	NAAC – Cycle – 1 AISHE: U-0967	
	Criterion- 3	**R,I & E**
	KI 3.4	**M 3.4.1**

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

Plagiarism Check Software

Plagiarism Policy

Registrar
Atmiya University
Rajkot

ATMIYA UNIVERSITY
(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

Plagiarism Policy

1. Definition:

"Plagiarism" is the unacknowledged use of another person's work as one's own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgment of the source.

2. Methods of Plagiarism:

(a) Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgment of the source.

(b) Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.

(c) Buying, stealing or borrowing assignments, experiments/results.

(d) Paragraphing the work of others without due acknowledgments.

(e) Using ideas of someone else without crediting the originator.

(f) Copying, cutting and pasting from the internet or online source and submitting as ones own work without giving proper reference/citation.

(g) And any other means which have not been listed here.

2.1. Self-Plagiarism

Copying/reproducing, in part or whole ones own published work without giving proper reference to that work.

2.2. Golden Rule to avoid the Plagiarism:

(a) Always give the due credit to the original author (s) and give the proper citation and proper reference.

(b) Place the sentence in inverted commas, if you quote text verbatim.

The research work carried out by the student, faculty, researcher, and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms up to fourteen (14) consecutive words.

Page 1 of 7

Atmiya University, Rajkot-Gujarat-India

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Rajkot

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Plagiarism Policy

3. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

i. Zero Level: Similarities up to 15% - Minor similarities, no penalty

ii. Low Level: Similarities above 16% to 40%

iii. Mid Level: Similarities above 40% to 60%

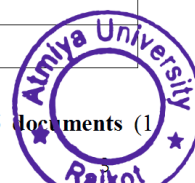iv. High Level: Similarities above 60%

4. Procedure for Submission of Documents for Plagiarism check

University already has a subscription of a Plagiarism Check Software. It would be available in the University's Central Library. Any student, faculty, researcher and staff who wish to submit his/her final thesis, dissertation, research paper or any other such documents to the university or to some other agency, shall be required to submit the soft copy of the thesis/ dissertation/ manuscript to the Librarian for the plagiarism check prior to final submission. The librarian shall supply the soft copy of the report generated on the plagiarism checking software and soft copy of the document to the concerned Head of the Department and to the concerned candidate.

Thus, we request you to inform the faculty members, students and research scholars about the following:

Sr. no.	Type of Document	Report will be available after the submission of the following days. However it may vary depending up on the volume of receipts.
1	Faculty Publications / Research papers	Min 3 days Maximum 5 days
2	PhD Scholars Chapters/ Research Papers	5 days Max-7
3	PhD Thesis	8 days 10days
4	PG Students Dissertations	10 days—15 days
5	UG Student Project Reports	15 days-20 days

Please note each faculty/ PhD Scholar has a **previlege** to submit upto **5 documents** (1

Page 2 of 7

Atmiya University, Rajkot-Gujarat-India

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Plagiarism Policy

document = 60000 characters) **in a year.**

5. Procedure for the reconciliation of plagiarism reports:

5.1. If a case of plagiarism is found in the report generated on the plagiarism checking software supplied by the librarian then Head of the Department shall call a meeting of DAIP to consider the report and shall summoned the candidate to hear the candidate's view. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher, and staff. On hearing the candidate, the DAIP shall submit its recommendations keeping in view of the following guidelines:

The DAIP shall exclude the following at the time of performing the check:

5.1.1. All quoted work reproduced with all necessary permission and/or attribution

5.1.2. All references, bibliography, table of content, preface and acknowledgments.

5.1.3. Phrases

5.1.4. All generic terms, laws, standard symbols and standards equations.

5.1.5. Name of Institutions, Departments etc.

5.2. Departmental Academic Integrity Committee (DAIP) may recommend the penalty on the student/ researcher/ staff member on considering the severity of the Plagiarism to University Academic Integrity Committee (UAIP).

