

Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER)

Puducherry - 605 006



PLAGIARISM CHECKING COMMITTEE

Standard Operating Procedures



Version 1



Prepared by: Dr. A. Surendiran


Approved by: Dr. SC Parija

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Code No: PCC-001	Plagiarism Checking Committee (PCC) JIPMER Standard Operating Procedure	Version No: 001	Page No: 1 of 13
Date: 16.4.2015	Title: Constitution of Plagiarism Checking Committee (PCC)	Prepared by Dr. A. Surendiran	Signature: 
<p>1. PURPOSE To perform the administrative responsibilities of PCC in JIPMER</p> <p>2. SCOPE Applicable to the PCC of JIPMER</p> <p>3. RESPONSIBILITY The Dean (Research), JIPMER is responsible for constitution of PCC</p> <p>4. PROCEDURE</p> <ol style="list-style-type: none"> 1. The Dean (Research) will be the Chairman of PCC 2. The Member Secretary for PCC will be nominated by the Chairman 3. The Chairman in consultation with the Member Secretary will invite members who have qualification and experience to review manuscripts and check for plagiarisms. (Document 1) 4. Members may convey their decision through the filled declaration and confidentiality agreement forms in 3 working days' time (Document 2) 5. The first meeting of PCC will be conveyed by the Member Secretary in the presence of Chairman, to appraise the members regarding the functioning of the committee 6. The Chairman will monitor the functioning of the committee at regular intervals 			
<p>Approved by: </p> <p>Dr. SC Parija Chairman, PCC, JIPMER</p>		<p>Date: 16.4.2015</p>	

Code No: PCC-001	Plagiarism Checking Committee (PCC) JIPMER Standard Operating Procedure	Version No: 001	Page No: 2 of 13
Date: 16.4.2015	Title: Rules for PCC members	Prepared by Dr. A. Surendiran	Signature: 
<p>1. PURPOSE To describe the rules and regulations for members of PCC</p> <p>2. SCOPE Applicable to the PCC of JIPMER</p> <p>3. RESPONSIBILITY The Chairman is responsible for implementation of this SOP</p> <p>4. Procedure</p> <ol style="list-style-type: none"> 1. The nominated Member Secretary must submit filled declaration and confidentiality agreement forms to the Chairman of PCC 2. Invited members of PCC must submit filled declaration and confidentiality agreement forms to the Member Secretary at the time of acceptance 3. The term of appointment for Member Secretary and Members of PCC will be for a period of 3 years 4. The Chairman can renew the appointment of a member based on their contribution 5. The Chairman in consultation with the Member Secretary can cancel the appointment of a member if there is inadequate contribution or in case of repeated / long period of non-availability 6. Member can resign from PCC by giving written notice one month in advance. 7. The Chairman can replace a member as and when need arises 			
<p>Approved by: </p> <p>Dr. SC Parija Chairman, PCC, JIPMER</p>		<p>Date: 16.4.2015</p>	

Code No: PCC-001	Plagiarism Checking Committee (PCC) JIPMER Standard Operating Procedure	Version No: 001	Page No: 3 of 13
Date: 16.4.2015	Title: Procedure for submission of candidate details to PCC	Prepared by Dr. A. Surendiran	Signature: 

1. PURPOSE

To submit candidate details to PCC before submission of a thesis document

2. SCOPE

Applicable to candidates who want to submit their MD/MS/DM/MCh/Ph.D./M.Sc. thesis

3. RESPONSIBILITY

The Member Secretary is responsible for implementation of this SOP

4. Procedure



1. Go to JIPMER Website www.jipmer.edu.in
2. In JIPMER home page, go to Research>Research Committees>Plagiarism Checking Committee
3. Click on the link that says "*Online entry of candidate details, proforma for submission and declaration forms*" in the column on the left side.
4. Three more options will open up below it. Click on the link that says "Upload Candidate Details". A new page will open titled "Plagiarism Checking Committee - Data collection"
5. Fill the details as instructed in the opened page and click "Submit"
6. The process is complete. The candidate details will be received by PCC.


