

NOTIFICATION

Uploading of Thesis in Shodhganga Repository

As per the Memorandum of Understanding signed by the University with the UGC-INFLIBNET under the Shodhganga project, it is mandatory for submission of thesis/ dissertation online in the Shodhganga repository.

The guidelines being issued are as under.

- A. Each MPhil/ PhD student shall submit the following certificates along with other necessary enclosures at the time of thesis/ dissertation submission.
- (a) Certificate of Originality (Annexure –I)
 - (b) Student Approval Form for Uploading of Thesis/ Dissertation on Shodhganga (Annexure – II)
 - (c) Plagiarism Report (Annexure – III)

In addition, certificates at Annexure – IV (Certificate for Exclusion of Self-Published Work) and Annexure – V (Co-authors' Certificate for Inclusion of Published Works in Thesis/ Dissertation) shall be submitted, if applicable.

- B. Every PhD/ MPhil thesis/ dissertation shall be subjected to plagiarism check in URKUND or any other plagiarism detection software as notified by the University from time to time. User ID for URKUND is available with some faculty members. In the case of others, request for activation of URKUND ID may be submitted to the Deputy Librarian, Central Library, IGNOU who is the nodal officer of the University for URKUND. Plagiarism check can be carried out by the research supervisors at their end at any point of time. Plagiarism Report generated by the Central Library and signed by the student and the Research Supervisor in prescribed format (Annexure – III) shall be attached with the thesis/ dissertation at the time of submission.
- C. While generating the Plagiarism Report, the guidelines given at Annexure – VI shall be adhered to.
- D. The soft copy of the thesis shall be submitted in a CD in the prescribed format given at Annexure – VI. In order to ensure that the soft copy is complete and exact replica of the print version accepted for award of PhD/ MPhil, the CD shall be signed by the student and countersigned by the research supervisor. The Research Unit shall check whether the CD is operational.
- E. In case there is any change in the thesis/ dissertation due to remarks of the Examiners later, the revised CDs shall be submitted along with the joint report of the viva voce examination.
- F. Notwithstanding the above, MPhil/ PhD students shall abide by the regulations/ policies applicable to research students, mutatis mutandis.

**Sd/-
Director, Research Unit**

Encls: As above.

Indira Gandhi National Open University

School of _____

Faculty/ Discipline of _____

Date _____

Certificate of Originality

I _____ Enrollment Number _____
hereby declare that the research embodied in this thesis entitled “_____”
_____” is an original
research work done by me under the supervision of _____,
School of _____, IGNOU for the award of Doctor of
Philosophy in _____ from Indira Gandhi National Open
University, New Delhi.

I hereby also declare that no part of this thesis, fully or partly, has been submitted to this or at any other University/Institution for the award of any Research Degree/Diploma.

Signature of MPhil / PhD student

(Name of MPhil/ PhD student)

Enrolment Number: _____

Place:

Date:

(Signature and Name of Research Supervisor)

Indira Gandhi National Open University

School of _____

Faculty/Discipline of _____

Student Approval Form for Uploading of Thesis/ Dissertation on Shodhganga

Name of the Student and Enrolment Number	
School and Discipline	
Degree (MPhil/PhD)	
Research Supervisor(s)	
Thesis/Dissertation Title	
Date of submission	
Key words (up to five)	1. 2. 3. 4. 5.
Date of viva voce examination (to be filled in by Research Unit)	
Year of Award (to be filled in by Research Unit)	

Undertaking

1. I hereby authorize IGNOU to upload the above thesis/ dissertation at Shodhganga repository as per rules.
2. I understand that the thesis/ dissertation will be uploaded on Shodhganga repository after conduct of viva voce examination, but not later than one month of award of the PhD/ MPhil degree.
3. I hereby certify that the contents of the thesis/dissertation do not violate any provisions under the copyright act.
4. I understand that I retain the copyrights of the thesis/dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis/ dissertation.

(Signature of the MPhil/ PhD student)

Place: _____

Date: _____

Countersigned by the Research Supervisor

Date:

**Indira Gandhi National Open University
(Library and Documentation Division)**

Date:.....

