



OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY:DIBRUGARH

Memo No.: DU/DR-A/8-1/16/1819

Date: 30.12.2016

NOTIFICATION

As recommended by the 4th Meeting of the Research Council held on 07.11.2016, the 108th Meeting of the Academic Council, Dibrugarh University held on 29.11.2016 vide Resolution No. (13) approved the draft of the Guidelines for Uploading Thesis in Shodhganga Repository and Plagiarism Check for Ph.D Thesis, M.Phil Dissertations and other Research Output such as Project Works/Dissertations of Master's and Degree Classes of Dibrugarh University, 2016 giving immediate effect. The Regulations is attached with this Notification as Annexure IV.

Issued with due approval.

Sd/-Dr. B.C. Borah
Deputy Registrar (Academic)
Dibrugarh University

Copy to:

1. The Vice-Chancellor, Dibrugarh University.
2. The Deans, Dibrugarh University
3. The Registrar, Dibrugarh University.
4. The Controller of Examinations, Dibrugarh University.
5. The Director, College Development Council, Dibrugarh University.
6. All Heads and Directors of the Teaching Departments/ Centres for Studies, Dibrugarh University.
7. The Principals and Directors of the Colleges/ Institutes affiliated to/ permitted by Dibrugarh University for information and needful.
8. The Directors of the Research Centres recognized by Dibrugarh University for information and needful.
9. The Deputy Controllers of Examinations (A, B & C), Dibrugarh University.
10. The Programmer, Dibrugarh University for information and with a request to upload the notification in the D.U. Website for all concerned.
11. File.

Sd/-Dr. B.C. Borah
Deputy Registrar (Academic)
Dibrugarh University



GUIDELINES FOR UPLOADING THESIS IN SHODHGANGA REPOSITORY AND PLAGIARISM CHECK FOR Ph.D THESIS, M.Phil. DISSERTATIONS AND OTHER RESEARCH OUTPUT SUCH AS PROJECT WORKS/DISSERTATIONS OF MASTER'S AND DEGREE CLASSES OF DIBRUGARH UNIVERSITY 2016

(Approved by the 108th Meeting of the Academic Council held on 29.11.2016 and notified vide Memo No. DU/DR-A/8-1/16/1819 dated 30.12.2016.)

A Memorandum of Understanding was signed on 17/06/2015 between Dibrugarh University and INFLIBNET Centre, an IUC of UGC, for uploading thesis and dissertations in Shodhganga, a repository of Indian Electronic Thesis and Dissertations under the mandate of UGC's Notification (Minimum Standards & Procedure for Award of M.Phil. / Ph.D Degree, Regulation, 2009) dated 1st June 2009 (Appendix I). Under this mandate, Dibrugarh University basically requires to upload thesis and dissertations of the University to Shodhganga to enable the world-wide academic community to get access to these research output. UGC's Guidelines for Shodhganga also mandate the INFLIBNET Centre to extend the facility of anti-plagiarism software package in member universities for plagiarism check of research output like thesis and dissertations before uploading to the Shodhganga. The Dibrugarh University, being a member University of UGC/INFLIBNET Centre, has adopted the following regulations for smooth execution of the project.

A. GUIDELINES FOR UPLOADING THESIS IN SHODHGANGA

1. The thesis submitted to obtain Ph.D. Degree must contain two certificates to enable uploading of the electronic thesis in Shodhganga and to avoid future legal troubles whatsoever in relation to plagiarism as well as copyright aspects.

i. **Certificate of Originality by the scholar (Annexure-I)**

ii. **Student Approval Form by the scholar (Annexure-II)**

2. A Scholar must check his or her thesis using User ID of the Scholar /Guide Supervisor, set up for URKUND plagiarism detection software before submission of the 'Certificate of Originality' of the research work.

3. The CD submitted as 'electronic theses' should be in the specified format (Open Office, /MS Office Document format/Tax/LaTax or other standard format) containing two folders, one with chapters/title page/abstract/bibliography and references, etc., all in different files separately, and the other is in combined format (as written in the thesis) convertible to PDF.

4. During submission of the Ph. D. thesis, 2 nos. of electronic version of the theses (CD) along with the print version must be submitted to the Examination Branch. If there is any alteration due to remarks of the Examiners later, a revised CD (3rd) has to be submitted along with the report of the viva. The Examination Branch will check the CDs whether these are operational and at per specified format. The Examination Branch will forward the print thesis along with at least one CD (3rd CD in case of any change due to remarks of the Examiners) to the Central Library for accession, storage and uploading in the Shodhganga.

