (Bioinformatics), Dr. Jayasree E.G. (Chemistry), Dept. Union Chairman. A video visualizing the above attributes has also been produced.

4. The University of Kerala Admission Policy[3]

Guiding Principles

Excellence with Justice: University of Kerala is committed to admitting students from across the world in its programmes with an aim of excellence in outcome and social justice in providing equal opportunities to all.

Reach and Diversity: University of Kerala shall make consistent efforts to diversify the intake of students. Student Diversity and Seats-to-Applicant ratio.
To achieve the above aims:

-The admission process shall ensure wide catchment of applicants from every category to ensure that the quality of student inputs is maximized. This is an essential requirement for the improvement in quality of academics. The parameter of student applications/seat as well as number of students from other states shall be closely monitored.

-To ensure wider catchment, applications shall be invited as early as possible. Notifying of admissions shall be done minimum 6months in advance. Any-time, any-where qualification shall be aimed at in future. The date of entrance examinations shall be announced along with first notification so that outside state applicants can plan journey. Entrance shall be held early enough, irrespective of the date of publications of the feeder programme.

-Advertisements shall be made national, The University shall consider nationwide exam centers or on-line exams that can be taken anywhere in the country.

-Application forms shall be redesigned so that it does not collect data for processing admissions clerically, but the form shall be academic in nature, (for instance, seeking statement of purpose etc). These forms shall be of two parts, A & B, as is practiced now.

-Applicants should be served well, with facility to post queries and are to be answered in a web site, which is visible to all. A call-centre also shall be provided.

-Mobility of students shall be integrated into admission process, with credit transfer into any one of the system enabled.

-Reciprocal efforts to simplify recognition procedure associated with admissions.

-Considering the widely varying syllabus, curriculum and assessment practices, an entrance exam is essential. The performance in the qualifying exam will still be considered, as the entrance examination is not a comprehensive examination. The 50:50 principles shall remain.

-As the practice of reporting short statistics in mark lists became established, normalization of marks in qualifying exams shall be impleme

---

[3]Drafted by a Committee consisting of Dr. G. Prasad (Zoology), Dr. S. Prema (Linguistics), Dr. C. Satheesh Kumar (Statistics)

5. Interdisciplinarity Policy[4]

Our contemporary social and ecological problems, including climate change, natural resource depletion and food security, warrant multidisciplinary research for suggesting solutions to issues and sustainable management of the resources. Sustainability is inherently Trans disciplinary. Interdisciplinarity may be regarded as a step up from multidisciplinarity. Interdisciplinary studies focus on addressing specific real world system problems and, as a result, the research process forces participants (from a variety of unrelated disciplines) to cross boundaries to create new knowledge.

Pre-amble*: 'The paradoxical development of increasing convergence and specificity of the basic scientific questions with a concomitantly increasing global scope and multiplicity of the intervening disciplines is beginning to have a considerable impact on the conduct of research programs, on the structure of research institutions, on the internal organization of funding agencies and professional scientific societies, and on university curricula and training methods", Juan G Roederer (1987).*

The U. S. National Academy of Science defines interdisciplinary research as "one of the most productive and inspiring of humans pursuits-one that provides a format for conversations and connections that lead to new knowledge. Interdisciplinary thinking and the creation of interdisciplinary programs, research groups, centers and institutes are rapidly becoming integral features of academia as the issues and challenges facing society become more global and complex. How can universities lower or remove barriers to faculty participation in interdisciplinary education and research and create porous, flexible, less redundant environment that facilitates the flow of ideas, people and resources across disciplinary boundaries?"

The present policy is a response to perceptions such as the above in modern scholarly world.

Through this policy the IQAC aims at to facilitate a better understanding of how disciplines can better work together. Whilst interdisciplinarity is much talked about, its rationale is often misinterpreted rather than recognized.

In recognition of the emerging view that knowledge is being generated in the interface of traditional disciplines like bio-physics, bio-technology, nanotechnology, mechatronics, psycho-linguistics etc., University of Kerala shall promote inter-disciplinary studies, research and approaches. In multidisciplinary approach, disciplines remain very distinct, but deliberate connections are made between or among them. In the multidisciplinary perspective, teachers do not need to make very many changes. When in Choice-Based Credit System a student is studying Physics, Chemistry and Biology together without any attempt to make any fine integration between the subjects or identifying overlapping intellectual/application domains, it can be considered multi-disciplinary. It is a pre-requisite for interdisciplinarity. Interdisciplinary curriculum makes more explicit connection across subject areas. It is a knowledge view and curriculum approach that consciously applies methodology and language from more than one discipline to examine a central theme, issue, problem, topic, or experience. Solutions for real-life problems require the collaboration of engineers, scientists, social scientists and humanities scholars and are

---

[4] Drafted by a committee consisting of Dr. E. Shaji (Geology), Dr. Manju S. Nair (Economics), Sri. Noushad. V. (Arabic)

highly interdisciplinary. Trans-disciplinary is when the object of study becomes the focus and the disciplinary boundaries are irrelevant.

Interdisciplinary works have many outstanding contributions in science and technology. For example, the combination of chemistry, physics and biology in the 1950s has led to today's academic-industry complex working on biotechnology. Such interactions form the basis of many multidisciplinary laboratories set up in India and around the world. Interdisciplinary research may challenge the boundaries of particular disciplines, but it does not challenge the discipline-based framework itself and it can give unassuming results which will be beneficial to the society at large. The challenge for the university system is to find an approach that will enable all types of research to flourish equally and to nourish one another, recognizing the diverse nature of academic research taking place in each disciplines and expertise of faculty members.

The following enabling action in this regard shall be taken by the University: <u>For Post Graduate courses</u>

- Extra departmental course (EDC): The course name may be changed to Interdisciplinary course (IDC), in place of existing Extra departmental course (EDC). Students should know about the courses offered by each department. The details should be published in the web site and information bulletin of the departments. One lecture on Interdisciplinary courses may be arranged for all students while conducting the induction programmes at University and school levels. Encourage a science student to take up an arts subject and vise-versa.

- Every masters student be advised by the faculty advisors to choose at least (a) one elective from an outside department in the same school/faculty and (b) one elective from an outside school/faculty. Examples: Physics students can take sociology/music; Geology students can take economics; History students can take geology/computer science.

- There should be a proper linkage between departments especially between arts and science departments. The department shall design and implement a curriculum that is characterized by its interdisciplinary nature and fusion of the humanities and sciences without being restricted by existing areas of specialty.

- However while designing the Interdisciplinary course (IDC) department has to see that content matches or forms a part of the trunk of a course and will be beneficial/interesting to the students. But the challenge lies in inclusion of additional courses in the PG programme as most of the departments constantly struggle with "curriculum saturation."

  Or credit saturation. But such constraints can be minimised by interdepartmental discussions and collecting feedbacks from students. University may arrange a programme called "know your department", so that students get an idea about what is happening in each department.

- Every Department may encourage Masters students to take up inter-disciplinary projects under supervision of teachers from different departments.

  <u>MPhil programme</u>

- Build Interdisciplinary connections between departments and MPhil program can be an interdisciplinary course.

- Every Department may encourage MPhil students to take up inter-disciplinary projects under supervision of teachers from different departments

- Every faculty member who is a research supervisor may consider accepting at least one student at any point of time in an interdisciplinary topic with joint supervisor from

another department.

<u>PhD programme</u>

- PhD programme can be interdisciplinary nature and may be restricted within the schools only, however the research supervisor may advise the scholar to take up a topic from another department as one subject for course work.
- While awarding such PhD, it shall be ensured that students are not faced with difficulties in their higher studies & career opportunities.
- Young researchers entering multidisciplinary research need to be aware of various challenges that lie ahead in terms of career development.

Build interdepartmental connections between faculty members: This will enhance

- Faculty's ability to incorporate topics outside of the area of expertise. The interdisciplinary teaching strategies can promote cultural and intellectual collaborations.

<u>Projects /resource/revenue mobilization</u>

Interdisciplinary research does not occur automatically by bringing together several disciplines in a research project. Extra effort is needed to promote the formation of a cohesive research team involving researchers from different disciplines, to combine expertise from several knowledge domains and to overcome communication problems among researchers from different disciplines. Perceived problems like language and communication issues, department structures and procedures and divergences in views across disciplines need to be tackled. But if we can make an effective interdisciplinary team, we can conceive outstanding projects with more societal relevance. These days most of the funding agencies encourage submitting multi-disciplinary project for funding. The interdisciplinary projects are more likely lead to breakthrough results and innovations than mono-disciplinary research projects. We need to do the following things

- Promote research across disciplinary boundaries.
- Build Interdisciplinary connections between departments
- The project topic includes two or more disciplines.
- The research requires reciprocal interaction between two or more disciplines.
- The scientific approach of the project entails that all disciplines involved make reference to shared theoretical concepts and methods or jointly engage in developing concepts and methods.
- A joint research plan, describing the proposed research project, its interdisciplinarity, the distribution of the grant, and the collaboration between participants, is to be defined.
- Ascertain whether the project comprises breakthrough research with a high potential for shifting or invalidating existing paradigms.
- For those who do enter multidisciplinary research/projects, authorship criteria, journal selections, while publishing, need to be discussed in advance.
- Every faculty member may consider the possibility of seeking funding though collaborative proposals involving investigators from different departments.

<u>Seminars /conferences</u>

- Organize multi- disciplinary seminars and conferences. MARC is the best model for it.
- Every department may consider organizing a seminar or other academic events in collaboration with a different Department.
- Every School/Department may organize inter-disciplinary talks, inviting experts from both allied and non-allied fields.

- University itself holds Interdisciplinary talks by eminent scholars each year.

<u>New Programmes</u>

- Every department may consider designing new certificate/diploma/masters or integrated master's Programme involving different departments.
- Every school may start online courses of inter-disciplinary nature, like MIT on line courses.
- A faculty from each department may be identified for coordinating such on line courses.

<u>Research with other universities/ agricultural/medical/vetenary/ Malayalam/technical etc/ industry/research centers</u>

- Inter-university research also needs to be promoted. Similarly, collaborations with industry and other research organizations need to be strengthened.

