



**DHANAMANJURI
UNIVERSITY**

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**DHANAMANJURI UNIVERSITY
MANIPUR**

(A State University established under the Dhanamanjuri University Act, 2017)

DRAFT STANDARD OPERATING PROCEDURES (SOP)

**for Ph.D. Programme, Project Proposals,
Similarity (Plagiarism) Checking and AI-Content Screening**



Research • Innovation • Integrity • Impact

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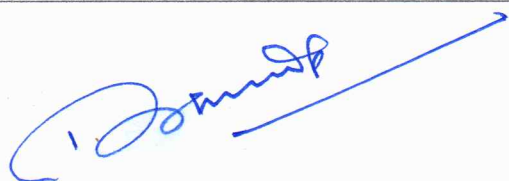
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DOCUMENT CONTROL

Item	Particulars
Issuing Institution	Dhanamanjuri University, Manipur
Responsible Unit	Research & Development Cell
Document	Standard Operating Procedures (SOP)
Scope	Ph.D. Programme, Research/Project Proposals, similarity (plagiarism) checking and AI-content screening
Approved PDS	Turnitin and DrillBit, allocated by document type
Approval	Submitted for consideration and approval by the Academic Council and other competent statutory authorities, as applicable
Review	Periodic review and revision as required by applicable regulations and University policy

GENERAL GOVERNANCE AND APPROVAL FRAMEWORK

- 1. Institutional authority:** This SOP provides the common institutional procedure for academic scrutiny, research-integrity screening, documentation and recommendation relating to Ph.D. Programme matters and Research/Project Proposals at Dhanamanjuri University.
- 2. Role of the BSD:** The Board of Studies of the Department (BSD) is the academic forum responsible for departmental/disciplinary scrutiny, presentation, evaluation, scoring, recording of recommendations and verification of prescribed revisions under this SOP. The BSD shall exercise academic judgment within the authority assigned to it by the University statutes, ordinances and competent authorities. The BSD is responsible for evaluating and recommending application submitted of research proposal for Ph.D. and research guidships to BSS.
- 3. Role of the BSS:** The Board of Studies of the School (BSS) undertakes the evaluation and recommendation of Ph.D. research submitted by the BSD.
- 4. Role of the R&D Cell:** The Research & Development Cell is the institutional coordinating and record-keeping unit. It shall receive and register submissions, administer the prescribed PDS screening, maintain controlled records, issue certificates where authorized, coordinate meetings/processes, communicate decisions, and place matters before the competent authority when required.
- 5. Final approval:** A BSD recommendation is an academic recommendation and shall not be construed as final statutory approval unless the University statutes, ordinances or an express order of the competent authority confer such approval authority on the BSD. Where approval by another statutory/competent authority is required, the R&D Cell shall process the matter accordingly.
- 6. Non-duplication of scrutiny:** A proposal shall ordinarily undergo departmental/BSD academic scrutiny once at the applicable stage. Additional review may be required where there is a major revision, change of scope, ethical/regulatory concern, funding-agency requirement or academic-integrity issue.
- 7. Fundamental principles:** All processes under this SOP shall be guided by academic merit, originality, research integrity, transparency, fairness, confidentiality, conflict-of-interest management, accountability and compliance with applicable University and statutory requirements.

PART A - STANDARD OPERATING PROCEDURES FOR THE PH.D. PROGRAMME

A1. Purpose and Scope

This Part establishes a uniform institutional framework for the preparation, submission, presentation, evaluation, approval and revision of Ph.D. Research Proposals and subsequent doctoral research stages at Dhanamanjuri University.

It establishes mandatory procedures for similarity (plagiarism) screening and AI-content screening for Ph.D. proposals, synopses and theses at the stages specified in this SOP.

It applies across all Schools/Departments and to Ph.D. scholars, supervisors, co-supervisors, examiners and other University personnel involved in the doctoral programme.

Departmental requirements may supplement, but shall not dilute, the minimum standards in this SOP.

This SOP shall be read with the University's Ph.D. Ordinance, applicable UGC/INFLIBNET requirements and other statutory requirements.

