



CIRCULAR: Plagiarism Check Policy

All DSU Staff Members are hereby informed that applications for plagiarism check must be submitted **via their email ID** in both **Word (.doc/.docx)** and **PDF (.pdf)** formats to the following address:

✉ library@dsuni.ac.in

The email should clearly mention the following details:

- Name of the Employee
- Department/School
- Employee ID
- Author Name
- Title of the Thesis/Dissertation/Research Paper
- Document type (Thesis, Thesis Chapter, Research Paper, Synopsis, Other)
- Purpose of the Plagiarism Check (e.g., Draft Submission / Final Submission / Publication)
- Guide/Supervisor Name and Email Address

Upon submission, the **plagiarism report** will be provided **within 2 working days** from the date of receiving the application.

Please Note:

- Applications with incomplete details or incorrect file formats will **not be processed**.
- Employee are advised to ensure that their documents are complete and properly formatted before submission.
- The plagiarism report will be sent to employee via email.
- If the employee requires an additional **Grammar** or **AI-generated Content** report, a **separate email request** must be sent to library@dsuni.ac.in.
- The plagiarism report is **strictly confidential** and intended **only for academic purposes**.

All concerned are requested to **adhere strictly to the above procedure and timelines**.

Registrar
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Junagadh