

## **Guidelines to Check Plagiarism**

### **1. Preamble**

Jagan Nath University, Jaipur has been established by JAGAN NATH UNIVERSITY, JAIPUR ACT, 2008 (No. 19 of 2008) of Rajasthan State Legislature. It is recognized by the UGC and is empowered to award degrees under section 22 of the UGC Act, 1956. The University is also member of Association of Indian Universities (AIU) and has approvals from various regulatory bodies, i.e., Bar Council of India, Council of Architecture, etc. The University is now running various courses under Faculty of Engineering and Technology, Faculty of Architecture and Planning, Faculty of Law, and Faculty of Management.

The University started its Ph.D programme from the Academic Session 2010-11. A researcher is required to have some ethical and moral values in his academic pursuit. The researcher is expected to produce and submit the original and genuine work. In the present era, tons of information is available on internet and online as source material. In this context, plagiarism has become a serious problem. It is, therefore, necessary for any reputed and prestigious university to formulate well defined Guidelines to check menace of plagiarism. Accordingly, Jagan Nath University, Jaipur has framed the following guidelines:

### **2.1 Definition:**

‘Plagiarism’ is the unacknowledged use of another person’s work as one’s own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

### **2.2 Methods of Plagiarism:**

- (a) Quoting directly another person’s language, data, illustration, tables, etc. without due acknowledgement of the source.
- (b) Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.
- (c) Buying, stealing or borrowing assignments, experiments/results.
- (d) Paragraphing the work of others without due acknowledgements.
- (e) Using ideas of someone else without crediting the originator.
- (f) Copying, cutting and pasting from the internet or online source and submitting as one’s own work without giving proper reference/citation.

### **2.3 Self-Plagiarism**

Copying/reproducing, in part or whole one’s own published work without giving proper reference of that work.

### 3. Golden Rule to avoid the Plagiarism:

- (a) Always give the due credit to the original author (s) and give the proper citation and proper reference.
- (b) Place the sentence in inverted commas, if you quote text verbatim.

### 4. Detection of Plagiarism:

- (a) Candidate shall submit the report generated on the plagiarism checking software like Turnitin / Ithenticate / Viper / or similar type of software, of his draft thesis along with a soft copy of the draft thesis for the consideration of Departmental Research Committee.
- (b) He shall also submit a declaration (Annexure-I) to be recorded on the plagiarism report obtained from the software.
- (c) He shall also submit an affidavit (Annexure -II) of plagiarism free and original PhD research work.
- (d) The exclusion at the time of performing the check should be limited to the following:
  - (i) Quotes
  - (ii) Bibliography
  - (iii) Phrases
  - (iv) Small matches upto 10 words
  - (v) Small similarity less than 1%
  - (vi) Mathematical Formula
  - (vii) Name of Institutions, Departments etc.

### 5.1 Procedure for reconciliation of plagiarism reports:

- (1) If a draft thesis is found plagiarized and is reported to Departmental Research Committee then the Departmental Research Committee shall call the candidate to hear the candidate's view. On hearing the candidate, the Departmental Research Committee shall submit its recommendations keeping in view of the following guidelines:
  - (a) The similarity between documents is within the limit (not more than 20%) for putting 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. No further action is required. Candidate may be permitted to submit the thesis.
  - (b) **Self-plagiarism:** "Regarding self plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate-Annexure-III) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check."

Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

- (c) **Low- level plagiarism:** When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents marginally outside the limit, the candidate may be allowed to resubmit the work with proper citations.
  - (d) **Mid- level Plagiarism:** Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit. The candidate may be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.
  - (e) **High- level plagiarism:** Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else's work, art work copying, source code copying etc. Intention to cheat is very clear. The candidate's registration may be cancelled.
- (2) The thesis resubmitted as recommended by the Departmental Research Committee in view of clauses (1)(a) to (d), will be again placed before Departmental Research Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him in the thesis.

### **5.3 Plagiarism reported after the of Award of Degree**

- (a) In case, any plagiarism is reported to the University when a Ph.D. degree has already been awarded, the Vice-Chancellor may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.
- (b) The expert committee may give the opportunity of hearing to the concerned parties as it deems fit.
- (c) The Vice-Chancellor will place the report along with recommendations of the committee before the Academic Council for its consideration and action.

**JAGAN NATH UNIVERSITY, JAIPUR**

**Plagiarism Verification**

1. Name of Researcher: .....
2. Title of the Thesis: .....  
.....  
.....
3. Faculty: .....
4. Name of Supervisor: .....
5. Official Designation & Address: .....  
.....

The above thesis was scanned for similarity detection. The report is as follows:

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

Similarity Index: ..... Total word count.....

The report is attached for the review by the Researcher / Supervisor

Sign. of Researcher

The plagiarism report of the above thesis has been reviewed by the undersigned

The similarity index is below accepted norms.

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

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.....

The thesis may be considered for submission to the University. The software report is attached.

Sign. of Researcher

Sign. of Supervisor

With Seal

**(To be submitted on a RS. 10/- Non-Judicial Stamp Paper dully notarized)**

**Affidavit**

I,----- S/D of Shri ----- ,  
aged ----- years, resident of .....  
....., Mobile No. ....  
do hereby take oath and state :

- (i) That, I am registered for the Ph.D. programme on the topic titled .....  
..... in the Faculty of ..... of Jagan Nath University, Jaipur. My Registration no. is .....
- (ii) That, the contents of my thesis submitted to the Jagan Nath University, Jaipur, for award of Ph. D Degree are original and my own work, and is not plagiarized.
- (iii) That, if , after checking my thesis for plagiarism by any standard plagiarism checking software, are found copied or come under plagiarism, I will be solely responsible for it and University shall have sole right to cancel my research work ab-initio.
- (iv) That, this work has not been submitted by me for the award of any other Degree/Diploma in any other University/ Institute.
- (v) That, I shall be responsible for any legal dispute/case(s) for violation of any provisions of the Copyright Act relating to my thesis.

Date : .....

**DEPONENT**

Place : .....

**VERIFICATION**

I, the above named deponent, do hereby take oath and verify that the contents of para (i) to (v) of above affidavit are true and correct to my personal knowledge and nothing has been concealed by me. No part of it is incorrect.

**DEPONENT**

**JAGAN NATH UNIVERSITY, JAIPUR**

**Self Plagiarism Exclusion Certificate from Supervisor**

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.

Signature of the Candidate

Signature of Supervisor

**JAGAN NATH UNIVERSITY, JAIPUR**

**Self Plagiarism Co-authors Certificate**

We have published the following articles jointly:

Name of Article	Name of Journal / Book with the details (ISSN No., etc.)

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

The above research paper (s) have 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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**Signature of Candidate**

**Name** .....

**Registration No.** .....