



Aliah University

(Under the department of Minority Affairs and Madrasah Education, Govt. of West Bengal)
IIA/27, New Town, Kolkata - 700160, Phones: (033) 2341 6444, West Bengal, India

3.4.1 The institution ensures implementation of its stated Code of Ethics for research

Attached below are scanned copies of the relevant documents pertaining to the implementation of Code of ethics in Research by Aliah University which is ensured through the following:

1. Inclusion of research ethics in the research methodology course work
2. Presence of institutional Ethics committees.
3. Plagiarism check through software
4. Research Advisory Committee (Doctoral Scrutiny Committee)

Registrar (Officiating)
Aliah University
New Town, Kolkata-700160

The documents supporting the practice of code of ethics for research by implementing plagiarism check through software include:

1. Copy of Purchase Order for Annual Subscription of Turnitin Originality Check Plagiarism Software.
2. Copy of Invoice from Turnitin for the purchase of Annual Subscription of Turnitin Originality Check Plagiarism Software.
3. Copy of MoU between INFLIBNET Centre, UGC and Aliah University.



Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of
Minority Affairs and Madrasah Education, Govt. of West Bengal)
11A/27, New Town, Kolkata - 700160, West Bengal

Memo No-AU/REG/LIB/J07/2019-20

Date: 03/07/2019

To
Turnitin India Education Private Limited
B-116, Second Floor, Sector 67
Noida – 201301, India
Phone- 9811464096
Email: southasia@turnitin.com | mkmondal@turnitin.com

**Sub: - Work order for Annual Subscription of Turnitin Originality Check –
Plagiarism Software for year 2019.**

Sir,

In response to your proposal submitted dated 28th June and 01st July 2019 for Annual Subscription of **Turnitin Originality Check** Database, Aliah University has been accepted by us. Hence you are requested to provide the service as mentioned in your quotation on an urgent basis. The detail of which are given below:

Sl. No.	Description of item(s)	Qty. (Nos.)	Amount (INR)
01	Turnitin Originality Check Single Campus/Site, 100 Users Faculty & Research Scholar and Min 100 user Student (Annual Subscription, 12 Months from date of activation)	01	7,12,637.00 (\$10,319.10 USD)
Add: Taxes Such as GST @ 18% (If any)			included
Total			7,12,637.00
Total Net Amount Payable in (INR) Rounded Off (Conversion rate as per current dollar rate dt 02 nd July 2019)			Rs 7,12,637.00

- 1) Total value of this purchase order is 7,12,637 (Rs. Seven Lakh Twelve Thousand Six Hundred and Thirty Seven only) including 18% GST.
- 2) A price certificate must be incorporated with the bill stating that price is correct. In case there are special price offers by the Publishers, the same must be stated.
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 - a) Service must be provided one year (12 Months) from the date of activation otherwise your order will be deemed as cancelled without any further correspondence.
 - b) Services must be provided in the Aliah University, Kolkata.

Continue....P/2



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[2]

- c) Service must be provided once the licence agreement is signed otherwise your order will be deemed as cancelled without any further correspondence.
- d) User's Orientation on access of Turnitin Database must be organized by professional trainer, free of cost.
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The supplier should acknowledge the receipt of the order by returning the signed duplicate copy as a token of their acceptance.
- 5) **Recovery of financial loss to the University:**
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 - b) On account of the supplier/publishers not informing us of the availability of services or not informing us of special price offers from the publishers, any loss incurred to the University will be recovered from the amount payable to the supplier/publishers.
- 6) **Payment terms:** 100% payment will be released within (30) days on submission of Tax Invoice only after successful delivery/ completion of the work duly certified by the concern authority.

Yours faithfully,

Amir Hossain

Registrar (Acting)

Memo No-AU/REG/LIB/...../2019-20

Date: 03 / 07 / 2019

Copy forwarded for information to:

- 1) PA to Honourable Vice Chancellor for his information.
- 2) The Finance Officer, Aliah University.
- 3) P.A to Registrar, Aliah University.
- 4) All HoD/HoD (Officiating), Aliah University
- 5) Library Committee Members, Aliah University
- 6) The Asst. Librarian, Central Library, Aliah University.



