



St. Xavier's College Jaipur

(Affiliated to the University of Rajasthan, Jaipur)
Accredited with A Grade by NAAC (First Cycle, 2025)
An ISO 14001:2015 Certified Institution



Ref.: SXCJ/STAFF/RDC/TURNITIN/2025-26/1691

Date: 11-12-2025

Guidelines Regarding Institutional Turnitin License

This is to inform everyone that our institution has a licensed version of the *plagiarism-detection software, Turnitin*, to promote academic integrity and verify the originality of research and academic submissions. All faculty members are encouraged to use this software to check for plagiarism in documents through the Research Development Cell (RDC). There is no charge for in-house staff using the software for personal research or department students. A fee will be applied for external submissions from outside our institution. The detailed guidelines for using the software are attached to this notice.

For more information, kindly contact:

- Dr. (Fr.) M. Amaldass, SJ, Dean, Research & Development (dean@xscjpr.edu.in)
- Dr. Yashwardhan Singh, Coordinator, Research & Project, RDC (researchproject@xscjpr.edu.in)
- Dr. Rama Hirawat, Coordinator, Publication, RDC (publication@xscjpr.edu.in)
- Ms. Loveleen Mathur (Assistant Librarian) - library@xscjpr.edu.in

Principal
St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur

Ref. No.: SXCJ/STAFF/RDC/TURNITIN/2025-26/1692-1696

Copy forwarded to the following for information and necessary action:

1. Vice-principal, St. Xavier's College Jaipur
2. Dean, R&D, St. Xavier's College Jaipur
3. All Faculty Members, St. Xavier's College Jaipur
4. Coordinator, Website Committee, St. Xavier's College Jaipur
5. Principal Office, St. Xavier's College Jaipur

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RESEARCH AND DEVELOPMENT CELL (RDC)

Institutional Policy on the Use of Turnitin Plagiarism Detection System

Aligned with UGC (Academic Integrity & Ethics) Regulations, 2018

1. Title of the Policy

Policy on the Use of Institutional Turnitin License for Ensuring Academic Integrity and Preventing Plagiarism

2. Preamble

In accordance with the **UGC Regulations, 2018** on *Promotion of Academic Integrity and Prevention of Plagiarism*, our institution adopts Turnitin as its official similarity detection system. This policy aims to uphold academic honesty, ensure the originality of submitted work, and prevent plagiarism in all academic and research activities.

3. Purpose

- To promote ethical writing and research practices in line with UGC guidelines.
- To provide a standardised institutional mechanism for similarity checking.
- To support faculty, staff, and scholars in maintaining high standards of academic integrity.
- To regulate internal and external use of the Institutional Turnitin License.

4. Scope of the Policy

This policy applies to:

- a. All in-house faculty members, administrative staff, research supervisors, and students (where applicable).
- b. External researchers submitting work to RDC for plagiarism checks.
- c. All academic documents, including:
 - Theses, dissertations
 - Research papers and articles
 - Book chapters, reports
 - Proposals, conference papers, and institutional publications

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5. Definitions (as per UGC 2018 Regulations)

Plagiarism: Use of another author's work without proper acknowledgement, presenting it as one's own.

Academic Integrity: Honesty and responsibility in scholarship as mandated by UGC.

Similarity Index: The percentage of matching text identified by Turnitin.

Exclusions: References, bibliography, quotes, table of contents, and small matches ≤ 10 words (Aligned with UGC Regulation 5.2).

6. UGC-Approved Similarity Thresholds

As per UGC Notification (2018), acceptable similarity levels and penalties apply as follows:

6.1 For Students (Thesis/Dissertation/Project Work)

- **Level 0: $\leq 10\%$ similarity:** Accepted, no penalty.
- **Level 1: $>10-40\%$ similarity:** Revision required within a prescribed time.
- **Level 2: $>40-60\%$ similarity:** Registration may be suspended; submission not accepted.
- **Level 3: $>60\%$ similarity:** Debarment from submitting work for one academic year.

