



ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕಲಬುರಗಿ ಗ್ರಂಥಾಲಯ

ವಿಶ್ವವಿದ್ಯಾಲಯದ ಗ್ರಂಥಾಲಯದ ಕೈಪಿಡಿ

UNIVERSITY LIBRARY MANUAL Standard Operating Procedures (SoP)

Gulbarga University

Library

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(Approved in University Syndicate Item No. 7 dated 09.02.2024)

2023-24



LIBRARY MEMBERSHIP AS ON JANUARY 2024

SL. No.	CATEGORY	MEMBERSHIP	VLRC&DL	ID CARD	TOTAL
1	MA, MSc, M.Com, MFA, MBA, MP.Ed, M.Ed (Two Years)	220.00	220.00	110.00	550.00
2	B.PEd/ Diploma/Certificate (One year)	110.00	110.00	110.00	330.00
3	MCA (Three years)	330.00	330.00	110.00	770.00
4	Ph.D Regular (for Three year) 125 X 3; 100 X 3 Ph.D Regular Renewal (for Every two year) 125x2; 100x2	412.00 275.00	330.00 220.00	110.00 110.00	852.00 605.00
5	Ph.D part time (for Three year) 250 X 3; 100 X 3 Ph.D Renewal for Every Two years 1250 X 2; 100 X 3	825.00 550.00	330.00 220.00	110.00 110.00	1265.00 880.00
6	Overdue charges, fines, loss of books charges etc.,				
7	Duplicate Identity card	--	--	100.00	100.00
8	Visitors, per month including visitors card	Rs 100 per month, Rs 500 for 6 months & Rs 1000 for one year			
9	Book security Deposit (Refundable-per book borrowing)	--	--	--	1,000.00
10	Loss of property Token/ Duplicate No. Due Certificate	25.00	--	--	25.00
11	Guest Lecturer ID card (per year)			100	100.00
12	Loss of borrower card Rs.50.00 per card				50.00

(APPROVED- PROCEEDINGS OF THE MEETING OF LIBRARY ADVISORY COMMITTEE (Syndicate Sub-Committee) meeting held on 8th July 2019 at 11.00 am in the Library "Samvada" Hall under the Chairmanship of Vice Chancellor, Gulbarga University, Kalaburgi - If Book lost, 3 times the cost of books be collected from users & Syndicate Item No. 7 dated 09.02.2024)



ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯ

ಬ್ಲಾಕ್ ಗಂಗಾ, ಕಲಬುರಗಿ-585 106, ಕರ್ನಾಟಕ

ದೂರವಾಣಿ ಸಂ.: 08472-263202 ಫ್ಯಾಕ್ಸ್ 08472-263206, ಇ-ಮೇಲ್: registrargug@rediffmail.com



ಗುವಿಕೆ/ವಿಮವಿ/ಪಿಎಚ್.ಡಿ/2022-23/304

ದಿನಾಂಕ: 15-03-2023

ಅಧಿಸೂಚನೆ

- ವಿಷಯ : ಸಂಶೋಧನಾ ಸಲಹಾ ಸಮಿತಿ ರಚಿಸಿರುವ ಬಗ್ಗೆ.
ಉಲ್ಲೇಖ : 1.ವಿಭಾಗದ ಮುಖ್ಯಸ್ಥರ ಪತ್ರ ದಿನಾಂಕ 09.02.2023.
2.ಮಾನ್ಯ ಕುಲಪತಿಗಳ ಅನುಮೋದನೆ ದಿನಾಂಕ : 15.03.2023

ಉಲ್ಲೇಖಿತ ಎಂ.ಫಿಲ್/ಪಿಎಚ್.ಡಿ ಕ್ರಮನಿಯಮಾವಳಿಗಳ ಪ್ರಕಾರ ಪ್ರೊ. ಎನ್. ಬಿ. ನಡುವಿನಮನಿ ಅವರ ಮಾರ್ಗದರ್ಶನದಲ್ಲಿ ಸಂಶೋಧನೆ ಮಾಡುತ್ತಿರುವ ಶ್ರೀಧರ ಮನೋಹರರಾವ ಹೊಸದಾಗಿ ವಿಭಾಗವಾರು ಸಂಶೋಧನಾ ಸಲಹಾ ಸಮಿತಿಯನ್ನು ಡಾಕ್ಟರ್ ಸಮಿತಿಯ ಅನುಮೋದನೆಯನ್ನು ಕಾಯ್ದಿರಿಸಿ ಈ ಕೆಳಗಿನಂತೆ ರಚಿಸಲಾಗಿದೆ.

