

Plagiarism Check Guidelines for PhD Thesis Submission

Plagiarism Policy

As per the UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018 following guidelines must be adhered to establish institutional mechanism to facilitate responsible conduct of research, promotion of academic integrity and deterrence from plagiarism.

Objectives:

- To create academic awareness about responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty and other members of academic staff as well as any employee of university
- To develop systems to detect plagiarism and to set up mechanisms to prevent student, faculty, or staff of the University committing the act of plagiarism.

UGC Regulations for Plagiarism

Exclusion from Plagiarism while checking

The similarity checks for plagiarism shall exclude the following:

1. All quoted work either falling under public domain or reproduced with all necessary permission and or attribution.
 2. All references, bibliography, table of content, preface and acknowledgements.
 3. All small similarities of minor nature.
 4. All generic terms, laws, standard symbols and standards equations.
 5. Common knowledge or coincidental terms, up to fourteen (14) consecutive words.
- **Note: The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities.**

Authors are necessarily required to cite reference in case of any content adopted from anywhere other than internet open sites.

It is also that, even in case of open site internet source the copied contents if found more than 10% in aggregate during plagiarism detection, the work shall not be considered for further proceedings

Plagiarism Levels

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

Sl.No	Level No.	Percentages of Similarity	Grade (Drill- Bit)
1	0	Similarities up to 10%	Satisfactory -Grade A
2	1	Similarities above 10% to 40%	Upgrade - Grade B
3	2	Similarities above 40% to 60%	Poor - Grade C
4	3	Similarities above 60%	Unacceptable -Grade D

Note: In parity with UGC Prevention of Plagiarism Regulations 2018, percentage below 10% would probably indicate that Plagiarism has not occurred.

Documents Necessary for Plagiarism Checking

- Application form for Plagiarism Checking (Annexure:i)
- Certificate on Plagiarism Check (Annexure: ii)
- Copy of fee receipt for Plagiarism check.
- CD should contain Core& Non core chapters in a separate file in PDF format.
- Separate file for Title page of Thesis (Transliteration Title for Regional languages)

Plagiarism Checking Chapters

Core Area means abstract, summary, hypothesis, observations, results, conclusion and recommendations which are based on the original ideas of work carried out by the student, faculty, staff and researcher.

Non Core Area means all those parts of the thesis/dissertation that is included within the text that has sources from other original ideas that has to be paraphrased and the author and source to be acknowledged.

The Plagiarism CD should contain these two Chapters

“Core & Non-Core Area” in separate file in PDF format

1. Service available from 10.30 am to 4.00 pm.
2. Submit the application in the specified format duly signed by the Supervisor/Guide& Researcher. Applications without the signature & seal of the Supervisor & office seal shall not be accepted.
3. Fee for plagiarism checking is to be remitted to the concerned Department/ University Cash Counter and the copy of receipt to be attached along with the application.
4. Researchers are advised to submit the CD for plagiarism checking **7 days before** Thesis submission to the University.
5. Researchers should write Name, Department & Title of Thesis on the CD.
6. Certificate/Report on plagiarism check will be issued on the same day or next day of submission of completed application.
7. The Research Scholar must write the relevant information in the register in order to receive the certificate.

Annexure I
(See U.O No- 00627/SO Acd A/SSUS/2024(1) dated 01.03.2024)

Annexure VI
(See Clause 20 of the SSUS Ph.D. Regulations, 2023)

**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT CERTIFICATE ON
PLAGIARISM CHECK**

1	Name of the research scholar		
2	Title of thesis/ dissertation		
3	Name of the supervisor		
4	Name of co-supervisor		
5	Department/Centre		
6	Acceptable maximum Limit (%)	10%	10%
7	Similar content (%) Identified	Core Area	Non-Core Area
8	Software used		
9	Date of verification		

Checked by
(with Name, Designation & Signature):

Name & Signature of the Researcher:
Name & Signature of the Supervisor:

**Software generated report on plagiarism check, specifying included/ excluded items with % of similarity to be attached.*

** In case of languages and resources in which no software is available for plagiarism check, a manual check shall be made by the research scholar and Research Supervisor, for which an additional certificate has to be attached*

** Core area and Non Core area is to be specified by the supervisor*

Annexure II
APPLICATION FORM FOR PLAGIARISM CHECK REPORT

Application No.

To,

SSUS, Kalady

Subject: Request for plagiarism check report of Ph.D thesis/Research Article

Sir/Madam,

I am submitting herewith a soft copy of my Ph.D. thesis/research article for checking plagiarism. You are requested to check plagiarism & issue me a report to that effect.

Name of the Student/Teacher :

Designation & Department/Centre :

Title of the Ph.D. thesis/research article:

I declare that, I am aware of plagiarism policy of Sree Sankaracharya University of Sanskrit. I further declare that the soft copy being submitted for plagiarism check is the same as print copy of thesis/research article.

Signature of Student/Teacher :

Phone No. & E-mail ID :

Signature of the Research Supervisor :

Designation & Department :

Phone No.& E-mail ID :

Core Area :

Non Core Area :

(To be certified by the Research Supervisor)

Forwarded by the HOD

Signature with date & office seal:

Annexure III

SUPERVISOR'S CERTIFICATE FOR EXCLUSION OF SELF-PUBLISHED WORK

The content of the work.....has 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.

Signature of the Student

Signature of the Supervisor

Date :

Date :

Annexure IV

COPYRIGHT

Student Approval Form

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

Agreement

. 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 this thesis, dissertation, or project report.

Conditions:

1. Release the entire work for access worldwide	Yes/No
2. Release the entire work for 'My University' only for (Yes/No)	
1 year	
2 years	
3 years	
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 / 24 page only	
4. View Only (No Downloads) (world wide)	

Signature of the Scholar

Signature & Seal of the Guide

Place :

Place:

Date:

Date:

