

Enactment of Anti-plagiarism Policy at GADVASU

The Anti-plagiarism policy at GADVASU takes in its ambit the adoption of Ouriginal (previously URKUND) anti-plagiarism software, work structure, percentage of similarity index acceptable, penalties for different levels of plagiarism detected as per UGC guidelines and constitution of Institutional Academic Integrity Panel for taking decisions about cases of plagiarism detected, if any. The implementation of Ouriginal (URKUND) Anti-plagiarism software in the University has been already approved by the Worthy Vice-Chancellor vide No. 760 dated 06.07.2021.

For effective use of Plagiarism Detection Software, the following Anti-Plagiarism Policy has been approved by the Academic Council:

1. Hierarchical Structure:

- A. **Administrator:** The University Librarian (Coordinator for Plagiarism Detection Software) will have the administrative control of the operation(s) of the software at the University level. He will register user(s) on the URKUND software. The particular(s) required for registration of faculty members on the software (i. e. name, e-mail, mobile number, etc.) have been sought by him through H.O.D.s to get them registered with the URKUND software. More than 125 faculty members have been already registered for using this software. Any subsequent addition of faculty will be forwarded by H.O.D. to the University Librarian, for inclusion as registered user.
 - B. **Submitter and Receiver:** Submitter can only submit and view the document (synopsis/thesis, etc.). Submitter (he/she) cannot view the “Similarity Index Report” generated by the software. However, the Receiver can only view the generated report and get access to the generated document. The Submitter and Receiver can also be the same person. In this case, it will be the faculty member and/or the Major Advisor even for his/her student doing Master/Ph.D. programme. Each faculty member will thus be registered as both Submitter and Receiver using his/her registered email which has been provided and got registered with Ouriginal (URKUND) software for both type of users. Using respective “User Account”, Advisor(s) will be able to submit thesis/ dissertation, etc. of concerned students to the software for a plagiarism check and further, he/she will also be able to access the “Similarity Check Report” for the same generated by the software.
2. **Activation of User Account:** The users registered by the University Librarian on Ouriginal (URKUND) software will receive two separate e-mails from noreply@urkund.se with following text matter:
- a. Email 1: “Welcome to URKUND!” – for activation of Receiver account
 - b. E-mail 2: “Account creation invitation” – for activation of Submitter account.

The registered user can follow the outlined steps provided in the email for activation of both the accounts (Receiver and Submitter). The guidelines to facilitate the use of URKUND software will be provided by the University Library giving all the details in the instructional material for activation of user account, procedure of submission of document(s) and how to access the report generated by software to Heads of the Department(s) for further circulation amongst faculty and/or Major Advisor/students.

The bibliography, definitions, operational definition and formulae shall be excluded from the plagiarism check. Text in quotes and less than 1% similar text shall also be exempted.

This policy has been enacted on the synopsis proposal(s)/theses/dissertations /research articles, etc. with immediate effect from 15.07.2021. It is envisioned that the similarity of text of PG research shall be checked at two stages, i. e. at synopsis stage and at the time of submission of final thesis.

Before submission of the final draft of synopsis, thesis/ dissertation, etc. it shall be run through “Plagiarism Detection Software – Ouriginal (URKUND)”. Any synopsis/ thesis/dissertation having similarity of more than the prescribed percentage shall be reviewed and revised by the researcher and the concerned advisor till it reaches the permissible percentage. The first page of the hardcopy of the report generated by software highlighting % similarity, if any be duly signed by the student, the concerned Major Advisor and the Head of the Department, and CD containing complete report in PDF format and a certificate issued by HOD regarding the report be submitted to the O/o the Dean, Postgraduate Studies along with the final synopsis, thesis/dissertation, etc.

For the research article/paper, the first page of the hardcopy of the report generated by software highlighting % similarity, if any and a certificate in this regard duly signed by the student, the concerned Major Advisor and the Head of the Department along with the hardcopy of the proforma for Submission of Research Article for Publication be submitted to the O/o the Director of Research.

As per notification of the University Grants Commission (UGC) published in the Gazette of India dated 23rd July 2018 regarding promotion of integrity and prevention of plagiarism in higher educational institutions the following provisions are given for different levels of plagiarism (page 11-12):

12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the Higher Educational Institutions (HEI) only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

12.1 Penalties in case of plagiarism in submission of thesis and dissertations:

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities up to 10%** - Minor Similarities, no penalty.
- ii. **Level 1: Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60%** - Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism - Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

12.2 Penalties in case of plagiarism in academic and research publications

- I. **Level 0: Similarities up to 10%** - Minor similarities, no penalty.
- II. **Level 1: Similarities above 10% to 40%**
 - i) Shall be asked to withdraw manuscript.
- III. **Level 2: Similarities above 40% to 60%**
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to one annual increment.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- IV. **Level 3: Similarities above 60%**
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to two successive annual increments.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/ termination as per service rules shall be taken by the HEI.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

Note 3: HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of Departmental Academic Integrity Panel (DAIP) or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

The above guidelines as per clause 12, 12.1, 12.2 provided in the official Gazette of India by the UGC shall be applicable at GADVASU in *mutatis mutandis*. In view of these guidelines the permissible limit of the Similarity Index be kept below 10%, as later on the theses will be uploaded on the Krishikosh portal, which is linked to the National Digital Library of India (sponsored by MHRD).

Further, an '**Institutional Academic Integrity Panel (IAIP)**' of Guru Angad Dev Veterinary and Animal Sciences University has been constituted consisting of followings to handle the matters of plagiarism, if any:

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| 1. The Director of Research | Chairman |
| 2. The Dean, Postgraduate Studies | Member |
| 3. The Dean of the College concerned | Member |
| 4. Head of the Department concerned | Member |