Sri Venkateshwara University

Established by Govt. of Sikkim & Recognized by UGC
Under Section 2(f) of the UGC Act,1956

Plagiarism Check

Guidelines

SIKKIM

1. Preamble

Sri Venkateshwara University, Pakyong is established by the Govt. of Sikkim through State Legislature under the Act No 04 of 2025. It is UGC recognized University under section 2(f) of the UGC Act 1956.

Sri Venkateshwara University is known for offering quality education to students coming from varied backgrounds, across different learning segments and knowledge disciplines.

Sri Venkateshwara University, Pakyong offers research Programs leading to the award of the Ph.D. degree. The award of this degree is in recognition of high academic achievements, independent research and application of knowledge to the solution of technical and scientific problems in the various disciplines such as Science, Engineering & Technology, Computer Science & IT, Commerce & Management, Pharmacy, Physiotherapy, Yoga & Naturopathy, Education, Law, Arts, Humanities & Social Sciences and Agriculture

The University started Ph.D programmes w.e.f. the Academic Session 2025-26. The University has framed guidelines to check plagiarism in compliance with the University Grants Commission Regulations. The provisions of the UGC Regulations are applicable in all the cases.

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, Sri Venkateshwara University, Pakyong is framing the following guidelines:

2. 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 Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

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.

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 Ouriginal/ Urkund/ Turnitin of his draft thesis along with a soft copy of the draft thesis for the consideration of Research Advisory Committee.

(b) He shall submit soft copy along with an application form (Annexure-I)

(c) He shall also submit an affidavit (Annexure -II) of plagiarism free and original Ph.D. research work

5. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

i. All quoted work reproduced with all necessary permission and/or attribution.

ii. All references, bibliography, table of content, preface and acknowledgements.

iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

6. Levels of Plagiarism

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

i. Level 0: Similarities up to 10% - Minor similarities, no penalty

ii. Level 1: Similarities above 10% to 40%

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

iv. Level 3: Similarities above 60%

Vidya Seva
SRI VENKATESHWARA UNIVERSITY
SIKKIM

7. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the University Academic Integrity Panel (UAIP). Upon receipt of such a complaint or allegation the UAIP shall investigate the matter.

The authorities of University can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations.

8. University Academic Integrity Panel (UAIP)

i. University shall notify a UAIP whose composition shall be as given below:

a. Chairman - Vice-Chancellor /Pro-Vice-Chancellor/Dean/Senior Professor of the University.

b. Member - Senior Professor other than Chairman, to be nominated by the Vice-Chancellor.

c. Member - One member nominated by the Vice-Chancellor from Professor/ Associate Professor of the University

d. Member - A person well versed with anti-plagiarism tools, to be nominated.

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 UAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.

iii. The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

iv . The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.

V. The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-Chancellor within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

v. The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

Vidya • Seva
SRI VENKATESHWARA UNIVERSITY
SIKKIM

9. Procedure for reconciliation of plagiarism reports

(1) If a draft thesis is found plagiarized and is reported to Research Advisory Committee then the RAC shall call the candidate to hear the candidate's view. On hearing the candidate, the Research Advisory Committee shall submit its recommendations keeping in view of the following guidelines:

(a) The similarity between documents is within the limit (not more than 10%) 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) 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 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 Research Advisory Committee in view of clauses (1)(a) to (d), will be again placed before Research Advisory Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him in the thesis.

Vidya Seva
SRI VENKATESHWARA UNIVERSITY
SIKKIM

10. 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.

11. 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 University 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 dissertations

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

i. **Level 0: Similarities up to 10% -** Minor Similarities, no penalty.

ii. **Level 1: Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

iii. **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.

iv. **Level 3: Similarities above 60%** -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism

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.

Vidya Seva
SRI VENKATESHWARA UNIVERSITY
SIKKIM

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 UAIP and approved by the Vice-Chancellor.

Penalties in case of plagiarism in academic and research publications

I. **Level 0: Similarities up to 10%** - Minor similarities, no penalty.

II. **Level 1: Similarities above 10% 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

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 University.