ಗಣಿತ ಅಧ್ಯಯನ ವಿಭಾಗ ಸಂಶೋಧನಾ ಸಲಹಾ ಸಮಿತಿ

01.	ಪ್ರೊ. ಸಿ. ಸುಲೋಚನ ಮುಖ್ಯಸ್ಥರು, ಗಣಿತ ಅಧ್ಯಯನ ವಿಭಾಗ, ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕಲಬುರಗಿ	ಅಧ್ಯಕ್ಷರು
02	ಪ್ರೊ. ಸಿ. ಸುಲೋಚನ ಪ್ರಾಧ್ಯಾಪಕರು, ಗಣಿತ ಅಧ್ಯಯನ ವಿಭಾಗ, ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕಲಬುರಗಿ	ಸದಸ್ಯರು
03.	ಪ್ರೊ. ಎಸ್. ಎನ್. ಗಾಯಕವಾಡ ಪ್ರಾಧ್ಯಾಪಕರು, ಗಣಿತ ಅಧ್ಯಯನ ವಿಭಾಗ, ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕಲಬುರಗಿ	ಸದಸ್ಯರು
04.	ಪ್ರೊ. ಎನ್. ಬಿ. ನಡುವಿನಮನಿ ಪ್ರಾಧ್ಯಾಪಕರು, ಗಣಿತ ಅಧ್ಯಯನ ವಿಭಾಗ, ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕಲಬುರಗಿ	ಸಂಶೋಧನಾ ಮಾರ್ಗದರ್ಶಕರು ಹಾಗೂ ಸಂಚಾಲಕರು

ಸದರಿ ಎಲ್ಲಾ ಸಮಿತಿಗಳ ಪ್ರತ್ಯೇಕ ಸಭೆ ಜರುಗಿಸಿ, ಸಂಬಂಧಪಟ್ಟ ಸಂಶೋಧನಾ ವಿದ್ಯಾರ್ಥಿಗಳ ಪ್ರಗತಿ/ ಸಂಶೋಧನಾ ಕಾರ್ಯವನ್ನು ಪರಿಶೀಲಿಸಿ, ಸೂಕ್ತ ನಿರ್ದೇಶನ/ಮಾರ್ಗದರ್ಶನ ನೀಡತಕ್ಕದ್ದು ಹಾಗೂ ಸಂಶೋಧನಾ ಪ್ರಗತಿಯ ಬಗ್ಗೆ ವರದಿಯನ್ನು ವಿದ್ಯಾಮಂಡಲ ವಿಭಾಗಕ್ಕೆ ಕಳುಹಿಸಿಕೊಡತಕ್ಕದ್ದು.

ಕುಲಸಚಿವರು 15/3/23
ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕಲಬುರಗಿ



GULBARGA UNIVERSITY, KALABURAGI

ACADEMIC INTEGRITY AND ANTI PLAGIARISM POLICY

Preamble

UNIVERSITY GRANTS COMMISSION NOTIFICATION UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018 New Delhi, the 23rd July, 2018 has restricted the similarity index of plagiarism to 10%.

It is mandatory for Research scholars of Gulbarga University pursuing M.Phil and PhD degrees in various departments of Gulbarga University to check originality of research work using authenticated anti-plagiarism Software before it is submitted to the respective departments. In the light of the aforesaid UGC Gazette Notification dated 23rd July 2018, 10% similarity index of plagiarism to check originality of research work is implemented. The said guidelines necessitate that the University undertakes steps essential to enforce the Academic integrity in the Academic work being done in the University.

Definitions

1. The definitions as given in UGC regulations, shall apply. However, some Important ones are reproduced below:
 - (a) "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
 - (b) "School Academic Integrity Panel" shall mean the body constituted at the School level to investigate allegations of plagiarism;
 - (c) "University Academic Integrity Panel" shall mean the body constituted at University level to consider recommendations of the School academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the University level;
 - (d) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
 - (e) "Script" includes 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 by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
 - (f) "Source" means the published primary and secondary material from any source whatsoever

