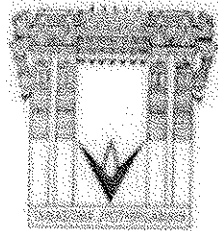


# **ANTI-PLAGIARISM POLICY**



**VNR VIGNANA JYOTHI INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**Pragathi Nagar, Nizampet (S.O), Hyderabad 500090**  
**Telangana State, India**



**ANTI PLAGIARISM POLICY**  
**AND**  
**PROCEDURE FOR USING SOFTWARE**

\* To ensure quality theses and publications from faculty and students \*

***Preamble:***

As per the draft regulations issued by the University Grants Commission through "University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations – 2017" vide notification dated 01<sup>st</sup> September 2017 and resolution passed in the Institute Academic Committee held on 14<sup>th</sup> October 2017 regarding plagiarism checking, the following anti-plagiarism policy document is prepared and followed at VNRVJIET.

**1. Adoption of Anti-Plagiarism Policy at VNR VJIET:**

- Plagiarism is considered as academic dishonesty and a breach of journalistic ethics. Globally, many institutions use plagiarism detection software to uncover potential plagiarism practices. At VNRVJIET, anti-plagiarism policy shall be adopted and implemented not only to protect the 'Intellectual Property Right' but also to develop the character among the students to be perfect in academic writing.
- The Institute has subscribed 'TURNITIN' - plagiarism detection software to facilitate the teachers and students to produce original papers, projects, thesis, etc.
- Guidelines prescribed under this policy document shall be applicable to the students, researchers, faculty and staff of VNRVJIET.
- These regulations shall be applicable from the date of publication.

**2. Usage Policy:**

- **The service shall be limited to VNR VJIET Academic Community.**
- It shall be mandatory to screen all the M.Tech. thesis.
- Based on the general practices at various Universities/Institutions, the **similarity index limit shall be kept as 30% or lower.**
- The supervisor shall go through the report generated by 'Turnitin' anti-plagiarism software before certifying the same.
- Student/research scholar in his/her thesis certificate shall certify/declare that the thesis is a plagiarism-free as per the norms of the Institute. **(Similarity index of less than 30% shall be considered as plagiarism-free).** Certificate must be included in the thesis as shown in Annexure -1.
- Not applicable to regional languages.

**3. Modus Operandi :**

- Plagiarism check shall be carried out for the following:
  - a) M.Tech. Thesis
  - b) Paper Publication, Reports etc.
- Plagiarism detection of M.Tech. thesis shall be assigned to Examination branch which shall conduct the plagiarism check and accordingly issue the certificate to students before final submission of M.Tech. thesis for evaluation.

- Plagiarism detection of paper publication and other documents shall be assigned to Research and Consultancy Cell (RCC) which shall conduct the plagiarism check and accordingly issue the certificate to the applicant.

#### 4. Similarity Checks for Exclusion from Plagiarism:

- The similarity checks for plagiarism shall exclude the following:
  - i) All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.*
  - ii) All references, bibliography, table of content, preface and acknowledgements.*
  - iii) All small similarities of minor nature.*
  - iv) All generic terms, laws, standard symbols and standards equations.*

#### 5. 'Zero Tolerance' Policy in Core Area:

- The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by '**Zero Tolerance**' policy on Plagiarism.
- In case, plagiarism is established in the core work claimed then Plagiarism Disciplinary Authority (PDA) of the Institute shall impose maximum penalty.
- The **core work** shall include
  - ✓ *Abstract*
  - ✓ *Summary*
  - ✓ *Hypothesis*
  - ✓ *Observations*
  - ✓ *Results*
  - ✓ *Conclusions and*
  - ✓ *Recommendations*

#### 6. Levels of Plagiarism in Non-Core Areas:

- For all other (non-core) cases, plagiarism shall be quantified into following levels in ascending order of severity for the purpose of its definition:

