



CSMSS
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Standard Operating Procedure (SOP) for Documents Plagiarism Check Submitted by our College Faculties and PG Students M. Tech Thesis

1. Objective

To ensure academic integrity and originality in the faculties research work and PG students M.Tech thesis reports by conducting plagiarism checks before final submission as per journal, institutional and university norms.

2. Scope

This SOP applies to all those faculties who are doing research related work, M. Tech students, thesis guides, Department M.Tech Coordinator, Respective HOD and the PG coordinator involved in the submission and evaluation process of the M. Tech project/thesis reports.

3. Procedure for Faculties

As the institute has already provided the Turnitin Originality Check (TOC) software for plagiarism checking related to research work, it has been observed that some faculty members directly submit their documents to TOC. During initial screening, these submissions often show a high percentage of similarity.

To ensure effective use of TOC and to minimize unnecessary high similarity reports, all faculty members are advised to perform an initial plagiarism check using free plagiarism detection tools (Quetext, PlagScan Free Version, Grammarly Plagiarism Checker (Free Tier), SmallSEOTools Plag Checker, etc.). Faculty are requested to revise and reduce the similarity based on these preliminary checks.

Only after minimizing the similarity using free tools should the final document be submitted for plagiarism checking through TOC.

4. Procedure for M. Tech Thesis

Step 1: Submission of Draft Thesis to Guide

- Each student shall submit the final draft of their thesis/report to their respective guide before official submission.
- The report should be in editable format (e.g., MS Word).

Step 2: Initial Plagiarism Check by Guide

- To ensure effective use of TOC and to minimize unnecessary high similarity reports, all the UG/PG students are advised to perform an initial plagiarism check using free plagiarism detection tools (Quetext, PlagScan Free Version, Grammarly Plagiarism Checker (Free

Tier), SmallSEOTools Plag Checker, etc.). UG/PG students are advised to revise and reduce the similarity based on these preliminary checks.

- The guide must ensure that:
 - Similarity index is **below 15%**.
 - All references, quotations, and citations are properly acknowledged.
- If the **similarity exceeds 15%**, the student shall be asked to **revise and resubmit** the report for re-evaluation.

Step 3: Forwarding to PG Coordinator through Department M. Tech Coordinator

- After the guide's verification, the **Guide shall forward** the plagiarism-checked report along with the **similarity report** to the **PG Coordinator** for final verification.
- The report should be accompanied by a signed declaration from the guide stating that an initial plagiarism check has been performed.
- Department Coordinator will ensure that report is completed as per the guidelines provided.

Step 4: Final Plagiarism Check by PG Coordinator

- The **PG Coordinator** will conduct a **final plagiarism verification** using the institute's approved plagiarism checking software.
- The final similarity percentage shall be recorded and maintained in records.

Step 5: Action Based on Similarity Percentage

Similarity Percentage (%)	Action to be Taken
Up to 25%	Accepted for evaluation.
More than 25%	Student must resubmit the entire report after necessary corrections.

5. Documentation

- Copy of the final plagiarism report signed by the student, guide, and PG coordinator.
- Declaration form of originality by the student.
- Record of resubmissions (if any).

6. Responsibilities

- **Student:** Ensure originality and proper citation of all sources.
- **Guide:** Conduct initial plagiarism check and ensure compliance before forwarding.
- **Department M. Tech Coordinator:** Forward the report after ensuring that all guidelines are followed.
- **PG Coordinator:** Perform final plagiarism verification and maintain records.

7. Effective Date and Review

This SOP shall be effective from **9th December, 2025** and reviewed annually or as per university/institutional policy updates.




Principal
PRINCIPAL