Scope of Policy

2. This policy and procedures thereto, aim to describe the steps instituted by the University to curb academic dishonesty and research misconduct in the form of:
 - (a) **Plagiarism:** – Includes incorporating quotation(s) or paraphrasing from the work of another person (s) without acknowledgment and Copying or representing or submitting the work of another person as one's own.
 - (b) **Cheating:** *Attempting* to gain unfair advantage in an assessment by dishonest means and includes cheating in an examination, soliciting or receiving information or providing information to, another student or any other unauthorized source through written and printed material, including electronic and digital sources and devices, with the intent to deceive while completing an examination.
 - (c) **Misinterpretation of research and publication:** Fabrication, falsification of research work, research publications as book chapters, journal articles and/or conference publications.
 - (d) **Utilizing Previously submitted work: Submitting** academic/ research related material that has been previously submitted in whole or in substantial part in another course, without prior and expressed consent of the mentor/ teacher.
3. The policy shall not only be applicable for Masters and PhD degree documents, but may also be extended to the Undergraduate programs

Documents coming under Preview of Plagiarism Check/Exclusions and Levels

4. The documents shall include 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 by students or faculty or researcher or staff of Bennett University; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc;
5. **What is to be excluded from similarity checks**
 - (a) The similarity checks for plagiarism shall exclude the following:
 - (b) All quoted work reproduced with all necessary permission and/or attribution.
 - (c) All references, bibliography, table of content, preface and acknowledgements.
 - (d) all generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

6. **Levels of Plagiarism:** would be quantified into following levels in ascending order of severity for the purpose of its definition:
 - (a) **Level 0: Similarities up to 10%**
 - (b) **Level 1: Similarities above 10% to 40%**
 - (c) **Level 2: Similarities above 40% to 60%**
 - (d) **Level 3: Similarities above 60%**

Detection & reporting

7. If any member of the academic community who suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the School's Academic Integrity Panel (SAIP). Upon receipt of such a complaint or allegation the SAIP shall investigate the matter and submit its recommendations to the University Academic Integrity Panel (UAIP).

The authorities of Bennett University can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

8. School Academic Integrity Panel (SAIP)

- (a) Chairman - Dean of School
- (b) Member - Senior academician from outside the School in case of school not having a department or outside the department, in case School comprises multiple departments, to be nominated by the Vice Chancellor.
- (c) Member - Librarian or a person well versed with anti-plagiarism tools, to be nominated by the Dean.
- (d) The quorum for the meetings shall be 2 out of 3 members (including Chairman)
- (e) Roles and Powers of SIAP.
 - (I) The SAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
 - (II) The SAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
 - (III) The SAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

9. University Academic Integrity Panel (UAIP)

- (a) Chairman - Dean of any School / Senior Academician to be nominated by Vice Chancellor.
- (b) Member - Senior Academician other than Chairman, to be nominated by the Vice Chancellor
- (c) Member - One member nominated by the Vice Chancellor from outside the University.
- (d) Librarian or a person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.
- (e) The Chairman of SAIP and UAIP shall not be the same.
- (f) The quorum for the meetings shall be 3 out of 4 members (including Chairman).
- (g) Roles and Powers of UIAP.
 - (I) The UAIP shall consider the recommendations of DSAIP.
 - (II) The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
 - (III) The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.
 - (IV) The UAIP shall have the power to review the recommendations of SAIP including penalties with due justification.
 - (V) The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of SAIP/complaint / initiation of the proceedings.
 - (VI) The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

Procedure for Plagiarism Check for PhD Thesis

10. Only those Scholars who have fulfilled the requirement for submission of Thesis as per PhD rules of the University shall be allowed to submit the same. It should have declarations of Scholar as well as Supervisor, as per format provided in PhD rules, to indicate that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
11. The Supervisor, after verification of certificates shall submit the soft copy of thesis to the Librarian (Custodian of anti-plagiarism software Turnitin and who shall also be responsible to use the tool to run the anti-plagiarism script), with a request to carry out anti plagiarism check and provide a report on same.
12. The anti-plagiarism report shall be generated by the Librarian and the report shall be submitted to the Dean Research and Consultancy (Dean(R&C)) along with the thesis, indicating the level of similarity.
13. Dean(R&C) shall evaluate the report and dispose as below
 - (a) In case of Level 0, clear the Thesis to be processed as per the rules
 - (b) In case of Level 1, Such student shall be asked to submit a revised script of Thesis within stipulated time not exceeding 6 months.
 - (c) In case of Level 2 and 3 –Refer the case to SAIP to deal with as per penalty regulations of UGC including de-registration of student, if required.