A2. Key Definitions

- **Similarity Index:** The percentage of text in a submitted document that matches material available in the reference databases of the applicable PDS after prescribed exclusions/settings.
- **Plagiarism:** Presenting another person's words, ideas, data, images, methods, results or other intellectual work as one's own without appropriate acknowledgement or permission, as applicable.
- **Plagiarism Detection Software (PDS):** A software system used to identify and report textual or other forms of similarity between a submitted document and existing sources. For this SOP, Turnitin and DrillBit are the University's approved PDS and shall be used according to the applicable section.
- **AI-Generated Content:** Substantive academic content generated wholly or substantially by a generative AI system rather than independently produced by the researcher.
- **AI-Assisted Editing:** Limited AI use for grammar, language polishing, formatting or translation of the researcher's own substantive draft without changing its intellectual substance.
- **Ph.D. Research Proposal:** A structured plan establishing the doctoral research problem, gap, objectives, methodology, resources, expected contribution and significance.
- **BSD:** Board of Studies of the Department, responsible for the departmental academic scrutiny, evaluation and recommendation functions assigned under this SOP.
- **BSS:** The Board of Studies of the School (BSS) undertakes the evaluation and recommendation of Ph.D. research submitted by the BSD.
- **R&D Cell:** Research & Development Cell of Dhanamanjuri University, responsible for the institutional functions assigned under this SOP.
- **AIP:** Academic Integrity Panel or other competent University body authorized to consider serious academic-integrity matters and appeals.

A3. Ph.D. Research Proposal - Structure and Minimum Contents

- **Title Page:** title; Scholar; School/Department; Supervisor; proposal type; date.
- **Executive Summary/Abstract:** problem, rationale, objectives, methodology, expected outputs/outcomes and significance.

- Background and Context: relevant theoretical, empirical, geographical, institutional or practical context.
- Statement of the Problem: precise and researchable statement of the issue to be addressed.
- Need, Rationale and Significance: justification and expected contribution to knowledge, policy, practice, technology, society or institutional priorities.
- Review of Literature/State of the Art: critical synthesis, limitations and clearly articulated research gap.
- Research Questions, Objectives and Hypotheses: specific, measurable and logically aligned statements, with hypotheses where applicable.
- Conceptual/Theoretical Framework: relevant concepts, variables, models or theories.
- Methodology: design, study area/site, population/sample, sampling, data sources, instruments, variables, procedures, quality assurance, data management, analysis, software and validation.
- Ethical, Environmental and Safety Considerations: consent, confidentiality, privacy, vulnerable participants, institutional ethics, biosafety, environmental safeguards and required permissions/clearances.
- Originality/Innovation: what is new, improved, tested, adapted or otherwise distinctive.
- Expected Outputs, Outcomes and Impact: publications, datasets, prototypes, models, patents/IP, policy briefs, training, community benefits or other measurable deliverables.
- Work Plan and Milestones: activity-wise and preferably month/quarter-wise schedule.
- Resources and Facilities: existing facilities and additional requirements.
- Risk Assessment and Mitigation: scientific, operational, ethical, environmental and field risks.
- Dissemination and Knowledge-Sharing Plan.
- Tentative Chapterisation for the Ph.D.
- References in the prescribed citation style.
- Appendices: instruments, maps, drawings, permissions, ethics documents and other supporting documents.

A4. Specific Requirements for Ph.D. Research Proposals

- Demonstrate a clear research gap and feasible doctoral-level contribution.
- Ensure logical alignment of problem, questions/objectives, hypotheses, methodology, analysis and expected contribution.
- Align duration and work plan with the University's Ph.D. Ordinance and applicable statutory requirements.
- Identify anticipated limitations and the plan for obtaining ethical/statutory clearances.
- Present and defend the proposal before the BSD/competent doctoral committee.
- Submit the applicable Turnitin report and signed declarations.

A5. Submission Package and Document Control

- Final proposal in prescribed University format and electronic/editable copy where required.
- Turnitin Similarity Report for the Ph.D. research proposal/synopsis.
- AI-Use Disclosure Form (Appendix II), whether or not AI tools were used.
- Declaration of Originality/Supervisor Endorsement (Appendix I).
- CV/biodata where required.
- Ethics/permission documents or documented clearance plan.
- All mandatory University supporting documents.
- The submitted version shall be the controlled version; material changes may require re-evaluation.

A6. BSD Evaluation Criteria - 100 Points

No.	Criterion	Weight
1	Relevance, significance and need	15
2	Research problem, questions and objectives	15
3	Literature review and research/development gap	15
4	Methodology and analytical framework	20
5	Originality, innovation and contribution	10
6	Feasibility and work plan	10
7	Expected outputs, outcomes and impact	5
8	Budget, resources and value for money	5
9	Ethics, compliance and data management	3
10	Presentation, defence and proposal quality	2
	TOTAL	100

Normal recommendation threshold: an overall mean score of at least 70/100, with no critical deficiency in methodology, ethics/compliance, originality or feasibility. The BSD shall record all conditions, required corrections and the authority responsible for verification. A score meeting the threshold does not create an automatic right to approval where statutory, regulatory or University requirements remain unmet.

