Dr. Mohammad Yusuf  
Actg. University Librarian  

For Wide Publicity  

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AMU, Aligarh  

Subject: Plagiarism checking procedure in M.A. Library, regarding  

As you may aware that UGC has notified UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018 on 23.07.2018 and the same has been adopted by the Academic Council Meeting, Aligarh Muslim University vide D.No. (C)/1329 dated 25.03.2019. Therefore, in order to detect plagiarism in research output produced by the university fraternity, M.A. Library provides plagiarism checking facility through Urkund and Turnitin plagiarism detection Software. This service is available for faculty, bonafide students and staff of the University only.  

The procedure for the same is enclosed herewith. Therefore, you are requested to kindly promote for wide publicity in your faculty/department amongst all. 

Encl.: as above.  

Copy to:-  
1. Assistant Registrar, Vice-Chancellor’s Secretariat for kind information to the Hon’ble Vice-Chancellor.  
2. Chairman, Institutional Academic Integrity Panel (Pro-Vice Chancellor).  
3. PS to Registrar for information to Registrar.  
5. Director, IQAC.  

(Acting University Librarian)  

P.T.O.
Plagiarism Checking Procedure

What documents: Research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media shall be checked for plagiarism.

However, assignments, term papers, project reports, course work, essays and answer scripts etc. will not be checked according to UGC Regulation, 2018.

Required File Format
- For documents in English:- MS Word / searchable PDF
- For documents in Hindi and Sanskrit:- MS Word only typed in Mangal font
- For documents in Arabic, Persian, Urdu:- MS Word only

Who are eligible: Faculty, bonafide research scholars and staff of the university.

Which Software:
- Urkund (Provided by UGC for all above mentioned document types); and
- Turnitin (Subscribed by AMU for Research Articles/Books/Books Chapters, etc.).

How:
- Students are required to visit Computer Applications Division, M.A. Library. They shall bring only his/her own document in Flash Drive/Pen Drive/CD etc. for plagiarism checking. If a student is unable to visit the library, he/she must send his/her document through the supervisor.
- However, faculty and staff may send their document by email to malcom.amu@gmail.com mentioning their name, designation, employment id, department, document type etc.
- Faculty members may also send the thesis/research article of their research scholars mentioning students details i.e. student's name, enrollment number, topic, course name along with own details.
- A particular document can be checked up to three times only.

When: Eligible users can avail plagiarism checking facility on all working days during 09:00 AM to 03:00 PM (except Friday) and 09:00 AM to 12:00 Noon (on Friday).

Plagiarism Report: The downloaded plagiarism report is forwarded to the user's E-mail ID on next working day.

Important Note:
1. All Students are required to produce their valid ID cards and bring their own documents at the time of file submission for plagiarism checking in Computer Applications Division, M.A. Library.
2. The above mentioned software are text comparing software only and show similarity/significance in percent.
3. Repeated checking of the same document may show variable results since the database of the software keeps updating.
4. Scanned documents without searchable format in any language cannot be checked for plagiarism.
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