Penalties Which Can be Imposed

14. Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual 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.
15. **Penalties in case of plagiarism in submission of thesis and dissertations**
University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.
 - (I) **Level 0: Similarities up to 10%** - Minor Similarities, no penalty.
 - (II) **Level 1: Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time not exceeding 6 months.
 - (III) **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.
 - (IV) **Level 3: Similarities above 60%** - Such student registration for that programme shall 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 reported and prima facie proved on a date later than the date of award of degree (Masters/PhD) or award of credit (in appraisal) as the case may be, then the University shall initiate steps to declare such degree or awarded credit as invalid. In such cases, the degree/award shall be put in abeyance, for a period required to call the beneficiary and/ or meet him/her for an opportunity to explain the reason for such reported misconduct. The period shall be recommended by the UAIP and approved by the Vice Chancellor. Following steps shall then be initiated:

- (a) Withdraw the theses from all repositories, such as Shodh Ganga/Inflibnet
- (b) Issue show cause notice to the author to report for Investigation/explain the conduct.
- (c) In case, the beneficiary does not cooperate with investigation, information may be sent to his/her employer.
- (d) University is entitled to cancel the degree/award/credit so given, as per procedure defined in its Ordinances after due approval of Academic authorities. Such a cancellation, should be widely publicized and certificates also withdrawn from NAD

16. Penalties in case of Plagiarism in Academic and Research Publications

- (a) Level 0: Similarities up to 10% - Minor similarities, no penalty.
- (b) Level 1: Similarities above 10% to 40%- HoD Shall be asked the author to withdraw manuscript.
- (c) Level 2: Similarities above 40% to 60%
 - (I) Shall be asked to withdraw manuscript.
 - (II) Shall be denied a right to one annual increment.
 - (III) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- (d) Level 3: Similarities above 60%
 - (I) Shall be asked to withdraw manuscript.
 - (II) Shall be denied a right to two successive annual increments.
 - (III) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and 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 disciplinary action including suspension/termination as per service rules shall be taken by the University

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 then

- (I) Benefit or credit given to the author shall be put in abeyance for a period recommended by UAIP, to complete its investigation and approved by the Vice Chancellor.
- (II) Withdraw the Publication from all repositories.
- (III) Issue show cause notice to the author to report for Investigation/explain the conduct.
- (IV) In case, the beneficiary does not cooperate with investigation, information may be sent to his/her current employer in case have left the University.
- (V) On completion of Investigation and approval of penalty, promulgate the same, through University HR department or communicate the same to the current employers of the author

Note 3 : Procedure to be followed in case of student submits the paper independently or as a joint author in a group of students

The submission of paper /Project for anti-plagiarism check shall be done under the supervisor/guide, In case plagiarism is detected, the matter shall be reported to Unfair means committee, depending upon the level .

- (I) **Level 0: Similarities up to 10%** - Minor Similarities, no penalty.
- (II) **Level 1 to Level 3** : Similarities above 10% . The student or group of students shall be investigated under rules for Unfair means by a committee on UFM and awarded penalty as recommended and approved under UFM rules .

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- Order -

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CERTIFICATE OF PLAGIARISM CHECK

Research Scholar

Research Supervisor

Department

Course of Study

PhD (Full Time)/ (Part Time)

**Registration No.
with Date**

Title of the Thesis

% of Similarity Index

Software used

DrillBit

Research Guide

University Librarian



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APPLICATION FOR PLAGIARISM CHECK

NAME OF RESEARCH SCHOLAR:

DEPARTMENT:

RESEARCH GUIDE:

TYPE OF DOCUMENT

Phd Thesis/Research Paper/Pdf Report

PhD TITLE:

FEE PAYMENT:

Rs. 500=00

RECEIPT NO.:

DATE :

Signature of Research Scholar

NOTE:

Kindly Note Soft Copy Of Thesis to be Submitted for Plagiarism Checking has to be brought in pen drive (free from anti-virus) after making payment of Rs. 500=00 in Library and obtaining Receipt therein to be filled in the above format and a copy of the receipt should be enclosed with this application form . Time Required for Plagiarism Checking is 6 Hours To 24 Hours. Research Scholar has to come in Person. Technical Contact: Dr Praveenkumar K (kumbargoudar@gmail.com M-9513636555) & Ms. Roopa (rlrooparl@gmail.com M-7829423889)