

CIRCULAR

Reference No: - 01/2019

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All the students of PUMBA are aware that, last year Department has implemented plagiarism policy. This year we have revised procedure for submission of project work; other rules of plagiarism are remaining the same.

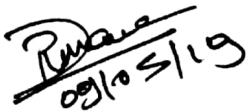
Revised procedure for submission of project work

1. Create an account to upload document by visiting <https://www.arkund.com/login/>
2. After login successfully, click on upload documents.
3. Use this plag.pumba.unipune@analysis.arkund.com as an Analysis Address & drop your file & click on submit.
4. Ensured that a file which you want to submit is approved by your guide.
5. Uploaded file must be in word format only without initial pages (title page, acknowledgment, certificate, table of content etc.) & bibliography.
6. The file name should be your roll number & short name of guide e.g. if your roll number is 16001 & name of guide is Dattatray Mane, then your file name is "16001 DM".
7. Internal system will send an email of a plagiarism report to the students only if plagiarism goes beyond 10% similarities. It means students have to revise their file & submit again to get 'level 0' i.e. similarities report up to 10% (to know the various levels of plagiarism, rules & penalties for plagiarised work in the department, refer the circular dated 24.09.2018, this circular is available on the library notice board).
8. If the plagiarism report is up to 10% or in "Level 0", then the library will send an email to concern student to inform that upload whole project (including title page, acknowledgment, certificate, table of content & all other chapters & bibliography etc.) in PDF at <http://192.168.3.3/jspui/mydSPACE> for maintaining institutional repositories.
9. Visit this link <http://192.168.3.3/jspui/mydSPACE> for uploading whole project work. (This link will open only at PUMBA campus by using PUMBA network).
10. Log in to Dspace by using e-mail address 'dSPACE@localhost' & password is 'library'.
11. After login to Dspace, click on 'Start a New Submission' button.
12. Choose the Collection 'Project Report 2019-20' from the drop -down list, then click "Next".
13. Next window will provide 3 checkboxes for item describing; you need not check any one of them, just keep blank & click on "Next".
14. At the top of the submit pages, you will find 7 oval buttons representing each step in the submission process. As you move through the process these ovals will change colour. Once you have started you can also use these buttons to move back and forth within the submission process by clicking on them. You will not lose data by moving back and forth.
15. In second button of describe, you need to enter title of project report, your name as an author, name of your guide (follow the instruction of surname & first name guidelines), and

your Roll number. Other information like series no, Identifiers, type and language keep blank, and click on next.

16. In the third button, you have to enter subject keyword only it may be a specialization, e.g. Finance, Marketing, etc. and the name of the company where the project work carried out. Find any other keywords which will be helpful to retrieve this project at the time of searching. And other fields like abstract, sponsors, description are keeping as a blank. Then click on the "Next" button.
17. In the fourth button, you need to upload a PDF of project work. The file name should be your roll number & the short name of your guide.
18. In the fifth button, you can safely check the files which have been uploaded - a new window will be opened to display them. If everything is OK, please click the "Next" button.
19. Kindly note that this submission will use to maintain a PUMBA institutional repository for the future references only. So click on "Grant License" button for final submission.
20. Internal systems will share plagiarism report to concern student and to respective guide for their reference after receiving full -text report.
21. A copy of the plagiarism report has to be attached as an Annexure in the hard copy of the project report with signatures of the guide & concern student.

Note: - the students have to complete these procedures, minimum 5 days before the last date of submission. Because many students are needed to revise their project work several times to get 'level 0'. So considering rush & system overload at the last moment, No plagiarism report will be generated.



Dr. D.R. Mane

Professor & Head