

PROCEDURE TO BE FOLLOWED WHILE SUBMITTING PANELS FOR PQE/ FINAL  
THESIS EVALUATION.

1. Panel shall be prepared DTP/ electronically typed in an A4 size paper.
2. **Name of Scholar, Name, address and contact number of Guide, Centre of Research, Subject of Research, Number & Date of Registration Order of the Scholar and Head Quarters of Guide and Scholar** should clearly be specified.
3. The panel of examiners shall be prepared and forwarded by the supervising teacher .The same may be forwarded to the University through the Chairman of the Doctoral Committee in the case of Final Thesis evaluation. Supervising Teacher and Chairman of Doctoral Committee shall sign in all pages of the panel.
4. The number of adjudicators shall not be less than 6 (SIX) for PQE and 12 (TWELVE) for final.
5. Adjudicators shall be from Academic / Research institutions only.
6. Approved Research Guides of Kannur University shall not be included in the panel.
7. No Examiner working in / retired from any of the Teaching or Research centres / affiliated colleges of Kannur University be included in the panel. Similarly no experts who are working in the same Department/ College/University/Institute of the Research Guide / Scholar be included in the panel.
8. For the adjudication of final thesis more than TWO adjudicators from an institution shall not be included in the panel and more than FOUR examiners from one state shall not be included in the panel.
9. Experts having less than 10 years teaching / research experience shall not be included in the panel.
10. In the case of submitting panels for more than one candidate within three months, repetition of examiners shall not be more than TWO in PQE and FOUR in Final.
11. Designation, full official and residential address with PIN Code, contact number, e-mail ID, exact number of years of experience and specialization of the area of research of adjudicators shall be provided in the prescribed format.
12. Certification from the Research Supervisor stating “none of the experts suggested, including the supervisor (and co-guide if applicable) is a relative to candidate” shall be included in the last page of the panel.
13. The panel shall be forwarded in a sealed cover (without any other enclosures) super scribed as CONFIDENTIAL and addressed to the Director, **Research Directorate** by **Name**.

**Sd/-**

VICE CHANCELLOR

FORMAT FOR THE SUBMISSION OF PANEL OF ADJUDICATORS

1. Name of Research Scholar :
2. Name of Research Guide, Address and Contact Number :
3. Subject of Research :
4. Title of the Thesis :
5. Name of Research Centre :
6. No. & Date of Registration Order Of Research Scholar :
7. Head Quarter of Research Guide :
8. Head Quarter of Research Scholar :

Sl. No	Name of Adjudicator	Present Designation	Official Address	Residential Address	Contact Number	e-mail ID	No of Years of Research/Teaching Experience	Specialization *
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

\* Specialization of the area of research of each examiner

\*\* The Supervisor shall ensure that the adjudicators are as per the guidelines issued by the university in this regard and any failure to adhere to this will be viewed seriously.

**Declaration**

Certified that none of the experts suggested, including the supervisor (and co-guide if applicable) is a relative to candidate.

Place :

Date :

Name & Signature of Research Guide

Name & Signature of Chairman Doctoral  
Committee

(For Final Thesis)

Mobile No:

Email id:



**KANNUR UNIVERSITY**  
(Research and Development Cell)

**Ph.D Final Submission Checklist**  
(2011 Regulation)

Date.....

1	Name of the candidate	
2	Name of the Supervising Teacher	
3	Faculty (Science/Humanities/Man.Studies etc.)	
4	Subject	
5	Name of the Research Centre	
6	Title of the Thesis (in capital letters)	
7	Full-time or Part-time	
8	Whether the applicant has submitted the prescribed application form duly attested by the Identifying Officer.	
9	Details of examination fee paid (Amount, Chalan No, Date, Name of Bank/Treasury)	
10	NOC from the employer	
11	Matriculation Certificate (applicable for candidates whose Degree is from University other than Kannur University)	
12	Recognition Certificate (Applicable for qualifying exams passed under Universities outside Kerala)	
13	Copy of Qualifying Certificates (Self attested)	
14	Copy of Registration Order	
15	Copy of Joining Report	
16	Memo issued by the University with regard to PQE	
17	Whether Thesis - 4 copies, Abstract (not more than 2000 words, duly certified by the Research Supervisor) - 2 copies enclosed.	
18	a) Whether Thesis (as a single pdf and split pdf) and Abstract uploaded to <a href="mailto:rdcrepository@kannuruniv.ac.in">rdcrepository@kannuruniv.ac.in</a> b) Whether the soft copy of the thesis mailed to	