6. Extension and Institutional Social Responsibility Policy[5]

Preamble: Education without social responsibility is meaningless. Teaching, Research and Extension are the classical responsibilities of Universities around the world. While the first two are more or less clearly defined and continuously debated and improved, the third dimension remains relatively low key and unstructured. Extension activity is any activity aimed at communicating the teaching & research knowledge of the University to the outside world. The University of Kerala has an exclusive Adult, Continuing Education and Extension [which received the NLM-UNESCO award in 2005). The teaching and research Departments are by and large disconnected from the above Centre. There are also other centers/initiatives like Centre for Gandhian Studies and National Service Scheme Unit which provide excellent societal engagements. It is found that the extension activities by Teaching & Research Departments leveraging on their intellectual capital are sporadic and unplanned. This policy document addresses this area to give a direction to the Teaching & Research Departments of the University of Kerala.

Three Levels of Extension: The extension activities of the Teaching & research Departments of University of Kerala shall be at three levels, with specific target groups at each level and suitable means and tools corresponding to them. The first two levels are perhaps by and large automatically taken care of in the teaching & research activities. Level 3 requires concerted effort and planning to realize.

Level 1: Propagating research results of the Department to peers groups. The target group is peer researchers outside the University. Other University Departments, R&D organizations and industries or business houses or learned societies/academies in the related area. The tools are: Participation in conferences, Organization of conferences, Dept journals, Research Bulletins and newsletters, web site deployment etc.

Level 2: Propagating standard knowledge in the subject to the academic community outside the Dept. The target groups are teachers and students (including prospective) in affiliated colleges and other institutions, in the concerned/allied areas. The tools are Seminars, Open houses, Exhibitions, Open access e-Content, publication of text books

Level 3: Propagating useful knowledge to the society at large, to the common woman. Target group: School Students, Local Self-Government, Residents Associations, NGOs, organizations and general public. The tools are: Articles in mass media, talks in Radio and TV, Posts in social media, Leaflets, Posters, Exhibitions, Camps, School Visits, Open houses, popular writings in local language.

Societal Engagement for reverse flow of knowledge: University of Kerala recognizes that while it is constantly churning out knowledge and looks at its responsibility to spread the same in the society, it also recognizes the need and value of knowledge flow from the society to the University. The Departments shall therefore exploit the societal engagement opportunities to tap societal knowledge, both traditional and current, to enrich its own research and teaching. Also, societal engagements serve to identify problems faced by the society which can be used in planning their research activities.

---

[5] Drafted by a Committee consisting of Dr. S. Venumohan (SDE), Dr. Shaji. A. (SDE), Smt. Manju. V. N (Mathematics).

Each teaching & research Dept of the University of Kerala shall make conscious efforts to organise number of activities at all the levels mentioned above as the department councils deem fit. The Departments shall evaluate the effects and constantly attempt to improve the same. The Departments shall consider collaborative ventures at School level to pool resources. The Departments shall ensure involvement of all students and research scholars in extension activities to encourage societal outlook among them.

Institutional Social Responsibility: Towards fulfilling institutional social responsibility of the University of Kerala, the following approaches shall be strengthened:

(a)Charitable activities: Vice-chancellors benevolent fund (**"Santhwanam")** shall be established to support economically challenged students and also cases of trauma.

(b)Observation of important days: All Departments and arms of the University shall observe the following days with effective programmes (1) World Environment Day (June 5) (2) World Blood Donation Day (14 June) (3) World Population Day (July 11) (4) Independence Day (August 15) (5) World Literacy Day (September 9) (6) NSS Day (24 September) (7) National Blood Donation Day (1 October) (8) National Integration Day (19 November), (9) World Aids Day (1 December) (10) Anti-Narcotic Day (26 June) and Republic Day (26 January)

(c) Gender Sensitisation Programmes: Several awareness programmes shall be organized for the benefit of the girl students. Programmes like guidance and counseling, and training and welfare programmes for women shall also be arranged both in the institutional level as well as community level. Awareness talks related to dignity of girl child, women empowerment, women and law, violence and atrocities against women, entrepreneurial skill development for women, personality leadership and capacity building programmes, seminars on cybercrime, law and ethics, women response to social change and progress, mental and reproductive health, building self-esteem, etc. shall be organized.

(d)National Service Scheme: The University of Kerala has a unique track record in the National Service Scheme activities and has bagged several awards and honours including Indira Gandhi National NSS awards. The activities of the NSS shall be further extended both at the University level as well as at the community level.

(e)Counseling and Career Guidance: There is career guidance and counseling centre functioning in the University and it shall be strengthened continuously.

7. Gender Policy[6]

Background

The University of Kerala, one of the premier institutions of higher education in India, hereby adopts a comprehensive gender policy, which acts as a broad guideline towards ensuring gender justice to all, including the LGBTI community. It aims to provide an inclusive teaching-learning environment in which the fundamental rights of all the members of the faculty, staff and students are protected and they are assured a life with dignity and self-respect, irrespective of caste, creed and gender.

To have a gender equality scheme

- Gender neutrality shall be achieved in the administrative procedures of the University, and documentation, starting from application forms to degree certificates.
- The Committee for looking into sexual harassment at workplace shall be strengthened in keeping with "The Sexual Harassment at the Workplace (Prevention, Prohibition and Redressal) Act", 2013.
- Gender Audit shall be conducted every year.
- Representation of women shall be ensured in all the committees of the University.

To have gender sensitization programmes: *The process of sensitization involves instilling in the members of the faculty, students and non-teaching staff the idea of gender equality both at home and at the workplace. It includes, but is not limited to the following:*

- Sensitizing faculty members to contain the malice of gender marked remarks and advances towards students, teaching and non-teaching staff.
- Modification/Revision of content of study material including syllabus and text books.
- Encouraging research topics at the M.A., M.Phil and Ph.D levels with significant gender quotient.
- Arranging lectures, workshops, seminars, film projections, play acting and so on with the maximum involvement of students.
- Sensitizing administrative, library, security, and other staff. A carrot and stick policy advisable here.
- Building awareness among students of the ramifications of unwelcome sexual behaviour.
- Conducting awareness programs on cyber safety.
- Forging partnerships and links with those involved in gender justice activities.

To improve infrastructure: *University of Kerala is committed to having sufficient infrastructure facilities to make the campus gender bias free. This could be realized by prioritizing the needs within a timeframe. This requires,*

- Fully functional street lights (with solar backup) with timely replacing of parts at the campuses of the university.
- Sufficient number of toilet facilities including women friendly toilets.
- Sufficient number of security personnel (all genders).
- Sufficient number of supporting staff in the hostels.
- Gender neutral recreation centre, facilitation centre and gym for residential campus;

---

[6] Drafted by a Committee consisting of Dr. G. S Jayasree (English), Dr. Sindhu Thulaseedharan (Law), Dr. Siddik. R (Economics).

- Incinerator at the premises of women's hostel; facility to dispose solid waste from hostels and other departments;
- Roofing and lighting of women's hostel terrace to dry clothes.
- Fully functional cafeteria at the premise of the library during the library hours.

To consult stakeholders: *This helps us to have a policy that is revised at frequent intervals to reflect the changing needs of society.*

- To gather information to improve the gender policy committee of the University should consult the stakeholders such as students, teachers, employees, parents alumni and others.
- Counseling centers and networking among students, faculty members and non-teaching staff should help us to review and improve the internal gender harmony.
- The implications of gender policy should be reviewed on a timely basis and necessary changes made, if needed, in its framework for the better implementation of the gender policy.

Applicability: All members of the University community, including those who are in temporary or short term positions are subject to this policy.

Complaints: Any student or member of the staff who has a complaint concerning a breach of this policy may bring such a complaint to the University authorities.

Funding for gender neutral campus: Funding for infrastructure development is available from the Department of Women and Child Development, Government of India. Similarly ICSSR, UGC and MHRD gives fund regarding specific issues to bring down gender bias in educational institutions. This shall be effectively availed.

8. Green Charter[7]

The Green Charter of University of Kerala envisages priorities aimed at, within constraints, the finest accord with nature.

Through education, research and extension services, the University shall promote the principles and practices for sustainable development, especially the 6R's (Reduce, Reuse, Recycle, Refuse, Rethink and Respect)

The University shall seek to address the Global issue through local specific actions and through the creation of a knowledge society thereby striving for environmental education and conservation

In each and every aspect -academic, research, extension or administrative - the University community shall revolve on the Green Axis.

The University shall issue client specific Green Schedules of Dos and Don'ts for each stake holder. Use of plastic and other polluting substances would be discouraged and that of Green products would be highly encouraged.

A culture of segregation and recycle would be encouraged. A paper recycling unit and facility for producing value added products shall be installed for making use of the waste papers including expired answer scripts with the help of Kudumbashree

University shall make all efforts to popularize ethnic foods and beverages and discourage the junk ones.

An outlet selling ethnic drinks including sarbath, buttermilk, fresh juice, lime juice etc would be opened in the campus in association with Kudumbashree.

To combat the menace of bottled water, water purifiers would be placed in all buildings or floors based on population density and accessibility.

Monoculture of Acacia in Kariavattom Campus shall be gradually replaced with a variety of trees aimed at preserving and enhancing the biodiversity of the Campus.

E-governance drive shall be initiated to reduce the use of paper. At the same time, awareness would be created about carbon emission associated with emails, search engines and social networking facilities.

Uniform dust bins with Green Messages shall be placed in every nook and corner with CSR support.

All new buildings shall be constructed as Green buildings, which minimize artificial lighting and air-conditioning.

---

[7] Drafted by a Committee consisting of Dr. P.M. Radhamani (Botany), Dr. R. Vasanthagopal (IMK), Dr. M.S. Jayakumar (Sociology).

9. IP Policy[8]

Pre-amble: The emergence of knowledge as the major fuel of development requires us to reposition our University to ensure that the University uses the great potential of traditional knowledge and human resources of Kerala to further its social and economic development. The University needs to gear up to face the new developments and approaches to intellectual property, so that the intellectual property is ploughed back into the society which funds us for the generation of the same, without any exploitation.