5.3. Penalties in case of plagiarism in the submission of thesis and dissertations

5.3.1. For Zero Level Similarity: The similarity between documents is within the limit (not more than 15%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. The committee may recommend to UAIP that candidate may be to permitted to submit the thesis/ dissertation without any penalty.

5.3.2. For Low Level Plagiarism : When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 16% to 40%), then the committee may recommend to UAIP that candidate may be allowed to resubmit the work with proper citations within a stipulated time period not exceeding 6 months.

5.3.3. For Mid Level Plagiarism: Failure to cite proper citations, copying few

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Atmiya University, Rajkot-Gujarat-India

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Plagiarism Policy

paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the committee may recommend to UAIP that the candidate shall be debarred from submitting a revised script for a period of one year and shall be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.

5.3.4. For High-Level Plagiarism: Deliberate and planned attempt to copy the work done by someone else. A large amount of data taken from someone else"s work, artwork copying, source code copying etc. Intention to cheat is very clear. The similarity between documents is outside the limit (above 60%). Then the committee may recommend to UAIP that the candidate"s registration may be cancelled.
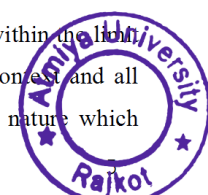
5.3.5. For Self Plagiarism: "Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check."

5.3.6. Similarity contents are from candidate"s previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

5.3.7. For Repeated Plagiarism: The committee may recommend to UAIP the penalty on repeated plagiarism that such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In the case where plagiarism of the highest level is committed then the punishment for the same shall be operative.

5.4. Penalties in case of plagiarism in academic and research publications

5.4.1. For Zero Level Similarity: The similarity between documents is within the limit (not more than 15%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which

Page 4 of 7

Atmiya University, Rajkot-Gujarat-India

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Plagiarism Policy

directly affects the original findings of research. The committee may recommend to UAIP that No further action is required.

5.4.2. For Low-Level Plagiarism: When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents outside the limit (above 16% to 40%), then the committee may recommend to UAIP that candidate shall be asked to withdraw manuscript.

5.4.3. For Mid Level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit (above 40% to 60%). Then the committee may recommend to UAIP that:

    i)   The candidate shall be asked to withdraw manuscript.

    ii)   The faculty member shall be denied a right to one annual increment.

    iii)   The supervisor 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.
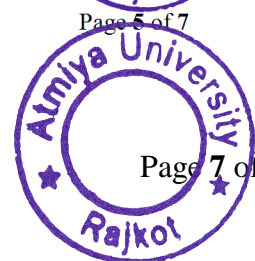
5.4.4. For High-Level Plagiarism: The similarity between documents is outside the limit (above 60%). Then the committee may recommend to UAIP that:

    (i)   The candidate shall be asked to withdraw manuscript.

    (ii)   The faculty member shall be denied a right to two successive annual increments.

    (iii)   The supervisor 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.

5.4.5. For Repeated Plagiarism: The committee may recommend to UAIP the penalty on repeated plagiarism that such student 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 the case where plagiarism of the highest level is committed then the punishment for the same shall be operative. In the case of High-level Plagiarism, offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

5.5. Penalty on Plagiarism reported after the of Award of Degree/credit

In case, any plagiarism is reported to the University when a degree or credit has already

Page 5 of 7

Atmiya University, Rajkot-Gujarat-India

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Rajkot

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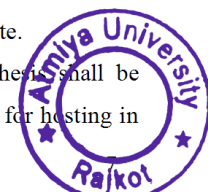Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

Plagiarism Policy

been awarded, then his/her degree or credit shall be put in abeyance for a period recommended by the UAIP and approved by the President.

5.6. Penalty on Plagiarism 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 UAIP and approved by the President.

5.7. Penalties by UAIP: University Academic Integrity Committee (UAIP) shall impose penalty considering the severity of the Plagiarism. 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 university only after academic misconduct on the part of the individual has been established without any 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 and transparent manner.