5. The Department/Supervisor will submit a verification form authenticating that the CDs are complete and exact replica of the print version. The form will also ensure that each requirement needed for thesis submission are checked and enlisted as per guidelines.

6. As per MoU with the INFLIBNET Centre, the University will setup an ETD Lab in the Central Library for digitization of the old thesis and dissertations of the University to upload in the Shodhganga repository along with the born CD of new thesis.

7. The Central Library in coordination with the Research Council, DU, will conduct User Awareness Programme on UGC's Shodhganga project and use of Plagiarism Software.

B. GUIDELINES FOR PLAGIARISM CHECK

1. Dibrugarh University maintains the view that Plagiarism is unethical and illegal and considers 0% tolerance in all kinds of research output of the University except in the cases as mentioned below in the Clause No. 3 of this draft guideline.

2. The thesis & dissertations of Dibrugarh University must undergo a Plagiarism Check by anti-plagiarism software URKUND or any other software approved by the UGC/INFLIBNET Centre.

3. The exclusion at the time of performing the plagiarism check should be limited to the following which may constitute maximum of 20% of the thesis.

A. Quotes with proper citations

B. Bibliography/References

C. Phrases with proper citations

D. Small matches up to 10 words

E. Mathematical Formula /Established & defined Laws

F. Name of Institutions, Departments etc.

G. Small similarity less than 1%

4. In the case where a published work / article of the Scholar becomes a Part / chapter / block of the thesis and is detected as plagiarism in the

check (Self-Plagiarism), a '**Self Plagiarism Exclusion Certificate**' (**Annexure-III**) has to be issued by the Supervisor specifying that the work has been published by the Scholar from his thesis work and duly acknowledged in the thesis. At the same time, if the published work / article of the Scholar has Co-Author(s), a '**Self Plagiarism Co-Authors Certificate**' (**Annexure-IV**) has to be issued by the Co-Authors. Only these articles would be excluded from the check. No other article of the Scholar would be excluded from the check. The copy of the published work / article should be attached with the CD for reference during the final plagiarism check in the LNB Library, DU. Even if a **Self Plagiarism Exclusion Certificate** is attached, the title, primary objective and the final result of the thesis shall not be the exact replica with that of the published work/article.

5. The Supervisor along with the Scholar will perform plagiarism check of the whole research work or part of the research work as many times as they feel need be by using Supervisor's User ID. But, the final Plagiarism check must be done from the Central Library using University Coordinator's (Librarian) account. The University Coordinator will certify the final plagiarism check report generated

by the anti-plagiarism software. This is essential so that the correct Plagiarism Check Report is submitted at the time of thesis submission.

6. The LNB Library will issue a certificate called ‘**Plagiarism Verification Certificate**’ (**Annexure-V**) after final Plagiarism Check is done, authenticating the check performed by the Scholar. This certificate has to be submitted along with the software generated Plagiarism Check Report to the Examination Branch during submission of the thesis.

C. PROCEDURE FOR RECONCILIATION IN CASE OF DISAGREEMENT WITH THE PLAGIARISM CHACKED REPORT

1. If a draft thesis is detected plagiarized and the Scholar decline / disagree with the software generated plagiarism check report, the matter will be reported to Departmental Research Committee. The Departmental Research Committee shall call the candidate to hear his or her opinion. On hearing the candidate, the Departmental Research Committee shall submit its recommendations on the basis of the following guidelines:

a. In the following cases of (i) and (ii), no further action is required. Candidate may be permitted to submit the thesis

(i) The similarity detected in the draft thesis is within the limit (not more than 20% (*as Proposed by DU*), and,

(ii) The similarity exists due to the necessity for explaining some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research..

b. Regarding self-plagiarism contents in the draft thesis, the ‘Self-Plagiarism Exclusion Certificate’ as mentioned in the Clause (B) 4 must be submitted.

c. When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents marginally outside the limit (Low-Level Plagiarism), the candidate may be allowed to resubmit the work with proper citations.

d. When the candidate copies few blocks/paragraphs only without proper citations with a very low intention to cheat, may be due to lack of knowledge, and the similarity between documents is found to be strikingly outside the limit (of 20% as set by DU) (i.e. Mid-Level Plagiarism), the candidate may be allowed to resubmit the draft thesis with proper citations and modifications with a warning not to repeat the same which may otherwise lead to cancellation of the registration in the Ph.D. programme.

e. When the copy/plagiarised content in the draft thesis seems to be well planned and consciously done with a large amount of data taken from someone else’s work (copying art work, source code , etc), where intention to cheat is very clear (High Level Plagiarism), the DRC may consider to recommend for cancellation of the Ph.D. registration of the candidate.

