JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA
JABALPUR-482004 (M.P.)

No.Acd/II/Q-1(III)/   Dated: /01/2020

NOTIFICATION

It is notified to all concerned that the Academic Council in its 263rd meeting (held on 18th October, 2019) have considered and adopted in Jawaharlal Nehru Krishi Vishwa Vidyalaya, Jabalpur and its constituent colleges and units, w.i.e. the University Grants Commission – Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, Regulations, 2018 dated July 23, 2018 (received from the Secretary, UGC vide letter No.F.1-18/2010 (CPP-II), dated 6th August, 2018) and published in the Official Gazette of India, New Delhi (No.: 287) dated July 31, 2018. As per clause 1(b) of the said Regulations, they shall apply to the students, faculty, researchers and staff of JNKVV, Jabalpur and all its constituents units.

It is mandatory that each of the paper/publication/thesis/dissertation to be submitted by the student, faculty, researcher and any staff of the University should checked for plagiarism at the time of forwarding/submission. In case of plagiarism appropriate actions should be initiated/taken as per defined guidelines. The notification of the following contains :-

     (i)   *Modus operandii*
     (ii)   Steps to follow for Plagiarism check
     (iii)   Official Gazette of India, New Delhi (No.:287) dated July 31,2018
     (iv)   Plagiarism verification certificate

Encl: As above.

By order of the Vice Chancellor

REGISTRAR

Endt.No.Acd/II/Q-1(III)/   Dated:22/01/2020
Copy forwarded for information and necessary action to :-

1. Dean, Faculty of Agriculture/Agril. Engineering, JNKVV., Jabalpur.
2. Director Instruction/Research Services/Extension Services, JNKVV, Jabalpur.
3. Director, Biotechnolog/Agri Business Management Institute, JNKVV., Jabalpur.
4. Dean, College of Agriculture, Jabalpur/Rewa/Tikamgarh/Ganjbasoda/Balaghat/ Powarkheda/Khurai (Sagar).
5. Dean, College of Agricultural Engineering, Jabalpur.
6. Dean/Nodal Officer, College of Horticulture, Rehli (Sagar)/Chhindwara.
7. All Heads of Deptts, Agriculture/Agril.Engg. Faculties, JNKVV
8. Dean Student Welfare, JNKVV, Jabalpur.
9. Deputy Registrar (Academic), JNKVV, Jabalpur.
10. Er. S.K. Jain, Technical Officer, Secretariat of the V.C., JNKVV., Jabalpur.
11. Assistant Librarian, Central Library, JNKVV, Jabalpur.
12. P.S. to Hon. Vice Chancellor, JNKVV, Jabalpur.

REGISTRAR

Modus operandi

1. **Anti-plagiarism check should be performed on**
   - Ph.D. scholars submitting Ph.D. thesis from current session
   - Research publications of Faculty/ Scholars with immediate effect

2. **University coordinator for accounts creation of faculty/ research scholars and Coordinator / Implementation Authority**
   - Er. SK Jain, Associate Professor, Vice Chancellor's Secretariat is nominated as Nodal Officer, responsible for creating accounts of faculty/scholar and organizing training and awareness activities.
   - Dr. Siddarth Nayak, Scientist, Directorate of Extension will assist in above activities.
   - Director Instructions will be the Coordinator/ Implementing Authority for the same.

3. **Policies and Procedures**
   - Policies and Procedures as defined in UGC guidelines Gazette of India, New Delhi (July 31, 2018) / UGC guidelines (July 23, 2018) will be adopted as such at JNKVV.
   - Director Instruction in consultation with Registrar will be authority for implementing anti-plagiarism policies and taking actions as recommended by the IAIP.

4. **Awareness Programmes and Trainings**
   - Nodal Officer will coordinate in organizing awareness programmes and trainings with support of INFLIBNET, the provider of URKUND software

5. **Formation of Departmental Academic Integrity Panel (DAIP) with defined composition of members**
   - At CoA, Jabalpur and CoAg. Engg., Jabalpur, Departmental Academic Integrity Panel (DAIP) will be created for each Department as per defined composition of members
   - Out campii - One DAIP will be formed by Dean at College level only as per defined composition of members
   - Directorate of Research - One DAIP will be formed by DRS which will look after DRS office, S&N Unit and all research stations (ZARS/RARS/ARS)
   - Directorate of Extension - One DAIP will be formed by DES which will look after DES office and all Krishi Vigyan Kendras, CC, ATIC, KGYS
   - Directorate of Instruction - One DAIP will be formed by DI which will look after DI office, Central Library
   - Dean Faculty of Agriculture - One DAIP will be formed by DFA which will look after DFA office & DSW Office
   - Directorate of Farms - One DAIP will by formed by DF which will look after DF office

   All Departments in HEI shall notify a DAIP whose composition shall be as given below:

a	Chairman	- Head of the Department
b	Member	- Senior academician from outside the department, to be nominated by head of HEI
c	Member Secretary	- Academic In-charge of the Department.
d	Member	- A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

