



MAHARAJA BIR BIKRAM UNIVERSITY

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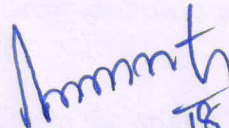
March 18, 2024

NOTIFICATION

Maharaja Bir Bikram University Council in its 33rd meeting held on September 22, 2023 against agenda no 56(x)/33/2023 approved the “**Guidelines for Similarity Detection and Plagiarism Verification of Ph.D. Thesis**” in order to have quality Ph.D. production in compliance with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022. The MBB University Council further resolved to follow strictly the guidelines & regulations of UGC issued from time to time and maintain the quality while awarding the Ph.D. Degree.

All faculty members and Ph.D. Research Scholars are instructed to check the similarity detection through the **Drillbit-Extreme** provided by **INFLIBNET Centre** and “**Turnitin Originality**” or any other software approved by MBB University and follow the “**Guidelines for Similarity Detection and Plagiarism Verification of Ph.D. Thesis**” during submission of Ph.D. thesis.

This is issued with the approval of Vice-Chancellor.


18/03/2024
(Dr. Sumanta Chakrabarti)
Registrar

Copy to:

1. The P.A. to the Vice-Chancellor, MBB University, Agartala.
2. The Registrar, MBB University, Agartala.
3. The Controller of Examination, MBB University, Agartala.
4. The DDO, MBB University, Agartala.
5. HoDs/In-Charges, Department of English, Political Science, Mathematics, Library & Information Science, MBB University, Agartala
6. The Assistant Controller of Examinations, MBB University, Agartala with a request to upload this Notification in the MBB University website.
7. Guard File of the office.



Guidelines for Similarity Detection and Plagiarism Verification of Ph.D. Thesis

In accordance with First Regulations (First Amendment), 2018 of Maharaja Bir Bikram University and the UGC Regulations, 2018 and 2022 regarding Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions and as amended time to time, the following implementation guidelines must be adhered for similarity detection and obtaining plagiarism verification report for submitting Ph.D. thesis at MBB University to maintain the research quality, ethics and integrity in the research work:

1. The registered scholar under Ph.D. programme of MBB University must submit following documents to Controller of Examinations, MBB University with the authentication of the supervisor well in advance, at least 20 days before the deadline for submission of the Ph.D. thesis for getting the similarity detection and Plagiarism verification by anti-plagiarism software **Drillbit-Extreme provided by INFLIBNET Centre and "Turnitin Originality" or any other software approved by MBB University:**
 - (a) Details of the Scholar in prescribed format (Form A)
 - (b) Supervisor's Exclusion Report in prescribed format (Form B) with necessary documents in accordance with following guidelines serial no 2.
 - (c) Supervisor's Certificate for Exclusion of Self Published Work in prescribed format (Form C)
 - (d) Full contents of the thesis must be submitted by the student for final check-up in Soft copy (in MS Word and PDF version only) and hard copy (2 copies) format. No further Chapter/ Contents can be added once thesis submitted for similarity detection and obtaining plagiarism verification report without approval from authority.
 - (e) An undertaking from the Ph.D. scholar that there is no plagiarism.
 - (f) The "Statement of originality" certificate from the supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/ diploma to any other Higher Educational Institution.
2. As per UGC regulations 2018, the similarity checks shall exclude the following:
 - i. All quoted work reproduced with all necessary permission and/or attribution.
 - ii. All references, bibliography, table of content, preface and acknowledgements.
 - iii. All generic terms, laws, standard symbols and standard equations.
 - iv. Common knowledge or coincidental terms, up to fourteen (14) consecutive words.
3. The Controller of Examinations will send the full contents of the thesis in Soft copy (in MS Word and PDF version only) and hard copy (1 copy) along with necessary documents to the authorized person* of MBB University for checking of similarity % of the thesis using anti-plagiarism software **Drillbit-Extreme provided by INFLIBNET Centre and "Turnitin Originality" or any other software approved by MBB University.**

**The Authority of the MBB University will engage the authorized person to prepare the report of the anti-plagiarism software "Drillbit-Extreme" and "Turnitin Originality" or any other software approved by MBB University.*

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The reports of the detection of similarity % (Form-D) will be prepared by the authorized person as per the guidelines of MBBU and submit to the Controller of Examinations and accordingly Controller of Examinations will submit the reports to the Departmental Academic Integrity Panel (DAIP) for necessary independent verification of the reports.

