

# PLAGIARISM CHECK POLICY

## Introduction

St. Xavier's College for Women (Autonomous), Aluva, is committed to academic integrity and upholding the values of truth and intellectual freedom. Plagiarism, the act of claiming another's work as your own, undermines these values and damages the reputation of the institution and its scholars. Therefore, a robust plagiarism check policy is essential to ensure the quality and originality of all research endeavours.

## Objective

This policy aims to promote ethical research practices and plagiarism-free communication in all college research activities.

### 5.2.1 Policy Statements

- To comply with university guidelines and ensure academic integrity, all Ph.D. scholars must submit a signed plagiarism check certificate for their thesis.
- The certificate must be endorsed by the Doctoral Committee, in the prescribed format, and submitted alongside the thesis.
- The college adheres to university guidelines for plagiarism checking using approved software.
- The college library provides assistance and access to plagiarism checker software(s).

### 5.2.2 Procedures

1. **Fee Payment:** Pay the plagiarism checking fee using MGU's epay facility and obtain a receipt.
2. **Application Submission:** Submit the following documents via email to [mguilds19@gmail.com](mailto:mguilds19@gmail.com):
  - Ph.D. thesis manuscript in PDF/DOC/DOCX format.
  - Fee payment receipt.
3. **University Library Service:** (**Note:** This information may not be directly applicable under the college policy.)
  - Service hours: 10.30 am to 4.30 pm.
  - Service availability: Library members only (non-members require temporary membership).

- Application format: Specified format with supervisor/guide's signature and university office seal (mandatory).

### **5.2.3 Roles and Responsibilities**

- **Ph.D. Scholars:** Responsible for submitting the plagiarism check application, manuscript, and fee receipt.
- **Doctoral Committee:** Endorses the plagiarism check certificate in the prescribed format.
- **College Library:** Provides assistance and access to plagiarism checker software(s).
- **M.G. University Library:** Offer plagiarism checking services as per their guidelines (applicable to those opting for this service).

### **5.2.4 Consequences**

For any research misconduct, sanctions (fine, limited/permanent expulsion) may be imposed on the scholar, supervising teacher, or both, depending on the severity. Plagiarism check committee will prepare a report based on this and submit it to the principal/manager.

### **5.2.5 Policy governance structure**

- Principal as the Chairperson
- Manager
- Vice Principal
- IQAC Coordinator
- Dean of Research
- Heads of Research departments
- Research guides

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