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The DAIP will work as per following conditions

i   The tenure of the members in respect of points 'b', 'c' and 'd' shall be two years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

ii   The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

iii The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

iv   The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

6.   **Formation of Institutional Academic Integrity Panel (IAIP) with defined composition of members**

Composition of IAIP

a   Chairman - Pro-VC/Dean/Senior Academician of the HEI.

b   Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.

c   Member - One member nominated by the Head of HEI from outside the HEI

d   Member – Registrar of the HEI

e   Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

f   Member Secretary – Dy. Registrar (Academic) of the HEI

Institutional Academic Integrity Panel (IAIP) will consists of following members:

Director Instruction	- Chairman
Dean Faculty of Agriculture	- Member
Registrar	- Member
Director Instruction (NDVSU, Jabalpur)	- Member
A person well versed with anti-plagiarism tools	- Member
Dy. Registrar (Academic)	- Member Secretary

The IAIP will work as per following conditions:

i   The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

ii   The IAIP shall consider the recommendations of DAIP.

iii The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

iv   The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.

v   The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

vi   The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.

vii The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted

7.   **Penalties in case of plagiarism in submission of thesis and dissertations**

•   Penalties in case of plagiarism in submission of thesis and dissertations will be imposed as per Gazette of India Notification and UGC guidelines.

- Penalties will be imposed by the Registrar as per recommendations of IAIP and DAIP following the UGC guidelines / Gazette of India Notification

8. **Penalties in case of plagiarism in submission of academic and research publications**
   - Penalties in case of plagiarism in submission of academic and research publications will be imposed as per Gazette of India Notification and UGC guidelines.
   - Penalties will be imposed by the Registrar as per recommendations of IAIP and DAIP following the UGC guidelines / Gazette of India Notification

9. **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 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.

9.1 **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 upto 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.

9.2 **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, researcheror 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 DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

10. **Removal of Difficulty**

    UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.

    As per the Gazette of India : Extraordinary Part III—Section 4. No. 287 New Delhi, Tuesday, July 31, 2018/ Shravana 9, 1940.

Steps to follow for Plagiarism check:

1. Dean of respective colleges and Directors will form the Departmental Academic Integrity Panel (DAIP) of each department as per defined guidelines regarding composition of members. Department wise DAIP will be notified by Registrar on the recommendation from Deans/Directors.

2. Institutional Academic Integrity Panel (IAIP) will be formed by Director Instruction as per defined guidelines regarding composition of members. IAIP will be notified by Registrar on recommendation from Director Instruction.

3. Login credentials will be created for each DAIP in the name of Academic In-charge of each department/directorate by the Nodal Officer for plagiarism check on URKUND.

4. Operational training for use of URKUND will be provided by Nodal Officer

5. Students, faculty, researchers and staff of JNKVV will submit their manuscript before publication to the concerned DAIP for check of plagiarism level.

   Students/Researchers want to check plagiarism their contents using URKUND may send the soft copy of their Research Article/Dissertation/Thesis etc. as an attachment on the e-mail address of concerned department Academic In-charge/Head of the Department. Report once generated will be mailed back in their e-mail id. The document arrived at URKUND analysed against the content of three source areas: the Internet, Published Material (such as Journals, Books etc.) and Previously submitted Student Material. The reports of analysed document are forwarded to AIC/HoD.

   The scholar shall insert the first page of the URKUND Analysis Report (UAR) in the bound copies of the theses/dissertations provided, the similarity index is within the acceptable limits of 10%.

6. Concerned DAIP will check the level of plagiarism using login credential of concerned HoD/Academic In-charge and generate certificate through URKUND.

7. Decision/recommendation will be given by the concerned DAIP as per UGC guidelines on level of plagiarism as notified by Registrar, JNKVV, Jabalpur.

8. In case of plagiarism level found within acceptable range, it will be communicated and necessary certificate will be issued by DAIP for publication and submission by students, faculty, researchers or staff. DAIP will also submit the certificates (Proforma 15 and 16) given in the "Manual on Thesis Preparation" published by Director Instruction as notified by Registrar.

9. In case of plagiarism level found beyond the accepted range, the DAIP will forward the recommendation with certificate generated through URKUND to IAIP for further action.

10. The IAIP will investigate the case and can re-check the plagiarism level (if required) and afterwards penalty will be imposed following the guidelines of UGC and notification issued by Registrar.

11. The final decision of IAIP will be forwarded to the Registrar for issue of necessary order(s).

JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA, JABALPUR
Plagiarism Verification

1. Name of Researcher : ....

2. Title of the Thesis : ....

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3. Faculty : ....

4. Name of Supervisor : ....

12. Official Designation & Address : ....

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The above thesis was scanned for similarity detection. The report is as follows:

Software used .... Date ....

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

The report is attached for the review by the Researcher/Supervisor

Sign. of Researcher

The plagiarism report of he above thesis has been reviewed by the undersigned The similarity
    index is below accepted norms.

The similarity index is above accepted norms, because of the following reasons:

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The thesis may be considered for submission to the University. The software report is attached.

Sign. of Researcher   Sign. of Supervisor with Seal