Similarities upto 30% - excluded

Level 1: Similarities above 30% to 45%

Level 2: Similarities above 45% to 60%

Level 3: Similarities above 60%

#### 7. Penalties:

- Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG, Masters, Ph.D. and faculty & staff of the Institute *only after academic misconduct on the part of the offender has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.*
- Since act of plagiarism, witting or unwitting, is potentially detrimental to the academic credibility and social reputation of the individual concerned, all proceedings of investigations and imposition of penalties shall be conducted in camera so as to prevent encrustation of stigma and slur upon individual concerned:

(a) Penalties for Students

- Plagiarism Disciplinary Authority (PDA) of the Institute, based on recommendations of the Academic Misconduct Panel (AMP), shall impose penalty considering the severity of the Plagiarism.
  - i) Level 1: Similarities above 30% to 45% - Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script within a stipulated time period *not exceeding 6 months*.
  - ii) Level 2: Similarities above 45% to 60% - Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script *after a time period of one year but not exceeding 18 months*.
  - iii) Level 3: Similarities above 60% - Such student shall not be given any mark and/or credit for the plagiarized script and his/her *registration for that course to be cancelled*.

*Note 1:* Penalty on repeated plagiarism - Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

*Note 2:* Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period decided by the AMP and PDA.

(b) Penalties for faculty, staff and researcher

- i) Level 1: Similarities above 30% to 45% - Shall be asked to withdraw manuscript submitted for publication and shall *not be allowed to publish any work for a minimum period of one year*.
- ii) Level 2: Similarities above 45% to 60% - shall be asked to 'withdraw' manuscript submitted for publication and shall *not be allowed to publish any work for a minimum period of two years* and shall be *denied a right to one annual increment* and shall *not be allowed to be a supervisor to any UG, PG, Master's, Ph.D. student/scholar for a period of two years*.
- iii) Level 3: Similarities above 60% - shall be asked to withdraw manuscript submitted for publication and shall *not be allowed to publish any work for a minimum period of three years* and shall be *denied a right to two successive annual increments* and shall *not be allowed to be a supervisor to any UG, PG Master's, Ph.D. student/scholar for a period of three years*.

*Note 1:* Enhanced penalty on repeated plagiarism - shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the concerned person shall be dismissed.

*Note 2:* Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period decided by the AMP and PDA on recommendation of the AMP.

*Note 3:* If there is any complaint of plagiarism against the Head of the Institute, a suitable action, shall be taken by the Governing Board.

#### **8. Procedure for Plagiarism Checking of M.Tech. Theses:**

- Officer Incharge at Exam branch shall screen the student's theses / dissertations / project reports before their FINAL submission and certify the similarity index based on the guidelines prescribed in point (4) and (5) above. Sample similarity index certificates are shown in Annexure – 2 and Annexure – 3.
- Student shall take a print of the similarity index certificate and similarity report.
- Similarity index certificate and similarity report must be enclosed after the title page in all M.Tech. project reports / thesis of all copies before submission to the department & as per the guidelines.

##### **➤ Certain Instructions:**

- Students are required to submit an application in a prescribed proforma duly signed by the project supervisor and Head of the Department to the Controller of Examinations.
- While performing initial check of the submitted project thesis by the M.Tech. student, proper care must be taken so as to not store the initial copy on to the data repository of 'Turnitin' software.
- After generating the similarity report by the software, the generated report shall be mailed back to the respective student and his/her supervisor. A copy of similarity report shall also be retained by the Controller of Examinations.
- Proper care must be taken to ensure that similarity report is communicated to student and supervisor within a week.
- A M.Tech. student shall print the project thesis and submit it through proper channel to the Examination branch for evaluation, if and only if the similarity index is **less than 30%** and a certificate to this effect is issued by the Examination branch to the student and supervisor. A copy of the same shall be communicated for the department project review committee for maintaining appropriate record by the student.
- *Student shall enclose the similarity index certificate in the final thesis as a mandatory requirement.*
- In the event of similarity index  $\geq 30\%$ , the student shall re-submit the revised copy of the thesis within the stipulated time. It must be noted that the submission is *only allowed thrice including the initial submission.*
- In case the student fails to submit thesis within allowable similarity index limit and stipulated time, the thesis shall be summarily rejected.

