MANGALORE UNIVERSITY
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ANTI -PLAGIARISM POLICY

PREAMBLE

A procedure for the revision of **Anti - Plagiarism Policy** for before the evaluation of M.Phil and Ph.D theses is appended along with the format of the suggested guidelines. The Anti-Plagiarism Policy has been put into effect from 21st October 2015 by the Mangalore University vide reference MUL/Shodhganga/2015-16, dated 16.10.2015. The main purpose of enforcing this policy is to avoid plagiarism to maintain the standard of higher education. The procedure includes the scan of soft copy of the M.Phil/ Ph.D thesis through the software web-based tool "TURNITIN".

Anti Plagiarism Policy of the Mangalore University is a key factor of maintaining the academic standards of honesty and integrity to prevent plagiarism.

OVERVIEW

The policy plagiarism refers either to the **"failure to acknowledge the ideas of original work"** or **"presentation of the ideas of another as one's own"** and copying passages /text, figures, photograps or even data including software in the written work **without acknowledging to original work** of original author. The policy **revises** anti-plagiarism guidelines followed earlier.

APPENDIX - I

ANTI-PLAGIARISM GUIDELINES

It is mandatory for students to get their soft-copies of Ph.D/M.Phil thesis checked for plagiarism before submitting to the Mangalore University for the award of the Ph.D degree. Before submission for the plagiarism check, the candidates must make sure of their data, text, figures, photographs, and appendices (if any) are their original work. If some of these are taken from different sources, candidates are advised to take the written consent to use the above mentioned dada as per the copyright act. All secondary data/information sources must be mentioned in their text/methodology/wherever they are necessary in the thesis with due acknowledgement. The competent authority to issue the plagiarism check certificate is the University Librarian. The certificate is issued after screening the soft-copy of the thesis through software that checks plagiarism.

The Ph.D/M.Phil candidates are instructed to scan their theses for plagiarism using an anti-plagiarism web tool "Turnitin"

Registrar
MANGALORE UNIVERSITY
MANGALAGANGOTRI - 574 199.

This policy with effect from 21st October 2015, The Ph.D/M.Phil candidates shall submit their thesis along with soft copy for plagiarism check for obtaining the Anti-Plagiarism Certificate from the Anti-Plagiarism Committee (APC).

The Anti-Plagiarism Committee (APC) consisting of :
  i.   Librarian
  ii. Member –nominated by the Vice Chancellor
  iii. Member Secretary- nominated by the Vice Chancellor

The maximum permitted similarity index as per the anti-plagiarism guidelines are provided as follows:

Thesis/ Dissertation	Ph.D/M.Phil
Maximum % Permitted Similarity index	30%
Total Continuous words	Not exceeding 10 words

THE TERMS AND CONDITIONS:

a) Prospective PhD and M.Phill students shall submit their softcopy of the thesis for obtaining the certificate along with the completed application for plagiarism check to the Librarian, Mangalore University Library, Mangalagnagothri.

b) The soft copy of the thesis shall be in full length including bibliography/references and any other annexures. The thesis must be in prepared by using the MSWord & PDF format. The preliminary pages of the thesis must contain the Declaration, Acknowledgement, Abstract, List of Charts and Abbreviations, Table of Contents, Tables of Figures, any computer language program used/developed glossary, index, and questionnaire must also be submitted in a separate PDF file.

c) Plagiarism checking shall be done by the library ETD staff to check the entire thesis including the aims and objectives, methodology, results, discussion, summary and conclusion, including appendices, data, programs, photographs, images and ancillary data sources.

d) The anti-plagiarism report shall be submitted to Registrar (Evaluation), through head of the department along with the thesis.

e) The library requires at least 24 hours to run the thesis through the anti-plagiarism software.

f) It is the responsibility of Research Scholar and the Research Guide to go through the passages identified by the software as plagiarized material and make appropriate changes in the thesis.

g) The maximum limit for plagiarism allowed is up-to 30% of similarity index for doctoral thesis. The researchers have to contact the ETD Lab personnel for getting the scanned copy for perusal and rectification whenever it exceeds the limit.

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h) If the submitted thesis shows similarity index more than permitted similarity index, then the thesis shall be returned to candidate for correction, rechecking and resubmission with an addition of fee of Rs. 1000/-

i) In case the thesis still shows similarity index more than permitted similarity index, then the student shall resubmit the thesis to ETD Lab personnel for the third time on payment of Rs. 3,000/- which shall be considered as the final submission. If the students fail do so, thesis will be considered any more for plagiarism check.

j) It is mandatory for the M.Phil. and PhD students to produce the anti-plagiarism certificate as a part of the thesis submission.

k) "Anti-plagiarism certificate" shall be attached in the thesis after the "Copyright " Page.

