**Information and Library Network (INFLIBNET) Centre**
(An Inter-University Centre of the University Grants Commission)
**Infocity Gandhinagar – 382 007**

**Guidelines for conducting User Awareness Programme
under Shodh Shuddhi (Plagiarism Detection Software) Programme**

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| **Training Programme**: | **User awareness programme on Access/use of Plagiarism Detection Software (PDS) under   Shodh Shuddhi Programme** (Name of the program should printed/written/displayed in all communications, publicity materials, banners, invitations etc) |
| **Duration:** | One day |
| **Who Can Participate:** | All invited (at least **25-30 persons)** from the Universities /CFTIs including Private Universities excluding Faculty, staff and students of organizing university/Institutions |
| **Registration Fee:** | No registration fee should be charged from the participants |
| **Financial Assistant:** | INFLIBNET will provide financial assistance of  maximum of **Rs 30,000/- (Rupees Thirty thousand only)** Organizer should **not buy** any equipment / hardware / software from this grant. |
| **Item of expenditures:** | The expense includes tea, snacks, working lunch, course kits, telephone charges, conveyance, mementos, banners, photographs, etc. The expense should restricted to financial assistance given to organizing the programme. Expenses on the items other than those specified herein will not be admissible. |

**Responsibility of INFLIBNET as Follows:**

1. One / two resource person(s) will be sent from the INFLIBNET Centre. Expenses on TA/DA for INFLIBNET's resource person will be borne by the Centre, Organiser Should **NOT invite** outside expert without consulting INFLIBNET Centre.

2. Invite Software provider/ authorised agent for demonstration if required;

**Responsibility of Host Institution**

1. Identify the coordinator of the programme for submission of request for proposal Director INFLIBNET Centre Gandhinagar, Gujarat

2. Lecture Hall with a LCD projector and PC with MS Office loaded on it;

3. Boarding and lodging facilities for resource persons from INFLIBNET

4. Arrangement of High tea and working lunch to the participants.

5. Maximum publicity of the program through email, Social media and display in notice board of each department other media;

6. Organizer will not seek additional financial assistance from any funding agency without prior approval Director, INFLIBNET;

**7.** After completion of the programme, the coordinator should submit original vouchers and bills for settlement of account within 15 days along with utilization certificate**;**

8. Submit detailed report of the programme with photograph.

9. The payment will be made in favour of **'Registrar/Finance Officer** the respective  Universities /Institutions, any change, please intimate to the Centre;

The coordinator may submit the proposal to Director INFLIBNET along with suitable dates.

**Director, INFLIBNET Centre**