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**SUB: PLAGIARISM CHECK SERVICE GUIDELINES**

Users are requested to note the following guidelines frame to avail plagiarism check services the library is using “TURNITIN” plagiarism checker software to get the percentage of similar contents already published in various online information sources. While submitting the soft copy of the doctoral theses 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 theses has to be in PDF or word file.
2. Theses covering all the chapters, from Title page to bibliography/references be 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 thesis 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 05 days in advance before the last date of thesis submission.
5. Duration of 48 hours is allowed for scanning the text of the theses and the issue of the report depicting percentage of similar content. (This is with reference to the first scan).
6. The library facilitates access to anti plagiarism software “Turnitin” to the research scholar who is submitting doctoral theses to the University. It is the responsibility of the research scholar and the supervisor of the research contributions.
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 week before the submission of their thesis.
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. 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 theses in case the percentage of similar content detected is beyond the tolerance limit of 30 percent. The upper limit of 30 percent is exclusive of the similar contents detected from the publications of the researcher.

13. Theses written in regional languages need not to obtain plagiarism checking service certificate from the library.

14. The candidate should write their name and department on CD without fail.

15. There is no Plagiarism Checker Services for **Non-English** (regional languages ex: Kannada, Hindi, Urdu, Sanskrit) language theses.

The Applicants should attach the following documents with their **Requisition letter**.

1. Applicants should pay Rs. 1000 /- towards plagiarism checking service fees through **Examination A/C No 54007591200** (Payments through SBI branches using UOM challans).
2. The Pre-Thesis submission Committee Report Xerox copy.
3. No Due Certificate from UOM Library.
4. Any Identity Proof copy.
5. Two **PLAGIARISM CHECKER SERVICE** form with guide signature and seal.

Date: 25/04/2018

Dr. R. T. D. Ramesh Gandhi

University Librarian (I/C)



Dated: \_\_\_\_\_

**PLAGIARISM CHECKER SERVICE**

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The Researcher and the Supervisor have verified the contents of the thesis against plagiarism and appropriate measures have been taken to ensure originality of research contribution.

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