A7. BSD Scoring Rubric

Band	Score	Interpretation	Recommendation
Excellent	90–100	Outstanding; rigorous, original and highly feasible.	Approve subject to minor corrections.
Very Good	80–89	Strong proposal with limited weaknesses.	Approve with specified minor revisions.
Good / Acceptable	70–79	Sound proposal requiring identifiable improvements.	Approve subject to satisfactory revision.
Borderline / Revision Required	60–69	Important weaknesses in design, gap, feasibility, budget or alignment.	Revise and resubmit.
Unsatisfactory	Below 60	Substantial academic, methodological, ethical or feasibility deficiencies.	Not recommended; redesign may be submitted.

A8. BSD Evaluation Procedure

- Preliminary scrutiny of completeness, format, eligibility and screening documents.
- Independent scoring by each eligible BSD member.
- Formal presentation and defence by the Scholar.
- BSD deliberation on academic merit, originality, methodology, feasibility, ethics and impact.
- Consolidation of valid scores by arithmetic mean; conflicted members shall not score.

- Decision: approval, conditional approval, major revision/resubmission, or non-recommendation.
- Retention of score sheet, presentation record, recommendation and screening reports.

A9. Presentation Requirement

- Presentation is mandatory for every Ph.D. Research Proposal formally placed before the BSD, unless the competent authority permits an exception.
- Recommended duration: 15 minutes, followed by approximately 10 minutes of questions.
- Slides should cover problem/context, literature/gap, objectives/questions, methodology, study area/data, innovation, work plan, outputs/outcomes, ethics/compliance and expected impact.
- All figures, maps, tables, photographs, data and sources shall be properly acknowledged.
- The presenter must independently explain and defend the proposal.
- Subject experts may be invited where specialized assessment is needed.
- Failure to present without adequate justification may defer the proposal to a subsequent meeting.

A10. Outcome and Revision

- Approval - proposal may proceed.
- Conditional approval - specified corrections/revisions are required and shall be verified.
- Major revision and resubmission - substantial changes are required before approval.
- Not recommended - proposal does not meet minimum requirements; a substantially redesigned proposal may be submitted as permitted.
- Similarity/AI screening shall not by itself determine academic approval; academic merit, originality, rigour, feasibility and ethics remain essential.

A11. Ph.D. Stage-wise Workflow

Stage	Ph.D. Programme
Scrutiny	Department/BSD completeness and eligibility
Screening	Turnitin + AI Report
Presentation	Mandatory BSD defence
Evaluation	100-point rubric
Decision	BSD + competent authority
Revision / Implementation	Conditions verified before next stage; approved proposal becomes doctoral baseline

A12. Ph.D. Thesis Stage after Proposal Approval

- Periodic BSD/Doctoral Committee progress review at least once every six months or as prescribed.
- Pre-submission seminar with DrillBit report.
- Final thesis submission with final DrillBit reports and prescribed declarations.
- External evaluation and viva-voce as prescribed.
- Post-viva corrected copy and repository submission as required.

A13. Similarity (Plagiarism) Screening Standard for the Ph.D. Programme

PDS	Document Type	Report
DrillBit	Ph.D. thesis - pre-submission, final submission and post-viva copy	Similarity Report + applicable AI-content report
Turnitin	Ph.D. research proposal/synopsis; Research/Project Proposals; term papers; project reports; coursework; faculty manuscripts routed through R&D Cell	Similarity Report + applicable AI Writing Indicator

The approved PDS shall be used according to the document category and stage specified in this SOP. The R&D Cell shall verify the appropriate platform before screening and before issuing any certificate. A report generated from an incorrect platform or from an uncontrolled/incomplete version shall not be treated as the official screening record.

Level	Similarity	Action
Level 0	Up to 10%	No penalty under the cited classification; proceed subject to other checks.
Level 1	Above 10% to 40%	Revision and re-check/resubmission in accordance with applicable rules.
Level 2	Above 40% to 60%	Referral to the competent academic-integrity authority and action under applicable rules.
Level 3	Above 60%	Referral to the competent authority/AIP and action under applicable rules.