#### **9. Procedure for Plagiarism Checking of Other Publications viz. Research Papers, Reports etc.:**

- The student/faculty/staff shall submit the soft copy of the document for the plagiarism check to the Anti-Plagiarism Coordinator at RCC in CD.
- The event of plagiarism checking shall be accepted at RCC, after the application in prescribed proforma is submitted to Head RCC through the concerned head of the department.
- It must be ensured that the plagiarism tool being deployed for performing similarity check has access to the database that includes publications from reputed publishers such as IEEE, ELSEVIER, SPRINGER, and TAYLOR AND FRANCIS, WILEY etc. apart from open access content.

**10. General guidelines for submitting M.Tech. thesis and publications for plagiarism checking:**

- Keep personal notes, draft, own writings and sources separately.
- Submit the document in soft format.
- Don't copy and paste the content from other sources.
- In case content from different sources (including self content) is used, write the text in "quotes", quote the sources properly both 'in text' and also 'in bibliographical references'.
- Acknowledge the sources explicitly when paraphrasing (change of words with synonyms, restructuring sentences or paragraphs of text) both 'in text' and also 'in bibliographical references'.
- Remove preliminary pages of thesis/dissertation, or project report viz. title page, declaration, certification, acknowledgements, lists of tables/figures, vocabulary, Bibliography, Appendix/Annexure,
- Follow the citation styles as prescribed in the guidelines.
- Since most of the scholarly content is currently published online, use anti-plagiarism software to detect similarities, if any, of the manuscript before submitting to the department / university.
- The file must be less than 300 pages and less than 20 MB.
- Use PDF format for submission of soft copy of document.
- Combine all the chapters into one document i.e., from Introduction to Conclusion.

**11. Deletion of Erroneously Submitted Documents from Turnitin Repository:**

- Only Turnitin Support (USA) can delete the submitted documents from Turnitin Database / Repository at the request of the Administrator.
- To delete the documents, Turnitin support requires details of paper ID / submission ID, date of submission, author and title etc.
- Details must be submitted to the **EMAIL-ID xxxxx@vnrvjiet.in**. It may require 3-7 days depending on the queue that 'Turnitin' support has.

**12. Singletons Associated:**

- (a) Principal
- (b) Controller of Examinations (CoE)
- (c) Anti-Plagiarism Co-ordinators (APC) at Examination branch and RCC
- (d) Supervisor
- (e) Student

**13. Sequence Process or Actions Required:**

❖ **Examination Branch:**

- i) Actions involved at the Examination branch on the receipt of soft copy of thesis for plagiarism check

Event	Action/Exercise	Course of action
1	Submission of soft copy of thesis by a student with an application in prescribed proforma	<ul style="list-style-type: none"><li>➤ Receipt of application in prescribed proforma along with soft copy of thesis in CD with details of Student name, H.T. No., Title of Thesis, e-mail id of student and guide.</li><li>➤ CD must contain soft copy of thesis in <b>pdf format</b></li></ul>

	through supervisor and Head of the Department	only. ➤ Check details such as fee paid and/or registration details
2	Encode CD uniquely preferably by H.T. No.	➤ Encode the CD and submit the CD in sealed cover to APC ➤ Record transaction in appropriate log

ii) Actions involved at the APC on receipt of the soft copy of submitted thesis

Event	Action/Exercise	Course of action
1	Verify Thesis	➤ Verify if the file is in required format and not corrupted ➤ If infeasible, send it back to CoE office
2	Creation of Turnitin project with academic year folder	➤ Submit thesis for plagiarism ➤ Generate hard copy and soft copy of report ➤ Verify similarity index ➤ Store the softcopy for future evaluation and record ➤ Print the first page of generated report ➤ Submit the copy of generated report back to CoE office
3	Submission of report	➤ Soft copy of generated report is to be saved ➤ Submit duly signed report and CD back to CoE