Approved by:



**Dr. SC Parija
Chairman, PCC, JIPMER**

Date: 16.4.2015

Code No: PCC-001	Plagiarism Checking Committee (PCC) JIPMER Standard Operating Procedure	Version No: 001	Page No: 4 of 13
Date: 16.4.2015	Title: Procedure for submission of thesis manuscripts to PCC	Prepared by Dr. A. Surendiran	Signature: 
<p>1. PURPOSE To submit a thesis manuscript to PCC for evaluation and certification</p> <p>2. SCOPE Applicable to candidates who want to submit MD/MS/DM/MCh/Ph.D. thesis to PCC</p> <p>3. RESPONSIBILITY The MD/ DM/ PhD Students are responsible for implementation of this SOP</p> <p>4. Procedure</p> <ol style="list-style-type: none"> 1. Go to JIPMER Website www.jipmer.edu.in. Go to Research>Research Committees>Plagiarism Checking Committee 2. Click on the link "Online entry of candidate details, proforma for submission and declaration forms" in the column on the left side. Three more options will open. 3. Click on the link "PCC Manuscript Submission Proforma" to download the proforma for manuscript preparation. Rename the final file as "<candidate name> <department> manuscript". (Eg: Rajesh pharmacology manuscript) 4. Click on the link "Declaration Form" to download the declaration form which must be filled, printed and scanned again with necessary signatures in PDF file format. Rename the final file as "<candidate name> <department> declaration form". (Eg: Rajesh pharmacology declaration form) 5. Email the files of manuscript and declaration form to pccjipmer@jipmer.edu.in with a brief statement of candidate and submission details. 6. An acknowledgement email will be received. The process of submission is complete. 			
<p>Approved by: </p> <p>Dr. SC Parija Chairman, PCC, JIPMER</p>		<p>Date: 16.4.2015</p>	

Code No: PCC-001	Plagiarism Checking Committee (PCC) JIPMER Standard Operating Procedure	Version No: 001	Page No: 5 of 13
Date: 16.4.2015	Title: Procedure for resubmission of thesis manuscripts for re-evaluation	Prepared by Dr. A. Surendiran	Signature: 

1. PURPOSE

To resubmit a thesis manuscript to PCC for re-evaluation and certification

2. SCOPE

Applicable to candidates who want to re-submit MD/MS/DM/MCh/Ph.D./M.Sc. thesis to PCC

3. RESPONSIBILITY

The Member Secretary is responsible for implementation of this SOP

4. Procedure


1. The re-submission file must be prepared in the same way as the first submission. Declaration form is not required for re-submission.
2. Candidate must pay the resubmission processing fee of Rs.1000 and obtain the receipt of payment. This receipt must be scanned as a PDF file. Faculty who do part-time Ph.D. programme are exempted from processing fee for re-submission
3. The resubmission manuscript file and the PDF file of processing fee receipt must be sent by email to pccjipmer@jipmer.edu.in with a brief statement of candidate and re-submission details.
4. An acknowledgement email will be sent to the candidate. The process of re-submission is complete.
5. If the payment receipt is not attached, then the re-submission will not be processed until the receipt is received.

Approved by:



**Dr. SC Parija
Chairman, PCC, JIPMER**

Date: 16.4.2015

Code No: PCC-001	Plagiarism Checking Committee (PCC) JIPMER Standard Operating Procedure	Version No: 001	Page No: 6 of 13
Date: 16.4.2015	Title: Timelines for submission of thesis manuscripts and issue of circular	Prepared by Dr. A. Surendiran	Signature: 

1. PURPOSE

To set dates and issue circular for submission of MD/MS/DM/MCh/Ph.D./M.Sc. thesis manuscripts to PCC

2. SCOPE

Applicable to candidates who want to submit MD/MS/DM/MCh/Ph.D./M.Sc. thesis to PCC