The Kerala University Ordinances, 1978, Section XIV provides for patents as follows:

- ***Patents:*** *- It shall be competent for the Syndicate to take out patents in respect of any discovery or invention made by the teachers or research students working in the University.*

- ***Right to be in joint name:*** *-The patent shall be taken in the joint names of the University and the person responsible for the discovery or invention.*

- ***Expenses of registration****: -The expenses in connection with the registration of patents shall be borne by the University.*

- ***Sharing of profits:-****Any profit accruing from the patent shall be shared equally between the University and the person responsible for the invention or discovery.*

- ***Exploitation of patents****: -The person responsible for the invention or discovery shall render free service to the University in connection with the exploitation of the patent. The terms on which patents may be offered for exploitation shall be determined solely by the Syndicate.*

In addition to patents, the University also needs to spell out clearly its stand on copyrights which may apply to a wide range of creative, intellectual, scientific, or artistic forms, or "works", all of which are relevant to a University. Intellectual property which are copyrightable include poems, theses, plays, other literary works, movies, dances, musical compositions, audio recordings, paintings, drawings, sculptures, photographs, software, radio and television and broadcasts, which are all increasingly generated by the University of Kerala. In addition, other IPR such as registered designs, trademarks and service marks rights in and to confidential information and database rights also need to be managed. Therefore:

- *The University of Kerala recognizes the importance of generation of intellectual property by teachers and students and it shall do all that is within its powers and obligations to encourage increased creativity and innovation which will lead to generation of IP.*

- *As a public institution funded by the public money, the University of Kerala attaches prime importance to disseminate the knowledge it generates to the people, both locally and internationally.*

- *In case of a decision to patent an invention, the University of Kerala does not consider it as going against the principle of free knowledge dissemination, as the University would be able to, under social control; reinvest any share of returns from the licensing of the patent to further the case of IP generation and knowledge dissemination.*

---

[8] Dr. Sindhu Thulaseedharan (Law), Dr. Siril E.A (Botany), Dr. S.M.A Shibli (Chemistry)

- *The University of Kerala would encourage its teachers and students to take considered decision on a case by case basis to decide upon the use of the intellectual properties generated by the university. In case of inventions, this will involve a major discussion by the student and/or the teacher – "to publish or patent". In the case of publication, every effort should be made by the student and the teacher to consider an open access publication, provided other scholarly considerations are not compromised. This will ensure that results of public funded research are freely accessible to the public, without any barriers.*

- *The University of Kerala recognizes the need to educate and empower its teachers and students to encourage them to generate and manage IP as per the policies of the University.*

To implement the above policy objectives, the University shall take following steps:

The types of intellectual property to be considered by the University; Patents, Utility models, Industrial designs, Geographical indications, Trade and service marks, New plant varieties , Trade secrets, Copyright in literary works including dramatic, musical and artistic works and in any sound and visual recordings.

1. Promote constant awareness about IP: (i) Conduct IP Clinics (ii) Give free single window processing service to inventors in the University. (iii) Give training on IP management and ensure inclusion of IP management in the syllabi of all subjects of P.G, MPhil and Research Methodology paper of course work, as far as possible.

2. University level decision on patenting shall be made liberal to encourage every kind of new ideas so that inventers are not inhibited in putting up a proposal for patenting. A subject level committee shall be formed with the following membership to make recommendation to the syndicate on patenting. (i) One internal expert. (ii) One external expert. (iii) Director of Research (Convener). (iv)Inventors (Invitees). The internal experts and external experts shall be from a panel approved by the Vice-chancellor. On recommendation of this committee, with the approval of the Vice Chancellor, the convener shall communicate the consent of the University to the inventor(s) to proceed with the patent processing, subject to ratification of the syndicate. The process in the University related to filing a patent will be completed within two months from the date of submission of receiving the application in the University. Expenses if any for filing patents approved by the above committee can be met from DDF of the concerned Department/Centre without further sanction or separate budgetary head for IP cell activity and patent filing.

3. As a means of encouraging generation of intellectual property, in addition to the share of profits due to the inventor (as provided in Kerala University Ordinances, 1978, Section XIV), the University shall also consider using its own share to extend better facilities for the inventor in the department where inventors work.

4. The University shall consider appropriately rewarding persons who receive patents, to promote innovations in the form of better research facility and University research grants.

5. Participation Agreement: As a means of enforcing an intellectual property policy, University will develop and adopt a participation agreement. The agreement shall confirm acceptance of the policy by employees and researcher engaged and assigns University all rights in any intellectual property of which the University affirm

ownership.

6. The University of Kerala shall deploy an open access institutional repository of scholarly work produced by its teachers and students.

7. On copyrights, steps shall be taken to ensure that all contracts that the University enters into, and also on all activities that involve copyrights, written undertaking shall be obtained from the concerned parties regarding ownership of copyrights as follows:

- Copyrights of all works produced under explicit instruction from the University shall vest with the University. (This shall include reports, scholarly works, question papers, statistics, data bases etc.)

- Scholarly works independently produced as a part of the academic profession, without explicit instruction from the University and also without remuneration being received from the University, shall not be under this copy right of the University, unless explicitly agreed to otherwise in writing.

- It shall be the responsibility of the authors of all academic content produced for the University (like course content for IDE) to ensure that no copyright infringement is committed. Contracts with the authors should explicitly make authors liable for infringement, if any.

10. Innovation & Student Startup Policy[9]

Background: In ordinary parlance, innovation is *producing "effective products, processes, services, technologies or ideas that are readily available to markets,* governments and *society"*[8]. Science, Technology & Innovation Policy of Govt. of India (2013) says: *Scientific research utilizes money to generate knowledge and by providing solutions, innovation converts knowledge into wealth and/or value. Innovation thus implies S&T- based solutions that are successfully deployed in the economy or the society.*

Today many Engineering Colleges across the State are vigorously promoting incubation of industries in the campus. The startup village is coming up in a big way and Kerala is becoming a role model for the country. University of Kerala has a proud land mark in 2006 itself, with a student start-up company successfully incubated in Kariavattom Campus. The rich experience that the University gained and the highly pragmatic scheme that it evolved, are required to be evolved further and strengthened. Being a multi-faculty University focusing on post-graduate teaching and research, the University needs to have a different approach towards innovation and start-ups compared to engineering colleges and specialized Universities.

University of Kerala, through its post-graduate research programmes, generates new knowledge which includes invention of new technologies, materials, processes and ideas. The new knowledge is reported in thesis and/or journals. University of Kerala recognizes that efforts are required to create culture of translating them into use, which can potentially create wealth by adding value, solving problems, and creating jobs. This requires subtle efforts and effective plans to identify, encourage and support innovation from ideation to translation. The aim of this policy is to make innovation an integral part of educational practice and embed it in the DNA of University. This is done by creating an ecosystem which enables innovation outcomes in terms of 1) utility driven research 2) industry transferable learning 3) learning collaborations, 4) sustaining start-ups, 5) patents, socially relevant research, and 6) other useful knowledge outputs. For these to achieve, the policy document has architecture *of innovation* and *flowchart for start-ups.* Points 1 to 15 of this policy provides for Architecture of Innovation and the rest of the points relate to support for start-ups.

Policy

1. The University shall establish linkages through MOUs with nationally and internationally reputed organizations to create synergy in research efforts. This will horizontally stretch the research activities of the University, opening newer avenues.

2. The University shall compile requirements of industries, organizations and business houses and make the same available to research community to encourage them to take

---

[9] Drafted by a committee of three members: Prof. J. Rajan, Prof. Ashalatha S. Nair & Prof. Achuthsankar S. Nair. Inputs received from Mr. SanjayVijyakumar, CEO, Startup Village and Dr. Salil S, Education Officer, University Grants Commission New Delhi and Dr. Girish Kumar, Member, Syndicate are acknowledged.

[8] Wikipedia, accessed on 1 July 2015

up problems from these. This way, when research efforts produce solutions for real problems, its adoption by industries will be automatic.

3. Each Dept. shall meticulously identify list of client industries/institutions/business organizations/Govt. Departments that might even be remotely interested in utilizing the project/research results of the Department. Every year, an edited summary of all projects at MSc, MPhil & PhD level shall be produced and sent out to these clients.

4. Though every Department can innovate, it is more likely in Science and Technology Departments and also some non-science Departments like Management and Journalism. The initiative to promote innovation shall start with focus on minimal selected Departments, before spreading it to others, to ensure concentrated attention.

5. The approach to processing patents as per IP policy shall be followed in letter and spirit:
   "*University level decision on patenting shall be made liberal to encourage every kind of new ideas so that inventers are not inhibited in putting up a proposal for patenting".* The University shall take extra care to handle innovative idea generation. Fear for bad ideas and failure, can stifle innovation. Adopting a traditional fault-finding critical attitude can also switch off less-confident innovative thinkers. Teachers shall be trained in this regard. A suitable programme shall be offered in Academic Staff College.

6. Training a selected team of faculty members in Entrepreneurship Development Institute of India (EDI) Ahmadabad and Indian School of Business (ISB) Hyderabad shall be considered. They shall also be enabled to visit Start-up village, Kochi, Indian Institute of Management (IIM) Bengaluru and Centre for Innovation Incubation and Entrepreneurship (CIIE) of IIM Ahmadabad which have incubated more than 100 Companies in a short span of time.

7. Research guides and students shall be trained and encouraged to generate 'useful' knowledge instead of generating unplanned academic new knowledge, to enhance the potential of the University. The University shall provide an effective awareness and training programme in innovation to all faculty, researchers and students. This shall not be limited to scholarly lectures, but involve actionable knowledge like TRIZ problem solving methodology, creative thinking, patent process, patent claim writing etc.

8. In due course, the University shall also engage itself with new ideas of innovation such as open innovation.

9. Most post-graduate researchers and PhD scholars aim for research publications and not patents. They shall be given effective awareness about patenting and the benefits it offers in a knowledge economy. Also, as soon as patent is filed, they can publish also. Other methods of promoting patent culture by reckoning them in evaluation shall be considered.

10. The University shall identify even remotest scope for innovation in MSc, MPhil, PhD projects of last 3 years. The students and/or guides shall be supported to try patenting them. Budget shall be ear-marked for them and single-window, time-bound processing shall be implemented.

11. A panel of patent Attorneys shall be drawn up by the University. Rates shall be negotiated with them and the details communicated to the Departments, so that they can engage any one of them for the filing process. The expenses for filing shall be met from DDF/Project funds, if available; otherwise University shall provide the same. Annual budgetary provision shall be made for this. Similarly, panel of chartered accountants, legal advisors and management experts with consultancy rates shall be drawn up.

