



चौ० चरण सिंह विश्वविद्यालय, मेरठ
Ch. Charan Singh University, Meerut

ANTI PLAGIARISM POLICY

It is mandatory for students pursuing Ph.D. degrees in various departments of CCS University, Meerut to check the originality of their research work before submission using authenticated anti-plagiarism Software.

Guidelines for submitting soft copy of the thesis for plagiarism checking with anti-plagiarism software for the Research Scholars and Research Supervisor are:

1. Soft copy of the thesis/dissertation (CD-ROM/DVD/Pen Drive/Email) covering all the chapters has to be submitted in a single MS-word or searchable PDF file excluding preliminary pages: declaration, acknowledgement, abstract, list of charts and abbreviations, table of contents etc, and succeeding pages: glossary/ index/ questionnaire, references etc.
2. At present, the library facilitates access to anti-plagiarism software TURNITIN to the Research Scholars and Research Supervisors. The time taken to check plagiarism to detect similarity index may vary from 1 hour to 24 hours. Hence plagiarism must be checked in advance at least 15 days before submission.
3. It is the responsibility on the part of Research Scholar and the Research Supervisor to go through the identified similar content (plagiarized) and take appropriate measures to ensure originality of the research output.
4. The limit for similarity is up-to 25% for all faculties and in case the percentage of similar content detected is beyond permissible limit, then the Research Scholars and the

Research Supervisor has to revise and re-submit the thesis/dissertation for plagiarism checking.

5. Articles published by the research scholar as part of the thesis/dissertation work and is showing plagiarized content beyond permissible limit in the report may also be considered for final submission subject to submission of self-exclusion certificate.
6. The certificate and report of plagiarism check shall be given to the concerned Research scholar.
7. The prescribed Performa duly forwarded by the Research Supervisor is necessary to carry out plagiarism checking.

Institutional Academic Integrity Panel (IAIP)

- i. HEI (Higher Educational Institution) shall notify a IAIP whose composition shall be as given below:
 - a. Chairman - Pro-VC/Dean/Senior Academician of the HEI.
 - b. Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
 - c. Member - One member nominated by the Head of HEI from outside the HEI
 - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP (Departmental Academic Integrity Panel) and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

Departmental Academic Integrity Panel (DAIP)

- i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the head of HEI.
 - c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department. The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including chairman).
- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

Guidelines for Plagiarism Check

The following guidelines must be adhered to for submitting the Plagiarism reports generated by Turnitin software at the time of Ph.D. thesis submission:

1. The Ph.D thesis must undergo a Plagiarism Check by Turnitin software available in library.
2. The exclusion at the time of performing the check should be limited to the following:
 - A. Quotes
 - B. Bibliography/References
 - C. Phrases
 - D. Small matches upto 14 words
 - E. Small similarity less than 1%
 - F. Mathematical Formulae
 - G. Name of Institutions, Departments etc.
3. Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion Certificate, attached) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check.
4. The final Plagiarism check from the library is essential so that the correct report is submitted at the time of thesis submission.
5. The Central library will issue the final certificate of Plagiarism Check called the Anti Plagiarism Verification Certificate, certifying and authenticating the check performed for the student/Department. The CD so certified should be cross checked with the final hard

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copy of thesis/dissertation/research paper by the DAIP. This certificate has to be submitted to the Ph.D. Evaluation Section at the time of submission of the corrected certified (by DAIP) thesis. The hard copy should be certified/signed by DAIP members.

6. The final corrected certified thesis/paper will be deposited in the Turnitin software.
7. After the viva-voce of the candidate i.e. upon successful completion the same may be uploaded in shodhganga.
8. In case of unsuccessful report/revision, the thesis/research paper will be removed from the software before a plagiarism check again, prior to resubmission, followed by the above mentioned procedure in point 5, 6 and 7 above.
9. The plagiarism check may be performed upto a maximum of three times (including the initial check) for the same thesis/paper upto an initial level 2 plagiarism report.

