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**Application for Similarity Check Report**

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To Be filled by the Student / Research Scholar*			
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Name of the Student/ Research Scholar (in CAPS)	:		
Name of the Guide/ Supervisor	:		
Category (Please ✓ Tick in box)	:	<input type="checkbox"/> Ph.D / <input type="checkbox"/> M.Phil / <input type="checkbox"/> PG <table border="1" style="float: right; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Enrolment No.:</td> </tr> </table>	Enrolment No.:
Enrolment No.:			
School/Dept./Centre	:		
Type (Please ✓ Tick in box)	:	<input type="checkbox"/> Thesis / <input type="checkbox"/> Dissertation / <input type="checkbox"/> Article/Project Work	
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\*Please see backside of the page for detailed instructions.

**Date:**

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**Place:**

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## INSTRUCTIONS

**Important Note:** Please read the instructions carefully before submitting your documents for plagiarism check.

1. Please ensure your document should be **FINAL** and ready for submission.
2. **EMAIL** your document to – [library@cuo.ac.in](mailto:library@cuo.ac.in) along with this form duly signed and forwarded by the HoD.
3. All Chapters should be combined to make a single file starting from *Introduction to Conclusion* for analysis.
4. For regional language, the document must be prepared using *Unicode compliant font* (details below) otherwise plagiarism check cannot be performed.

Google Input Tool/ Microsoft Indic Language Input Tool (ILIT) support typing of Indian language text in Unicode compliant format.

Language/ Script	UNICODE Font
Odia	Nirmala UI, Kalinga, Arial Unicode MS
Hindi & Sanskrit	Nirmala UI, Mangal, Aparajita, Arial Unicode MS

5. According to [UGC Regulation, 2018](#), the similarity checks for plagiarism 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 standards equations.
6. University has permitted similarity **up to 10%** ([as per UGC Regulation, 2018](#)). However, there is a provision of **penalties in case of plagiarism in submission of thesis and dissertations:-**

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities upto 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 period 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 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 recommended by the IAIP and approved by the Head of the Institution.

7. The **SIMILARITY REPORT** will be sent to you through same mail within 03 working days.
8. This service is limited to university academic community.