APPENDIX – II

## GUIDELINES TO THE INSTRUCTORS

a) Administrator (University) will add instructors (Co-ordinator) to Mangalore University Turnitin account

b) The instructor will receive an e-mail from Turnitin through administrator with a temporary password.

c) To get started, log in to Turnitin (www.turnitin.com) with the e-mail address and password.

d) Click on the "Instructor" link. Fill in the required information in the new user profile form. In order to complete the profile, one must have an Account ID and a Account Join Password. This information will be provided by Mangalore University's Turnitin Account administrator.

e) For submitting thesis for plagiarism check, click on the "View" link to the right of the assignment to open the assignment inbox and then click on the "Submit" button.

f) On the submission page, enter the thesis title and name of the guide and students.

g) Users have a choice to upload a file from the computer, Dropbox, or Google Drive. Click on one of the submission buttons "Choose from this Computer", "Choose from Dropbox" or "Choose from Google Drive " and select the file for submission.

h) For assignment that only allow file submissions that are able to generate originality reports Turnitin support the following formats:

Microsoft Word, Powerpoint, Wordperfect, Postscript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs (Submitted via the Google Drive submission option), plain text files.

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i) Click the "Upload" button to upload the thesis.

j) A preview of the thesis chosen to submit will be shown on this page. Look Over all the information and make sure that it is correct. To confirm the submission, click the " Confirm" button.

k) After submission, system will begin processing the uploaded thesis and will generate an Originality report within a few minutes for supported file types.

l) To view the report, click the "Inbox" button on submission confirmation page. The assignment inbox will open.

m) The Assignment inbox shows uploaded thesis with their Originality Reports if available. To open the Originality Report for the thesis uploaded, click the report icon.

n) The Originality report will open in a new window called the Document Viewer. The document Viewer allows instructors to access each Turnitin product in one location and view all the products simultaneously as layers.

o) All the top sources found to match the uploaded thesis are in the sidebar to the right of the paper contents. Top sources are the sources that have the closest match (most matching words without variation) to the document's text.

p) To view all underlying sources for a top source hover the cursor over the source and click on arrow icon. The overlapping sources are listed below the top source.

q) Click print/ save option to generate anti-plagiarism report for the uploaded thesis.
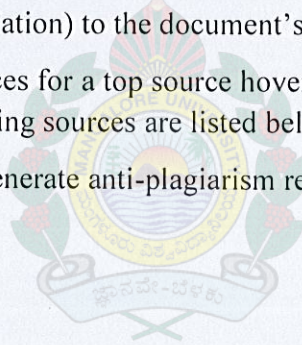
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CERTIFICATE OF ANTI-PLAGIARISM CHECK

MANGALORE UNIVERSITY
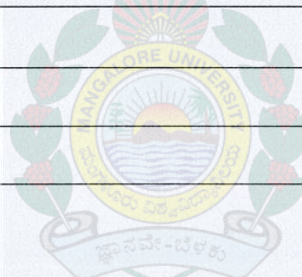**Accredited by NAAC with 'A' Grade**
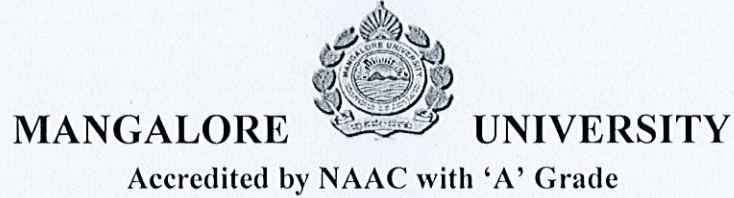
LIBRARY

Date:

PLAGIARISM CHECKER SERVICE

Access to "Turnitin" – Plagiarism Detection Software is provided by the Library for the below mentioned Researcher who is submitting his/ her thesis to the Mangalore University.

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.

1.	Name of the Researcher		
2.	Name of the guide		
3.	Title of the thesis		
4.	Department and institution		
	Percentage of Similar Content Detected		
5.	Total	Publications of the researcher with co-authors	internet, cross-check and publications(databases)
	%	-	-
6.	Date of verification: First scan/ After revision		

This % of plagiarism includes acknowledged quotes from texts, footnotes, names of the books and repeated words.

Signature

Co-ordinator, Shodhganga Project
Mangalore University

To

The Registrar (Evaluation)
Mangalore University
Mangalagangothri – 574 199

Registrar
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