4. Departmental Academic Integrity Panel (DAIP) is constituted with the following composition as per UGC guidelines:

- a. Chairman - Head of the concerned Department or Senior Academician, to be nominated by the Vice-Chancellor, MBB University.
- b. Member - Senior academician from outside department, to be nominated by the Vice-Chancellor, MBB University.
- c. Member - One member nominated from outside institute and the member should not be engaged in any Academic/ Ph.D. related matters of MBB University, to be nominated by the Vice-Chancellor, MBB University.
- d. Member - A person well versed with anti plagiarism tools, to be nominated by the by the Vice-Chancellor, MBB University.

The tenure of the DAIP committee members is two years and the quorum for the meetings shall be 3 out of 4 members (including Chairman).

5. If any issue arises DAIP may consult with concerned supervisor and supervisor will submit a report with the clarifications in this regard to exclude the similarity. But supervisor have to provide proper evidence in support of his/ her claim as per UGC guidelines. The clarifications submitted by the supervisor will be independently checked by the DAIP and providing necessary decision/ recommendation in this regard.

6. With the decision of the DAIP, the thesis may be further checked and re-verified for similarity % by the authorized person using anti-plagiarism software **Drillbit-Extreme provided by INFLIBNET Centre and "Turnitin Originality" or any other software approved by MBB University** and the reports submitted to the DAIP in the prescribed format (Form E) for final independent verification of the reports and decision and recommendation in this regard. If the DAIP is not satisfied with the reports or any issue arises, it may be referred to the Institutional Academic Integrity Panel (IAIP) for necessary verification and decision in this regard. The DAIP have the power to assess the level of plagiarism and recommend penalty (ies) accordingly as per UGC guidelines. The DAIP after investigation shall submit reports with the recommendation on penalties to be imposed to the IAIP within the period of 45 days from date of receipt of complaint/ initiation of the proceedings.

7. Institutional Academic Integrity Panel (IAIP) is constituted with the following composition as per UGC guidelines:

- a. Chairman - Pro-VC/Dean/Senior Academician, to be nominated by the Vice-Chancellor, MBB University.
- b. Member - Senior Academician other than Chairman from outside department, to be nominated by the Vice-Chancellor, MBB University.
- c. Member - Two members nominated from outside institute and they should be not engaged in any Academic/ Ph.D. related matters of MBB University, to be nominated by the Vice-Chancellor, MBB University.

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d. Member - A person well versed with anti-plagiarism tools, to be nominated by the by the Vice-Chancellor, MBB University.

The tenure of the IAIP committee members is three years and the quorum for the meetings shall be 4 out of 5 members (including Chairman).

8. The IAIP shall review the recommendations/ reports of the DAIP including penalties with due justification. The IAIP shall send the reports after investigation and the recommendation on penalties as per UGC guidelines to the Vice-Chancellor, MBB University within a period of 45 days from date of receipt of recommendation of DAIP/ complaint/ initiation of the proceedings. Detail procedure of Similarity Detection/ Plagiarism Verification of Ph.D. Thesis is provided in Annexure A.

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Flow Chart of procedure of Similarity Detection/ Plagiarism Verification of Ph.D. Thesis through Anti-Plagiarism software “Turnitin Originality”

The registered scholar under Ph.D. programme will submit the content of thesis in prescribed format (*Annexure H as given in First Amendment of First Regulations 2018 of MBB University*) along with necessary documents as per the MBBU guidelines to the Controller of Examinations, MBB University at least 20 days before the deadline for submission of the Ph.D. thesis and authenticated by the concerned supervisor in prescribed format. The Controller of Examinations will send the full contents of the thesis in Soft copy (*in MS Word and PDF version only*) and hard copy (*1 copy*) along with necessary documents to the authorized person* of MBB University for checking of similarity % of the thesis using anti-plagiarism software “**Turnitin Originality**” or any other software approved by MBB University.