Plagiarism Report

- Title of the Thesis/ Dissertation: _____
_____ Total no. of pages _____
- Name and Enrolment Number of MPhil/ PhD student: _____

- Name of Research Supervisor: _____
Discipline and School of Study: _____

This is to report that the above thesis was scanned for similarity detection. Process and outcome is given below.

Software used _____ Date _____

Similarity Index _____ Total word count _____

The complete report is submitted for review by the Supervisor/ Programme Coordinator.

Deputy Librarian
(Nodal Officer)

Checked by
Name & Signature

Indira Gandhi National Open University
School of _____
Discipline of _____

The complete report of the above thesis has been reviewed by the undersigned. (Check Box)

The similarity index is below accepted norms (up to 10%).

The similarity index is above accepted norms, because of the following reasons:

- 1 _____
- 2 _____
- 3 _____
- 4 _____

The thesis may be considered for submission and the award of degree. (Relevant documents attached).

Signature of MPhil/ PhD Student

Signature of Research Supervisor

Date:

Date:

**Indira Gandhi National Open University
(Research Unit)**

Certificate for Exclusion of Self-Published Work

The content of the chapters in the thesis/ dissertation submitted by Mr./ Ms.

have been published in

1.

2.

3.

4.

This published work has been included in the thesis/ dissertation and has not been submitted for any degree to any University/Institute.

Signature of MPhil/ PhD Student

Signature of Research Supervisor

Date:

Date:

Indira Gandhi National Open University
School of _____
Faculty/Discipline of _____

Coauthors' Certificate for Inclusion of Published Works in Thesis

We have published the following articles jointly:

Name of Article	Name of Journal / Book with the details (ISSN No., etc.)

We give our consent to Mr./ Ms. to make use of these articles for his / her PhD/ MPhil thesis/ dissertation.

We certify that the above articles have not been used by any of us for the award of any Degree / Diploma in any University/ Institution.

We shall be responsible for any legal dispute/ cases(s) for violation of any provision of the Copyright Act.

Signature of Co-author	Signature of Co-author	Signature of Co-author
Name: Address:	Name: Address:	Name: Address:

Signature of MPhil/ PhD Student

Name _____

Enrolment No. _____

Important Instructions to be followed

The MPhil/ PhD student has to submit the following in a CD.

- A. Complete thesis/ dissertation in a single file in **MS-Word**
- B. Complete thesis/ dissertation in a single file in **PDF format**
- C. The thesis/ dissertation segregated into the separate chapters, introductory pages and references, **in PDF format**
 1. Preliminary Pages (title, declaration, acknowledgements, contents, list of tables, etc.)
 2. Abstract (If any)
 3. Chapter – 1
 4. Chapter – 2
 5. Other chapters (each chapter in separate file)
 6. References
 7. List of Publications
 8. Any other – appendices, etc.

The CD shall be signed by the student and counter-signed by the research supervisor.

Guidelines for Reconciliation of Plagiarism Check

The following guidelines shall be adhered to for submitting the Plagiarism Report generated by URKUND software at the time of PhD thesis submission:

1. The PhD thesis must undergo a Plagiarism Check by URKUND
2. The exclusion at the time of performing the check should be limited to the following:
 - i. Quotes
 - ii. Bibliography
 - iii. Phrases
 - iv. Small matches up to 10 words
 - v. Small similarity less than 1%
 - vi. Mathematical Formula
 - vii. Name of Institutions, Departments, etc.
 - viii. The articles/ research papers written by the supervisor or the candidate independently or jointly.
3. Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Certificate for Exclusion of Self Published Work as per Annexure IV) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from the thesis/ dissertation work. The list of articles submitted in Annexure – IV shall be referred to the library by the supervisor for exclusion from plagiarism check. No other article of the MPhil/ PhD student/ research supervisor shall be excluded from plagiarism check.
4. The library shall issue the Plagiarism Report in specified format (Annexure III). The Plagiarism Report shall be signed by the M Phil/ PhD student and the Research Supervisor. This certificate has to be submitted to the Research Unit along with the thesis/ dissertation.