iii) Actions involved at the CoE office on receipt of similarity report

Event	Action/Exercise	Course of action
1	Communicate information to student and supervisor through concerned Head of the Department in prescribed format.	➤ Verify report for acceptance ➤ In case of acceptance, send the information to APC, student and supervisor. At the end of APC office, <b>the thesis must be added to the repository</b> ➤ If the similarity index obtained is not permissible, the student may be asked to submit the revised thesis <b>within 01 month</b> based on number of permissible attempts ➤ The <u>thesis may not be accepted after completing three submissions</u> which includes <i>one initial and two revised ones</i> .
2	Softcopy of similarity report	➤ An official intimation must be made to the student by issuing Similarity Index Certificate including report generated by the APC
3	Submission of hard copy of thesis	➤ Student must submit hard copy of thesis as per regulation rules including issuing Similarity Index Certificate issued related to thesis submission

❖ **Research and Consultancy Cell (RCC):**

- i) Actions involved at the RCC on the receipt of soft copy of research paper/other document for plagiarism check

Event	Action/Exercise	Course of action
1	Submission of soft copy of research paper/other document by a student/faculty/staff with an application in prescribed proforma through Head of the Department	<ul style="list-style-type: none"> <li>➤ Receipt of application in prescribed proforma along with soft copy of research paper/other document in CD with details of the applicant like name, designation, title of paper, e-mail id.</li> <li>➤ CD must contain soft copy of research paper/other document in <b>pdf format</b> only.</li> <li>➤ Record transaction in appropriate log</li> </ul>

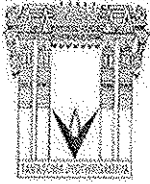
- ii) Actions involved at the APC of RCC on receipt of the soft copy of submitted thesis

Event	Action/Exercise	Course of action
1	Verify the document	<ul style="list-style-type: none"> <li>➤ Verify if the file is in the required format and is not corrupted</li> <li>➤ If infeasible, send it back to the applicant</li> </ul>
2	Creation of Turnitin project with academic year folder	<ul style="list-style-type: none"> <li>➤ Submit the document for plagiarism</li> <li>➤ Generate hard copy and soft copy of report</li> <li>➤ Verify similarity index</li> <li>➤ Store the softcopy for future evaluation and record</li> <li>➤ Print the first page of generated report</li> </ul>
3	Submission of report	<ul style="list-style-type: none"> <li>➤ Soft copy of generated report is to be saved</li> <li>➤ Submit duly signed report and CD back to Head RCC</li> </ul>

- iii) Actions involved at the RCC office on receipt of similarity report

Event	Action/Exercise	Course of action
1	Communicate information to the applicant through concerned Head of the Department in prescribed format.	<ul style="list-style-type: none"> <li>➤ Verify report for acceptance</li> <li>➤ If the similarity index obtained is not permissible, the applicant may be asked to submit the revised document <b>within 01 month</b> based on number of permissible attempts</li> <li>➤ The <u>document may not be accepted after completing three submissions</u> which includes one initial and two revised ones.</li> <li>➤ In case of acceptance, communicate information to the applicant through Head of the Department and APC. At the end of APC office, the <b>document must be added to the repository</b></li> </ul>
2	Softcopy of similarity report	<ul style="list-style-type: none"> <li>➤ An official intimation must be made to the applicant by issuing Similarity Index Certificate including report generated by the APC</li> </ul>





**VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI  
INSTITUTE OF ENGINEERING & TECHNOLOGY**

(Approved By A.I.C.T.E., New Delhi and Govt. of T.S. & Affiliated to J.N.T.U.)  
Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O), Hyderabad-500 090, T.S. India  
Tel: +91-40-23042758, 23042759, 23042760 Fax: 91-40-23042761  
E-mail: postbox@vnrjiet.ac.in. Website: www.vnrjiet.ac.in