5.8. The authorities of the university can also take spontaneous notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the university on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

5.9. If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Committee (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the University Academic Integrity committee (UAIP) of the University.

6. Every student submitting a thesis/ dissertation, or any other such documents to the University shall be required to submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the university.

7. Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.

8. The approved policy shall be placed on the homepage of the university's website.
    i. Soft copies of all Masters, Research program's dissertations and theses shall be submitted to INFLIBNET within a month after the award of degrees for hosting in

Page 6 of 7

Atmiya University, Rajkot-Gujarat-India

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Plagiarism Policy

the digital repository under the "Shodh Ganga e-repository".

ii. All the thesis/dissertation/ paper/publication and other in-house publications of the university shall be displayed on the University Repository on the university's website.

Page 7 of 7

Atmiya University, Rajkot-Gujarat-India

Registrar
Atmiya University
Rajkot

Plagiarism Check Software - Urkund

M Gmail

Librarian Atmiya University <librarian@atmiyauni.ac.in>

[URKUND] Account creation invitation
1 message

noreply@urkund.se <noreply@urkund.se>   Fri, Aug 2, 2019 at 6:36 PM
To: librarian@atmiyauni.ac.in

Hello!

You have received this e-mail because your organisation Atmiya University has access to URKUND, a pedagogical support system for plagiarism checking, and has requested that we invite you to create a user account. If you wish to use URKUND, click the link below and follow the instructions.

https://secure.urkund.com/account/signup/invite?token=b8g5yS9lOwg0NApbZfvvQiU0h9NEs0DjpPKSP7IM

Note that this link only works for 96 hours. Should you want to activate your user account later, you will need to contact our customer service for a new link.

With best regards,

URKUND automatic registrar

More information on URKUND is available at http://www.urkund.com/en/

-- User support --

Our user guide is located here: http://static.urkund.com/manuals/URKUND_Userguide.pdf

In addition to user guides, URKUND also provides several forms of training to make it easier to start using the system. Contact the person in your organisation responsible for URKUND, or contact our Customer Support, for more information.

If you have questions about URKUND and its use, please contact our Helpdesk:
+46 (0)8 738 5210 (Mon-Fri 08.00-16.30) or by e-mail to support@urkund.se
Many questions are also answered at http://www.urkund.com/en/support

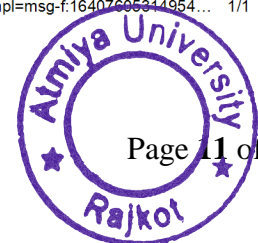-- How we protect your personal information ------------

When you submit a document to URKUND, we store your email for the purpose of managing versions of your document and so that the receiver of the document can know who submitted it. URKUND does not save your personal information for its own purposes but only on behalf of and under instruction from the organisation where you study or are employed. In this way, URKUND is the data processor for the organisation which uses the service. URKUND has implemented technical and company-wide policies to protect your personal information.

If you would like to know more about how your information is managed and protected, see URKUND's Personal Information Policy.
https://secure.urkund.com/static/documents/ENG_URKUND_Policy.pdf

----
This is an automatic e-mail message. You cannot reply to it

Atmiya University, Rajkot-Gujarat-India   Page 11 of 25

M Gmail

Rohan Pandya <rohan.pandya@atmiyauni.ac.in>

Fwd: Western Regional Training Programme for PDS (URKUND) University Administrators (West) at MGM University of Health Sciences, Navi Mumbai on 29th August, 2019 - REMINDER

1 message

Director - Research, Innovation & Translation <director.rit@atmiyauni.ac.in>   Fri, Oct 13, 2023 at 11:38 AM
To: "Dr. Rohan Pandya" <rohan.pandya@atmiyauni.ac.in>