A13.1 Exclusions and Settings

- Properly attributed quotations, where applicable.
- References/bibliography, table of contents, preface and acknowledgements, subject to configured exclusions.
- Generic terms, standard symbols, laws and standard equations.
- Common generic phrases that do not indicate substantive copying.
- Reports shall be generated from the complete controlled version with approved exclusions/settings.

A13.2 Internal Stage-wise Benchmarks

Stage	PDS	Overall	Single source
Ph.D. thesis (pre-submission)	DrillBit	≤12%	≤4%
Ph.D. thesis (final)	DrillBit	≤10%	≤3%
Ph.D. thesis (post-viva)	DrillBit	≤10%	≤3%

These are internal institutional benchmarks proposed for approval. They may be revised by the competent authority but shall not be used to dilute any applicable statutory requirement.

A14. AI-Generated Content Screening Standard

AI tools may assist limited and transparently disclosed research workflows. The researcher remains fully responsible for the originality, accuracy, citation, confidentiality, data protection, intellectual property, ethical compliance and scholarly judgment of the submitted work. Automated AI-content indicators are screening signals and shall not, by themselves, constitute conclusive proof of academic misconduct.

Category	Examples	Requirement
Permitted	Grammar, spelling, language polishing, formatting, translation of own text.	Substantive intellectual content must remain the researcher's own.
Permitted with disclosure	Brainstorming, outlining, literature discovery/summarisation with independent verification.	Mandatory disclosure.
Prohibited	Generating substantive analysis/findings/conclusions or fabricating citations/data and presenting them as one's own.	Not permitted; may constitute academic-integrity violation.

Indicator	Interpretation	Action
0 - 10%	Low indicator	Proceed subject to disclosure and other requirements.
Above 10 - 20%	Caution zone	Supervisor/BSD review; explanation, verification and rewriting may be required.
Above 20%	High-risk indicator	Formal review; no adverse finding solely from the automated score.

A14.1 Mandatory Disclosure and Human Verification

Every Ph.D. proposal, synopsis and thesis covered by this SOP shall be accompanied by Appendix II declaring whether AI tools were used. Where AI was used, the researcher shall disclose the tool/system, version or model where known, date/period of use, purpose and affected section(s), and shall certify that all substantive content has been independently verified and can be explained and defended.

The scholar/researcher shall be able to explain and defend the work. Where concerns arise, the BSD/AIP may require source verification, drafts, research notes or other reasonable evidence.

A15. Roles and Responsibilities

Role	Responsibilities
Scholar/Researcher	Prepare original work; comply with submission and screening requirements; disclose AI use; maintain records; respond to revisions.
Supervisor/Co-Supervisor	Guide academic quality; review reports; certify compliance; recommend corrective action.
BSD/Doctoral Committee	Conduct academic scrutiny and presentation/defence; independently score proposals; consider originality, methodology, feasibility, ethics/compliance and impact; record conditions; verify revisions where assigned; and make reasoned recommendations to the competent authority.
R&D Cell	Receive/register submissions; verify completeness; administer the prescribed PDS; maintain controlled records; issue certificates where authorized; coordinate BSD/R&D processes; communicate decisions; monitor compliance with conditions; and refer serious integrity matters to the competent authority.
AIP/Competent Authority	Consider serious academic-integrity matters and appeals

Role	Responsibilities
	under applicable rules.
BSS (Board of Studies of the School)	Ensure departmental scrutiny, proper constitution/functioning of the relevant academic body, timely forwarding of complete records, and compliance with university requirements.

A16. Non-Compliance and Academic Integrity

- Similarity matters shall be dealt with under the applicable statutory and University framework in force at the time.
- Undisclosed AI use where disclosure is mandatory may constitute an integrity concern; context and evidence shall be considered.
- Fabrication/falsification of data, citations, permissions or ethical approvals is a serious research-integrity matter irrespective of similarity percentage.
- Repeat violations shall be referred to the competent authority.
- Any academic penalty shall follow due process and the applicable University/statutory provisions.

A17. Appeal and Review Mechanism

- A person aggrieved by a similarity classification, AI-content finding or related decision may submit a written representation/appeal through the R&D Cell to the competent authority within 15 working days of communication, unless another period is prescribed.
- The competent authority shall provide reasonable opportunity to be heard and issue a reasoned decision within the applicable institutional timeline.
- The appeal should include the report, written explanation, revised document where applicable and supporting evidence.

