

Guidelines for using Turnitin Software

NIT Hamirpur, a Premier Technical Institute, understands the responsibility toward upholding high academic ethics and reiterated its commitment towards carrying out original academic/research work useful for societal benefits. In this regard, the institute has procured the services of Turnitin. The software is to be used for checking the plagiarism/similarity of the thesis/dissertation/project reports carried out by the students of NIT Hamirpur.

The objectives of using this software are to:

- i) create awareness among students about the research ethics;
- ii) inculcate ethics for respecting the academic integrity in the scholarly activities;
- iii) encourage original and novel academic/research work;
- iv) disseminate and publish to advance research;
- v) acknowledge and give due credits to the preceding research contributions; and
- vi) protect the ideas, thoughts, and original research work of the students of NIT, Hamirpur.

The following procedure is to be adopted for submitting thesis/dissertations/project reports as a partial fulfilment of the respective degrees/programs:

1. The student shall submit the soft copy of the thesis/dissertation/project-report in pdf format, to generate the similarity index to the supervisor(s).
2. The following parameter are to be used for generating similarity index report for the submitted document:

1. Excludes matches	< 8 words
2. Exclude Bibliography	On
3. Exclude Quotes	On
4. Exclude Index	On
5. Similarities index	<= 20% (excluding the self-published work of the student)
3. The supervisor will upload the pdf file on turnitin.com using his/her user id and password issued by the administrator.
4. The time taken by turnitin.com for processing the report is around 24 hours however, the report may be available within half an hour also.
5. The similarity report generated can be viewed online for analysing the submitted document. This report can also be downloaded and send to the student for further correction/improvement in the document as per the requirements.
6. In case supervisor is not satisfied with the current similarity index report, the steps from 1 to 4 may be repeated to the satisfaction of the supervisor.
7. Once the supervisor is satisfied with the similarity index, he/she shall submit the complete document including cover page, acknowledgement, table of contents, abstract, references etc. as pdf to the librarian.
8. The librarian at his end, shall generate the similarity index report and issue similarity index certificate along with first page of the originality report generated by Turnitin.com.
9. The soft copy of the complete report shall also be mailed back to the supervisor. The record of the same will be kept with the Library for future use and the document will be stored permanently in the repository of Turnitin.com.
10. The thesis can be printed and submitted to the examination section only after receiving this letter.
11. The candidate shall mandatorily produce the Similarity Index Certificate as a part of the thesis. If published work of the student is shown as similarity in the report, a certificate of self-published work has to be issued by the supervisor and mandatorily attached as a part of the thesis.
12. In case the resubmission of document for which Library has already issued the Similarity Index Certificate, the charges will be Rs. 500.00.
13. Any dispute related to plagiarism should be refer to the following two member committee
 - i. Dean (Academic)
 - ii. Dean (Research and Consultancy)

Prakash