



EWING CHRISTIAN COLLEGE

(A Christian Minority Institution of the Church of North India)
(An Autonomous Constituent College of University of Allahabad)

INTERNAL QUALITY ASSURANCE CELL

Letter No.: **ECC/IQAC/2025-26/03**

Date: **08.08.2025**

NOTICE

Subject: Mandatory Plagiarism Check – Submission Guidelines

All Faculty Members, Students (Research Scholars and Postgraduate Students) of Ewing Christian College, Prayagraj are hereby informed that, in accordance with UGC Guidelines (UGC Regulation dated July 23, 2018 issued vide notification No. F-1-18/2010(CPP-II)) and the College's Academic Integrity Policy, plagiarism checks are **mandatory** for all academic submissions, including Postgraduate Dissertations, Ph.D. Thesis, Project Reports and Research Articles.

Submission Guidelines:

1. **Only the final version of the draft document** should be submitted for plagiarism check. Incomplete or preliminary drafts will not be accepted.
2. Submissions must meet the following requirements:
 - ❖ **Maximum document length:** 400 pages
 - ❖ **Maximum file size:** 95 MB
3. **Accepted file formats** include: .pdf, .doc, .docx, .txt, .dotx, .dot, .pptx, .xlsx, .wpd, .rtf, .html, .odt, .ppt, .xls, .ps, .tex, .xml, .tiff
4. Documents will be checked using the **college-approved plagiarism detection software (DrillBit)** available through the IQAC office.
5. A **plagiarism report** will provide in the final version of the document through email.
6. Any document exceeding the allowed similarity index will be returned for revision and resubmission.

Consultancy:

External users (Who are not working or students in ECC) are required to pay a **fee of ₹300 per document** for plagiarism check. Payment must be made at the College Account Office, and a valid receipt must be submitted at the time of submission of document for Plagiarism check.

Important:

An **Application Form** for plagiarism check (separate for **Faculty Members, Research Scholars, and Students**) is **attached with this notice**. The form must be **duly filled and submitted** along with the softcopy of the document to initiate the plagiarism check process.

Faculty members are requested to ensure that these instructions are followed by all students and research scholars under their guidance. Failure to comply with these guidelines may lead to delays in processing and academic consequences, as per institutional and UGC norms.

For any queries or assistance, please contact the **IQAC Office** or the **Coordinator, Ph.D. Programme**.

Your cooperation in upholding academic integrity is highly appreciated.

This notice is issued as per the permission of the competent authority.

Sincerely,

Prof. Vivek Bhadauria
Coordinator, IQAC
Ewing Christian College, Prayagraj

iqacecc@gmail.com
iqac@ecc.ac.in

IQAC, Administrative Block,
Ewing Christian College,
711, Gaughat, Mutthiganj, Prayagraj

EWING CHRISTIAN COLLEGE, PRAYAGARAJ

APPLICATION FORM FOR PLAGIARISM CHECK REPORT **(STUDENTS)**

Application No. (*For office use only*).....

Date:

To,
DrillBit Plagiarism Check
Ewing Christian College, Prayagraj-211003

Subject: *Request for plagiarism check report of P.G. dissertation/Ph.D. thesis/Research Article*

Sir / Madam,

I am submitting herewith a softcopy of my P.G. dissertation/Ph.D. thesis/Research Article. The length of document is up-to **400 pages** and document size is up-to **95 MB**. This is to state that my P.G. dissertation/Ph.D. thesis/Research Article has been duly forwarded by my supervisor to be submitted for Plagiarism Check. You are kindly requested to check plagiarism and issue me the plagiarism report.

Email address to which Plagiarism report to be sent

Name of the Student

Name of the Supervisor

Designation

Department

Title of the P.G. dissertation / Ph. D. thesis/Research Article:

.....

.....

Names of the First Author

Name of the Corresponding Author

Names of Co-Authors in order

.....

I declare that, I am aware of Research policy of Ewing Christian College. I am fully aware of UGC Regulation dated July 23, 2018 issued vide notification No. F-1-18/2010(CPP-II) for the Promotion of academic integrity and prevention of plagiarism in higher educational institutions and agree to abide by it.

I further declare that the soft copy being submitted for plagiarism check is the same as final draft to be sent for publication.

Signature of the Student

Signature of the Supervisor

Signature of the Head

EWING CHRISTIAN COLLEGE, PRAYAGARAJ

APPLICATION FORM FOR PLAGIARISM CHECK REPORT

(Faculty Member)

Application No. (*For office use only*).....

Date:

To,
DrillBit Plagiarism Check
Ewing Christian College, Prayagraj-211003

Subject: *Request for plagiarism check report of Research Paper/Research Article*

Sir / Madam,

I am submitting herewith a softcopy of my Research Paper /Research Article. The length of document is up-to **400 pages** and document size is up-to **95 MB**. You are kindly requested to check plagiarism and issue me the plagiarism report.

Email address to which Plagiarism report to be sent

Name of the Faculty Member

Designation

Department

Title of the Research Paper /Research Article:

.....

.....

Names of the First Author

Name of the Corresponding Author

Names of Co-Authors in order

.....

I declare that, I am aware of Research policy of Ewing Christian College. I am fully aware of UGC Regulation dated July 23, 2018 issued vide notification No. F-1-18/2010(CPP-II) for the Promotion of academic integrity and prevention of plagiarism in higher educational institutions and agree to abide by it.

I further declare that the soft copy being submitted for plagiarism check is the same as final draft to be sent for publication.

Signature of the Faculty Member

Signature of the Head