A18. Record-Keeping, Confidentiality and Repository

- The R&D Cell shall maintain stage-wise records of Ph.D. proposals, PDS reports, AI disclosures, certificates, BSD scores/recommendations and integrity decisions.
- Access shall be limited to authorized persons and shall respect confidentiality, privacy and intellectual property.
- Research-integrity and thesis-screening records should be retained for at least ten years unless a longer period applies.
- Final approved Ph.D. theses shall be deposited in Shodhganga/INFLIBNET and the University repository as required.

A19. Mandatory submission of AI and Plagiarism reports

- The AI-Content Detection and Plagiarism Report shall be mandatory at the time of pre- and final submission of the Ph.D. thesis.
- The Research Scholar and Supervisor shall submit the duly generated reports, along with the prescribed documents, through the Board of Studies of the Department (BSD) to the Research & Development (R&D) Cell, for verification and record.
- No Ph.D. thesis shall be considered for pre-submission or final submission without the requisite AI-Content Detection Report and Plagiarism Report, in accordance with the prescribed University guidelines.



PART B — STANDARD OPERATING PROCEDURES FOR UNIVERSITY-FUNDED RESEARCH/PROJECT PROPOSALS

B1. Purpose and Scope

This Part establishes the institutional procedure for the preparation, submission, academic scrutiny, approval, sanction, implementation, monitoring and closure of Research/Project Proposals proposed for financial support from Dhanamanjuri University.

It applies to Principal Investigators, Project Coordinators, Co-Investigators, faculty members, research scholars and other eligible researchers seeking University-funded research/project support.

B2. Nature and Eligibility of University-Funded Proposals

- University-funded proposals may include internal research grants, seed grants, departmental research support, institutional project schemes and other research/project initiatives financed wholly or partly from university funds.
- The proposal shall fall within the scope of the applicable University funding scheme/call and shall satisfy the prescribed eligibility conditions.
- Where a specific internal scheme prescribes additional conditions, those conditions shall be read together with this SOP.
- Funding approval shall be subject to availability of funds and the decision of the competent University authority.

B3. Minimum Contents of the Proposal

- Title, Principal Investigator/Project Coordinator, Co-Investigators, School/Department and proposal category.
- Executive Summary/Abstract.
- Background, rationale, problem statement and significance.
- Literature review/state of the art and research/development gap.
- Research questions/objectives/hypotheses, where applicable.
- Methodology, study area/site, sampling, data sources, instruments, analysis, quality assurance and data management.
- Ethical, environmental, safety and statutory requirements, where applicable.
- Originality/innovation and expected contribution.
- Expected outputs, outcomes, impact and measurable deliverables.
- Work plan, milestones, project duration and responsibilities.
- Resources and facilities.
- Item-wise budget and budget justification.
- Risk assessment and mitigation.
- Dissemination/knowledge-sharing plan.
- References and supporting appendices.

B4. Submission through the BSD and BSS

- The Principal Investigator/Project Coordinator shall submit the complete proposal to the concerned Department/School in the prescribed format.
- The proposal shall be placed before the concerned Board of Studies for the Department (BSD) for academic and departmental scrutiny. Upon recommendation of the BSD, the proposal shall be placed before the Board of Studies of the School (BSS) for consideration at the school level.
- The BSD and BSS shall examine the proposal, as applicable, with respect to its relevance, originality, objectives, methodology, feasibility, budget justification, expected



outputs, ethical/compliance requirements and alignment with the applicable University scheme.

- The BSD/BSS may require clarification, correction or revision of the proposal before recommending it for further institutional processing.
- The BSD and BSS recommendations shall be recorded and the complete proposal, together with the prescribed supporting documents, shall be forwarded to the Research & Development (R&D) Cell for institutional scrutiny and further processing.
- The scrutiny and recommendations of the BSD and BSS shall be academic in nature and shall not constitute final financial sanction or University approval unless such authority has been expressly assigned to them.

B5. R&D Cell Scrutiny and Processing

- The R&D Cell shall receive, register and assign the appropriate institutional reference to the proposal.
- It shall verify completeness, eligibility, BSD recommendation, budgetary provisions, institutional commitments and applicable compliance requirements.
- It shall administer the prescribed similarity/plagiarism and AI-content screening requirements.
- It shall verify ethical, environmental, safety, field, data-management and other clearances, where applicable.
- It shall place eligible proposals before the competent University authority or designated committee for consideration and sanction.
- Where deficiencies are identified, the R&D Cell may return the proposal through the BSD/Department for correction before further processing.