**D. IF PLAGIARISM
IS REPORTED
AFTER THE
AWARD OF THE
DEGREE**

2. When the draft thesis is modified as per recommendation of the DRC in view of clause (1) (a) to (d), it will be placed again before the DRC where the candidate will be called for to substantiate the necessary improvement made by him or her in the thesis. On satisfaction over the modification made by the candidate, the DRC may recommend for final plagiarism check report from the Library.

1. In view of any authentic complaint to the University on plagiarism in a particular thesis after a Ph.D. degree is awarded, the Vice-Chancellor may constitute an expert committee of at least 5 members excluding the Supervisor of the candidate in question to investigate the charges of plagiarism. The committee will submit its report with recommendations.

2. During investigation, the expert committee will provide ample opportunities to the concerned parties including Supervisors as it deems fit to substantiate their claims.

3. The report and the recommendations of the expert committee will be placed before the Academic Council by the Vice Chancellor for its consideration and action.

E. PENALTY

4. Depending on the severity of crime, the Academic Council may consider the one or combination of the following penalties to the candidate as it deems fit:

- i. Written apology
- ii. Fine
- iii. Restriction in publication of the thesis or any chapter as article
- iv. Withdrawal of degree
- v. Rustication for limited period or permanently for further higher education

Enclosed Annexure-I-V below:



Dibrugarh University, Dibrugarh

Department of.....

Date : _____

Certificate of Originality

The research work embodied in this thesis entitled “_____” has been carried out by me at the Department of _____, Dibrugarh University, Dibrugarh, Assam, India. The manuscript has been subjected to plagiarism check by _____ software. The work submitted for consideration of award of Ph.D is original.

Name and Signature of the Candidate



Dibrugarh University, Dibrugarh

Department of.....

Date: _____

Student Approval Form

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

Agreement

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.

2. I hereby grant to Dibrugarh University and its agents the non-exclusive license to archive and make accessible 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.

Signature of the Scholar

Place: _____

Date:

Signature and seal of the Guide

Place: _____

Date:



Dibrugarh University, Dibrugarh

Department of.....

Date: _____

Self Plagiarism Exclusion Certificate from Supervisor

The content of the chapters of the thesis entitled..... have been published as mentioned below:

Sl. No.	Title of the Article/Chapter	Name of the Journal/Book	Publisher	Vol. & Issue No./ISSN/ISBN
1				
2				
3				
4				
5				

These published works have been included in the thesis and have not been submitted for any degree to any University/Institute.

Signature of the Candidate

Place: _____

Date:

Signature of Supervisor

Place: _____

Date:



Dibrugarh University, Dibrugarh

Department of.....

Date: _____

Self Plagiarism Co-authors Certificate

We have published the following articles/chapters jointly:

Sl. No.	Title of the Article/Chapter	Name of the Journal/Book	Publisher	Vol. & Issue No./ISSN/ISBN
1				
2				
3				
4				
5				

We give our consent to Mr./Ms.to make use of these articles for his / her Ph. D. research.

The above research paper (s) has not been used by any of us for any Degree / Diploma in any other University.

We shall be responsible for any legal dispute/ case(s) for violation of any provisions of the Copy Right Act.

Signature of Co-author

Signature of Co-author

Signature of Co-author

Name

Name

Name

Address.....

Address

Address

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Phone.....

Phone.....

Phone.....

Signature of Candidate

Name

Registration No.



Dibrugarh University, Dibrugarh

LNB Library, DU

Date: _____

Plagiarism Verification

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.

Checked by

Date:

Place:

Signature

Deputy Librarian &

University Coordinator

The complete report of the above thesis has been reviewed by the undersigned.

(Tick 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).

Signature of the Student

Signature of the Supervisor