12. In addition to linking up with industries and transferring technologies and solutions to them, researchers and students of the University shall be encouraged to launch student start-ups in the campus with support from the University. The University of Kerala has an Industry Incubation Cell (IIC) launched in 2006 (**PlA/418/2006 dated: 14/06/06)**, it shall be reviewed and strengthened. A full time Director for IIC or "Technology Business Start-up Center" and a dedicated full-time team to administer it shall be provided.

13. Students interested in entrepreneurship shall be identified through a survey in the beginning of their studies and research and they shall be encouraged to orient their studies and project.

14. The University Entrepreneurship Development Cell shall provide entrepreneurship training to needy students. The cell shall also run such training programmes for alumni of the university, in addition to programmes open to the public.

15. Under the Choice-based credit system, encouragement shall be given to all students to take electives such as entrepreneurship or on subjects related to their business plans. Negotiated electives shall be implemented for this. Recognizing MOOC credits also shall be considered by the University.

16. The University shall enable students to develop their ideas and their products at recognized Technology Business Incubators (TBIs) in Kerala, approved by National Science & Technology Entrepreneurship Development Board (NSTEDB), Department of Science and Technology(TBSC), Govt of India: Technopark TBI, Thiruvananthapuram, NITK-TBI, Kozhikode, ITIH TBI (Start-up Village), Kochi, College of Engineering TBI, Thiruvananthapuram, Amritha TBI, Kollam, Central Institute for Fisheries Technology TBI, Kochi, NRI TBI, Kollam, Kochi & Kozhikode

17. The Kerala University IIC shall seek the status of Technology Business Incubator (TBI) with Department of Science & Technology, Government of India, at the earliest.

18. Students shall be enabled to visit TBIs and also connect or base their project, seminars etc at TBIs.

19. The IIC shall provide support to every Dept to take up student start-up proposals. Each Dept shall provide space for student-start up in their own premises until IIC builds up a central facility.

20. Student start-ups shall be processed as per the following flow chart:

	Student entrepreneur(s) have a potential idea to launch a business operation. Initial focus is on Knowledge-based industries.
	They approach the Industry Incubation Centre with an informal statement of purpose, after brain storming & consultations at their own level.
	An expert committee consisting of technocrats, subject experts, management experts, company secretaries do brainstorming with proposers.
	A comprehensive project proposal is evolved with free assistance from consultants arranged by the Industry Incubation Centre
	After approval by the expert committee, the entrepreneur is given approval to move into minimal incubation facility at Industry Incubation Centre at token rent, where they can enhance the proposal, conduct further market survey, draw up detailed business plan and also explore venture funding
	Registration of the company and MOU with University finalized with assistance from Industry Incubation Centres consultants
	Company starts operations at Industry Incubation Centre. It shall, on an MOU with University utilize University's facilities and also outsource work to University Departments.
	As company matures, rental is increased in steps to market rates. Companies may choose to come out of Industry Incubation Centre and operate outside.

21. Students Start-ups shall be registered as per applicable laws of the land. The students/their assignees shall enter into an agreement with the University to the effect that (i) They shall abide by all terms and conditions to be stipulated by the University in this regard (ii) They shall not involve the University in any legal dispute or financial liability arising out of the business operations (iii) all intellectual property issues shall be mutually agreed on (in case of usage of any facilities other than unfurnished space),

failing which such intellectual property shall vest with the University.

22. Student start-ups can, based on the MOU with the University, have at their disposal the services of any faculty member of the University or any instrumentation or other service facility as per consultancy guidelines of the University. The student start-ups can claim the availability of these facilities in their promotional literature and websites.

23. The University shall fix a nominal rental for the incubation facility which shall be maximum of 25% of the existing average commercial rates (excluding Technopark), for the first 6 months of operations. The rates are to be enhanced to be on par with the existing average commercial rates (excluding Technopark), for the next one year of operations, and for each year thereafter, the rates shall be enhanced unilaterally by the University (the idea being to encourage the startups to move out). Electricity, Water and Net charges shall be borne by the business concern. For any other facility of the University used by the companies, mutually agreed rates were to be arrived at first before utilization and the same was to be remitted to the university on a monthly basis.

24. If the company has been in existence for more than 3 years, and has mode a working profit in the 3rd year, it was to remit to the University twice the difference in rent from commercial rates for the first 6 months, or 25% of its net profit, whichever is higher. For the first 5 years during the operations within the campus and/or outside the campus, the business concern was required to undertake to train/permit project work of the sponsoring Departments or institutions, for a mutually agreed number of students, for no charges, except consumables.

25. "A Manual of Enterprise Creation and Scaling up of Start-ups" shall be drawn up, to deal with start-ups and its relationship with university, association with other professional bodies, norms of financial commitment and other similar details. Financial matters including cost-sharing, revenue-sharing, and loss-bearing scaling up, form of company etc. In addition to current students, alumni who had their studies/research within the last 3 years shall also be eligible for start-ups.

26. To encourage women founders for start-ups, university shall devise special incentives. When faculty identifies entrepreneurial female students, they shall be encouraged to consider entrepreneurship as a rewarding career path. Partnering with women mentors in respective fields, conducting workshops on women entrepreneurships, exclusive women business competition, easier access for funding and sponsored programs for basics of setting up business shall be considered for this.

27. The University shall provide 4% grace marks (already implemented-see Appendix 1) to students involved in start-up in the prescribed manner, as per guidelines of the entrepreneurship promotion scheme of Govt. of Kerala.

28. The University shall consider giving leave for students and research scholars and faculty who wish to spend full-time on student start-ups.

29. The IIC shall take steps to support student entrepreneurs to utilize the enabling schemes and facilities offered by Govt of Kerala as per its startup policy (These are appended to this policy-Appendix 2). In particular, the schemes offered by Start-up Village and Technology Incubators shall be supported.

30. The University shall document all attempts at innovation & start up to share experience for future players. The University shall maintain a Start-up pad in its web page with

reading materials, a few case studies, basics of financials for start-up, general pitfall, links to relevant free MOOCs from Couresra and Edx and few video links like TED.

31. The University shall make effective interventions in curriculum development processes so as to ensure that the whole curriculum dovetails with this policy.

Appendix 1

Support Schemes and Facilities offered by Govt of Kerala to Student Entrepreneurs.

The Government shall encourage the Banks and financial institutions to enhance and extend their existing schemes of lending to the Startups on convenient terms (eg., collateral-free lending, soft loans, interest free loans, etc). Institutions like KFC shall be encouraged to promote schemes like CGTMSE of Government of India and sufficient guarantees shall be provided to these financial institutions to meet the NPA losses subject to a ceiling of 10% of the total loan disbursed and outstanding. Private funds shall be encouraged to setup operations in the state for funding startups. The Government may participate in SEBI-approved early stage Venture Capital Funds, upto 25% as Limited Partner. The Venture Capital Fund so created shall invest primarily in startups located in Kerala, basing on its own criteria.

Startups would be exempted from inspections under the following Acts and the Rules framed there under, barring inspections arising out of specific complaints.
- The Factories Act 1948
- The Maternity Benefit Act 1961
- The Kerala Shops & Commercial Establishments Act 1960
- The Contract Labour (Regulations & Abolition) Act 1970
- The Payment of Wages Act, 1936
- The Minimum Wages Act 1948
- The Employment Exchanges (Compulsory Notification of Vacancies) Act 1959

The incentives available in the State IT Policy 2012 would also be directly applicable to the startups, Host Institute of Incubators and Accelerators are as follows:

Reimbursement of VAT/ CST: Annual Reimbursement of VAT/CST paid in Kerala, upto a maximum of Rs 50 lakhs turnover by incubated startup companies within a period of first three years of being incubated.

Financial Assistance as Matching Grants: The Government would match the funding raised by the Incubator from Government of India on a 1:1 basis as matching grants .

Performance Linked Assistance: Government will assist the Host Institutes of recognized incubators with an Operating Grant to be calculated based on number of startups incubated in a year. A transparent scheme will be formulated and announced.

Support to Human Capital Development Programmes: To create an innovation pipeline and entrepreneurial talent, Human Capital Development is envisaged under this Policy under section 3. These programmes may be executed through the recognized Incubators and 10% of the approved programme cost would be paid as Programme Implementation

and Monitoring Fee.

Corporate Social Responsibility of PSU's: In order to strengthen the startup ecosystem in the state, CSR Funds of State PSU's will be utilized to create corpus funds at incubators in compliance with the New Companies Act 2013.

Reimbursement of paid Stamp Duty and Registration Fee: Incubators and Host Institutes shall be eligible for 100% reimbursement of the Stamp Duty and Registration Fee paid on sale/ lease deeds on the first transaction and 50% thereof on the second transaction.

Patent Filing Cost: The cost of filing and processing of patent application will be reimbursed to the incubated startup companies subject to a limit of Rs. 2 lakh (0.2 million) per Indian patent awarded. For awarded foreign patents on a single subject matter, upto Rs. 10 lakh (1 Million) would be reimbursed. The reimbursement will be done in 3 stages, i.e., during filing, prosecution and award.

Training Assistance: For every employee recruited by a startup within a period of three years of incubation, an amount of Rs 25,000 per employee per year shall be provided for training.

Performance-linked grant for startups: Startups that record a year-on-year growth rate of 15%, as per audited accounts, shall be eligible to get a grant of 5% on Turnover, subject to a limit of Rs.10lacs within a period of three years from the date of incubation.

Appendix 2

U. O No. Ad. Misc. /3/H. Edn/2013 (**dated** 21.10.2014) on **Grace Marks and attendance**
Grace marks and attendance will be provided by the University to Student Entrepreneurs

who are incubated in TBIs approved by the National Science and Technology Entrepreneurship Development Board, Department of Science and Technology, Govt. of India, based on the following board guidelines. Accordingly, a student entrepreneur (or group) will be rated at different stages.