B6. Similarity and AI-Content Screening

- Turnitin shall be used for Research/Project Proposals covered under this Part.
- The Similarity Report shall be generated from the complete controlled version using approved exclusions/settings.
- The internal benchmark for University-funded Research/Project Proposals shall be $\leq 15\%$ overall similarity and $\leq 5\%$ from a single source, subject to approved exclusions and any stricter applicable requirement.
- Every proposal shall be accompanied by Appendix II - AI-Use Disclosure Form, whether or not AI tools were used.
- AI-assisted grammar, language polishing, formatting, translation of the researcher's own text, and disclosed brainstorming/literature discovery with independent verification may be permitted.
- Generating substantive analysis, findings, conclusions, fabricated citations or fabricated data through AI and presenting them as the researcher's own shall not be permitted.
- Automated AI-content indicators are screening signals and shall not, by themselves, constitute conclusive proof of academic misconduct.

B7. Approval, Sanction and Release of Funds

- The competent University authority shall consider the BSD recommendation and R&D Cell scrutiny and shall accord approval/sanction as applicable.
- The sanction order shall specify the approved project title, Principal Investigator, sanctioned amount, duration, conditions and reporting requirements, as applicable.
- Funds shall be released in accordance with the sanction order and applicable University financial rules.
- No expenditure shall be incurred beyond the approved scope and financial provisions without prior authorization where required.
- The sanctioned proposal shall become the controlled project baseline.

B8. Project Implementation and Monitoring

- The Principal Investigator shall implement the project according to the sanctioned proposal, approved work plan and applicable University rules.
- Project records, research data, financial documents, procurement records and deliverables shall be maintained in an orderly and auditable manner.
- Progress reports shall be submitted to the R&D Cell within the prescribed schedule.
- The R&D Cell may seek periodic technical or financial status information and may place project progress before the competent authority where required.
- Material changes in objectives, methodology, budget, duration or key personnel shall require prior approval as applicable.

B9. Financial and Technical Reporting

- The Principal Investigator shall submit Statements of Expenditure/Utilization Certificates and technical progress/final reports in the prescribed format.
- Unspent balances, assets, equipment and other project resources shall be dealt with according to University financial and administrative rules.
- Any audit observation or financial irregularity shall be addressed by the Principal Investigator in coordination with the concerned University office.
- Final project documentation shall be submitted before formal closure of the project.

B10. Project Completion and Closure

- Completion shall require submission of the final technical report, financial statement/Utilization Certificate and other documents prescribed by the University.
- Outputs such as publications, datasets, prototypes, patents/IP, policy briefs or other deliverables shall be recorded where applicable.
- The R&D Cell shall verify receipt of required closure documents and update the institutional project record.
- Where a project remains incomplete, an extension or revised completion plan shall require approval in accordance with applicable University rules.

B11. Mandatory Disclosure and Human Verification

- Every Research/Project Proposal covered by this SOP shall be accompanied by Appendix II declaring whether AI tools were used. Where AI was used, the researcher/PI shall disclose the tool/system, version or model where known, date/period of use, purpose and affected section(s), and shall certify independent verification and ownership of the substantive intellectual content.
- The researcher shall be able to explain and defend the work. Where concerns arise, the BSD/AIP may require source verification, drafts, research notes or other reasonable evidence.

B12. Mandatory submission of AI and Plagiarism reports

- The AI-Content Detection Report and Plagiarism/Similarity Report shall be mandatory for every Research/Project Proposal at the time of submission.
- The Principal Investigator/Project Coordinator shall submit the duly generated reports along with the prescribed proposal documents through the Department/School → BSD → BSS → R&D Cell for verification and record.
- No Research/Project Proposal shall be processed further or submitted to the funding authority, wherever applicable, without the requisite reports, in accordance with the prescribed University guidelines.



B13. Roles and Responsibilities

Role	Responsibilities
Principal Investigator/Project Coordinator	Ensure proposal quality, roles, budget, permissions, deliverables and funding-agency compliance.
Co-Investigators/Research Team	Contribute to the approved scope, maintain research integrity and comply with proposal, reporting and data requirements.
BSD	Conduct academic scrutiny and presentation/defence; independently score proposals; consider originality, methodology, feasibility, ethics/compliance, budget and impact; record conditions; verify revisions where assigned; and make reasoned recommendations to the competent authority.
R&D Cell	Receive/register submissions; verify completeness; administer the prescribed PDS; maintain controlled records; issue certificates where authorized; coordinate BSD/R&D processes; communicate decisions; monitor compliance with conditions; and refer serious integrity matters to the competent authority.
AIP/Competent Authority	Consider serious academic-integrity matters and appeals under applicable rules.
BSS (Board of Studies of the School)	Ensure departmental scrutiny, proper constitution/functioning of the relevant academic body, timely forwarding of complete records, and compliance with university requirements.