3. RESPONSIBILITY

The Member Secretary is responsible for implementation of this SOP

4. Procedure



S.No	Course	Date for announcement	Last date to submit to PCC	Last date to submit to Dean
1	MD / MS (April Batch)	June 30	July 31	August 31
2	MD / MS (October Batch)	December 28	January 28	February 28
3	DM / MCh (August Batch)	November 30	December 31	January 31
4	MSc Nursing	March 31	April 30	May 31
5	Ph.D.	NA	NA	NA



Approved by:



**Dr. SC Parija
Chairman, PCC, JIPMER**

Date: 16.4.2015

Code No: PCC-001	Plagiarism Checking Committee (PCC) JIPMER Standard Operating Procedure	Version No: 001	Page No: 7 of 13
Date: 16.4.2015	Title: Procedure for evaluation of manuscripts by PCC	Prepared by Dr. A. Surendiran	Signature: 
<p>1. PURPOSE To check MD/MS/DM/MCh/Ph.D./M.Sc. thesis manuscripts for plagiarism using iThenticate software</p> <p>2. SCOPE Applicable to candidates who submit MD/MS/DM/MCh/Ph.D./M.Sc. thesis to PCC</p> <p>3. RESPONSIBILITY The Member Secretary is responsible for implementation of this SOP</p> <p>4. Procedure</p> <ol style="list-style-type: none"> 1. The manuscript file and declaration form must be downloaded from the email pccjipmer@jipmer.edu.in. The email must be checked every day during the months of thesis submission to PCC. 2. Ensure declaration form is attached along with the manuscript as a scanned copy with required signatures of candidate and guide 3. Visit the web site of iThenticate in internet browser http://www.ithenticate.com/ and login using appropriate user access. 4. Upload the manuscript file under correct heading and subheading. The software will process the file and generate the similarity report. 5. Inform the members regarding the submission via email who already have user access. The member can login to iThenticate, review the report and provide their comments to member secretary via email. 6. Based on comments from members, Member Secretary can forward the decision to the investigator with certificate (if approved) or iThenticate similarity report (if resubmission is needed) depending upon the decision taken. 			
<p>Approved by:</p>  <p>Dr. SC Parija Chairman, PCC, JIPMER</p>		<p>Date: 16.4.2015</p>	

Code No: PCC-001	Plagiarism Checking Committee (PCC) JIPMER Standard Operating Procedure	Version No: 001	Page No: 8 of 13
Date: 16.4.2015	Title: Procedure for appealing to Appellate Officer	Prepared by Dr. A. Surendiran	Signature: 
<p>1. PURPOSE To appeal to Appellate Officer against the decision of Plagiarism Checking Committee</p> <p>2. SCOPE Applicable to candidates who submit MD/MS/DM/MCh/Ph.D./M.Sc. thesis to PCC</p> <p>3. RESPONSIBILITY The Member Secretary is responsible for implementation of this SOP</p> <p>4. Procedure</p> <ol style="list-style-type: none"> 1. The Chairman of PCC nominates the first level Appellate Officer. Dr. Raveendran, Professor of Pharmacology has been nominated for the same. 2. Candidate who wish to appeal against the decision taken by PCC can appeal to Appellate Officer 3. Candidate must submit a written request to Member Secretary of PCC asking for escalation of PCC report to Appellate Officer. 4. The Member Secretary must forward the request letter along with the original manuscript file, declaration form and iThenticate report to the Appellate Officer. 5. Appellate Officer will be provided with access to iThenticate software in order to view the report directly in the software. 6. Appellate Officer must submit his/her report to the Member Secretary along with recommendations which must be carried out by the Member Secretary. 7. The second level Appellate Officer is the Dean, Research. In the absence of first Appellate Officer and considering the urgency of the situation, the case can be escalated to second level Appellate Officer. 			
Approved by:  Dr. SC Parija Chairman, PCC, JIPMER		Date: 16.4.2015	

DOCUMENT 1

**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION &
RESEARCH (JIPMER)
Puducherry 605006**

PLAGIARISM CHECKING COMMITTEE

Date:

To

Sub: Invitation to be a Member of Plagiarism Checking Committee – reg.