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 UAIP and approved by the Vice-Chancellor.

Note 3: University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

Vidya • Seva
SRI VENKATESHWARA UNIVERSITY
SIKKIM

Note 4: If there is any complaint of plagiarism against the Vice-Chancellor, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of UAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

Instructions for Submission of Ph. D. Thesis in soft copy. (PDF)

Part-I : For Plagiarism Checking-(At the time Pre-Submission)

Scholars are requested to note that the following guidelines have been framed to avail of the plagiarism check services in the library/Research department of Sri Venkateshwara University, Pakyong which is using "OURIGINAL" 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 thesis for check with plagiarism prevention software, the research scholars and supervisors are solicited to consider and strictly adhere to the following regulations:

1. The CD/Pen drive containing the soft copy of the thesis has to be in the searchable PDF format.
2. Abstract and all chapters be in a single PDF excluding the cover page, certificates, declaration, acknowledgement, table of content/Index, list of tables, list of figures, list of symbols, list of abbreviations and references/bibliography, appendices and questionnaire [vide section 7.ii of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018] in electronic form shall be shared by scholar for plagiarism check.
3. The contents of the submitted thesis for plagiarism check should be the same as the contents of the thesis which is going to be finally submitted to the Sri Venkateshwara University for the award of a doctoral degree. The maximum document length is 400 pages, so it should not exceed 400 pages.
4. The library/research department access to anti-plagiarism software "OURIGINAL" to the research scholar who is submitting a doctoral thesis to the Sri Venkateshwara University. It is the responsibility of the research scholar and the supervisor of the research contributions.
5. In case 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 the originality of the research contribution.

Vidya Sewa
SRI VENKATESHWARA UNIVERSITY
SIKKIM

6. The researchers are informed to acknowledge the right authors/sources providing the text within quotes. Uniformity and consistency be maintained in rendering bibliographic references.
7. An accepted standard format (like APA, Chicago Manual, MLA, etc.) has to be followed for rendering references and bibliography
8. A summary of the similarity report will be sent to the email ID of the researchers. The researchers have to contact the concerned library/research department for getting the scanned copy for perusal and rectification.
9. 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.
10. A certificate has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work regarding self-plagiarism or cases where published work of the student is shown as plagiarism in the check. 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 to the library/research department which will perform the final check.
11. Plagiarism report must be certified / verified by the Research Guide
12. A candidate can apply two times for plagiarism checking for Ph.D. Thesis/Research Paper for free of cost, after that a nominal charge Rs 5000/- will be applicable to check plagiarism each time.
13. The candidates should write his/her name and department on CD/Pen Drive without fail.

Part-II: For uploading thesis on Shodhganga: Arrange the Ph.D. thesis files in the following sequence and in the PDF format for final submission in soft copy.

PDF Name	Content
01_Title.pdf	Title Page
02_Prelim pages.pdf	Title+ Declaration +Dedication +Certificates + Acknowledgement + List of tables+ List of figures and graphs
03_Contents.pdf	Contents
04_Abstract.pdf	Abstract
05_Chapter 1.pdf	First Chapter
06_Chapter 2.pdf	Second Chapter
07_Chapter……	Chapter…
08_Chapter……	Chapter…

Vidya-Seva
SRI VENKATESHWARA UNIVERSITY
SIKKIM

09_Chapter……	Chapter…
10_Annexures.pdf	Bibliography + References + Questionnaires + Maps + Publications + Conferences certificates
80_Recommendations.pdf	Recommendations/ Conclusion/Summary/ Further findings
90_Plagiarism.pdf	Plagiarism Report

Include all the chapters contained in the thesis in sequence as per original thesis.

The above instructions are mandatory for the final submission of the Ph.D. thesis.

Part-III -Formats of Applying for Plagiarism Check (downloadable)

1) Affidavit regarding Originality of Research work
2) Self Plagiarism Exclusion Certificate from Supervisor

Important Note: After submission of softcopy for plagiarism check, report will be issued after Seven (07) days.

Vidya • Seva
SRI VENKATESHWARA UNIVERSITY
SIKKIM