---------- Forwarded message ---------
From: **Dr. Santhanakrishnan Palani** <provost@atmiyauni.ac.in>
Date: Thu, Aug 15, 2019, 9:07 PM
Subject: Fwd: Western Regional Training Programme for PDS (URKUND) University Administrators (West) at MGM University of Health Sciences, Navi Mumbai on 29th August, 2019 - REMINDER
To: Sheetal D Tank <sdtank@aits.edu.in>
Cc: Deputy Registrar <dy.registrar@atmiyauni.ac.in>

Dear Madam,
Please sumit the tour approval proposal for approval. Please plan to attend the same. Plagiarism software needed to be installed to Au library soon.
Provost

---------- Forwarded message ---------
From: **Manoj Kumar K, Scientist-D(CS)** <manoj@inflibnet.ac.in>
Date: Wed 14 Aug, 2019, 7:17 PM
Subject: Western Regional Training Programme for PDS (URKUND) University Administrators (West) at MGM University of Health Sciences, Navi Mumbai on 29th August, 2019 - REMINDER
To: PDS Survey <pds.tech@inflibnet.ac.in>, PDS Survey <pds.help@inflibnet.ac.in>, Director Research <dirresearch.mgm@gmail.com>

Dear Sir/Madam,

Congratulations and we do welcome your University to join for **Regional Training Programme on** Plagiarism Detection Software (PDS - URKUND) which is going to be held at **MGM University of Health Sciences, Navi Mumbai on 29th Aug, 2019 (Thursday).** Participants from Western Region from Four States namely **Gujarat, Goa, Maharashtra and Rajasthan** are requested to join in Regional programme.

Technical persons from INFLIBNET as well as URKUND, Prio Infocentre, Sweden/e-Galactics, Pune will attend as resource person in the training. Your technical queries regarding upload, checking similarity report, managing your university users etc will be handled in session.

Coordinator along with one technical person can attend the training programme for handling the users through interface. Lunch and High tea will be provided to you during the training programme. However, travel expenditure should be borne by your University itself.

In case of any query, you can contact **Dr.Sabita M Ram** at dirresearch.mgm@gmail.com, Director (Research), MGM University of Health Sciences (M): 9821027613

Please also keep visiting pds.inflibnet.ac.in website for update.

If you have not registered your requirements for PDS, please send a mail with your University name to pds.tech@inflibnet.ac.in or pds.help@inflibnet.ac.in

CC: 1. The Secretary, UGC- for kind information
     2. The Joint Secretary (IUC), UGC- for kind information
     3. Smt. Malathi Narayanan, Dy. Secy., MHRD and Sh. Gurinder Malik, MHRD- for kind information
     4. Dr.Sabita M Ram, Director (Research), MGM University of Health Sciences   _Right now 220 participants are expected. It may touch 250 also

with regards,

Manoj Kumar K | मनोज कुमार के
Scientist-D (CS) | वैज्ञानिक डी (सी एस)
INFLIBNET Centre, Gandhinagar | सूचना एवं पुस्तकालय नेटवर्क केंद्र, गांधीनगर
An Inter University Centre of University Grants Commission,
Infocity Gandhinagar - 382007. Gujarat, INDIA.
Phone : 079-23268220 (O), 09376134222 (M)
manoj[at]inflibnet.ac.in, shodhganga[at]inflibnet.ac.in,

A-2/8, Shanti Apartment, Near Rajpath raw houses, Bodakdev
Resi : 079-26872221 (Res)
===

Atmiya University, Rajkot-Gujarat-India   Page 12 of 25
Registrar
Atmiya University
Rajkot

M Gmail

Librarian Atmiya University <librarian@atmiyauni.ac.in>

Need support
2 messages

Librarian Atmiya University <librarian@atmiyauni.ac.in>
To: PDS Survey <pds.help@inflibnet.ac.in>, "dr. surbhi" <surbhi@inflibnet.ac.in>

Sat, Apr 20, 2024 at 3:53 PM

Dear Sir,
Namaste!