Dear,

You are invited to be a Member of Plagiarism Checking Committee of JIPMER. Plagiarism Checking Committee is involved in scrutinizing JIPMER student's academic thesis / dissertations for possible plagiarisms using iThenticate software. You are requested to kindly provide your concurrence for this appointment and submit the declaration form enclosed along with this letter to the office of Dean, Research in 3 working days' time.

Chairman, PCC
JIPMER

DOCUMENT 2

Date:

From:

To

Chairman
Plagiarism Checking Committee
JIPMER

Sub: Consent to be a Member of Plagiarism Checking Committee – reg.

Dear Sir,

With reference to the above, I hereby agree to be a Member of Plagiarism Checking Committee of JIPMER.

- I will be regular and prompt in responding to the duties of the committee.
- I will abide by the rules and requirements of the committee during my tenure as a member of Plagiarism Checking Committee.
- I will not keep any personal copies of manuscripts/reports in any form with me after reviewing the same.
- I will not disclose confidential reports of the committee to anyone outside the committee.
- I will inform the Member Secretary in advance regarding any of my absence for a long period.

Thanking You,

Yours sincerely,

Signature

ANNEXURE 1

**PROFORMA FOR SUBMISSION OF THESIS MANUSCRIPT TO PLAGIARISM CHECKING
COMMITTEE (PCC)**

Candidate Name:

Thesis Title:

Kindly provide your thesis text under the following heads

Introduction: *(Copy and paste the text of introduction from your manuscript file)*

Review of literature: *(Copy and paste the text of literature review from your manuscript file)*

Methodology: *(Copy and paste the text of methodology from your manuscript file)*

Results: *(Copy and paste only the text part of results from your manuscript file. Do not include data tables.)*

Discussion: *(Copy and paste the text of discussion from your manuscript file)*

Conclusion: *(Copy and paste the text of conclusion from your manuscript file)*

Summary: *(Copy and paste the text of summary from your manuscript file)*

(Do not include bibliography)

ANNEXURE 2

DECLARATION OF USE / NON-USE OF COPYRIGHTED CONTENT

I, Dr / Mr / Ms hereby declare that I have used / not used copyrighted content in my thesis.

(If used) I will submit the copy of permission obtained to use the copyrighted content for my thesis.

Signature of candidate

Signature of Guide

Date:

Date

DECLARATION OF NON-MODIFICATION OF TEXT AFTER ISSUE OF PCC CERTIFICATE

I, Dr / Mr / Ms hereby declare that the text content of the thesis submitted to Plagiarism Checking Committee (PCC) for its approval is the final version and the same will be used for printing. Due permission will be obtained from PCC if any change is needed in the text of the thesis.

Signature of candidate

Signature of Guide

Date:

Date

Grams: "JIPMER"
Telex: 0469-244-JIP IN
Website: www.jipmer.edu



Phone: (0413) 2277278
Fax: (0413) 2272066

**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION &
RESEARCH**

(Institution of National Importance under Ministry of Health & Family Welfare, Government of India)
Dhanvantari Nagar, Puducherry – 605 006

PLAGIARISM CHECKING COMMITTEE (PCC)

Dr. S. C. Parija
Director, JIPMER.
Chairman, PCC

CERTIFICATE

This is to certify that the manuscript submitted by, Department of,
with the following details has been processed using iThenticate Software and it is acceptable for
submission as a thesis / dissertation.

Reference No:

Title:

Course & Year:

Guide:

(Signature with seal)
Member Secretary
Plagiarism Checking Committee
JIPMER

Date:

To

1. Candidate:
2. Guide:, for information