No.:11-BFUHS (LI-PC-134)25/2285   Date: May 9, 2025

To

The Principals
All Affiliated Colleges
BFUHS
Faridkot.

Subject: **Guideline of Issue of PVC Certificate.**

Sir/Madam,

This has reference to subject cited above please find the attached guidelines for getting issue of PVC certificate from the University. These guidelines strictly are followed. For any further any information please contact University coordinator at **"bfuhspc@gmail.com"**.

09/05/2025

Registrar

Guidelines for Plagiarism Check at BFUHS, Faridkot

Note: These guidelines shall be applicable to the candidate(s) of all the programs running under the University, where the dissertation or thesis is base of the award of degree.

The University has implemented the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 w.e.f. 01.01.2020. The following guidelines must be adhered to for submitting the Plagiarism reports generated by DRILLBIT Software at the time of thesis/ dissertation submission:

1. The thesis/dissertation must undergo a Plagiarism Check by DRILLBIT/ or any other software subscribed or used from time-to-time.

2. The similarity checks for plagiarism shall exclude the following:
   a) All quoted work either falling under public domain or reproduced with all necessary permission, and or attribution.
   b) All references, bibliography, table of content, preface and acknowledgements.
   c) Phrases
   d) All small similarities of minor nature.
      i. Small matches upto 10 words.
      ii. Small similarity less than 1%.
   e) All generic terms, laws, standard symbols and standards equations, and mathematical formulas.
   f) Name of Institutions, Departments, etc.
   g) Common knowledge or coincidental terms, up to fourteen (14) consecutive words.

3. Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check:
   a) **Only published article(s)/ research paper(s) from the thesis/ dissertation shall be excluded from the check and no other article of the Supervisor or the student shall be excluded from the check. This will be kept for reference of the University Library, which will perform the final check.**
   b) **A certificate (Plagiarism Self Exclusion Certificate, attached as Annexure – I) has to be issued by the Supervisor/ Guide specifying and attaching the articles that have been published by the student from the thesis/ dissertation work.**

4. The final Plagiarism check **Report issued by the University Library, BFUHS, Faridkot is mandatory** so that the correct report is submitted at the time of thesis submission.

5. The University Library will issue the final certificate of Plagiarism Check called the Plagiarism Verification Certificate, certifying and authenticating **plagiarism if any on the work of thesis/ dissertation of the student.** This certificate has to be submitted to the Exam Branch at the time of submission of the thesis/ dissertation.

6. **The document(s) and certificate(s) to be attached:**

    1. **A fee receipt of Rs. 500/- (Certificate issuance charges to be deposited online in the University's Library account (*Bank Name: ICICI Bank, Account No.: 078301009862, IFSC Code: ICICI0000783)* is required to be attached alongwith the electronic file of the thesis/ dissertation while submitting the e-file for plagiarism check.**

7. **Format/ Date & Period of Submission:**

    The electronic file, after following the exclusion criterion mentioned in the guidelines for plagiarism/ similarity check must be in Microsoft Word/ PDF document format and e-mail shall be sent to the University Library for plagiarism/ similarity checks before 30 days of the last date of final submission of thesis/ dissertation or earlier.

8. **Percentage of Plagiarism:**

    As per the UGC regulations, there will be no penalty clause for similarities up to 10% and beyond that limit, there shall be applicable penalty clauses mentioned against various levels of similarities (levels 1 to 3) in the aforesaid regulations.

9. **Guidelines being followed to assess Percentage of Plagiarism:**

    To assess the percentage of plagiarism, the UGC guidelines shall be followed and the DrillBit Software will be used to detect the similarity/ plagiarism in the thesis/ dissertation/ article.

10. The candidate may contact the University Coordinator/ University Library, BFUHS, Faridkot (01639-256253) and email their thesis/ dissertation **alongwith necessary attachments** on bfuhspc@gmail.com for plagiarism check.

Procedure of Issue of PVC

1. Step One: Thesis File (to be sent on bfuhspc@gmail.com with following conditions)
      i. Single File in PDF and MS Word File (Including 1st Page indicating title, name etc., abstract and all appendices including research tool(s) and permission etc.)
         1. Excluding Preliminary Pages (Self Declaration, Supervisor(s) Certificate, Indexes if any, Table of Contents, Abbreviations and Acknowledgement)
         2. References and Bibliography
      ii. Name of File – Surname of Student, Year of submission and Course of Study (MSCN stands for M.Sc. Nursing)
         1. e.g. 1. Thesis_Manhas_2022_MSCN
2. Step Two: Deposit of Plagiarism Verification Certificate Fee
         1. University Online Fee Portal
               i. Name of File – Surname of Student, Year of submission and Course of Study

         e.g. 2. PVCF_Manhas_2022_MSCN

3. Step Three: Fill Your Details in Plagiarism Verification Certificate Form (Annexure-1 attached)
         a. (Form will be received through email from bfuhspc@gmail.com)
               i. Name of File – Surname of Student, Year of submission and Course of Study
                  e.g. 2. PVCF_Manhas_2022_MSCN

For Office of University Coordinator/ University Library:

4. Step Four: Issue of Certificate from University Library Office (After Verification of Facts).

Total 4 Files to be sent at bfuhspc@gmail.com

1. Word Thesis with Your File Name (e.g. 1. Thesis_Manhas_2022_MSCN)
2. PDF Thesis with Your File Name (e.g. 1. Thesis_Manhas_2022_MSCN)
3. Fee Receipt with Your File Name (e.g. 2. PVCF_Manhas_2022_MSCN)
4. Form with Your File Name (e.g. 3. PVCF_Manhas_2022_MSCN)

BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Plagiarism Verification Certificate Form

Title of Thesis/ Dissertation : ....
....
....
....

Total Page:...

Researcher: ....

Supervisor:...

Co-Supervisor: ....

Email id: ....

Contact No.:..

Research Centre: ....

Instructions:

1. Documents be sent on bfuhspc@gmail.com
2. Scan barcode and pay fee 500/- per case.