



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)

(An Institute of National Importance under Ministry of HRD)

Guidelines for using Turnitin Software

NIT Hamirpur, a premier Technical Institute, understands the responsibility toward upholding high academic ethics and reiterates its commitment towards carrying out original academic/research work useful for societal benefits. In this regard, the Institute has procured the services of Turnitin software. This 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 works
- iv) disseminate and publish the 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 parameters 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. In case student have user id and password for Turnitin (provided by NITH only), he/she may check the similarity at his/her own.
4. The time taken by turnitin.com for processing the report is between half an hour to 24 hours.
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 5 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 Incharge (Central Library) and hard Copy of the Similarity Index Certificate duly signed by the student and the supervisor. **The thesis/dissertation should be submitted to Library at least 04 working days prior to last date of the submission of the thesis/dissertation as per academic calendar.**
8. The Incharge (Central Library) at his own, shall generate the originality report, sign similarity index certificate and will provide first page of the originality report along with similarity index certificate to the students.
9. The soft copy of the complete report shall also be communicated to the supervisor though email. The record of the same shall be kept with the Library for future reference 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 the Similarity Index Certificate from the Library.
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 document for which Library has already provided the Similarity Index Certificate and originality report, needs to resubmitted for any reason, Resubmission fee of Rs. 500.00 has to be paid by the student to the Library.
13. Any dispute related to plagiarism should be refer to the following two member committee

- i. Dean (Academic)
- ii. Dean (Research and Consultancy)