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GSTIN: 09AAGCT1132P1Z1
PAN: AAGCT1132P

Date: Jul 10, 2019
Invoice No.: IND12000303
Purchase Order No.: AU/REG/LIB/J07/2019-20
Sales Order No.: SO926502
Due Date: Jul 25, 2019
Payment Terms: Net 15
Service Start: Jul 08, 2019
Service End: Jul 07, 2020

TAX INVOICE

Bill To	Billing Contact	Account Manager
GSTIN 19AAAJA1944R1D3 Librarian, Aliah University Newtown Kolkata, West Bengal 700160 India Our Ref: CN-360923 123305	Iqbal, Asif Librarian e: library@aliah.ac.in t: 033 - 23416437 f:	Milon Mondal e: mkmondal@turnitin.com f: 1-510-764-7612

Product Name	Product Description	Amount
License Administration Fee	License Administration Fee	INR 217,926.99
Originality Check for Faculty/Research Scholar - Full	100 Faculty. Includes Translated Matching, Integration	INR 363,211.65
Originality Check for Students	100 Add-on Student license. Includes Translated Matching, Integration, e-Rater	INR 18,160.58
	Subtotal	INR 599,299.22
	CGST - 0%	INR 0.00
	SGST - 0%	INR 0.00
	IGST - IN 18%	INR 107,873.86
	UTGST - 0%	INR 0.00
	Total	INR 707,173.08

Total Invoice Amount In Words: Seven Hundred Seven Thousand One Hundred Seventy Three Point Zero Eight

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Information and Library Network Centre

(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

Manoj Kumar K.
Scientist D (CS)

INFL/Shodhganga/MoU /AC/235/2019/01

18th January, 2019

To

Dr. Nursadh Ali
Registrar,
Aliah University,
Action Area IIA/27, New Town,
Kolkata,
West Bengal -700 160
Phone: + 03323416404

Asst. Librarian
Dr. Ali

Sub: MoU for Shodhganga-regd.

Dear Sir,

Greeting from INFLIBNET Centre. Wish you a very Happy New Year. We would like to thank you for the initiative and signing the MoU to join the Shodhganga/Shodhgangotri project. Please refer to your letter dated 2nd January, 2019 enclosing there with two copies of the MoU duly signed for the Shodhganga/Shodhgangotri. We appreciate your effort for promoting 'Shodhganga: Repository of about 2,13,000 Indian Electronic Theses and Dissertations'.

Enclosed please find one copy of the MoU duly signed by us for your record and retention. You are requested to kindly instruct your Ph.D scholars/Officials to start submitting their theses online to the Shodhganga repository and student research scholars to submit synopses to Shodhgangotri as per the UGC Notification (Minimum Standards & Procedure for Award of M.Phil. / Ph.D Degree, Regulation dated 1st June 2009/2016). If soft copies are available, you may kindly pass on to us in CD/DVD after following **latest UGC Regulations** (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions), 2018. For more details and help to upload, you may please visit <http://shodhganga.inflibnet.ac.in/manual/>.

With regards,

Yours Sincerely,


(Manoj Kumar K.)

INFLIBNET Centre

Memorandum of Understanding (MoU) for Shodhganga/Shodhgangotri

(A Repository of Theses and Dissertations submitted to the Universities in India)

This Memorandum of Understanding (MoU) is made and entered into on 02 (Day) 01 (Month) 19 (Year) between the INFLIBNET Centre, an IUC of University Grants Commission located at Gandhinagar, hereinafter referred to as "INFLIBNET" and ALIAH UNIVERSITY (University / Deemed University / Inter-University Centre), here in after referred to as the 'University'.

WHEREAS, INFLIBNET Centre, an Inter-university Centre of the University Grants Commission, as its mandate, promotes open access to scholarly content generated in universities. The Centre has computers, network, software infrastructure and technical know-how required for hosting electronic versions of theses and dissertations in open access with interface to search, retrieve and access these content.

