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Anand Agricultural University  
Anand-388110**

Read: Resolution of 54<sup>th</sup> Meeting of the Academic Council held on 27-08-2020,  
Anand Agricultural University, Anand vide Item No. 54.14

**Anti Plagiarism Policy of  
Anand Agricultural University**

**NOTIFICATION**

It is hereby notified to all concerned that vide Item No. 54.14 of the 54<sup>th</sup> meeting of Academic Council held on 27-08-2020, the Academic Council resolved as under.

“It is resolved that the Academic Council approves Anti Plagiarism Policy of Anand Agricultural University and enclosed formats (A to E).”

No. AAU/DMDPRL/30-87/2020

Date: 25/09/2020

  
**University Librarian**

Copy F.W.Cs. To :

- (1) All members of Academic Council of this University
- (2) All Officers of this University
- (3) All Deans and Principals of this University
- (4) Unit/Sub Unit Heads of this University

Copy to:

- (1) P.S. to Vice Chancellor, Anand Agricultural University
- (2) Office file

## **ANTI PLAGIARISM POLICY OF ANAND AGRICULTURAL UNIVERSITY**

### **Introduction:**

The UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018 (hereafter referred to as UGC Anti-Plagiarism Regulations) have come into effect from 23<sup>rd</sup> July, 2018. As per DDG(Education) letter no. PS/DDG(Edn.)/IAUA/2019 dated June 17, 2019, the matter was discussed in steering committee meeting of CeRA organized by DKMA and it was resolved that ICAR should adopt UGC regulations for the same. Accordingly, the Anand Agricultural University adopts the following Anti-Plagiarism policy:

1. All faculty and students of the university will display responsible conduct of research, study, project work, assignment, thesis, dissertation, etc. and show highest order of academic integrity and do not indulge in academic misconduct including plagiarism in academic writing.
2. The university will develop system to detect plagiarism and to set up mechanisms to prevent student, faculty, or staff of the University committing the act of plagiarism.
3. The University will have a Zero Tolerance Policy in core area: The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.
4. The cases of plagiarism by students, faculty and staff, whenever reported, shall be dealt in accordance with the provisions of UGC Regulations.
5. The University shall notify a mechanism for detection of plagiarism prior to submission of thesis and academic publications by the students.
6. All masters and doctoral thesis by the students must be subjected to a plagiarism check by a suitable software tool (URKUND) before submission of the same to the University for evaluation. No thesis will be allowed to be submitted without a certificate of such check and a certificate of similarity index within permissible limits.
7. Every student submitting a thesis shall submit and undertaking indicating that the document has been prepared by him/her and that the document is his/her original work and free of any plagiarism. Each Major Advisor will also issue a certificate that the thesis has been checked by software and found acceptable. These certificates have to be included in the thesis at the time of submission of the thesis to the Dean, PGS.
8. The exclusion at the time of performing the plagiarism check should be as per the UGC Anti-Plagiarism Regulations.
9. The Plagiarism check is essential so that the correct report is submitted at the time of thesis submission.
10. Permitted similarity index shall be as **15%** for Ph.D. thesis and **20%** for Masters Dissertation.

## GUIDELINES FOR PLAGIARISM CHECKING

1. Every research thesis (Master and Doctoral) shall be checked for plagiarism by software available in AAU main library or any other designated place in the University.
2. The student shall fill up plagiarism check request form with a soft copy in searchable pdf format to the main library. The soft copy shall be exact copy of the print version being submitted for evaluation.
3. The designated person (AAU main library or any other designated place) shall endeavor to deliver the report as early as possible after the receipt of the soft copy of the request.
4. The analysis report of the software will be emailed and its corresponding certificate(Plagiarism Verification Report) shall be issued (in hard copy) by the designated person for perusal of the Major advisor.
5. Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Major Advisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Major Advisor or the student should be excluded from the check.
6. The similarity check shall exclude the following:
  - a. Published research papers where researcher is an author.
  - b. All quoted work reproduced with all necessary permission and/or attribution.
  - c. All references, bibliography, table of content, preface and acknowledgements.
  - d. All generic terms, laws, standard symbols and standard equations.
  - e. Common knowledge or coincidental terms, up to fourteen (14) consecutive words.
7. The report may be reviewed by the concerned supervisor for further exclusions as mentioned in point no. 6. The supervisor can recommend exclusion (as per the guidelines above) in the format(Supervisor's Exclusion Report) prescribed.
8. Revised plagiarism verification report (based on point no. 7) will be issued after exclusion in terms of point no. 6 above.(Revised Plagiarism Verification Report)
9. The following prescribed formats will be used:
  - i. Plagiarism check request form
  - ii. Supervisor's certificate for exclusion of self-published work.
  - iii. Plagiarism verification report.
  - iv. Supervisor's exclusion report.
  - v. Revised plagiarism verification report.