Department of ..... Engineering

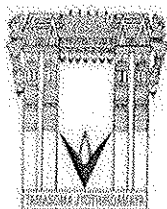
**CERTIFICATE**

This is to certify that the thesis entitled  
“ \_\_\_\_\_ ”  
submitted by **Mr./Ms.** \_\_\_\_\_,  
bearing H.T. No. \_\_\_\_\_ in partial fulfillment of the requirements  
for the award of **MASTER OF TECHNOLOGY** in \_\_\_\_\_  
**ENGINEERING** with specialization in \_\_\_\_\_  
to the Jawaharlal Nehru Technological University Hyderabad at **VALLURUPALLI  
NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING &  
TECHNOLOGY, HYDERABAD**, is a record of bonafide work carried out by him/her  
under our guidance and supervision.

This thesis is free from plagiarism and has not been submitted previously in  
part or in full to any other University or Institute for the award of any degree or  
diploma.

**Signature of Supervisor**  
**Name of Supervisor**  
**Designation**  
**Department**  
**VNR VJIET, Hyderabad**

**Signature of HOD**  
**Name of HOD**  
**Professor & HOD**  
**Department**  
**VNR VJIET, Hyderabad**



Estd. 1995

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Recognized as "College with Potential for Excellence" by UGC  
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Telephone No: 040-2304 2758/59/60, Fax: 040-23042761  
E-mail: postbox@vnrvjiet.ac.in, Website: www.vnrvjiet.ac.in

**EXAMINATION AND EVALUATION**

Date:

To  
Mr./Ms.  
H.T. No.  
M.Tech. ( )  
VNRVJIET  
Hyderabad

Sub: Anti-plagiarism check of M.Tech. Thesis of  
Mr./Ms. ...., H.T. No. .... Reg.

Dear Sir/ Madam,

Soft copy of M.Tech. thesis entitled .....  
.....  
of Mr./ Ms. ...., H.T. No. ....  
of M.Tech. .... has been submitted for  
Anti-Plagiarism check at Examination branch, VNRVJIET through "Turnitin" package.  
The scan has been carried out on .....

The scanned output reveals a match percentage of .... which is **within the acceptable limits.**

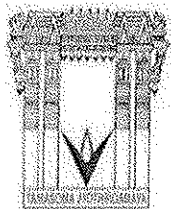
Yours Sincerely,

Controller of Examinations /  
Anti-Plagiarism Coordinator (APC)

CC:

1. Dr. ...., M.Tech. Project Supervisor

2. HOD/



Estd. 1995

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E-mail: postbox@vnrvjiet.ac.in, Website: www.vnrvjiet.ac.in

**EXAMINATION AND EVALUATION**

Date:

To  
Mr./Ms.  
H.T. No.  
M.Tech. ( )  
VNRVJIET  
Hyderabad

Sub: Anti-plagiarism check of M.Tech. Thesis of Mr./Ms.  
....., H.T. No. .... Reg.

Dear Sir/ Madam,

Soft copy of M.Tech. thesis entitled .....

.....  
of Mr./ Ms. ...., H.T. No. ....of M.Tech. .... has been submitted for  
Anti-Plagiarism check at Examination branch, VNRVJIET through "Turnitin" package.

The scan has been carried out on .....

The scanned output reveals a match percentage of .... which is **beyond the  
acceptable limits**. Detailed report is enclosed.You are advised to **revise and resubmit the thesis within 01 month** from the date  
of issue of this letter.

Yours Sincerely,

Controller of Examinations /  
Anti-Plagiarism Coordinator (APC)

Encl:  
Detailed similarity report

CC:  
1. Dr. ...., M.Tech. Project Supervisor

2. HOD/

**ANTI PLAGIARISM POLICY AND  
PROCEDURE FOR USING SOFTWARE  
(Version- v1)**

**Prepared By:**



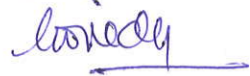
(Dr. Yeole Shivraj Narayan)  
Coordinator, Academic

**Verified By:**



(Dr. B. Chenna Kesava Rao)  
Director - Advancement

**Approved By:**



(Dr. C. D. Naidu)  
Principal