We are going for NAAC accreditation; we request you to kindly help us with the usage data of Urkund Plagiarism software. from 2018 till we had access to the same.

regards,
Atmiya University
University Librarian
Library and Learning Centre
Kalawad Road, Rajkot - 360005
GUJARAT

Contact no: +919099076171

PDS Help <pds.help@inflibnet.ac.in>
To: Librarian Atmiya University <librarian@atmiyauni.ac.in>
Cc: Manoj Kumar K <manoj@inflibnet.ac.in>, "Dr. Surbhi" <surbhi@inflibnet.ac.in>, Rajan Kumar <rajankumar@inflibnet.ac.in>, "jayanna.belavadi@drillbitplagiarism.com 1" <jayanna.belavadi@drillbitplagiar <support@drillbitplagiarism.com>, help@drillbitplagiarism.com, Yatheendra <yatheendra@drillbitplagiarism.com>

Dear Sir/Madam,

Thank you very much for your email. As you are aware, the new **ShodhShuddhi/PDS** (**DrillBit**) commenced on **1st October 2023** and has been communicated to all **1130+ Member Universities** about th product, **DrillBit-Extreme 'Plagiarism Detection Software'**, is well advanced. From **30th September, 2023**, the contract with **M/s Ouriginal by Turnitin** has already concluded, resulting in the discontinu to the **Ouriginal** account through **INFLIBNET Centre**. Unfortunately, we are unable to provide the requested period of usage. However, we shall only provide the **consolidated usage** of your University. TI the inception of the project, starting on **1st September, 2019, up to 30th September, 2023** in fig-1.

For your reference, the consolidated usage **M/s Ouriginal by Turnitin** for **Atmiya University** can be viewed as under:

fig-1.

Institute ID	Institute Name	State	Unit ID	Coordinator Name	Coordinator Designation	Coordinator Email	Coordinator Contact	Allocated Documents	Submit Docume
PDS-I-2019-1025	Atmiya University	Gujarat	5229	Dr. Sheetal D. Tank	Chief Librarian	librarian@atmiyauni.ac.in	9099076171	1859	1693

Further to this, any usage or activities occurring from **1st October, 2023** in fig-2., onward will be recorded and managed exclusively within the **DrillBit-Extreme 'Plagiarism Detection Software'** platform. your **Admin Dashboard of DrillBit.**

fig-2.

Beneficiary Institutions Details As on 22.04.2024

Export   Search: Atmiya

Institute ID	Institute Name	State	Unit ID	AISHE Code	Coordinator Name	Coordinator Designation	Coordinator Email	Coordinator Contact	Allocated Documents	Submitted Documents	Users Created
PDS-I-2019-1025	Atmiya University	Gujarat	5229	U-0967	Dr. Sheetal D. Tank	Chief Librarian	librarian@atmiyauni.ac.in	9099076171	5000	855	200

With regards,
Nabajit Saikia
Team PDS

INFLIBNET Centre (An IUC of UGC)
Infocity, Gandhinagar - 382007
Gujarat, INDIA.
Phone: +91-79-23268233/31/32/20
Email: pds.help@inflibnet.ac.in

[Quoted text hidden]

Atmiya University, Rajkot-Gujarat-India

Registrar
Atmiya University
Rajkot

M Gmail

Rohan Pandya <rohan.pandya@atmiyauni.ac.in>

Fwd: Western Regional Training Programme for PDS (URKUND) University Administrators (West) at MGM University of Health Sciences, Navi Mumbai on 29th August, 2019 - REMINDER
1 message

Director - Research, Innovation & Translation <director.rit@atmiyauni.ac.in>   Fri, Oct 13, 2023 at 11:38 AM
To: "Dr. Rohan Pandya" <rohan.pandya@atmiyauni.ac.in>

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Cc: Deputy Registrar <dy.registrar@atmiyauni.ac.in>

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To: PDS Survey <pds.tech@inflibnet.ac.in>, PDS Survey <pds.help@inflibnet.ac.in>, Director Research <dirresearch.mgm@gmail.com>