Sl. No.	Stages	Grace Marks (Max 4%)	Attendance (Max 20%)
1	Ideation Stage	1%	5.00%
2	Teaming & Company formation	1%	5.00%
3A OR	Prototype (Working Models) for **Technology based firms***	2%	10%
3B	Business Services of **Service based firms***	2%	10%

The student company (Arts/Science/Business School/ Engineering College/ Polytechnic) should have made a working model (proto type) which is commercially viable (for technology based companies) and has started generating sufficient cash flow towards attaining self-sustainability and has a sound workable business plan validated by a DST approved Incubator (for service based companies)

1. For students to be eligible to receive the special attendance under the Student Entrepreneurship Scheme, they should have secured a minimum of 75 % attendance including the special attendance for which the student is eligible under the scheme.
2. Students shall not be allowed to avail this special attendance to skip any of the

examinations fixed by /university/

3. Students shall be encouraged to participate in nationally reputed idea competitions/business plan contexts/entrepreneurship seminars etc. to gain maximum exposure. Duty leave shall be given for this purpose. Students who win prizes at university/state/national level idea competitions/ business plan contexts may also be given up to 2% grace marks in the semester in which the prize was won.

4. 4 % Grace Marks can be distributed to any (3) semesters on the basis of the stages noted in the G.O. or to one semester, as a candidate completes the stages of incubation.

5. Maximum grace marks to be awarded for professional courses shall not exceed 5 %, including SES/sports/NSS/Arts etc.

6. Guidelines specified for award of grace marks as per U.Os. No. Ad.DI.1.1276 /Sports/Grace marks/2007 dated 07.09.2007, No.Ad.DI.1. 1276/Mod./2007 dated 30.11.2007 & No. Ad.DI.1./Mod./Extn./09 dated 02.11.2009 will be applicable to SES also.

11. IT Policy[10]

Background: The IT investment of the University of Kerala is significant, and the dependency on computer technology in the delivery of its services is high. University of Kerala is committed to deployment of information technology for e-Governance, e-Cash, e-Learning and teaching in a cost-effective, secure, non-privacy invasive and innovative manner. The majority of the digital data used in Kerala University is examination related student's details, staff details, archived records etc. Selected data is available to public view but most are person centric. Confidential data is also stored in the University servers. It is therefore necessary that there should be policies on the areas like File Naming, Passwords, Server Documentation, continuity plan, Internet and e-mail usage, User Privileges, Asset control, Mobile Computing, Procurement, Insurance and Maintenance of IT equipment's.

The following are the general policy stands of University of Kerala related to IT

- Only licensed software or Free and Open Source Software (FOSS) shall be used for different activities.
- Unauthorized access and use of official information shall be penalized.
- Security audit shall be conducted on regular basis to identify possible weak points and to correct them.
- The roles and responsibilities of users shall be clearly defined.
- Backup of data shall be taken in remote location (second campus) to prevent the data loss due to fire, flood or other calamities.
- A foolproof disaster recovery plan shall be implemented.
- Access to social networking, offensive and commercial websites shall be controlled.
- Installation and use of downloaded software shall be prevented.
- The details of logged in users shall be checked regularly.
- Open ports in networks shall be identified and always kept closed.
- Unauthorized changing of the configuration settings of the network shall be prevented.
- The users shall be educated about the need for network security and the use of best practices.
- Security shall be ensured using encryption methods, digital signatures, etc. during storage and data transfer through networks. Different security devices shall be implemented at different levels in the network. To protect the information from different internal and external attacks, necessary threat management systems shall be deployed in desktops, servers and gateways. Access to information shall be controlled at different levels using context, role and user based access. Strong passwords, biometric and token based access controls shall be implemented in different information storage devices and shall be partially renewed. Physical access to storage shall be controlled by keeping the storage in biometrically access controlled tier-3 level data centre. Backing up of data shall be done at different intervals such as daily, weekly, etc. depending on the critical nature of the data. Access to network shall be controlled by different methods at different levels such as using passwords, IP settings of clients, etc. Passwords or network access shall be changed regularly. The network usage shall be closely monitored for identifying any possible threats.

---

[10] Drafted by a Committee consisting of Dr. Vinod Chandra. S.S (Computer Centre), Dr. Manoj Changat (Future Studies), Dr. M.N Mubarak (Computer Science)

12. Open Source Policy[11]

Preamble: Open Source Software (OSS) is one of the least expensive and most effective solutions for technology and knowledge transfer since it helps to monitor and regulate access to resources and to create web-accessible data bases and applications. It guarantees the right to access and modify the source and to use, reuse and redistribute the software without any royalty or other costs. Open source helps the potential use of Internet Communication Technology (ICT) for sustainable development since the focus of information ecologies is on the human activities that are skewed by technology. OSS is suitable for operating in the low-traffic backwaters of the internet. There are social and economic factors which are affected by the implementation of open source software. The social factors include knowledge sharing (video lectures, notes etc.), professional reputation and recognition among peers, learning and improving personal skills and challenge of proprietary software. The economic factors related with the control of cost of software licensing and upgrades, promote software use in public sectors, direct rewards for individuals such as commercial consulting, training, support, implementation services etc.. Open source software provides researchers the flexibility of publishing results, reserving their rights and an easy way of technology transfer. The knowledge is distributed in the host country and can have global participants with the freedom of movement. Hence implementation of open source software is highly essential as it can be adopted as an extension of best practices in the academic and administrative developments.

Government of India has adopted a policy on Adoption of Open Source Software to encourage the formal adoption and use of Open Source Software (OSS) in Government Organizations. Further the National Policy on Information Technology, 2012 has mentioned, as one of its objectives, to "Adopt open standards and promote open source and open technologies". The information technology policy adopted by the university is also in line with this objective.

Objectives
- To provide a policy framework for rapid and effective adoption of OSS
- To ensure strategic control in applications and systems from a long-term perspective.
- To reduce the Total Cost of Ownership (TCO) of projects and facilities and better use available resources.
- To encourage contribution to the development of OSS among the academia.

Policy Statement:
University of Kerala shall endeavour to adopt Open Source Software (OSS) in all teaching, research and administrative activities as a preferred option in comparison to Closed Source Software (CSS). The Open Source Software shall have the following characteristics:
- The source code shall be available for the community / adopter / end - user to study and modify the software and to redistribute copies of either the original or modified software.
- Source code shall be free from any royalty.

Nature of Compliance& Applicability: Mandatory. The policy shall be applicable to all the students, faculty and staff of the University of Kerala.

---

[11] Drafted by a Committee consisting of Dr. K. Satheesh Kumar (Future Studies), Dr. Aji. S (Computer Science), Dr. Yamuna . A (Optoelectronics).

Exemption: University of Kerala shall endeavour to adopt Open Source Software in all activities - teaching, research and administration. However, in certain specialised domains where OSS solutions meeting essential functional requirements may not be available or in case of urgent / strategic need to deploy CSS based solutions or lack of expertise (skill set) in identified technologies, the concerned faculty or staff may consider exceptions by making a statement of sufficient justification. **Examples:** (i) A researcher may find that a particular CSS is critical for the success and timely completion of the research work. (ii) A teacher may incorporate a CSS in syllabus if it significantly improves the employability of the students

How to comply: All sections of the university, while implementing e-Governance applications and systems must include a specific requirement in Request for Proposal (RFP) for all suppliers to consider OSS along with CSS while responding. Suppliers shall provide justification for exclusion of OSS in their response, as the case may be. The sections concerned shall ensure compliance with this requirement and decide by comparing both OSS and CSS options with respect to capability, strategic control, scalability, security, life - time costs and support requirements.

Implementation Mechanism: The University shall maintain an online list of OSS, under different categories, for both administrative and academic purposes. The university shall encourage students, faculty and staff to use OSS and to provide periodic training making then familiar with OSS.

Glossary

- Domain: A sub-category under an Information Technology field is a Domain; specific purpose within a "Domain" is known as "Area". For example, "Document type for Web publishing content" is one Area under the "Presentation" domain.
- E-Governance: A procedural approach in which the Government and the citizens, businesses, and other stakeholders are able to transact all or part of activities using Information and Communication Technology tools.
- Government Organization: For the purpose of this policy, Government organisation refers to all Ministries/ Departments/ offices/ statutory bodies/ autonomous bodies, both at the Central and State levels. Government organizations offering commercial services are not included.
- Legacy System: An old method, technology, computer system, or application program that continues to be used, typically because it still functions for the users' needs, even though newer technology or more efficient methods of performing a task are now available.
- New version of Legacy System: The legacy system which has undergone a major version change due to re-engineering like functional changes, architectural changes, technology changes, change in storage mechanism, design implementation changes etc.
- Open Source Software: OSS is commonly known as Free and Open Source Software (FOSS). Here the "Free" refers to "Freedom to use" and not "Free of Charge". Here "Open Source" refers to the "availability of Source code for the community/ adopter/ end-user to study and modify the software and to redistribute copies of either the original or modified software (without having to pay royalties to previous developers).
- Proprietary Software/Closed Source Software: CSS/proprietary software typically prohibits the access to/modification of the source code. It restricts the copy, modification, distribution and reuse of the software. The restrictions may be applicable to the whole or part of the software so that the control is with the concerned company. Revenue, profit and IPR drive the development and marketing of the products and solutions.

- Royalty: A stream of payments for use of a certain type of asset/technology, most typically an Intellectual Property Right (IPR).
- Systems: A group of interacting, interrelated, or interdependent elements forming a complex whole. Information System is a combination of people, hardware, software, communication devices, network and data resources that processes (can be storing, retrieving, transforming information) data and information for a specific purpose.

13. Quality Policy[12]

University of Kerala accepts the well-known notion of quality as conformance to prescribed standards. These standards shall be intimately related to the Graduate Attributes definition accepted by the University. The University recognizes the need to prescribe standards for every aspect of its operations, taking care to ensure that equity, access and excellence are taken into due consideration in this process.

Every activity of the University needs to undergo continuous improvement. This requires extensive data collection, analysis and bench marking of each activity. The University shall carefully evolve such a system involving every stake-holder of the University, in a participative manner. Towards this, the University shall:

- Establish a detailed on-line data collection system: The endeavor shall be to provide comprehensive support to all stakeholders and ensure that individual wise support is extended and augment the existing and future resources in this direction

- Conduct annual audits of its key activities and evolve bench marks for each: The annual audits shall provide the key essentials that need to be taken care of and also considered important which in turn can be benchmarked with institutes of repute and rise to the international standards

- Provide awareness and training in quality concepts & system to all stake holders of the University: There shall be continuous training and development among the stake holders through direct and indirect measures which can provide the much needed impetus to the quality concepts and systems in vogue and also elicit responses on the improvements from time to time

- Report to all stake holders the results of quality efforts in each key area of activity, each year: The University shall empower the IQAC to be a pillar of quality consciousness through the various quality activities. All the stake holders will be involved in the quality dissemination, absorption and control mechanisms that will be evolved at regular intervals.