B14. Non-Compliance, Appeal, Records and Review

- Similarity matters shall be dealt with under the applicable statutory and University framework in force at the time.
- Undisclosed AI use where disclosure is mandatory may constitute an integrity concern; context and evidence shall be considered.
- Fabrication/falsification of data, citations, permissions or ethical approvals is a serious research-integrity matter irrespective of similarity percentage.
- Repeat violations shall be referred to the competent authority.
- Any academic penalty shall follow due process and the applicable University/statutory provisions.
- A person aggrieved by a similarity classification, AI-content finding or related decision may submit a written representation/appeal through the R&D Cell to the competent authority within 15 working days of communication, unless another period is prescribed.
- The R&D Cell shall maintain stage-wise records of research/project proposals, PDS reports, AI disclosures, certificates, BSD scores/recommendations and integrity decisions.
- Access shall be limited to authorized persons and shall respect confidentiality, privacy, intellectual property and funding restrictions.
- Research/Project Proposals and outputs shall be archived according to university and funding-agency requirements.

- The R&D Cell shall periodically review this SOP and place amendments before the competent authority. Where this SOP conflicts with a later mandatory statutory requirement, the latter shall prevail to the extent of the inconsistency.

PART C — STANDARD OPERATING PROCEDURES FOR EXTERNALLY FUNDED RESEARCH/PROJECT PROPOSALS

C1. Purpose and Scope

- This Part establishes the institutional procedure for the preparation, institutional processing, endorsement, submission, implementation, monitoring and closure of Research/Project Proposals intended for funding or support from external agencies or organisations.
- It applies to proposals submitted to Government funding agencies, research councils, universities, research institutions, industries, NGOs, foundations, international organisations and other external funding bodies.
- Where a funding agency prescribes a mandatory format, procedure, eligibility condition or submission mechanism, the prescribed requirement shall be followed in addition to applicable University and statutory requirements.

C2. Research & Development (R&D) Cell Institutional Scrutiny

- The R&D Cell shall register the proposal and verify the prescribed submission package.
- It shall verify the funding agency/scheme, eligibility, deadline, prescribed format, budget, overheads, institutional commitments and required declarations.
- It shall verify ethical, environmental, safety, field, collaboration, intellectual-property and other statutory or administrative requirements, where applicable.
- It shall administer the University's prescribed similarity/plagiarism and AI-content screening requirements where applicable to the proposal.
- The R&D Cell shall maintain the controlled version of the proposal and the related institutional record.

C3. Institutional Endorsement and Submission

- Where the funding agency requires an institutional endorsement, forwarding letter, authorization, MoU, undertaking, certificate or other institutional commitment, the R&D Cell shall coordinate its processing through the competent University authority.
- Only the authorised University official shall issue an institutional endorsement or sign a legally binding document on behalf of Dhanamanjuri University.
- The PI shall not make financial, staffing, infrastructure, intellectual-property or other commitments on behalf of the University beyond the authority expressly delegated to the PI.
- The R&D Cell shall retain the final submitted version and evidence of submission/acknowledgement.
- Submission through the University shall not constitute a guarantee of funding or sanction.
- The R&D Cell shall record the project outcome, completion status and closure documentation.



CONTROL OF FORMS, RECORDS AND REVISIONS

- Only the latest version approved/notified by the competent authority shall be used for new submissions. Obsolete forms shall be withdrawn from circulation and retained only for record purposes.
- Each submission shall have a unique institutional reference/registration number wherever prescribed. The reference number shall be used consistently on the proposal, screening reports, BSD records, certificates and subsequent correspondence.
- Corrections to a controlled document after submission shall be traceable. Material amendments to an approved proposal shall be documented and, where required, placed before the BSD or other competent authority for review and re-approval.
- Appendices form an integral part of this SOP and shall be read together with the applicable procedure in Part A or Part B



PART D — APPENDICES

The following appendices are common institutional forms supporting Parts A and B. They shall be used at the applicable stage and retained with the controlled record.





DHANAMANJURI UNIVERSITY, MANIPUR

Appendix I — Declaration of Originality and Supervisor's / Coordinator's Endorsement

Particular	Details
Name	
Registration/ID No.	
School/Department	
Title	
Type	☐ Ph.D. Proposal ☐ Research Proposal ☐ Research/Project Proposal ☐ Thesis
Supervisor/PI	
Stage	

Declaration: I declare that the submitted work is my original intellectual work except where sources and contributions are properly acknowledged; that the attached reports correspond to the controlled version; and that I accept responsibility for the accuracy and integrity of the submission.