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Sciences (M): 9821027613

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CC: 1. The Secretary, UGC- for kind information
    2. The Joint Secretary (IUC), UGC- for kind information
    3. Smt. Malathi Narayanan, Dy. Secy., MHRD and Sh. Gurinder Malik, MHRD- for kind information
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with regards,

Manoj Kumar K | मनोज कुमार के
Scientist-D (CS) | वैज्ञानिक डी (सी एस)
INFLIBNET Centre, Gandhinagar | सूचना एवं पुस्तकालय नेटवर्क केंद्र, गांधीनगर
An Inter University Centre of University Grants Commission,
Infocity Gandhinagar - 382007. Gujarat, INDIA.
Phone : 079-23268220 (O), 09376134222 (M)
manoj[at]inflibnet.ac.in, shodhganga[at]inflibnet.ac.in,

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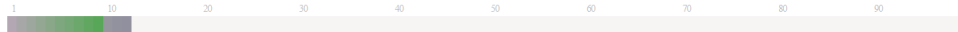[Quoted text hidden]

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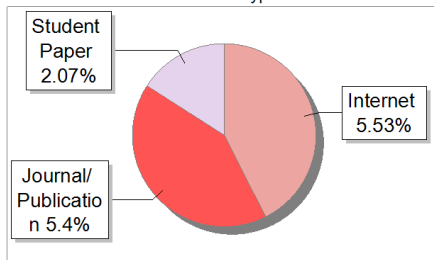
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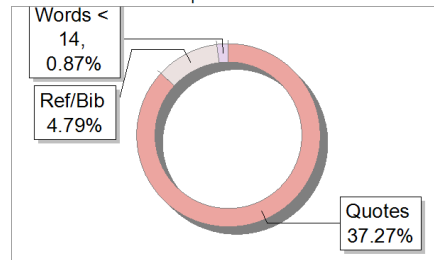|	
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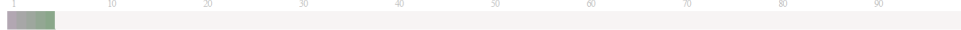|	
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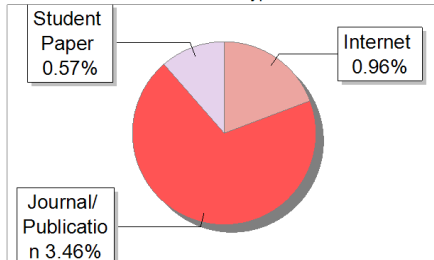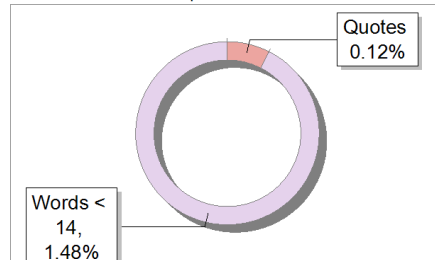| Author Name	Isha Vyas
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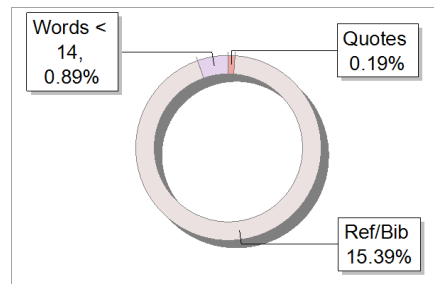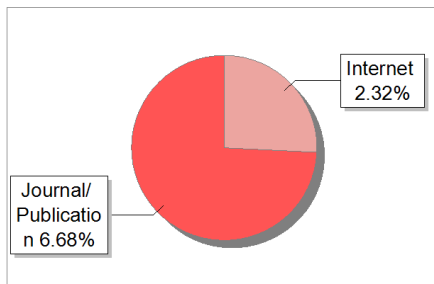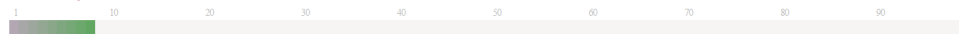| Language	English
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