WHEREAS ALIAH UNIVERSITY (University / Deemed University / Inter-University Centre) has agreed to take part in the process of digitisation of old theses and dissertations (not available in computerized machine-readable format) and building-up of digital repository and to promote, share and host its ETD in 'Shodhganga: A reservoir of Indian theses submitted to the Universities in India' and other universities in open access. 'Shodhganga' is a name coined by INFLIBNET Centre for referring to the repository of Indian Electronic Theses and Dissertations. The word "Shodh" originates from Sanskrit and stands for research and discovery. The 'Ganga' is the holiest, longest and largest river in Indian subcontinent which has held heart of its people captive and drawn millions of people to its banks since the dawn of history. The Ganga is the symbol of India's age-long culture and civilization, ever changing, ever flowing, ever loved and revered by its people. "Shodhganga", a repository of theses and dissertations submitted to Indian universities, is expected to keep growing to a formidable size as more and more researchers from India submit their research works to this ever growing reservoir. Under the initiative called "ShodhGangotri", research scholars / research supervisors in universities are requested to deposit electronic version of approved synopsis submitted by research scholars to the universities for registering themselves for the Ph.D programme.

This Memorandum of Understanding (MoU) defines responsibilities, liabilities and commitments of the institutions involved to ensure proper system implementation, to meet the objectives pertaining to submission and access to Electronic Theses and Dissertations as envisaged by the UGC vide its Notification (Minimum Standards & Procedure for Award of M.Phil/Ph.D Degree), Regulation, 2009 dated 1st June, 2009.

NOW, THEREFORE, in consideration of the mutual agreements herein contained, INFLIBNET and the University agree to the following terms and conditions:

I. INFLIBNET Centre

1. Provide access to ETD hosting server(s) at the INFLIBNET Centre 'Shodhganga'/Shodhgangotri' to the University with accompanied software interface enabling University / its student to create metadata and upload their theses and dissertations in ETD repositories designed for this purpose. The INFLIBNET will take the responsibility of keeping the data intact and usable, keep back-up of the data so as to avoid its loss. The INFLIBNET will deploy

tools and techniques of digital preservation to ensure continuing access to scholarly content in digital formats and to protect them from media failure, physical loss and obsolescence.

2. Recommend to the UGC to extend financial assistance to the Universities under Sections 12(B) and 2(f) of UGC Act for digitization of theses and dissertations not available in computerized machine-readable format and / or for procurement and installation of a suitable computer system / infrastructure for creation of ETDs.
3. Provide configuration of system, specifications and technical guidance to the University for procurement of computer hardware and related systems for setting-up of ETDs.
4. Provide guidelines, technical standards and specifications for digitization of Ph.D. theses submitted to the university in past and for theses not available in computerized machine-readable format.
5. Impart training to at least one person from the university (from library field and / or from computer field) in creation, updation and computerized operation of digital repositories of ETDs especially on 'Shodhganga'.
6. Extend access to an anti-plagiarism software or provide services to evaluate theses for possible plagiarism and submit a report to the concerned university.
7. The INFLIBNET may refuse to host any material deemed by the INFLIBNET to be controversial in nature or is in violation of copyright act.
8. This right of refusal will not relieve the University / Ph.D. scholar of liability, both to INFLIBNET and to the public, for matter contained in the theses that may be libelous or actionable and to both INFLIBNET and copyright owners for copyright infringement by the Ph.D. Scholar.
9. The INFLIBNET Centre will not be responsible for i) errors, omissions, inaccuracies and quality of content or misinformation or for any damages caused to the user or any third party from the use of content provided in the theses; ii) safety and archiving of loaded content in cases of "force majeure" including natural calamities; and iii) printed version of theses.
10. INFLIBNET Centre will recommend or provide access to plagiarism software which university may use to detect plagiarism before awarding the degree.
11. The INFLIBNET Centre replicates the content of theses and dissertations on different server and other auxiliary storage media. However, the INFLIBNET Centre does not take the responsibility for the archiving or backing-up of loaded content. The universities, therefore, should also keep a back-up of their theses and dissertations.