The reports of the detection of similarity % (Form-D) will be prepared by the authorized person of MBBU and Controller of Examinations will submit the reports to the Departmental Academic Integrity Panel (DAIP) and DAIP will independently verify the reports in all aspects as per UGC and MBBU guidelines. **If DAIP is satisfied with Plagiarism verification reports (Form-D) must be at LEVEL: 0 i.e. similarity up to 10% in both the reports (as per UGC guideline) only then the thesis may be recommended to accept for further process.**



If DAIP is not satisfied may consult with supervisor and Supervisor may submit clarifications for exclusion of similarity with proper justification as per UGC guidelines. The modified thesis will be re-checked using anti-plagiarism software “**Turnitin Originality**” or any other software approved by MBB University and reports (Form E) be submitted by Controller of Examinations to DAIP for independent verification of the reports. **If DAIP is satisfied with Plagiarism verification reports (Form-E) must be at LEVEL: 0 i.e. similarity up to 10% in both the reports (as per UGC guideline) only then the thesis may be recommended to accept for further process.**



If any issues arise, it may be referred to the Institutional Academic Integrity Panel (IAIP) for necessary independent verification and decision in this regard. IAIP will investigate and report with proposed penalties (if required) will be submitted to Vice-Chancellor, MBB University for final decision.

* The Authority of the MBB University will engage the authorized person to prepare the report of the anti-plagiarism software “**Turnitin Originality**” or any other software approved by MBB University

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Flow Chart of procedure of Similarity Detection/ Plagiarism Verification of Ph.D. Thesis through Anti-Plagiarism Software Drillbit-Extreme provided by INFLIBNET Centre

The registered scholar under Ph.D. programme will submit the content of thesis in prescribed format (*Annexure H as given in First Amendment of First Regulations 2018 of MBB University*) along with necessary documents as per the MBBU guidelines to the Controller of Examinations, MBB University at least 20 days before the deadline for submission of the Ph.D. thesis and authenticated by the concerned supervisor in prescribed format. The Controller of Examinations will send the full contents of the thesis in Soft copy (*in MS Word and PDF version only*) and hard copy (*1 copy*) along with necessary documents to the authorized person* of MBB University for checking of similarity % of the thesis using anti-plagiarism software **Drillbit-Extreme provided by INFLIBNET Centre**.



The reports of the detection of similarity % (Form-D) will be prepared by the authorized person of MBBU and Controller of Examinations will submit the reports to the Departmental Academic Integrity Panel (DAIP) and DAIP will independently verify the reports in all aspects as per UGC and MBBU guidelines. **If DAIP is satisfied with Plagiarism verification reports (Form-D) must be at LEVEL: 0 i.e. similarity up to 10% in both the reports (as per UGC guideline) only then the thesis may be recommended to accept for further process.**



If DAIP is not satisfied may consult with supervisor and Supervisor may submit clarifications for exclusion of similarity with proper justification as per UGC guidelines. The modified thesis will be re-checked using anti-plagiarism software **Drillbit-Extreme provided by INFLIBNET Centre** and reports (Form E) be submitted by Controller of Examinations to DAIP for independent verification of the reports. **If DAIP is satisfied with Plagiarism verification reports (Form-E) must be at LEVEL: 0 i.e. similarity up to 10% in both the reports (as per UGC guideline) only then the thesis may be recommended to accept for further process.**



If any issues arise, it may be referred to the Institutional Academic Integrity Panel (IAIP) for necessary independent verification and decision in this regard. IAIP will investigate and report with proposed penalties (if required) will be submitted to Vice-Chancellor, MBB University for final decision.

* The Authority of the MBB University will engage the authorized person to prepare the report of the anti-plagiarism software "**Drillbit-Extreme provided by INFLIBNET Centre**".

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Form- A

MAHARAJA BIR BIKRAM UNIVERSITY
Similarity Detection/ Checking Form

Name of the Scholar: _____

Name of the Guide: _____

Co-Guide (if any) : _____

Department: _____

Year of Enrolment in to Ph.D. Program: _____

The manuscript is submitted to check Plagiarism before _____
(Please mention the stage of PhD theses submission)

Title of the manuscript:

Total Chapters: _____ (Details Content: _____)

Manuscript's Similarity is checked for 1st Time 2nd Time 3rd Time

Please mention following your email ID:

Manuscript submitted from _____ (dated: _____)

Manuscript submitted to _____ (dated: _____)

Signature of the Scholar

Signature of the Supervisor with Seal

Ph D Registration No.: _____

OFFICE USE ONLY

Received by: _____ on ____/____/20____

Signature of the Officer

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Form-B

MAHARAJA BIR BIKRAM UNIVERSITY

Date:

Supervisor's Exclusion Report

Title of the Ph.D. Thesis:

Research Scholar:

Supervisor:

Department.....