6.2 For Faculty / Staff / Researchers

- **Level 0: $>10\%$ similarity:** Must revise and resubmit.
- **Level 1: $>40\%$ similarity:** May attract institutional disciplinary measures, including withdrawal of the manuscript.
- **Level 2: $>60\%$ similarity:** Serious misconduct; may lead to loss of research privileges/positions.

This institutional Turnitin policy follows these UGC thresholds.

7. Eligibility for Use of Turnitin

7.1 In-house Staff

Eligible users include faculty members, research guides, administrative staff preparing academic documents, research papers, project proposals, and project teams submitting internal reports. There is no fee for in-house staff and faculty.

7.2 External Submissions

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External scholars may access similarity checks through RDC upon formal request, following institutional guidelines and fee structure.

8. Submission Procedure

8.1 In-house Submissions

1. Submit documents to RDC via official email (researchproject@sxcjpr.edu.in)/portal.
2. Documents must be in .doc/.docx or .pdf format.
3. RDC will process the submission and return the similarity report within the standard timeline.
4. Users must revise and resubmit the work if similarity exceeds UGC thresholds.

8.2 External Submissions

1. Submit a formal request plus the document to RDC through email (researchproject@sxcjpr.edu.in).
2. Attach a **Declaration of Original Work** (as required by UGC 2018 Regulations).
3. Pay applicable fees before report generation.
4. Reports are only shared with the submitting candidate.

9. Submission Limits

- **In-house:** Up to 5 documents per month; more only with RDC approval.
- **External users:** One similarity report per document; additional checks only with RDC permission.

10. Document Requirements (Aligned with UGC Exclusions)

- Final or near-final drafts must be submitted.
- Proper citation and referencing must be completed before submission.
- RDC will apply UGC-recommended exclusions (references, quotations, TOC, formulas, etc.).
- Users must ensure compliance with academic integrity norms before requesting a check.

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11. Confidentiality and Ethical Use

Consistent with UGC norms:

- Reports are confidential and for academic integrity purposes only.
- Users may not share, manipulate, or misuse similarity reports.
- Violation will be treated as academic misconduct under UGC Regulation 7.

12. Processing Time

- **Internal:** 2–3 working days
- **External:** 3–5 working days
- Timelines may vary based on workload.

13. Fee Structure (External Submissions)

Fees will be determined by the institution and reviewed periodically. Payment is mandatory prior to processing.

14. Roles and Responsibilities

14.1 Research Development Cell (RDC)

- Maintain and regulate Turnitin usage.
- Provide similarity reports and guidance on revisions.
- Maintain documentation required under UGC 2018 Regulations.
- Report cases of suspected plagiarism to the Institutional Academic Integrity Panel (IAIP).

14.2 Users

- Ensure originality of submissions.
- Revise work as required depending on similarity levels.
- Follow UGC-prescribed standards of ethical authorship and citation.

15. Handling Plagiarism Cases (Aligned with UGC Regulation 7)

- Cases exceeding similarity thresholds will be forwarded to the IAIP.

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- Penalties will follow UGC-prescribed levels of misconduct.
- Records of decisions will be maintained for audit and compliance.

16. Policy Review and Amendments

This policy will be periodically reviewed to remain consistent with UGC updates and institutional requirements. The Competent Authority will approve amendments.

17. Approval and Effective Date

The College Management/Core Committee approves this policy, effective from 01 September 2025.

18. Contact Information for Submission and Queries

Research Development Cell (RDC) - researchproject@sxcjpr.edu.in

Copy to – Dean, Research & Development at dean@sxcjpr.edu.in

For more information, kindly contact:

- Dean, Research & Development (dean@sxcjpr.edu.in)
- Coordinator, Research & Development Cell (RDC) (researchproject@sxcjpr.edu.in)
- Coordinator, Publication, RDC (publication@sxcjpr.edu.in)
- Assistant Librarian (library@sxcjpr.edu.in)