---

[12] Drafted by a Committee consisting of Dr. K.S. Chandrasekhar (IMK), Dr. Saja K. (Biochemistry), Dr. K.G. Gopchandran (Optoelectronics)

14. Policy on Creating & Enhancing Infrastructure[13]

Types of Infrastructure: For the purpose of this policy, the following types of infrastructure shall be considered:

1. Buildings for Departments and Offices
2. Amenities for Students & University Community
3. Teaching and Instrumentation Infrastructure.
4. Miscellaneous Infrastructure

Present Status: There is no explicit statement of infrastructure policy of University of Kerala. Though Infra-structure development has not been planned many steps essential for such planning have been put in place. Topographical survey (Contour mapping) of Kariavattom Campus has been conducted in 2015. A Master Plan has been prepared for creating infrastructure. Many new structures are coming up:

- Building for the School of Indian languages under the School System
- Geological Museum.
- Marine Museum
- Extension to the existing building of the Department of Computer Science
- Extension to the existing building of the Controller of Examinations
- Staff Quarters
- Platinum Jubilee Multi-Purpose Indoor Court in the Senate House Campus
- Platinum Jubilee Multi-Purpose Conference/Seminar Hall
- New Canteen Building in Senate House Campus

Construction works of the following projects are in the pipeline in the 12th Five Year Plan period ie (2012-2017)

- New building for the Centre for Nano Science and Nano Technology
- Vertical Extension of Science Block building at Kariavattom
- Building for the new Sophisticated Instrumentation & Computation Centre (SICC)
- Installation of a Liquid Nitrogen Plant
- Installation of Diesel Generator Sets as stand by to ensure uninterrupted power supply in the whole campus at Kariavattom.

Some old buildings that require major maintenance are to be completed during the 12th Plan period. Apart from this, this period will also see accretions in the instrument and equipment sector not only by acquiring sophisticated equipment but also in providing various facilities to foster research. The University will cope with the demands for modern amenities from campus community which are justifiably increasing.

Outlook: The University now needs to plan not only for incremental growth, but needs to look forward to 50 years into the future in terms of creating, enhancing and maintaining its infrastructure. The sweeping changes that are taking place in the higher education sector and also its own policies and charters on various aspects need to be integrated into the approach to infrastructure creation & maintenance

---

[13]Drafted by a Committee consisting of Dr. Mini Dejo Kappen, Dr. A. Bijukumar (Aquatic Biology), Dr. S. Mini (Biochemistry)

1. **Buildings for Departments and Offices:**

- Department buildings and offices are to be developed with at least 50 years vision, taking into consideration the aspirations of the younger generation and also with a view to provide world-class ambience.

- The buildings shall not be merely utility spaces, but present proud landmarks in the campus and the architectural aspect shall be given great importance.

- The old buildings/structures in dilapidated conditions are to be separated in two categories. (i) One to be demolished and newly constructed. (ii) One to be preserved as Heritage Building by making proper structural repairs and allied works. The Oriental Research Institute and Manuscripts Library in Kariavattom, Senate Hall, Old University Office, building of the Department of Publications, building of the Institute of English building, building of the University Library and building of the Observatory are the heritage structures.

- All buildings are to be planned in a vertical manner considering the present land value.

- All buildings are to be properly planned as 'Green Buildings' which are minimal in carbon foot print.

- Proper Annual maintenance to be provided for all buildings above 10 years.

- Only LED lighting will be used in lighting system in new buildings and also for replacements.

- Buildings shall use structural glass and create open views through central walk way, whenever possible.

- The space in the campus for future development is marked as development area A1, A2 etc. in the master plan. New Developmental projects shall prioratise utilizing these areas

Area 1: Area around Gandhi Bhavan

Area 2: Area opposite Oriental Language Block

Area 3: Area between School of Business and Health Centre.

Area 4: Extreme left area of North Campus (left of the road to Green Field Stadium)

Area 5: Area opposite Research Hostel

2. **Amenities for Students & University Community:**

- Better quality toilets (including those for physically disabled and transgender),

- Convention centre, with a minimum 1000 seating capacity, which can be multi-functional, including mini conference halls, guest rooms, green rooms and audio-video facilities.

- Sporting facilities: A few indoor courts for shuttle and basketball, yoga, gymnasium etc. besides utilizing the facilities in the Green Field Stadium.

- Multi-storied international hostel for students and faculty from outside the state and country.

- Medical facilities that work round the clock, with alternate medical system for treating stress.
- Xerox and desk top publishing facilities, binding, lamination, STD/ISD facilities.
- Flats for university staff quarters.
- More catering stalls, including those that works till the time of closure of Campus library.
- An open air theatre highlighting the legacy of Kerala/University of Kerala.
- Reserved covered parking space for faculty, students and visitors.
- Provisions for handicapped students to reach all floors of departments, library and administrative blocks.

3. <u>Technical and Instrumentation Infrastructure:</u>

- The sophisticated instrumentation facility provided centrally shall be provide with quality operating environment. The Kariavattom Campus is sought to be transformed into a Science & Technology Hub to facilitate not only our students but all students and researchers to make use of these facilities.
- New models of providing costly instrumentation will be considered (such as the model used by IGIB, New Delhi which provided space for private companies to install costly instrumentation and for its use to the paid on a per-use basis only).
- For costly equipment, budgeting shall provide for maintenance on an annual basis. This shall be built into proposals.

4. <u>Others:</u>

- Meet the futuristic demands of water (through efficient rainwater harvesting systems)
- Management of wastes (integration of zero waste concept, installation of biogas plants, decentralized waste management systems). The University shall adopt the Swatch Bharat Mission.
- Energy (solar panel installations, LED lighting, etc)
- Promote use of bicycles in the campus, provision of more frequent public transport facilities by the University.
- More open air auditoriums and green private spaces for reading, pathways for eco-walk.
- Infrastructure already provided like overhead electric lines, cables etc. are to be made underground in order to minimize the maintenance cost.
- Proper drains and rain water harvesting shall be provided for construction of buildings in future.
- To repair and maintain sewer lines of all buildings
- Proper recreation facility shall be provided for students and staff.
- Green Zone: A purely protected zone in the campus, developed as secondary forest that ultimately helps protecting the watershed, besides enriching the biodiversity of the campus.
- Infrastructure for student societies, students clubs.

UNIVERSITY OF KERALA
MAP OF KARIAVATTOM CAMPUS
(NOT EXACTLY TO SCALE)

SOUTH CAMPUS
1. SOUTH CAMPUS MAIN ENTRANCE
2. ATM
3. SECURITY WING
4. CGIST (Centre for Geo-Information Science & Technology)
5. CAFETARIA
6. STATE BANK OF TRAVANCORE
7. F-TYPE QUARTERS
8. II.K.V. SUB STATION
9. ELECTRICAL SECTION
10. ENGG: SUB:DVN.
11. ADMN: UNIT & ENGG: UNIT
12. ENGG: STORE
13. BUS GARRAGE
14. POST OFFICE
15. CAMPUS COMPUTING FACILITY, CSS OFFICE
16. CANTEEN
17. STUDENTS UNION OFFICE
18. OPTO ELECTRONICS
19. PURSE INSTRUMENTATION FACILITY
20. AQUATIC BIOLOGY & FISHERIES, FUTURE STUDIES
21. CAMPUS LIBRARY
22. GANDHI BHAVAN, ENV. SCIENCE
23. ARTS BLOCK No. I (History, Politics, Economics, Sociology, Islamic Studies)
24. ARTS BLOCK No. II (Arabic)
25. ORI & MANUSCRIPT LIBRARY
26. O.H.TANK
27. DEPT. OF ARABIC
28. ORIENTAL BLOCK (Malayalam, Philosophy, Linguistics, Tamil, Sanskrit)
29. HATCHERY BLDG.
30. PUMP HOUSE & WELL
31. SCIENCE BLOCK II (Geology, Statistics, Maths, Psychology, Demography, Comp. Science)
32. BIO TECHNOLOGY
33. CASH COUNTER
34. SCHOOL OF BUSINESS MANAGEMENT & LEGAL STUDIES (Commerce, Law, IMK)
35. PLAY GROUND
36. SCIENCE BLOCK III (Chemistry)
37. BIO CHEMISTRY
38. PHYSICS BLOCK
39. G.J. BUILDING (College of Engg, Hindi, ICKS)
40. WORK-SHOP (USIC)
41. MEN'S HOSTEL (P.G)
42. MEN'S HOSTEL (RESEARCH)
43. HEALTH CENTRE
44. WOMEN'S HOSTEL (P.G)
45. WOMEN'S HOSTEL (RESEARCH)
46. QUARTERS
47. TEACHERS HOSTEL
48. B. TYPE QUARTERS
49. A. TYPE QUARTERS
50. O.H.TANK
51. GUEST HOUSE
52. ARCHAEOLOGY DEPT.
53. NURSERY SCHOOL
54. C. TYPE QUARTERS
55. D. TYPE QUARTERS
56. E. TYPE QUARTERS
57. OPEN AIR AUDITORIUM
58. CAMPUS ASSOCIATION
59. CO.OP. STORE

NORTH CAMPUS
60. SCIENCE BLOCK I (Zoology, Botany, Communication & Journalism)
61. GREEN HOUSE
62. GAMA SHINE UNIT
63. ANIMAL HOUSE
64. OPEN STAGE
65. BIOINFORMATICS BLOCK
66. O.H. TANK
67. MAIN PUMP HOUSE

TRADITIONAL PLACE NAMES
A UPPANNIKONAM THOPE
B NIRAPPIL
C PATTANI KUNNU
D PULLUNATTA VILA
E PULLEKONAM
F PESHKAR KUNNU
G VAIDYAN KUNNU

N

S

Perumonchira

Lakshmi Bhai National College of Physical Education (50 acres)

Stadium (Under Construction) (40 acres)

Govt. College Kariavattom (15 acres)

Kumizhikara

Pond (Kundettukonam Chira)

Kundettukonam Kavu (Sacred Grove)

UTECI

Church Temple School

To Trivandrum

Kariavattom Jn.

