



जय प्रकाश विश्वविद्यालय

राहुल सांकृत्यायन नगर, छपरा-841302, बिहार (भारत)

JAI PRAKASH UNIVERSITY

RAHUL SANKRITYAYAN NAGAR, CHAPRA-841302, BIHAR (INDIA)
Email Id: registrar-jpu-bih@nic.in Website: www.jpv.ac.in

Letter no....1381(R)

Date 19.07.2024

General S.O.P. to Research Scholar for Plagiarism Check of Thesis/Dissertation

1. **Nature of the documents :-** Research Paper, Thesis and Dissertation
2. **Required file format :-**
 - For documents in English : MS Word/Searchable PDF
 - For documents in Hindi, Sanskrit and other Indian languages : MS Word only typed in Mangal font (Unicode compliant)
 - For documents in Arabic, Persian and Urdu : MS Word
3. **Procedure:-**
 - i. Students are advised to send their own documents only to antiplagiarismcelljpu@gmail.com for text similarity checking mentioning their Name, Registration No., Course, Department, Supervisor's Name and Type of Documents.
 - ii. Faculty members may also send the Thesis/Research article of their research scholars/students mentioning details i.e. Student's Name, Reg. No., Topic along with own details. The file name may be renamed as "Name of the student (Reg. No.) – Department – College/JPU P.G. Department.
 - iii. The Students are advised to send the document five working days prior to the last submission date.
4. A particular document can be checked upto three times only.
5. **Plagiarism Report:** - The downloaded Report will be forwarded to Academic Section through the Head of Concerned department.
6. **Please include:-**
 - i. The students are advised to include a soft copy of application form forwarded by their thesis supervisor along with the soft copy of thesis. (The format of the application is available on university website.)
7. **Please Exclude:-**
 - i. All bibliography, references, table of content, preface and acknowledgements.
 - ii. All generic terms, laws, standard symbols and standard quotations.
 - iii. Mathematical formulas.
 - iv. All quoted works reproduced with all necessary permissions and/or attributions
 - v. Name of the Institution/Departments etc.

(Signature)
19/07/2024
Registrar

(Signature)
19/07/2024

17

Jai Prakash University, Chapra, Saran
Anti-Plagiarism Policy and Regulations*

1. Preamble

In pursuance of 'University Grants Commission's Academic Integrity and Prevention of Plagiarism Regulation-2018' vide D. O. No F.1-18/2010 (CPP-II) dated 23 July 2018 and further published in The Gazette of India: Extraordinary, PART III—Section 4, dated 31st July 2018, a student/researcher/faculty/staff is required to have ethical and moral values in his academic pursuit. The student/researcher/faculty/staff is expected to produce and submit the original and genuine work. In the present era, huge information is available on the internet and other sources. In this context, plagiarism has become a serious problem. Thus, in compliance of the UGC's Regulations, Jai Prakash University, Chapra, Saran has framed the following Regulations:

2. University Academic Integrity Committee (UAIC)

There shall be a University Academic Integrity Committee whose composition shall be as follows:

- (i) Chairman - Pro-Vice Chancellor / Senior most Dean in his / her absence.
- (ii) Member – One Senior Academician to be nominated by the Vice-Chancellor Jai Prakash University.
- (iii) Member - One Senior member to be nominated by the Vice-Chancellor Jai Prakash University from outside the Jai Prakash University.
- (iv) Member - A person well versed with anti-plagiarism tools, to be nominated by the Academic Council of Jai Prakash University.
- (v) Controller of Examinations – Member Secretary

The tenure of the committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 5 members (including member Secretary).

2.1 Role and Responsibilities of University Academic Integrity Committee

- (i) "The UAIC shall consider the recommendations of the Departmental Academic Integrity Committee (DAIC).
- (ii) The UAIC shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- (iii) The UAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff of the University.
- (iv) The UAIC shall have the power to review the recommendations of DAIC including penalties with due justification.
- (v) The UAIC shall send the report after investigation and the recommendation on penalties to be imposed on the researcher to the Vice Chancellor within a period of 45 days from the date of receipt of the recommendation of DAIC.
- (vi) The UAIC shall provide a copy of the report to the person(s) against whom inquiry report is submitted".