In case of further clarification, if any, the Dean, PGS may be consulted.



**ANAND AGRICULTURAL UNIVERSITY**  
**ANAND - 388110**

**APPLICATION FOR PLAGIARISM CHECK**

Details of the Researcher	
Name of the Researcher	
Title of Research Topic	
Reg.No	
Faculty	
Department	
Address for Communication	
Cell Phone No	
E-mail ID	
Details of the Guide	
Name of the Supervisor	
Designation & Address	
Cell Phone No	
E-mail ID	
Details of the Co-Guide	
Name of the Supervisor	
Designation & Address	
Cell Phone No	
E-mail ID	

Enclosures: Thesis/Dissertation in Soft Copy

Note: Entire softcopy of the Thesis shall be submitted in single Searchable PDF file  
(From Title page to Last page of thesis)

**Date:**

**Name and Signature of the Researcher**

**Name and Signature of the Guide**



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B

**Plagiarism Verification Report**

Title of the M.Sc. Dissertation/Ph.D. Thesis.....

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.....

Research Scholar .....

Supervisor .....

Department/Centre .....

Faculty.....

.....

This is to report that the above dissertation/thesis was scanned for similarity detection. Process and outcome are given below:

Software used..... Date.....

Similarity Index.....Total word count.....

The complete report of the above dissertation/thesis has been forwarded to the Supervisor for any other admissible exclusion as per UGC norms.

**Date:**

**Checked by Name & Signature**

**Copy To:** 1. Dean of the Faculty

2. Dean, PGS



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**Supervisor's Certificate for Exclusion of Self-Published work**

The content of the dissertation/thesis have been published in

- 1.
- 2.
- 3.
- 4.

This published work has been included in the dissertation/thesis and has not been submitted for any degree to any University/Institute.

**Date:**

**Signature of Student**

**Signature of Supervisor**



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**ANAND 388110**

**Supervisor's Exclusion Report**

Title of the M.Sc. Dissertation/Ph.D. Thesis.....

.....

Research Scholar.....

Supervisor.....

Department/Centre.....

Faculty .....

In view of UGC Regulation 2018 on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, the following exclusions are recommended:

Generic terms, laws, standard symbols and standard equations, common knowledge or coincidental terms, upto fourteen (14) consecutive words.

In view of this and on the basis of Plagiarism Verification Report dated \_\_\_\_\_ the below mentioned similarities may kindly be excluded from the report as they fall under one or more of the above mentioned allowed exclusion. (Attach additional sheets if required)

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3.

\_\_\_\_\_

4.

\_\_\_\_\_

5.

\_\_\_\_\_

After incorporating the above exclusions, a revised Plagiarism Verification Report may kindly be issued.

**Date:**

**Signature of Student**

**Signature of Supervisor**



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**ANAND 388110**

**Revised Plagiarism Verification Report**

On the basis of recommendations of Supervisor in terms of UGC Regulation 2018 on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, on the Plagiarism Verification Report dated \_\_\_\_\_ (copy enclosed), the revised plagiarism verification is done manually excluding the recommended similarities.

Title of the M.Sc. Dissertation/Ph.D. Thesis.....

Research Scholar .....

Supervisor .....

Department/Centre .....

Faculty.....

This is to report that the above dissertation/thesis was scanned for similarity detection. Process and outcome are given below:

Software used..... Date.....

Similarity Index.....Total word count.....

**Date:**

**Checked by Name & Signature**

The previous report of the above dissertation/thesis has been reviewed by the undersigned and exclusions were suggested. The revised report takes into account these exclusions. The dissertation/thesis may be considered for award of degree.

**Signature of Supervisor**

**Copy To:** 1. Dean of the Faculty  
2. Dean, PGS