



Saiyid Hamid Library
Maulana Azad National Urdu University, Hyderabad

SIMILARITY DETECTION POLICY

Introduction

The Executive Council in its 72nd Meeting held on 27.12.2018 adopted the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 (as notified in the Gazette of India on 23 July 2018).

Every person who is in the early stages of his/her research career or is a seasoned academician/researcher is expected to know the ethical conduct in research and publications. Also, since the University has adopted the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018, it is all the more important that faculty, research scholars, staff, students, adhere to the provisions of the Regulations. For better understanding of the provisions of the UGC Regulations, the following documents may be consulted by the faculty/research scholars:

1. UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018
(https://www.ugc.gov.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf)
2. MANUU Code of Ethics in Research & Publications
(<https://manuu.edu.in/University/Centre/Library/Code-of-Ethics>)

How to Get Access of Similarity Software

At present, Turnitin and Ouriginal software are available for similarity checking reports in the Saiyid Hamid Library. Regular faculty members are encouraged to obtain the user id and password from the library by sending an email to librarian@manuu.edu.in. They may consider adding student to their Turnitin account.

Ph.D. Theses, Dissertations, Research Papers, Books, Book Chapters, Reports, etc. may be checked for possible similarity or plagiarism by the faculty/research scholars.

How to Get Similarity Check of Ph.D. Theses

Ph.D. theses may be e-mailed at similarity@manuu.edu.in for similarity checking. Ph.D. theses will be checked for similarity only if they are complete in all respect including title page, table of contents, chapters, certificates, declaration, references, etc.

With regard to the other types of documents, the faculty may use their own user id and password for checking the documents.

While emailing the theses, complete details of the research scholars (Name, Course, Enrolment Number, Department) have to be included in the email request.

The similarity of a single thesis will be checked for a maximum of 3 times. Repeated checking of the same document may show variable results since the database of the software keeps updating.

The similarity report will be e-mailed back to the research scholar/student within two working days from the receipt of the electronic copy of their thesis. Hence, the research scholars are advised to plan their work well in advance.

Format and File Size Supported by Similarity Checking Software

The documents for similarity check should preferably be in MS Office/WPS/OpenOffice (ODT) or searchable PDF. However, documents in Microsoft Word, PowerPoint, OpenOffice (ODT), Google Docs, Plain text files are supported by the similarity software that are used by the library at present.

The file size may not exceed 100 MB. Files of larger size may be reduced in size by removal of non-text content.

Documents/Certificates to be Compulsorily Included in the Thesis

1. Synopsis Authenticity Certificate & Metadata
(<https://manuu.edu.in/University/Centre/Library/PhD-Certificates>)
2. Consent Form for Digital Archiving
(<https://manuu.edu.in/University/Centre/Library/PhD-Certificates>)
3. Certificate of Plagiarism Check
(<https://manuu.edu.in/University/Centre/Library/PhD-Certificates>)
4. Digital Receipt of Similarity Report
5. Title Page of the Similarity Report (first page of the report)
6. Similarity Index Page Reflecting the Total Percentage of the Similarity
7. Last Page of the Similarity Report Reflecting the Exclusions ('Excludes on')

It may be noted that the thesis will be considered incomplete if any of the above seven documents are missing.

Digital Copy of the Thesis

The research scholars shall get the '*Electronic Format for Submission of Theses for Shodhgana*' verified by the University Librarian as per the prescribed format given at the following link:

<https://manuu.edu.in/University/Centre/Library/PhD-Certificates>

For any further clarification, please contact Dr. Faisal Mustafa, Deputy Librarian at fmfarooki@manuu.edu.in or Dr. Akhtar Parvez, University Librarian at akhtar@manuu.edu.in

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