12. INFLIBNET Centre also maintains a repository called "Shodhgangotri" for hosting the approved synopses of research topic submitted to the universities by the students for registering themselves under the doctoral programme. Research students/their supervisors are encouraged to submit approved synopses/research proposals and register their priority on a research proposal through the repository.

II. The University

1. The University would grant non-exclusive worldwide license to the INFLIBNET Centre for hosting and distributing their theses in digital format in 'Shodhganga'/'Shodhgangotri' or any other server designated for this purpose.
2. The University / its researcher scholars agree to host / upload a computerized machine-readable file in mutually agreed format of all theses on to the 'Shodhganga'/'Shodhgangotri' server at the INFLIBNET.
3. The University will not hold INFLIBNET Centre responsible for any errors and omissions contained in the original theses.
4. The University commits to digitize theses and dissertations and their bibliographic records submitted to the university and provide necessary infrastructure including manpower support for operation of ETDs.
5. Commits to utilize the assistance provided by the UGC on recommendation of the INFLIBNET for implementation of ETDs including their digitization.
6. Deputes at least one person from the university (from library field or from computer field) for undergoing training on implementation of ETD organized by the INFLIBNET and ensure that the person trained by INFLIBNET on ETD is / are deployed for the same job.
7. Arranges to provide training to research scholars or users of its library and staff of colleges affiliated to University in creation of electronic version of theses and their deposition in the ETDs.
8. Ensures use of standard software and metadata schema suggested / provided by the INFLIBNET for setting-up / development / operation of its ETDs.
9. Creates bibliographic records of all theses and dissertations submitted to the university in standard bibliographic formats prescribed by the INFLIBNET Centre from time-to-time and contributes these records for inclusion in the INFLIBNET's Union Catalogue (IndCat).
10. Commits to sharing of library ETD resources / databases with the INFLIBNET Centre as well as with other universities.

11. The University would agree to host their ETDs in the digital repositories 'Shodhganga or other servers' set-up at the INFLIBNET Centre, and grant non-exclusive licence to the Centre to make electronic version of these in full-text (theses that are born digital as well as those that are digitized using scanners / digital cameras) accessible through open access ETD.
12. The University shall not use electronic version of these digitized using funds given by the UGC for any commercial purposes. The University shall not rent, sell or license the use of or deliver or release or otherwise part with the possession of the systems / software or the INFLIBNET ETDs databases, Shodhganga or any part thereof to any other party (individual, institution, organization, etc.)
13. The University will also commit their own funds or grants for fulfillment of the project, if the project on implementation of ETDs demands more resources and funds to complete it.
14. The University will use the plagiarism software recommended by the INFLIBNET and made accessible to test the thesis submitted by the student for plagiarism before awarding the Degree. If the university is not subscribing to such software, it will use the software from the nearest Regional Centre, if any.
15. University would encourage and ensure that Research Scholars/ Research Supervisors deposit host their approved Research Proposals/ approved synopses on the "Shodhgangotri" once Ph.D. is registered.

III. Termination

Both, the Parties, will have rights to terminate the MoU at any time in case of breach of obligations and terms and conditions of the MoU. This MoU signed hereunder may be terminated by either party at anytime upon ninety (90) days prior written notice. Upon termination of this Agreement, the INFLIBNET / University will stop hosting their theses immediately while keeping the theses already deposited by the University in its archives for its users. The University shall stop using the INFLIBNET's ETD facilities and databases and return any software / hardware or digitized content provided by or through the INFLIBNET, back to INFLIBNET within the 3 months notice period.

IN WITNESS WHEREOFF, the parties hereto executed this MoU on this date above mentioned.

UNIVERSITY:

Vice Chancellor / Registrar
or designated authority.

(Name, Signature and Seal)

6-12-18
DR. NURSADH ALI
REGISTRAR
Registrar

INFLIBNET:

[Signature]
Director
INFLIBNET Centre,
An IUC of University Grants Commission
Infocity, Gandhinagar - 382 007.

Prof J P Singh Joorel
Director
INFLIBNET Centre (UGC)
Infocity, Gandhinagar-382007