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3. Departmental Academic Integrity Committee(DAIC)

There shall be a Departmental Academic Integrity Committee (DAIC) whose composition shall be as given below:

- (i) Chairman - Head of the Department
- (ii) Member - Senior academician of the subject from outside the department, to be nominated by the Head of the Department with the consent of the Vice Chancellor.
- (iii) Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department with the consent of the Vice Chancellor.

The tenure of the members shall be for two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

3.1 Role and Responsibilities of Departmental Academic Integrity Committee (DAIC)

- (i) "The DAIC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff.
- (ii) The DAIC shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.
- (iii) The DAIC after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIC within a period of 45 days from the date of receipt of complaint.

4. 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 acknowledgment of the source.

4.1 Methods of Plagiarism:

- (a) Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgment 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 acknowledgments.
- (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.
- (e) And any other means which have not been listed here.

4.2 Self-Plagiarism

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

4.3 **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.

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.

5. **Levels of Plagiarism**

As per UGC notification dated 23rd July 2018 and further published in The Gazette of India: Extraordinary, PART III—Section 4, dated 31st July 2018, the plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 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%

6. **Procedure for Submission of Documents for Plagiarism check**

University already has a subscription of a Plagiarism Check Software **Drillbit, provided through INFLIBNET Gandhinagar**. Any student, researcher, and faculty who wish to submit his/her final thesis and dissertation to the university for plagiarism check, they are advised to follow the **S.O.P.** as mentioned below.

General S.O.P. for Plagiarism Check of Thesis/Dissertation

6.1 **Nature of the documents :-** Research Paper, Thesis and Dissertation

6.2 **Required file format :-**

For documents in English : MS Word/Searchable PDF

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6.3 **Procedure:-**

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6.4 A particular document can be checked upto three times only.

6.5 **Plagiarism Report:** - The downloaded Report will be forwarded to Academic Section through the Head of Concerned department.

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6.6 **Please include:-**

- i. The students are advised to include a soft copy of application form forwarded by their thesis supervisor along with the soft copy of thesis. (The format of the application is available on university website.)

6.7 **Please Exclude:-**

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- ii. All generic terms, laws, standard symbols and standard quotations.
- iii. Mathematical formulas.
- iv. All quoted works reproduced with all necessary permissions and/or attributions
- v. Name of the Institution/Departments etc.

7. **Procedure for the reconciliation of plagiarism reports:** It is worth noting that a particular document can be checked only upto three times. Therefore, the research scholars are strictly advised to discuss with their supervisor and include the comments in the thesis before submitting it for further round of plagiarism check.

8. **Penalty on repeated plagiarism:** The research scholar may be asked to withdraw the thesis/dissertation. Further details regarding the penalties on different levels of plagiarism can be found in UGC notification dated 23rd July 2018 and consequently published in The Gazette of India: Extraordinary, PART III—Section 4, dated 31st July 2018.

APPLICATION FORM FOR PLAGIARISM CHECK REPORT

To,

Date -

The Convenor,
Anti Plagiarism Cell
Jai Prakash University,
Chapra Chapra-Saran.

Subject: Request for plagiarism check report of Ph.D. thesis.

Sir / Madam,

I am submitting herewith a softcopy of my Ph.D. thesis. You are kindly requested to check plagiarism & issue me a report to that effect.

Name of the Research Scholar: Mr. / Miss/ Mrs.....

Faculty & Subject:-.....

Designation & Address:.....

Title of the Ph.D. thesis/Research Article:
.....

I declare that, I am aware of **Anti Plagiarism Policy** of Jai Prakash University, Chapra-Saran (available on the official website of Jai Prakash University, Chapra).

Following research publications are published by me and are the part of my thesis, which are to be **excluded** during plagiarism check.

Sl. No.	Title of published paper	Journal	Volume	Issue, page number, year	DOI/Weblink of the research paper

1. Signature of Research Scholar:
Email -

2. Signature of Thesis Supervisor
Email -

(Note – Research Scholar must attach soft copy of this application form along with the soft copy of thesis before sending to Anti Plagiarism Cell.)