Levels of Plagiarism

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

1. Level 0: Similarities upto 25 - Minor similarities, no penalty
2. Level 1: Similarities above 25% to 40%
3. Level 2: Similarities above 40% to 60%
4. Level 3: Similarities above 60%

Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

Penalties in case of plagiarism in submission of thesis and dissertation

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

1. **Level 0: Similarities upto 25%** - Minor Similarities, No penalty.
2. **Level 1: Similarities above 25% to 40%** - Such person shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
3. **Level 2: Similarities above 40% to 60%** - Such person shall be debarred from submitting a revised script for a period of one year.
4. **Level 3: Similarities above 60%** - Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism in the same document- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

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Penalties in case of plagiarism in academic and research publications (IAIP will be authorized for declaring the following penalties-)

5.

I. Level 0: Similarities up to 25% - Minor similarities, no penalty.

II. Level 1: Similarities above 25% to 40%

- i) Shall be asked to withdraw manuscript.

III. Level 2: Similarities above 40% to 60%

- i) Shall be asked to withdraw manuscript.
- ii) Shall be denied a right to one annual increment.
- iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

IV. Level 3: Similarities above 60%

- i) Shall be asked to withdraw manuscript.
- ii) Shall be denied a right to two successive annual increments.
- iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism in the same document- Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the HEI.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

Cases of Urdu, Arabic, Persian, Sanskrit, Hindi and other regional languages, etc.

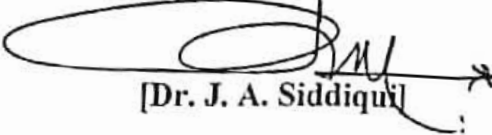
1. As of now, there is no provision for checking the plagiarism in languages other than English. In such cases, Research Scholar and Supervisor will be fully responsible for plagiarism/similarity, if any and has to submit 'Certificate of

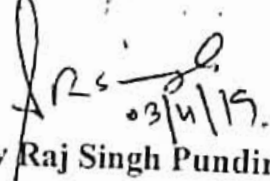
Originality for Thesis/Dissertation in Other Language' with all the necessary documents to the Office of the Head of the concerned department at the time of submission of thesis/dissertation.


2. The Head of the relevant department will be part of the current committee for checking plagiarism in other languages in case of any complaint of plagiarism.
3. The cases not covered under the above mentioned policy, will be looked after by IAIP.

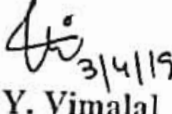
Fee for Plagiarism Check

1. For the first time check for plagiarism of a thesis/dissertation, no charges will be levied.
2. For the second or third time plagiarism check Rs. 500/- per thesis/dissertation will be charged from the candidate.
3. In case of research papers check all upto 3 plagiarism check will be for Rs. 150/- each.


[Dr. J. A. Siddiqui]


[Prof. Shiv Raj Singh Pundir]


[Prof. Jaimala]


[Prof. Y. Vimala]

RAJA MAHENDRA PRATAP LIBRARY
Ch. Charan Singh University, Meerut

**Guidelines for
Submission of Electronic Version of Thesis/ Dissertation (e-Thesis)**

Notwithstanding the University's M.Phil. /Ph.D. Regulations for submission of thesis/dissertation, the guidelines prescribed in this document entitled "*Guidelines for Submission of Electronic Version of Thesis/Dissertation (e-Thesis)*" may be treated as additional guidelines for submission of e-Thesis for M.Phil. /Ph.D. Degree. These guidelines have been developed in accordance with the UGC Notification (*Minimum Standards & Procedure for Award of M.Phil. /Ph.D. Degree, Regulation, 2009*) dated 1st June, 2009. Ch. Charan Singh University has also signed an agreement with INFLIBNET Centre for submitting e-Thesis into the Shodhganga- a repository of E-Theses of Indian Universities.

Submission of Thesis/Dissertation

Research Scholars shall submit print copies of the thesis/dissertation as per the M.Phil. /Ph.D. Regulations of the University for Evaluation.

Submission of e-Thesis for Digital Archiving

Electronic Version of Thesis/Dissertation (e-Thesis) while the hard copy of the same is in unbound form, along with information as desired in Annexure I, II and III shall be submitted by the Research Scholars on a CD/DVD to the Ph.D. Section of university campus. The same shall be forwarded by Ph.D. Section to Central Library for plagiarism check. After receiving final certificate of anti plagiarism by the central library (Librarian) and IAIP, the thesis and CD will be processed for the award of the degree. After the award of the degree the final CD will be forwarded to the central library for uploading on shodhganga. The guidelines to be adhered while submitting the e-Thesis are stipulated below.