In view of UGC Regulation 2018 (dated: July 23, 2018) on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, Regulations, 2018 the following exclusions are recommended.

Quoted work reproduced with all necessary permission and/ or attribution, references, bibliography, table of content, preface and acknowledgements, generic terms, laws, standard symbols and standard equations, common knowledge or coincidental terms, up to fourteen (14) consecutive words

In view of this and on the basis of Plagiarism Verification Report dated the below mentioned similarities may kindly be excluded from the report as they fall under one or more of the above mentioned allowed exclusion. (Attach additional sheets if required)

1.
2.
3.
4.

After incorporating the above exclusions, a revised Plagiarism Verification Report may kindly be issued.

Signature of Research Scholar/ Student

Signature of Supervisor

Handwritten signature and date: 18/03/24



Form-C

MAHARAJA BIR BIKRAM UNIVERSITY

Self-Published Report

Date: _____

Supervisor's Certificate for Exclusion of Self-Published Work

The content of the chapters _____ have been published in (Name of Journal/ _____)
_____ with ISBN _____ Volume
Number _____ Issue No: _____ (UGC CARE Listed/ Scopus/ Web of Science/ _____)

Details of the content: (Please use separate list, if required)

- 1.
- 2.
- 3.
- 4.

This published work has been included in the thesis:

..... at Chapter:

(Please provide the details in separate sheet, if required) and has not been submitted for any degree to any University/Institute.

(Signature of Research Scholar)

Authenticated by Supervisor:

Name: _____

Designation: _____

Dept. _____

(Signature of Supervisor with Seal)

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Form-D

MAHARAJA BIR BIKRAM UNIVERSITY

Date:

Plagiarism Verification Report

Title of the Ph.D. Thesis.....

..... Total Pages.....

Total Chapters..... including References/ Bibliography/ Appendix/ Others.....of Research Scholar.....under the Supervisor.....

of the Department MBB University, Agartala.

This is to report that the above thesis was scanned for similarity detection.

Process and outcome are given below:

Name of the software (s) used: Drillbit-Extreme Anti-Plagiarism Software and Turnitin Originality Anti- Plagiarism Software

Name of Software (s) used	Similarity Index	Total Word Count	Date
Drillbit-Extreme Anti-Plagiarism Software			
Turnitin Originality Anti-Plagiarism Software			

Consolidated Report after similarity detection through Drillbit-Extreme Anti-Plagiarism Software and Turnitin Originality Anti- Plagiarism Software:

.....

The complete report of the above Thesis has been forwarded to the Supervisor for any other admissible exclusion as per UGC norms.

Checked by

Name & Signature with Designation

Copy to:

1. P.A to the Hon'ble Vice Chancellor, MBB University for kind information
2. P.A to the Registrar, MBB University for kind information
3. The Controller of Examination, MBB University for kind information
4. The Supervisor: for necessary action
5. Concern Research Scholar:

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Form-E

MAHARAJA BIR BIKRAM UNIVERSITY

Date:

Revised Plagiarism Verification Report

On the basis of recommendations of Supervisor in terms of UGC Regulation 2018 on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, on the Plagiarism Verification Report dated _____ (copy enclosed), the revised plagiarism verification is done manually by excluding the recommended similarities.

Title of Ph.D. Thesis:
.....
..... Total Pages.....
Research Scholar.....
Supervisor.....
Department.....

This is to report that the above thesis was scanned again as per "Supervisor's Exclusion Report" for similarly detection.

Process and outcome are given below:

Name of the software (s) used: Drillbit-Extreme Anti-Plagiarism Software and Turnitin Originality Anti- Plagiarism Software

Name of Software (s) used	Similarity Index	Total Word Count	Date
Drillbit-Extreme Anti-Plagiarism Software			
Turnitin Originality Anti-Plagiarism Software			

Consolidated Report after similarity detection through Drillbit-Extreme Anti-Plagiarism Software and Turnitin Originality Anti- Plagiarism Software:

.....
.....

Checked by

Name & Signature
with Designation

Copy to:

1. P.A to the Hon'ble Vice Chancellor, MBB University for kind information
2. P.A to the Registrar, MBB University for kind information
3. The Controller of Examination, MBB University for kind information
4. The Supervisor: for necessary action
5. Concern Research Scholar:

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