Office of the Registrar
VIDYASAGAR UNIVERSITY
Midnapore – 721 102

Dated : 21.08.2018.

NOTIFICATION

I have been directed by the Hon'ble Vice-Chancellor to notify for general information of all concerned that a Research Policy on code of ethics to check malpractices and plagiarism in research has been adopted by the appropriate authorities of the University, which will work as a broad outline for conduct and promotion of various kind if ethics in research for all the research students as well as the faculty members. The Policy contains all the existing ethics.

It has also been directed to notify for general information that as recommended by the Board of Research Studies of Vidyasagar University in its meeting held on 08.06.2017 and duly approved by the Eighth Executive Council of Vidyasagar University in its meeting held on 12.07.2017, a **Plagiarism Software has been introduced in this University to check the Ph.D. thesis of the incumbents concerned writing in English Language only**. It has also been directed to notify that as recommended by the Board of Research Studies of Vidyasagar University in its meeting dated 17.08.2017 duly approved by the Eighth Executive Council of Vidyasagar University in its meeting held on 28.08.2017, the existing method for submission of Ph.D. thesis will be followed in case of the thesis which are writing other than English Language, like Bengali, Hindi, Sanskrit and Santali Languages as the Plagiarism checking software is not available on those versions/subjects, along with an undertaking prescribed by the University attached herewith.

The Ph.D. research scholars of Vidyasagar University those who are writing his/her thesis in English and ready for submission of the said thesis to the University are requested to submit the soft copy of the thesis/dissertation (e-Thesis) along with the duly filled-in format [Annexure-I (Thesis/Dissertation Authentication Certificate), Annexure – II (Thesis/Dissertation Metadata Form) and Annexure – III (Consent Form for Digital Archiving)] prescribed by the University attached herewith in a CD/DVD on or before one month from the date of submission of thesis to the Ph.D. Cell of Vidyasagar University for plagiarism checking of their thesis henceforth. The plagiarism checking of the thesis will be made as per the guidelines framed by the Plagiarism Sub-Committee constituted for this purpose and a summary report will be sent to the Supervisor of the candidates concerned in this regard for further process.

All concerned related with the Ph.D. Programme are being informed accordingly. The decision taken by the Executive Council of Vidyasagar University will come into force with immediate effect.

Sd/-
Dr. J. K. Nandi.
Registrar.

Memo No. : VU/R/Noti./947/2018 dated 21.08.2018.

Copy forwarded for information and necessary action to :

01. *The Deans of the faculty concerned.*
02. *The Head of all academic and administrative departments with a request to circulate the notification among all Ph.D. Research Scholars of his/her department.*
03. *The Director (Actg.), DDE.*
04. *The Finance Officer.*
05. *The Information Scientist – for display on the University website.*
06. *The Office Supdt., Registrar's Office.*
07. *The Secretary, V.U.R.S.A.*
08. *The Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor.*
09. *Shri Susanta Kumar Ghorai, Ph.D. Cell.*
10. *Relevant Ph.D. file.*

21/08/18
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Vidyasagar University
Midnapore - 721102
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Annexure-I

Vidyasagar University

Thesis/Dissertation Authentication Certificate

Name of the Author (Research Scholar)	
Registration Number	
E-mail ID & Contact No.	
Degree	
Department/Centre	
Guide/Supervisor	
Thesis/Dissertation Title	
Date of Submission	

1. I hereby certify that the Ph.D thesis/dissertation contained in this CD/DVD is in accordance with the guidelines issued by Vidyasagar University for this purpose and complete in all respect. It is also certified that the contents of the electronic version of the thesis/dissertation submitted herewith are the same as that submitted as the final hardcopy of the thesis.
2. I hereby certify that my thesis is my original work and its copyright vests on me, it does not infringe or violet the rights of anyone else.

Signature of the Scholar
Place :
Date :

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Annexure-II

Vidyasagar University
Thesis/Dissertation Metadata Form

1.	Title	
2.	Alternative Title, if any	
3.	Name of Research Scholar	
4.	Registration Number	
5.	Name of Guide/Supervisor(s)	1. 2. 3.
6.	Degree	
7.	Department/Centre	
8.	School	
9.	Date of Submission	
10.	Subject Keywords	1. 2. 3. 4. 5.
11.	Coverage (for time periods or spatial regions only)	
12.	Language of the thesis	
13.	File Format of thesis and accompanying material, if any (PDF, MPEG, etc.)	

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Annexure-III

Vidyasagar University

Consent Form for Digital Archiving'

Name of the Author (Research Scholar)	
Registration Number	
Degree	
Department/Centre	
Guide/Supervisor(s)	
Thesis/Dissertation Title	
Date of Submission	

1. I hereby give my consent to the Central Library of Vidyasagar University, Midnapore to archive and to make available my thesis / dissertation in whole or in part in the University's Electronic Thesis and Dissertations (ETD) Archive and to make it accessible worldwide under the conditions specified below in all forms of media, now or here after known.

2. I retain all other ownership rights to the copyright 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 or dissertation.

Conditions:

[The University consider that there may be patentable intellectual property requiring restrictions on public access. Requests for restriction for a period of up to maximum 3 years must be specified by the scholar explicitly. However, the digital contents (restricted access) on Institutional Repository will be available immediately after the award of Degree]

1. Release the entire work for worldwide access immediately		
2. Release the entire work for worldwide access after – (In case of **patentable intellectual property**)	1 Year	
	2 Years	
	3 Years	

Signature of the Scholar Signature & Seal of the Guide

Place :

Date :

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VIDYASAGAR UNIVERSITY
P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,
West Bengal, INDIA.

Declaration

(For those Research Scholars whose are writing thesis in other than English Language)

Title of the thesis :

Submitted by :

Supervisor(s) :

Registration No :

With reference to the thesis mentioned above I/we, hereby jointly certify that I/we have thoroughly cross checked the dissertation. I/We, hereby confirm that plagiarism material in the dissertation is restricted up to 25% of the entire manuscript or less. I/We shall be responsible for any discrepancy or complications which may arise in future regarding the said thesis.

(Signature of the candidate)

Name :

Present correspondence address:

Cell No. :

e-mail address :

Countersigned by Supervisor(s) :

Name :

Present correspondence address:

Cell No. :

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FORMATION OF THESIS IN HARD COPY AS WELL AS SOFT COPY

Annex -1

Sample naming conventions used for a thesis submitted by the researcher "Seshan, K S is given" in Table no -1

01_title.pdf	Title Page
02 _ certificate.pdf	Certificate
0.3_abstract.pdf	Abstract
04 _declaration.pdf	Declaration
05 _acknowledgement.pdf	Acknowledgement
06 _contents.pdf	Content/Index page
07_list_of _tables.pdf	List of Tables
08.list __ of __ figures.pdf	List of Figures
09 _abbreviations.pdf	Abbreviations
10_chapter1.pdf	First Chapter
11 chapter2.pdf	Second Chapter
12_chapter.....	Chapter.....
13 _ conclusion	Conclusion
14 _summary	Summary
15_ bibliography	Bibliography

Table 1: Naming Convention used for each PDF File

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