

EXTRACT FROM THE MINUTES OF THE ORDINARY MEETING OF THE
ACADEMIC COUNCIL HELD ON 19.08.2017

Item No.27 : To consider the Report of the Committee constituted by the Vice-Chancellor vide Office Memo D.No.(C)/5787 dated 14.06.2017 relating to Guidelines to Check Plagiarism in vogue in the Central University of Punjab, Bhatinda and to decide the suitable changes/modifications in the perspective of the Aligarh Muslim University, Aligarh.

The house considered and accepted the report of the Committee with the following observations:

The "Guidelines for action when Plagiarism is reported" point "e" Depending on the severity of the case, a supervisor/teacher may be face any of the following consequences be replaced by the following:-

e. Depending on the severity of the case, author may face any of the following consequences.


Office of the Registrar
(Councils Section)
Aligarh Muslim University
Aligarh.

D.No.(C)/6230

Dated: 28/8/17

Copy forwarded to the following for information and necessary action: -

1. All Deans of the Faculties along with Appendix
2. Controller of Examinations along with Appendix
3. Assistant Controller (Research Unit) along with Appendix
4. Assistant Registrar, VC's Secretariat
5. Sr. P.A. to Registrar
6. Guard File


(Dr. Nazim Husain Jafri)
Joint Registrar
(Councils)


25/8/17



Guidelines & Policies

For

Checking Similarity and Plagiarism

Aligarh Muslim University
Aligarh

2017

Guidelines to Check Similarity and Plagiarism Policy 2017

Plagiarism reports must be generated by available software (Urkund /Turnitin etc.) at the time of submission of Ph.D. Thesis/M.Phil. Dissertation/Research Articles/Class Assignments and other documents claimed as original.

1. The exclusion at the time of performing the check should be limited to the followings:
 - a. Quotes
 - b. Bibliography/References/Citations
 - c. Phrases
 - d. Small matches upto 10 words
 - e. Format
 - f. Ideas/works or language of the lab/team/group or the supervisor(s)
 - g. Small similarity less than 1%
 - h. Mathematical Formula
 - i. Name of Institutions, Departments etc.
2. In case of self-plagiarism or cases where published work of a researcher from the lab/group etc. is shown by Plagiarism check, a certificate (plagiarism Self Exclusion Certificate, Annexure-II) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. 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 the reference of the library which will perform the final check.
3. The final Plagiarism check from the library is essential so that the correct report is submitted at the time of submission of thesis/dissertation.
4. For Ph.D. thesis/M.Phil. dissertation, the University Library will issue the final certificate of Plagiarism Check called the **Plagiarism Verification Certificate** (Annexure-III), certifying and authenticating the check performed by the student/Department. This certificate has to be submitted with all the necessary documents to the Office of the Chairperson of the concerned department at the time of submission of thesis/dissertation along with the certificate from the student, signed by Supervisor (Annexure-IV).

Guidelines for action when Plagiarism is reported

When a case of plagiarism is reported, the following procedure will apply:

- a. The existing committee for Plagiarism and Chairperson of the concerned department shall form a committee who will establish whether there is a plagiarism or not, if it is there, what is the level? This committee will submit its recommendation to the Vice-Chancellor for action/final decision in this regard.
- b. The committee will use the best possible software provided by the UGC/Govt. body or made available by the University for detecting the plagiarism.
- c. The onus of plagiarism shall rest with the student in case of Ph.D. thesis/M.Phil. dissertation and on the author(s) in case of a research paper.
- d. Depending on the severity of the case, a student may face any of the following consequences:
 - i. Warning or Fine or both.
 - ii. Rustication for a limited period or permanent removal from the University rolls.
 - iii. Withdrawal of degree awarded on plagiarized work.
- e. Depending on the severity of the case, the author may face any of the following consequences:
 - i. Warning.

- ii. Any other action as decided by the committee/Vice Chancellor.

The quantum of action in case of faculty members will be decided by the Vice-Chancellor based on the recommendation of the plagiarism committee, duly approved by the Academic Council and confirmed by the Executive Council.

PLAGIARISM POLICY

It is mandatory for students pursuing M.Phil and Ph.D. degrees in various departments of Aligarh Muslim University to check the originality of their research work before submission using authenticated anti-plagiarism Software.

Guidelines for submitting soft copy of the thesis/dissertation for plagiarism checking with anti-plagiarism software in the MA Library for the Research Scholars and Research Supervisor are:

1. Soft copy of the thesis/dissertation (CD-ROM/DVD/Pen Drive/Email) covering all the chapters has to be submitted in a single MS-word or searchable PDF file excluding preliminary pages: declaration, acknowledgement, abstract, list of charts and abbreviations, table of contents etc. and succeeding pages: glossary, index, questionnaire etc.
2. At present, the library facilitates access to anti-plagiarism software URKUND/TURNITIN to the Research Scholars and Research Supervisors. The time taken to check plagiarism to detect similarity index may vary from 1 hour to 24 hours. Hence plagiarism must be checked in advance at least 2 days before submission.
3. It is the responsibility on the part of Research Scholar and the Research Supervisor to go through the identified similar content (plagiarized) and take appropriate measures to ensure originality of the research output.
4. The limit for plagiarism is up-to 20% of similarity for Agricultural Sciences, Engineering & Technology, Medical Sciences, Life Sciences, Science and Unani Medicine etc. and 30% for Humanities/Arts, Commerce, International Studies, Law, Management, Social Sciences and Theology etc. and in case the percentage of similar content detected is beyond permissible limit, then the Research Scholars and the Research Supervisor has to revise and re-submit the thesis/dissertation for plagiarism checking.
5. Articles published by the research scholar as part of the thesis/dissertation work and is showing plagiarized beyond permissible limit in the report may also be considered for final submission subject to submission of self-exclusion certificate (Annexure-II).
6. The certificate and report of plagiarism check shall be given to the concerned Research scholar.
7. The prescribed proforma (Annexure-I) duly forwarded by the Research Supervisor is necessary to carry out plagiarism checking.
8. If a Research Scholar needs to check plagiarism again after re-writing or editing thesis/dissertation after first plagiarism check, he/she may check for plagiarism again after submitting Annexure-V (checking plagiarism for 2nd/3rd time) duly forwarded by the Chairman/Dean and he/she shall have to return the earlier issued certificate to M.A. Library.

Cases of Urdu, Arabic, Persian, Sanskrit, Hindi, etc.

1. As of now, there is no provision for checking the plagiarism in languages other than English. In such cases, Research Scholar and Supervisor will be fully responsible for plagiarism/similarity, if any and has to submit 'Certificate of Originality for Thesis/Dissertation in Other Language' (Annexure VI) with all the necessary documents to the Office of the Chairperson of the concerned department at the time of submission of thesis/dissertation.
2. The Chairman of the relevant department will be part of the current committee for checking plagiarism in other languages in case of any complaint of plagiarism.