Mosque

Pond (Echilatt Kulam)

Thodu
Nettekonam

K.H.R.I 3 acres (Lease)

NH

Mosque

Exchange

To Kollam

Ambalathinkara

Pond

Pond (Pullekonam Chira) aka Hymavathy Kulam

Wet Land

Kunnumpuram

Technopark Centre (50 acres)

Vallathodu Kavu (Sacred Grove)

Thrippadapuram Temple

UNIVERSITY OF KERALA
MAP OF PALAYAM CAMPUS (16.61 acre)
(NOT EXACTLY TO SCALE)

N

1. POET ASAN SQUARE
2. STATUE OF FOUNDER CHANCELLOR
3. UNIVERSITY SENATE HALL & OFFICE
4. SECURITY WING
5. CURIO CORNER
6. PUBLIC RELATIONS & ENQUIRY
7. CENTRE FOR VISUAL & PERFORMING ARTS
8. HEALTH CENTRE
9. PUBLICATION DEPARTMENT
10. AKG CENTRE
11. HASSAN MARAKAR HALL
12. SCHOOL OF DISTANCE EDUCATION
13. INSTITUTE OF ENGLISH, GERMAN , RUSSIAN, LEXICON
14. FINANCE & AUDIT
15. OFFICE EXTENSION
16. OLD UNIVERSITY OFFICE (UNION OFFICE, CO-OPERATIVE SOCIETY ETC)
17. STATE BANK OF TRAVANCORE
18. CONTROLLER OF EXAM BUILDING
19. DESPATCH SECTION
20. TYPING POOL
21. CO-OPERATIVE PRESS
22. POST OFFICE
23. GUEST HOUSE
24. PRESS
25. CASH COUNTER
26. CANTEEN
27. GOVT. DATA PROCESSING CENTRE
28. GANDHIAN STUDY CENTRE
29. OFFICE EXTENSION
30. UNIVERSITY COMPUTER CENTRE
31. KAIRALI TV
32. HOSTELS FOR MLAS
33. LEGISLATIVE COMPLEX
34. UNIVERSITY LIBRARY
35. PUBLICATION SALES COUNTRE
36. CANTEEN
37. UNIVERSITY COLLEGE
38. INDIAN COFFEE HOUSE
39. CHURCH
40. V.J.T HALL
41. RESTAURANTS
42. PALAYAM MOSQUE
43. GANAPATHI TEMPLE
44. UNDER PASS
45. MARTYR SQUARE
46. CHANDRASEKHARAN NAIR STADIUM
47. St. JOSEPH'S CATHEDRAL
48. SWADESHABHIMANI STATUE
49. CONNEMERA MARKET
50. SAPHALYAM SHOPPING COMPLEX
51. UNIVERSITY COLLEGE EXTENSION
52. SANSKRIT COLLEGE (OLD MANUSCRIPTS LIBRARY), CHILDREN'S LITERATURE INSTITUTE

To East Fort

MG Road

PALAYAM (Cantonment)

15. Anti-Plagiarism Policy[14]

1. PURPOSE

The purpose of this policy is to implement an effective mechanism at the University level to deal with plagiarism consistently across all Faculties of the University of Kerala, the affiliated colleges and other recognized research centers.

The main cause of plagiarism is the availability of electronic resources and lack of proper training in referencing techniques. Everything on the Internet is public domain and can be copied without citation. Most of the people are unaware of what plagiarism is. They always try to meet the deadlines by copying another's words and lying claiming implicitly that the words are their own.

Plagiarism poses a serious problem for academic institutions all over the world as many students/researchers/teachers are not aware that it is a serious form of academic misconduct which can lead to expulsion from their respective institutions

2. SCOPE

The Anti-plagiarism policy is applicable to all members of University community, affiliated colleges and other recognized research centers. In this policy, the emphasis is primarily upon giving awareness to the students about the impact of plagiarism, benefits of citing sources, how to avoid plagiarism and make the students clear about the penalties.

3. POLICY STATEMENT
3.1 Purpose

To ensure the academic integrity of the University, students must be discouraged from academic misconduct. In this regard, the Anti-Plagiarism policy endeavor to provide a framework which will ensure the awareness of the need to avoid plagiarism to the academic community and provide for fair and consistent administration processes in cases where plagiarism is detected.

This policy comprises of:
- A definition of plagiarism.
- Informative, Educative and Preventative mechanism.
- Guidelines for the academic staff.
- Guidelines for the students.
- The Plagiarism Penalty Scale to deal with all incidents of plagiarism.
- The Plagiarism Register to keep record of all incidences and what actions have been taken.

3.2 Academic Staff

This policy requires academic staff to provide students with guidance on how to avoid plagiarism and how to reference correctly. The policy requires academic staff to take stringent and prompt action when plagiarism incidents occur, and ensure appropriate and fair penalization. The guidelines for the academic staff on the role that they can play in

---

[14] Drafted by a Committee consisting of Dr. Anu Unny (Political Science), Dr. Madhu S. Nair (Computer Science), Dr. A. Ashraf (Islamic Studies)

preventing plagiarism are given in Annexure – I.

3.3 Students

The Anti-Plagiarism policy requires students to act with integrity and to take responsibility for the production and presentation of academic work (Ph.D. Thesis, M.Phil./M.Tech. Dissertations, PG Project Reports, etc.). Irrespective of whether plagiarism occurred with or without the intent to plagiarise, the University shall treat it as plagiarism. Plagiarism is a form of misconduct for which a student may be disciplined in terms of University disciplinary code. The guidelines for the students on the role that they can play in preventing plagiarism are given in Annexure – II.

4 DEFINITION OF PLAGIARISM

Plagiarism is the presentation of someone else's work, words, images, ideas, opinions, discoveries, artwork, music, recordings or computer-generated work (including circuitry, computer programs or software, websites, the Internet or other electronic resources) whether published or not, as one's own work, or alternatively appropriating the work, words, images, ideas, opinions, discoveries, artwork, music, recordings or computer-generated work (including circuitry, computer programs or software, websites, the Internet or other electronic resource) of others, without properly acknowledging the source, with or without the source's permission *.

It is not a requirement for plagiarism that a person must have intended to deceive or to plagiarise. At the University it is simply assumed that where certain plagiarized elements are found in a text, the author intended them to be there, and that where paraphrasing is the issue, the author intended this as a disguise for more obvious plagiarism such as unattributed verbatim copying. The absence of intent might be a fact to take into consideration when a suitable penalty for plagiarism has to be decided on in a given situation*.

*(Courtesy to Plagiarism Prevention Policy, University of Pretoria/ Doc. No. S 4726/09).

To mention a few, some of the plagiarism cases are given below:

- Direct copying without crediting the source.
- Translating without crediting the source.
- Paraphrasing someone else's work without crediting the source.
- Piecing together sections of the work of others into a new whole
- Knowingly allowing another student to copy one's work.
- Resubmitting one's own or other's previously graded work.
- Collusion (unauthorized collaboration, presenting work as one's own independent work, when it has been produced in whole or in part in collusion with other people).
- Ghost-writing – you should not make use of ghost writers or professional agencies in the production of your work or submit material which has been written on your behalf.

5. INFORMATIVE, EDUCATIVE AND PREVENTATIVE MECHANISM

The following informative, educative and preventive mechanisms shall be adopted to deal with plagiarism issues:

5.1 Research Programmes (Ph.D/M.Phil/M.Tech) shall include compulsory information literary module in the Research Methodology course, which deals with ethics,

plagiarism, copyright, referencing as well as writing research papers or reports.

5.2 A Plagiarism Warning Document (PWD) which contains references or links to documents/website on Plagiarism, shall be prepared by the University and distributed to research scholars as well as uploaded in the University website

5.3 Each research component (Research Paper/Technical Report/Thesis/Dissertation) which a student submits must be accompanied by a document in which he/she declares that the research work is his/her own work.

5.4 Awareness/Training programmes shall be conducted twice every year by the CSS office for Research Scholars/Faculty Members/Research Guides on the Plagiarism issues. It shall be made mandatory that candidate or the student has to attend at least one such training programme before the submission of the thesis. University shall take necessary steps to mandatorily include such training programmes as part of the Orientation Programme/Refresher courses organized by the UGC-Human Resource Development Centre, University of Kerala.

5.5 Each Research Guide shall give awareness to their students regarding Shodhganga IETD repository, Shodhgangotri and the Institutional Repository (IR) of the University where the students' Thesis/Dissertations will be uploaded.

5.6 University Library shall provide an online tutorial on preventing plagiarism issues which can also be uploaded in the University website.

5.7 University Library shall organize awareness programmes as well as the training workshops to the Faculty Members/Research Scholars/Research Guides on how to use the plagiarism detection software recommended by INFLIBNET such as Urkund/Turnitin/iThenticate once in a year. A link to the official website of the plagiarism detection software can be given in the University website from where the scholars can download the product documentation.

5.8 It shall be made mandatory that all the Faculty Members/Research Guides/Research Scholars has to attend at least one training workshop on how to use Plagiarism Detection Software organized by the University Library. The research scholars have to furnish the workshop participation certificate during submission of the Thesis.

5.9 The following duly signed documents (format of the documents shall be uploaded in the University website) shall also be submitted along with the Thesis:

a) Student Originality Certificate duly signed by the candidate. (Annexure III)

b) Student Approval Form (consent to upload the Thesis in various digital repositories) duly signed by the candidate and the Guide. (Annexure IV)

c) Plagiarism Verification Certificate duly signed by the concerned University authority (Director, Centre for Institutional Repository (CIR)). The report shall be reviewed and signed by the candidate and the Guide. (Annexure V)

d) Self-Exclusion Certificate duly signed by the candidate and the Guide. (Annexure VI)

6. Penalisation

The objective here is to deal with detected Plagiarism in a fair, transparent and consistent manner.