1. The Research Scholar shall submit a CD/DVD with following contents to the Ph.D. section.
 - i. **Thesis/dissertation:**
 - a. A single PDF (Portable Document Format) file containing the complete thesis/dissertation.
Note: In case of scanned PDF file, scholars are advised to OCR (Optical Character Recognition) the scanned PDF so as make it searchable. Besides, the PDF file shouldn't have any password, security tags, and restriction on copy, paste or print.
 - b. MS-Word files of the thesis along with all special fonts used in the thesis.

- ii. **Authentication Certificate:**
Scanned copy of duly filled 'Thesis/Dissertation Authentication Certificate' (Annexure-I) to be signed by the research scholar and by the supervisor certifying that the thesis/dissertation contained in the CD/DVD is complete in all respect and is same as submitted in print.
- iii. **Abstract:**
An abstract of the thesis/dissertation in not more than 500 words in MS-Word File.
- iv. **Metadata Form:**
The 'Thesis/dissertation Metadata Form' (Annexure-II) duly filled by the research scholar in MS-Word File.
- v. **Consent Form for Digital Archiving:**
Scanned copy of 'Consent Form for Digital Archiving' (Annexure-III) duly signed by the research scholar and counter signed by the supervisor after the award of the degree.
- vi. **Other accompanying material/s, if any.**
All other accompanying material/s like audio, video, computer programme/algorithm, etc., if any, which have been submitted along with the print thesis/dissertation, are to be provided on CD/DVD.
2. After notification of the award of M.Phil. /Ph.D., the Ph.D. Section will submit the CD/DVD containing all the contents as described in Section 1 above to the Dy. Librarian.
3. The contents of the CD/DVD are to be verified by the designated library staff in accordance with the contents described in Section 1 above.

Annexure-I
IAI (Revised thesis submission)
IAII (Revised thesis submission second time)

Thesis/Dissertation Authentication Certificate
(Not applicable for thesis/dissertation in languages other than English)

Name of the Author (Research Scholar)	
Degree with Subject	
File No.	
Department/Centre	
Name of College	
Name of affiliated Institution for which CCSU is granting the degree	
Guide/Supervisor	
Thesis/Dissertation Title	
Date of Submission	
First Revision	Fee details Amount _____ Receipt No. _____ Date _____
Second Revision	Fee details Amount _____ Receipt No. _____ Date _____

I hereby certify that the thesis/dissertation contained in this CD/DVD is complete in all respect and is same as submitted in print.

Signature of the Scholar

Signature and Seal of the Guide

Place :
Date :

Forwarded by
(Assistant Registrar, Ph.D. Section)

**Annexure-II
Thesis/Dissertation Metadata Form**

1.	Title	
2.	Alternative Title, if any	
3.	Name of Research Scholar	
4.	Name of Guide/Supervisor(s)	
5.	Name of Degree	
6.	Level of Degree	
7.	Department/Centre	
8.	Name of College	
9.	Name of affiliated Institution for which CCSU is granting the degree	
10.	Date of Submission	
11.	Subject Keywords	1. 2. 3. 4. 5.
12.	Coverage (for time periods or spatial regions only), wherever applicable	
13.	Language of the thesis	
14.	File Format of thesis and accompanying material, if any (PDF, MPEG, etc.)	

Signature of the Scholar

Annexure-III
Consent Form for Digital Archiving

Name of the Author (Research Scholar)	
Degree	
File No.	
Department/Centre	
College	
Name of affiliated Institution for which CCSU is granting the degree	
Guide/Supervisor(s)	
Thesis/Dissertation Title	
Date of Award of Degree	

1. I hereby give my consent to **RAJA MAHENDRA PRATAP LIBRARY**, Ch. Charan Singh University, Meerut to archive and to make available my thesis or dissertation in whole or in part in the University's Electronic Thesis and Dissertation (ETD) Archive and to make it accessible worldwide under the conditions specified below in all forms of media, now or here after known.
2. 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 or dissertation.

Signature of the Scholar

Place :

Date :

Signature and Seal of the Guide

Forwarded by

Incharge, Committee Cell.