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**PLAGIARISM CHECK SERVICE GUIDELINES**

Users are requested to note the following guidelines frame to avail plagiarism check services the library is using “DRILLBIT EXTREME” (Vide University Order No: DOR9.5 /Ph.D /plagiarism /2014-15, Dated 03-11-2023 plagiarism checker software (provided by UGC-INFLIBNET) to get the percentage of similar contents already published in various online information sources. While submitting the soft copy of the doctoral for check with plagiarism prevention software, the research scholars and supervisors are solicited to consider the following and strictly adhere to regulations.

1. The CD containing the soft copy of the doctoral thesis has to be in PDF or word file.
2. Thesis covering all the chapters, from “Title page to bibliography/references” in a single word or PDF file, excluding preliminary pages: declaration, acknowledgement, abstract, list of charts abbreviations, table of contents etc and succeeding pages/ appendices: glossary, index, questionnaire etc.
3. The soft copy of the thesis has to be submitted for plagiarism check after incorporating suggestions given by the doctoral committee during the Pre-submission Colloquium. The contents of the submitted for plagiarism check should be the same as the contents of the thesis which is going to be finally submitted to the University for Award of doctoral degree.
4. Plagiarism check service certificate has to be obtained from library 15 days in advance before the last date of submission.
5. Duration of 48 hours is allowed for scanning the text of the thesis and the issue of the report depicting percentage of similar content. (This is with reference to the first scan).
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7. In case of the percentage of similar contents is beyond the limit or any plagiarized content is detected, the researcher has to revise the contents under the supervision of the guide, so as to ensure originality of research contribution.
8. The application of the candidate who is submitting at the last date will not be considered for the plagiarism check. Kindly requesting candidates should submit their request at least a week before the submission.
9. The researchers are informed to acknowledge the right authors /sources providing the text within quotes. Uniformity and consistency be maintained in rendering bibliographic & references.
10. An accepted standard format (like APA, Chicago manual, MLA etc,) has to be followed for rendering references and bibliography.

11. Summary of the similarity report will be sent to the email ID of the researchers on request. The researchers have to contact the concerned library staff for getting the scanned copy for perusal and rectification.
12. The researchers and the supervisors have to revise and resubmit the thesis in case the percentage of similar content detected is beyond the tolerance limit of 30 percent (Vide University Order No DOR.9.5/Ph.d/Plagiarism/2014-15 dated 30-06-2015. for every subsequent uploads for the same theses (Plagiarism check) research scholars has to pay Rs 500/- for the Examination A/C No 54007591200 through SBI branches using UOM challans.
13. The upper limit of 30 percent is exclusive of the similar contents detected from the publications of the researcher.
14. The candidate should write their Name, Department and date of submission on CD without fail.
15. The researcher is required to fill 1<sup>st</sup> to 5<sup>th</sup> fields in the application form, 6<sup>th</sup> & 7<sup>th</sup> Colum for office use.

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1. Applicants should pay Rs. 1000 /- towards plagiarism checking service fees through Examination A/C No 54007591200 (Payments through SBI branches using UOM challans)
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3. No Due Certificate from UOM Library.
4. Any Identity Proof (Aadhaar Card) copy of the researcher.
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5.	If the thesis written in regional language, mention the language.		
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