



ہائیر ایجوکیشن کمیشن  
**HIGHER EDUCATION COMMISSION**  
(Quality Assurance Division)

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### Standard Operating Procedures for Plagiarism Cases/Complaints

1. The case/complaint received at HEC will be forwarded to Deputy Director (QA).
2. The Deputy Director (QA) will check that complainant is not anonymous.
3. The case will be forwarded to the concerned University/Institution for further investigation by Plagiarism Standing Committee to be constituted by the respective University/organization.
4. Plagiarism Standing Committee will submit investigation report to the Head of the Institution within 60 days after receiving the case from HEC.
5. Head of the Institution will notify the same immediately to the HEC.
6. First reminder for update on the case will be sent by DD-QA after 30 days of sending the case to respective institution and the last reminder will be sent after 60 day.
7. In case of delay in response from the respective institution within stipulated time limit of 60 days plus 15 days time period, DD (QA) will organize a meeting of the HEC Plagiarism Committee for further processing the case itself.
8. After notification of the decision the alleged person has right to appeal against the decision of Plagiarism Standing Committee (PSC) of the Institution within 30 days.
9. Head of the Institution has to finalize decision on the appeal to complete all formalities under E & D rules within 60 days after receiving the appeal and decision is required to be notified.