		<a href="mailto:plagiarism@kannuruniv.ac.in">plagiarism@kannuruniv.ac.in</a> as a single file in PDF or word format with title page and chapters from introduction to conclusion only, excluding auxiliary pages like declaration, certificate, acknowledgement, Table of contents, Appendices, References at the end of chapters, Bibliography etc.	
19		Whether a copy of the publication (in a peer reviewed/refereed journal or edited volume with IISN/ISBN or equivalent publication) on the Research topic or Acceptance Letter from the Journal submitted along with a certificate in this regard duly signed by the Supervising Teacher.	
20		If the Abstract (Malayalam, Hindi, Tamil, Arabic, Sanskrit, Kannada etc) is in the same language whether the candidates submitted one additional copy of the same in English	
21		1). Whether Attendance Certificate submitted for the period from the date of reporting the research centre to the date of pre-submission seminar, duly signed by the Research Guide and the Head of the Research Centre. 2). Attendance marked as 'on duty' should be supported by the documents with certification by the guide.	
22		Whether the candidate has produced NLC	
	a	From the Department Library	
	b	From the University Central Library	
	c	From the Department concerned	
	d	From the Hostel Warden	
23		Whether the title in the thesis is same as in the registration order. If No, attach the U.O. sanctioning the title change.	
24		Whether extension of date for submission is granted. if yes, attach the U.O. sanctioning the extension.	
25		Whether Guide has been changed, if yes, attach the U.O. sanctioning the Guide change.	
26		Whether there is Co-guide, if so, attach the U.O.	
27		Whether the Head of the Department has reported that the research work of the scholar has been presented in the Pre-submission seminar in the presence of Doctoral committee. Attach the pre-submission seminar proceedings with participants list.	
28		Whether the candidate has furnished declaration that the thesis has not been previously formed the basis for the award of any Degree/Diploma.	
29		Whether the Supervising Teacher has certified that the Thesis is a result of bonafide research carried out by the candidate.	

30	Whether Certificate of Originality is enclosed after plagiarism check through Turnitin Software in new format ( Format Attached )	
31	Whether the Candidate has submitted an undertaking granting permission to the University and INFLIBNET, the non exclusive license to host the thesis, on University repository/Shodhganga platform under CC BY-NC license and to preserve as a part of back up.	
32	Whether submitted declaration regarding uploading of soft copy of thesis to <a href="mailto:rdcrepository@kannuruniv.ac.in">rdcrepository@kannuruniv.ac.in</a> with all pages including declarations of scholar, Head of the Research Centre and the Supervisor, certificate of Plagiarism check (duly signed and sealed) and verification to that effect from the Central Library.	

Verified and found correct

Assistant

SO

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DR

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## WORKING POLICY ON PLAGIARISM CHECKING

- Every research scholar shall submit an undertaking to the University, duly certified by the supervisor, at the time of submission of thesis indicating that the document has been prepared by him/her and that the document is his/her original work and free of any plagiarism.
- Every research scholar shall submit an undertaking to the University at the time of submission of thesis granting the permission to the University and INFLIBNET, the non exclusive license to host the thesis, on University repository/Shodhganga platform under the CC BY-NC licence and to preserve as part of the backup.
- Every research scholar shall ensure that the thesis contains one page plagiarism checking certificate issued by the Central Library.
- Plagiarism checking service is available from 10.30a.m. to 4.30 p.m.at the Central Library.
- For plagiarism checking, submit the application to the Central Library in the prescribed format available on the website duly signed by the research scholar and recommended by the supervisor and Head of the Research centre.
- Submit the fee receipt for plagiarism checking along with the application.
- Download the format for plagiarism checking certificate from the website of Central Library, fill the necessary columns and submit the printout along with the application for checking plagiarism.
- The soft copy of the Ph.D thesis should be mailed to [plagiarism@kannuruniv.ac.in](mailto:plagiarism@kannuruniv.ac.in) as a single file in PDF or word format with title page and chapters from introduction to conclusion only, excluding auxiliary pages like declaration, certificate, acknowledgement, table of contents, appendices, references at the end of chapters, bibliography etc.
- In the case of theses in regional languages, the soft copy should be submitted in Unicode format only.
- The soft copy of thesis should be submitted to the library for checking plagiarism, at least 7 working days before the due date of submission of thesis to the University.

- Summary of the report of the plagiarism check will be send to the e-mail of research scholar.
- Regarding self plagiarism, the UGC public notice no. F 1-1/2020 (SECY) dtd. 20/04/2020 will be applicable.
- The supervisor is the authority to exclude the similarities if identified by the plagiarism checking software in the following contexts:
  - All quoted work reproduced with all necessary permission and/or attribution
  - All references, bibliography, table of content, preface and acknowledgements
  - All generic terms, laws, standard symbols and standard equations and
  - Standard terminology, standard procedure/ protocol/common knowledge/ commonly used expressions, properly cited information, researcher's own publication if cited properly in the thesis.
- The permissible limit of plagiarism is 10%.
- In the case of plagiarism checking for other purposes like guideship, paper publication, project proposal submission and promotions, document submission should be made through the link for plagiarism checking provided in the website of Central Library with payment of necessary fee. Plagiarism checking certificate will be issued in the case of guideship and promotions. In all other cases, plagiarism checking report will be e-mailed to the applicants.
- Plagiarism checking service is available exclusively to the current research scholars and faculty members of Kannur University as well as to the teachers of the colleges affiliated to Kannur University.



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I am submitting herewith a softcopy of my Ph.D. thesis. You are kindly requested to check plagiarism & issue me a report to that effect.

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Date of Registration :

Phone No:

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2. Signature of the Supervisor :

Designation &amp; Address :

Phone No:

E-mail ID :

3. Forwarded by the Head of the Research Centre :



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## CERTIFICATE OF PLAGIARISM CHECK

	Name of the Research Scholar	
2	Title of the Thesis	
3	Name of the Supervisor	
4	Subject Department Research Centre	
5	% of similarity of content identified	
6	Acceptable maximum limit	10%
7	Software used	Turnitin
8	Date of verification	

Certified that the document has been prepared by me and that the document is my original work free of any plagiarism.

Signature of the Supervisor  
(Seal)

Signature of the Research Scholar

Head of the Research Centre  
(Seal)

University Librarian  
(Seal)

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