

## Procedure for Plagiarism Check for Thesis Submission

The thesis shall be accompanied with the similarity test report, certificate(s) and duly filled forms as appropriate. The following steps shall be performed:

- (i) After successful completion of pre-PhD presentations, the PhD student shall share the soft copy of the thesis for the plagiarism check as per para ii.
- (ii) Abstract and all chapters *excluding* the cover page, certificates, declaration, acknowledgement, table of content/Index, list of tables, list of figures, list of symbols, list of abbreviations and references/bibliography and appendices [ vide section 7.ii of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018] in electronic form shall be shared by the student with the TERI SAS Librarian with a copy to the Chairperson of the SRC for plagiarism check. It will be assumed that all quoted texts have been put within "quotation marks"<sup>1</sup>.
- (iii) The plagiarism check of the thesis shall be performed using similarity checking software subscribed by TERI SAS.
- (iv) The similarity check shall be applied from abstract to last page of the last chapter of the thesis with length of the string as 14 words.
- (v) The following will be excluded while computing the percentage of similarity during plagiarism check:
  - A. "[G]eneric terms, laws, standard symbols and standards equations" [vide section 7.iii of (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018] and other expressions of common knowledge such as scientific laws, concepts and theories.
  - B. Self-citations with appropriate attributions
  - C. All quoted text with appropriate attributions
- (vi) The student shall obtain duly signed detailed similarity check test report with the percentage of similarity from the TERI SAS Librarian and submit the same to the Chairperson of her/his SRC.
- (vii) The Chairperson of the SRC shall verify that the extent of similarity is within the permitted limit (10%) and submit Form 1.
- (viii) The permissible similarity index shall not be more than 10%. However, the permissible limit for similarity from any single source shall not be more than 3%. Provided that a thesis with an overall similarity index of more than permissible limit (10%) due to repetitive expression, formulae, equations, Acts and other such expressions of common knowledge, may also be accepted, if the duly constituted SRC approves the thesis with proper justification and reasons (Form 2). However, all cases of similarity index more than 10% shall be submitted before the concerned Departmental Academic Integrity Panel (DAIP) by the Chairperson of SRC. DAIP will follow the procedures as per the relevant UGC regulation.
  - A. In case DAIP agrees with the reasoning included by SRC it will Minute it in its meeting and share the same with the SRC Chairperson. In such cases, the SRC Chairperson shall advise the student to submit the thesis, with duly filled form 2 and Minutes of the relevant DAIP meeting.
  - B. In other cases, DAIP will report the matter to Institutional Academic Integrity Panel (IAIP), which will follow the procedures as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- (ix) No thesis shall be considered in case the percentage of similarities is more than 40%.
- (x) In case, plagiarism is detected in such thesis at a later stage, procedures will follow as per section 12 of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- (xi) The thesis shall be submitted to the office of the Dean (Academic) along with the above duly signed certificate and forms.

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<sup>1</sup> Some citation styles require texts longer than 50 words to be placed as a separate paragraph. This part of the citation style may be ignored. All quoted text, irrespective of the length, may be put within quotation marks. It should be ensured that there is no gap (a) between the quotation mark that depicts beginning of the quoted text and the first quoted word and (b) between the last quoted word and quotation marks that depicts the end of the quoted text. Algorithm of most software that assists the plagiarism check warrants this in order to keep the quoted text outside the purview of the test.

**Form 1**  
(TERI SAS Logo)  
**Plagiarism Verification Report**

Date:

1. Name of PhD Student:
2. Registration No.:
3. Title of the Thesis:
4. Department/Centre:
5. Name of Supervisor:
6. Name of Co-Supervisor (s) If any:

This is to certify that the above thesis has been checked for similarity detection with \_\_\_word count. The details of the similarity test are as given below.

Software used:.....on date:.....

Similarity index.....Total word count.....

The summary report is enclosed.

Sign of TERI SAS Librarian

I, ..... hereby declare that the thesis as a whole or in part is neither copied nor plagiarised from others' work/sources by me.

Sign of PhD Student

The plagiarism report of the above thesis has been reviewed by the undersigned and the similarity index is as per the TERI SAS's PhD regulation. The thesis may be considered for submission to the Deemed to be University.

Sign of Supervisor

Sign of Co-supervisor (s)

Sign of Head of the Department/Centre

**Form 2**  
(TERI SAS Logo)  
**Plagiarism Verification Report**  
(In case of more than 10 % similarity)

Date:

1. Name of PhD student:
2. Registration No.:
3. Title of the Thesis:
4. Department/Centre:
5. Name of Supervisor:
6. Name of Co-Supervisor (s) If any:

This is to certify that the above thesis has been checked for similarity detection with \_\_\_\_ word count. The details of the similarity test are as given below;

Software used:.....on date:.....

Similarity index.....Total word count.....

The summary report is enclosed.

Sign of TERI SAS Librarian

I, ..... hereby declare that the thesis as a whole or in part is neither copied nor plagiarised from others' work/sources by me.

Sign of PhD student

The plagiarism report of the above thesis has been reviewed by the undersigned and the similarity index is found to be above the norms laid down by TERI SAS's PhD regulation, because of the following reasons.

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We, members of the SRC of \_\_\_\_\_(Name of the student) , hereby agree with the reasons stated above for the further consideration by DAIP.

Sign of Supervisor

Sign of Co-supervisor

Member (s) of SRC

Sign of Head of the Department/Centre, to forward to DAIP