Scholar/Researcher/PI: _____ Date: _____

Supervisor/Coordinator: _____ Date: _____

Head, Department/School: _____ Date: _____



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Appendix II — AI-Use Disclosure Form

Field	Details
Name / ID	
School/Department	
Title	
Stage	
AI used?	☐ No ☐ Yes

AI Tool / Version	Date	Purpose	Section(s)

- ☐ Grammar/language correction of own draft
- ☐ Formatting/translation/reference assistance
- ☐ Brainstorming/outlining/literature discovery or summarisation with verification
- ☐ Other: _____

Certification: I certify that this disclosure is complete and accurate and that no undisclosed AI-generated substantive intellectual work has been presented as my own.



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Appendix III — PDS / Similarity / AI-Content Certificate

Parameter	Value
Certificate No.	
Name / ID	
School/Department	
Title	
Stage	
PDS	☐ Turnitin ☐ DrillBit
Overall Similarity	_____ %
Single Source	_____ %
AI Indicator	_____ %
Determination	☐ Cleared ☐ Revision ☐ Referred

Prepared by R&D Cell Officer: _____ Date: _____

Verified/Issued by Director, R&D Cell: _____ Date: _____



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Appendix IV — BSD Proposal Evaluation and Scoring Sheet

Criterion	Weight	Score
Relevance, significance and need	15	
Problem, questions and objectives	15	
Literature review and gap	15	
Methodology and analytical framework	20	
Originality, innovation and contribution	10	
Feasibility and work plan	10	
Outputs, outcomes and impact	5	
Budget/resources/value for money	5	
Ethics/compliance/data management	3	
Presentation, defence and proposal quality	2	
TOTAL	100	

Overall Mean Score: _____ / 100

Decision: ☐ Approval ☐ Conditional Approval ☐ Major Revision/Resubmission☐ Not Recommended

Mandatory conditions/revisions: _____

BSD Chair: _____ Members: _____ / _____

Date: _____



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Appendix V — Proposal Presentation and Defence Record

Particular	Details
Title	
Presenter	
Date/Venue	
Presentation duration	_____ minutes
Discussion duration	_____ minutes
Experts invited	

Key observations/questions:

Outcome: ☐ Satisfactory ☐ Satisfactory with revisions ☐ Re-presentation required☐ Deferred

Chair/Convener: _____ Date: _____



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Appendix VI — BSD / Academic Integrity Recommendation and Order

Particular	Details
Reference No.	
Report/Certificate No.	
Name / ID	
School/Department	
Supervisor/PI	
Matter	☐ Similarity ☐ AI-content ☐ Fabrication/Falsification ☐ Appeal ☐ Other

Summary of facts/evidence:

Hearing/representation record:

- ☐ Cleared / classification set aside
- ☐ Revision and resubmission
- ☐ Referred to competent academic-integrity authority
- ☐ Action/penalty under applicable University/statutory rules
- ☐ Appeal allowed/partly allowed/dismissed

Reasons:

Chair/Competent Authority: _____ Date: _____



INSTITUTIONAL ETHICS COMMITTEE (IEC)
DHANAMANJURI UNIVERSITY

Ethical Clearance No. _____

Date: _____

ETHICAL CLEARANCE CERTIFICATE

This is to certify that the research/project proposal entitled
Submitted by DMU Ph.D. Registration No.....for
Ph.D. programme under the supervision of in Dhanamanjuri University, Manipur
has been thoroughly discussed and reviewed in the meeting of Institutional Ethics Committee (IEC),
Dhanamanjuri University held on..... The IEC, DMU approved the proposal as per
Standard Operating Procedures (SOP), Dhanamanjuri University and the validity of this approval is for a
period of 3 (three) years from the date of approval or the duration of the study, whichever is earlier.

The research scholar should submit the annual report of the research work to the office of the
IEC, DMU in hard copies after duly Signed by the supervisor.

Member Secretary
IEC, DMU, Manipur

Chairperson
IEC, DMU, Manipur

Note: Where ethical clearance is required, this certificate shall not be construed as a substitute for ethical clearance issued by the Institutional Ethics Committee (IEC), Dhanamanjuri University. Ethical clearance shall be obtained separately in accordance with the applicable IEC SOPs and requirements.