No. 1318 /B2/KU/2019   Date: 27-08-2019

ORDERS

Sub: Anti-Plagiarism - Implementation of the procedure to be followed for obtaining the certification of: I) ShodhGangotri; II) URKUND Analysis Report; III) Certifying URKUND Analysis Report and IV) uploading the awarded theses/dissertations in the Shodhganga: – Issued.

Ref: Note approval Dated 23/07/2019.

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The Vice Chancellor has accorded approval for implementation of the following procedure to be followed for obtaining the certification of: I) ShodhGangotri; II) URKUND Analysis Report; III) Certifying URKUND Analysis Report and IV) Uploading the awarded theses/dissertations in the Shodhganga:

I. **ShodhGangotri:** Research scholars/research supervisors shall deposit electronic version of approved synopsis of the research scholars, which is intended to reveal the trends and directions of research being conducted in Indian universities, and shall avoid duplication of research. the following shall be the submission process:

Step 1 Registration/Login: The research scholar\ supervisor shall visit the ShodhGangotri Website and register himself/herself following the steps mentioned below:

   a. Visit ETD Registration Website
   b. Choose University and Department
   c. Choose Role (Researcher / Guide / University Representative)
   d. Enter e-mail ID (User-ID) and other details and upload scanned copy of certificate

Step 2 Validation of Account: On submission, an e-mail alert is triggered alerting INFLIBNET Staff to validate the registered user and allow him / her to submit his / her synopsis. After the account is validated by the concerned INFLIBNET staff, an email addressed to the submitter is triggered with a web link prompting him / her to submit his / her synopsis.

Step 3. Submission: After validation of account, submitter is permitted to create metadata for his/her synopsis and upload the content file containing synopsis of his / her research. During the process of submission, the researcher (submitter) is also asked to grant non- exclusive rights to the INFLIBNET Centre to host his / her synopsis in the INFLIBNET's open access digital repository. In case, a user sends his / her synopsis via e-mail / CD, the INFLIBNET staff will be responsible for creation of metadata and uploading the synopsis on behalf of the submitter.

Step 4. Verification: The metadata created and synopsis uploaded by the submitter will have to be verified for its completeness and correctness preferably by the research supervisor or university representative or alternatively by the INFLIBNET Staff. As soon as a submitter creates metadata for his / her synopsis and upload file containing his / her synopsis, an e- mail is triggered to the research supervisor(s) / university representative to verify correctness and completeness of synopsis submitted.

Step 5. Publish on Shodh Gangotri Repository: Once the metadata and uploaded content are verified for its completeness and correctness in the process mentioned above, synopsis get published in the Shodh Gangotri repository.

Step 6. Intimation: Once synopsis is published in Shodh Gangotri, the researcher, guide and the university will be informed through email which will be triggered automatically by the repository. RSS Feed technology will be used to disseminate and deliver new content added to the Shodh Gangotri repository to the users.

II. URKUND Analysis Report (UAR):

a. The research scholar, with the help of the supervisor, shall self-check in the anti-plagiarism software, which is avaialble with the Deans of the faculties and Heads of the Departments concerned to ensure the limits of similarity i.e. not exceeding 10%.

b. After ensuring the requisite similarity, the supervisor concerned shall mail the soft copy of the thesis/dissertations **in a single file** to the Coordinator, Shodhganga (ceokuwgl@gmail.com) for obtaining the analysis report.

Note i: The scholars shall note that the URKUND supports the following file formats: *.doc, .docx, .xls, .xlsx, .sxw, .ppt, .pptx, .pdf, .txt, .rtf, .html, .htm, .wps, .odt and .pages (4).*

Note ii: The Analysis Report shall be mailed to the supervisor concerned in seven working days.

Note iii: In case of differences of opinion regarding the exclusions from plagiarism (point 7 of UGC 2018 regulations), the Deans of the Faculties concerned shall authenticate the portions that may be excluded under Point 7 of the UGC Regulations.

III. Certifying UAR:

a. 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%.

b. The scholar shall submit the hard copies of the theses/dissertations accompanied by the corresponding soft copy for obtaining the signatures of the Coordinator, Shodhganga on the URKUND Analysis Report. The scholars and the supervisors shall ensure that the soft copy, checked for similarity-check should strictly match with the hard copies. The Coordinator shall not sign the UAR in case of deviations, if any, in the hard copies.

Note: The scholars shall collect back the copies of the theses/dissertations on the third day after submission.

IV. Uploading:

On successful completion of the *viva voce* examination, the Co-Ordinator, Shodhganga / Anti – Plagiarism Cell Kakatiya University, Warangal, shall upload the thesis/dissertation each chapter in a separate file using an agreed file naming convention as detailed below:

01_title.pdf	Title Page
02_certificate.pdf	Certificate
03_abstract.pdf	Abstract
04_declaration.pdf	Declaration
05_acknowledgement.pdf	Acknowledgement
06_contents.pdf	Content/Index page
07_list_of_tables.pdf	List of Tables
08_list_of_figures.pdf	List of Figures
09_abbreviations.pdf	Abbreviations
10_chapter1.pdf	First Chapter
11_chapter2.pdf	Second Chapter
12_chapter......	Chapter...
13_conclusion	Conclusion
14_summary	Summary
15_bibliography	Bibliography

On successful uploading of the thesis/dissertation, and certification by the Co-Ordinator, Shodhganga / Anti – Plagiarism Cell Kakatiya University, Warangal, the scholar shall produce the same in the Examination Branch for collecting the Press Note.

REGISTRAR

To
The Co-Ordinator, Shodhganga / Anti – Plagiarism Cell Kakatiya University, Warangal

Copy to:-

1. All the Deans of Faculties. Kakatiya University Warangal
2. All the Heads of Departments, KU.
3. All the Chairperson Board of Studies, KU.
4. The Assistant Registrar (Academic Branch / Academic Audit), KU.
5. The Secretary to Vice-Chancellor, KU.
6. The S.F.