6.1 Plagiarism Penalty Scale (PPS):

a) A candidate suspected of Plagiarism (as part of the Thesis/Dissertation submission, research article publication, Technical Report publication, etc.) must be informed in writing by the University authority and given a chance to deny the allegation.

b) If the candidate admits Plagiarism, the University authority must suggest a penalty in line with the Plagiarism Penalty Scale (See Annexure VII).

c) If the student doesn't admit the Plagiarism or disputes the degree of seriousness he/she must appear before the Disciplinary Hearing Committee (DHC) with the members of the committee being nominated by the Vice Chancellor. The chairman of the Committee will be the Vice Chancellor. The decision of the DHC will be final in the matter.

d) In the case of plagiarism being detected in the submitted Thesis/Dissertation or in the published research article, both the Guide and the Student shall be treated equally responsible for the same. Appropriate penalty can be recommended by DHC to both the Guide and the Student based on PPS.

e) It is the responsibility of the Guide to ensure that the Thesis/Dissertation duly signed by him/her doesn't have any plagiarised content as per the specification given in PPS. (see the Guidelines given in Annexure-I)

f) Research Guide shall ensure that every student submits his/her research document accompanied by a duly signed Certificate of Originality. This document contains a declaration by the student that he/she has read the content of the document, understands it and that the relevant research is his/her own work. (see the Guidelines given in Annexure-I)

g) If the Research Guide could not resolve the matter related to plagiarism at his/her level, report the matter to the Head of the Department/Institution. If the matter cannot be resolved at the Department or Institutional level, the same can be reported to the concerned University Authority for further action. (see the Guidelines given in Annexure-I)

6.2 Plagiarism Event Register (PER):

The University shall maintain a Plagiarism Event Register (PER) to enable the monitoring of offenders and ensure the consistent application of penalties. The register also enables a review of the extent of Plagiarism within the University.

Students need to know that penalties can be serious enough to affect their academic progress. In extreme cases, penalties could result in expulsion or cancellation of registration.

A note of all allegations, the outcome and the penalty of all cases of Plagiarism must also be made on the Students' record. This information may be used by the University when it is asked to provide a reference for the student.

7. Plagiarism Prevention Committee (PPC)

The University shall constitute a Plagiarism Prevention Committee (PPC) consisting of members from Legal Department, University Library, Academic Administration, Academic Planning, Director (Research), Director (CIR) and Academicians from relevant Departments to investigate and propose solutions or amendments where necessary to the existing

policy.

8 . Authority

The Anti-Plagiarism Policy is to be approved by the Academic Council, Senate and Syndicate of the University.

9. Responsibility

The office of the Registrar.

Annexure I

UNIVERSITY OF KERALA

ANTI-PLAGIARISM POLICY
GUIDELINES FOR TEACHERS

1. Emphasize the value system and academic integrity of the University and encourage students to bring misconduct to the attention of the teachers.

2. Make the students aware that they are expected to do their own work and submit it in the prescribed manner.

3. Give awareness to students regarding Plagiarism, its meaning and what is acceptable.

4. Shall introduce the students to various genuine websites and electronic resources on Plagiarism and how it can be detected and prevented.

5. Explain the seriousness about Plagiarism and its consequences. Explain about the University Anti-Plagiarism Policy and Plagiarism Penalty Scale (PPS).

6. Ensure that every student submits his/her assignment or research document accompanied by a signed declaration of originality.

7. If plagiarism is detected in the document submitted by a student, using any of the Plagiarism Detection Software recommended by the UGC-INFLIBNET, by a Teacher, then he/she has to convene a meeting with the student and discuss the issue as well as the proof that the Teacher has. Ask the student for his/her version of the matter and if the explanation is satisfactory, the student may be excused and the matter can be resolved by asking the student to resubmit the document which is Plagiarism free.

8. If the matter cannot be resolved at the Teacher level, the same can be forwarded to the Head of the Department/Institution and the matter can be settled after getting proper explanation for the student. Also the ask the student to re-submit the document after removing the Plagiarised content.

9. If the matter cannot be resolved at the Department/Institution level, the same can be forwarded to the Disciplinary Committee/the concerned authority of the University.

UNIVERSITY OF KERALA

ANTI-PLAGIARISM POLICY
GUIDELINES FOR STUDENTS

1. In academic writing such as Dissertation, Theses, Research Articles and Reports it is a standard practice to give an overview of the current knowledge and to provide the supporting evidence for each point. These ideas and arguments will be integrated into the work by means of quoting, paraphrasing, summarizing etc.

2. If the ideas or concepts are not properly acknowledged it indicates that

a) the student is unaware about how to give proper citations to the referred documents.

b) the student have succumbed to cheating, which will have to be unlearned because it constitutes criminal behavior.

3. In the case of 2(a) and 2 (b) the student may be accused of plagiarism which can have serious consequences.

4. Students shall ensure themselves that they fully understand the definition of Plagiarism and familiarize themselves with the Anti-Plagiarism Policy of the University.

5. Each research document submitted by the student shall be accompanied by a Declaration of Originality.

6. The student shall ensure that he/she has attended training programmes on Plagiarism issues and also on how to use Plagiarism detection software, organized by the CSS office and University Library, respectively.

7. The student shall make use of the opportunities provided to students to improve their academic and/or information literacy as well as an understanding of the principles regarding the ethical use of information.

8. The following checklist can be used by the student for avoiding Plagiarism (provided by Turnitin.com and research resources)

    a) Consult with your Instructor/Guide
    b) Plan your research document
    c) Take effective notes
    d) When in doubt, cite sources
    e) Make it clear who said what
    f) Know how to paraphrase
    g) Evaluate your sources

Annexure III

Name of the Department: _____

Address of the Institution: _____

_____

Date: _____

University of Kerala
Thiruvananthapuram - 695034
(Re-accredited by NAAC with 'A' grade)

Certificate of Originality

The research work embodied in this thesis entitled "_____" has been carried out by me at the _____. The manuscript has been subjected to plagiarism check by _____ software. The work submitted for consideration of award of Ph.D is original.

Name & Signature of the Candidate

University of Kerala
Thiruvananthapuram - 695034
(Re-accredited by NAAC with 'A' grade)

Name of the Department: _____

Address of the Institution: _____

_____

Student Approval Form

Name of Author	
Department	
Degree	
University	
Guide	
Thesis Title	
Year of Award	

<u>Agreement</u>

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission/statement from the owner(s) of each third party copyrighted matter to be included in my thesis/dissertation, allowing distribution as specified below.

2. I hereby grant to the university and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis/dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis/dissertation. I also retain the right to use in future works (such as articles or books) all or part of the thesis, dissertation, or project report.

Conditions:

1.Release the entire work for access worldwide		
2.Release the entire work for 'My University' only for ☐ 1Year ☐ 2 Year ☐ 3 Year and after this time release the work for access worldwide.		

3. Release the entire work for 'My University' only while at the same time releasing the following parts of the work (e.g. because other parts relate to publications) for worldwide access.
  a)Bibliographic details and Synopsis only.
  b) Bibliographic details, synopsis and the following chapters only.
  c) Preview/Table of Contents page only.		

4. View only (No downloads) (worldwide)		

Name & Signature of the Candidate   Name, Signature and Seal of the Guide

Place: _____

Date: _____

Annexure V

Name of the Department: _____

Address of the Institution: _____

_____

_____

University of Kerala
Thiruvananthapuram -
695034
(Re-accredited by
NAAC with 'A' grade)

Date: _____

Plagiarism Verification Certificate

- Title of the Thesis . . . .

. . . . Total Page . . . .

- Researcher . . . .

- Supervisor . . . .

- Department . . . .

- Institution . . . .

. . . .

This is to report that the above thesis was scanned for similarity detection. Process and outcome is given below:

- Software used . . . . .Date . . . .

- Similarity Index . . . . Total word count . . . .

The complete report is submitted for review by the Supervisor/HOD.

Systems Analyst,   Checked by
Centre for Institutional Repository (CIR)*   The Director
                                                    Centre for Institutional Repository (CIR)*

*Centre for Institutional Repository (CIR) is not yet materialized. So either CIR or any other competent authority.

The complete report of the above thesis has been reviewed by the undersigned. (Check Box)

☐
    The similarity index is below accepted norms.

☐
    The similarity index is above accepted norms, because of the following reasons:

1 . . . .

2 . . . .

3 . . . .

4 . . . .

5 . . . .

The thesis may be considered for the award of degree. (Relevant documents attached).

Name & Signature of the Candidate   Name & Signature of the Guide

Name of the Department: _____

Address of the Institution: _____

_____

University of Kerala
Thiruvananthapuram - 695034
(Re-accredited by NAAC with 'A' grade)

Supervisor's Certificate for Exclusion of Self-Published work

The content of the chapters _____ have been published in

1.

2.

3.

4.

This published work has been included in the thesis and has not been submitted for any degree to any University/Institute.

Name & Signature of the Candidate   Name & Signature of the Guide

UNIVERSITY OF KERALA
ANTI-PLAGIARISM POLICY
PLAGIARISM PENALTY SCALE (PPS)

Degree of Seriousness	PLAGIARISM PENALTY SCALE (PPS)		
	1st INCIDENT	**2nd INCIDENT**	**3rd INCIDENT**
MINOR (More than 15%, but less than or equal to 20% of the text plagiarised)	• Verify the explanation given in the Plagiarism Verification Certificate (Annexure V) • If the explanation is satisfactory, the	• Final written warning to the student. • Opportunity to resubmit. • Note on Plagiarism Register/Students' record	• Disciplinary hearing • Cancellation of Registration, but eligible for Re-registration. • No opportunity to resubmit. • Written warning to
MODERATE (More than 20%, but less than or equal to 25% of the text plagiarised)	• Written warning to the student. • Get the explanation from both the Guide and the student. • If the explanation not satisfactory,	• Written warning to both the Guide and the student. • Disciplinary Hearing. • Opportunity to resubmit. • Student shall	• Disciplinary Hearing • Cancellation of Registration. No Re-registration possible. • No opportunity to resubmit.
SERIOUS (More than 25% of the text plagiarised)	• Written warning to the student. • Get the explanation from both the Guide and the student. • Opportunity to resubmit.	• Disciplinary Hearing. • Cancellation of Registration. No Re-registration possible. • No opportunity to resubmit.	**(Applicable to Guides only)** • Disciplinary Hearing • Get the explanation from the Guide. • If explanation not satisfactory,

NB: An expert committee nominated by the Vice Chancellor (valid for 3 years) in each subject shall have the authority to verify the documents and take necessary actions associated with 1st Incident and 2nd Incident mentioned in PPS. Disciplinary Hearing Committee (DHC) shall have the authority to verify the documents and take necessary actions associated with 3rd Incident mentioned in PPS.