

09AAGCT1132P1Z1

TURNITIN INDIA PRIVATE LIMITED



1.e-Invoice Details

IRN : 285a165b7525864b8a5d4a28749c54bf Ack No. : 142211386033059
86f6592f89542cac8275e7ef39bd97c2

Ack Date : 21-06-2022 19:39:00

2.Transaction Details

Supply type Code : B2B

Document No. : IND12002569

IGST applicable despite Supplier and
Recipient located in same State : No

Place of Supply : HARYANA

Document Type : Tax Invoice

Document Date : 15-06-2022

3.Party Details

Supplier :

GSTIN : 09AAGCT1132P1Z1

TURNITIN INDIA PRIVATE LIMITED

16TH & 17TH FLOOR, MAX TOWERS SECTOR 16B,

NOIDA 201301 UTTAR PRADESH

Recipient :

GSTIN : 06AAATD2705K1ZZ

SGT University,

Chandu - Budhera, Gurugram

Gurugram Place of Supply: HARYANA

122505 HARYANA

4.Details of Goods / Services

SINo	Item Description	HSN Code	Quantity	Unit	Unit Price(Rs)	Discount(Rs)	Taxable Amount(Rs)	Tax Rate(GST + Cess State Cess + Cess Non.Advol)	Other charges	Total
1	iThenticate Growth License	998439	1	OTH	420682.50	0	420682.50	18.00 + 0.00 0.00 + 0	0	496405.35
Tax'ble Amt	CGST Amt	SGST Amt	IGST Amt	CESS Amt	State CESS	Discount	Other Charges	Round off Amt	Tot Inv. Amt	
420682.50	0.00	0.00	75722.85	0.00	0.00	0.00	0.00	0.00	496405.35	

Generated By : 09AAGCT1132P1Z1

Print Date : 21-06-2022 19:39:24



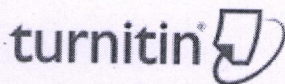
142211386033059



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on :2022-06-21 19:39:00

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SGT University
Budhera, Gurugram



Turnitin India Private Limited
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Sector 16B, Noida
Uttar Pradesh, 201301
India
1-510-764-7600
GSTIN: 09AAGCT1132P1Z1
PAN: AAGCT1132P

Date: Jun 15, 2022
Invoice No.: IND12002569
Purchase Order No.: U/G/115/2022-23
Sales Order No.: SO976878
Due Date: Jul 15, 2022
Payment Terms: Net 30
Service Start: May 26, 2022
Service End: May 25, 2023

ANNEXURE

Bill To	Billing Contact	Account Manager
GSTIN 06AAATD2705K1ZZ SGT University, (A unit of Dashmesh Educational Charitable Trust), Chandu - Budhera, Gurugram Haryana 122505 India Our Ref: ITH Account Id: 305723	Rajneesh Wadhwa E: rajneesh.wadhwa@sgtuniversity.org	Utkarsh Tyagi e: utyagi@turnitin.com f: 1-510-764-7612

Product Name	Product Description	Amount
iThenticate Growth License	Thenticate: Folder-based Originality Checking for Research and Academics with up to 900 Faculty members, PhD Scholars and PG Students and with a benchmark of 3,375 documents	INR 420,682.50
	Subtotal	INR 420,682.50
	CGST - 0%	INR 0.00
	SGST - 0%	INR 0.00
	IGST - IN 18%	INR 75,722.85
	UTGST - 0%	INR 0.00
	Total	INR 496,405.35

USD\$: 6,303.56 = INR 496,405.35

Exchange Rate US \$1.00 = INR 78.75

SAC code 998439

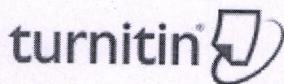
Please refer to the quote and/or proforma Invoice for details of quantity and descriptions of services provided.

Invoice is system generated and thus does not need a signature

Make your cheque payable to: Turnitin India Private Limited

Remit Cheque Payment to:	Turnitin India Private Limited (formerly known as "Turnitin India Education Private Limited") 16th & 17th Floor, Max Towers Sector 16B, Noida Uttar Pradesh, 201301 India
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Wire Instructions:

- 1)
BENEFICIARY BANK: Citibank N.A.
BENEFICIARY COMPANY: Turnitin India Private Limited
BENEFICIARY COMPANY'S ACCOUNT #: 0714093002
BENEFICIARY BANK BRANCH IFSC CODE: CITI00000002
BENEFICIARY BANK BRANCH MICR CODE: 110037002
BENEFICIARY BANK SWIFT CODE: CITIINBX
- 2) Request that your originating bank reference your invoice number. If you do not have an invoice number, please request that your originating bank reference the name of your institution and your location.
- 3) Email ar@turnitin.com with the confirmation that the transaction has been completed


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NO. : SGTU/Acad./18/2019/1402 Dated 04th November, 2019

INTERNAL QUALITY ASSURANCE CELL

Anti- Plagiarism Policy

Vice-Chancellor
SGT University,
Budhera, Gurugram-122505

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Budhera, Gurugram



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Preamble

Shree Guru Govind Singh Tercentenary University (SGTU) despises plagiarism in all forms. Academic excellence, honesty and integrity of the students of the University is of utmost importance at all levels and forms of studies at the university.

"Plagiarism" simply means the practice of taking someone else's work or idea and passing it as one's own. This constitutes academic dishonesty and prevalence of plagiarism practices in any Higher Education institution raises questions about the academic integrity of the institution. Plagiarism is considered seriously at SGTU and, if detected, stern action as provisioned in this policy is taken.

This policy is based on the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 via the Gazette notification F. 1-18/2010(CPP-II). - Dated 23rd July 2018. The policy shall be amended from time to time based on need and any amendments by UGC or any other statutory authority.


This policy provides guidelines for all SGT University faculty members, staff, researchers, students and others involved in research or related activities to respect and maintain the high level of integrity and honesty in terms of academic standards, originality of works and also to avoid academic cheating, stealing of others ideas and plagiarism of all kinds.

1. Objectives

The objectives of this policy are to establish a framework for preventing, detecting and dealing with plagiarism to ensure academic excellence, honesty and integrity in academic work at SGTU. The objectives are elaborated below:

- To create awareness about responsible conduct of research, academic integrity and prevention of misconduct including plagiarism in academic writing among students, faculty members, researchers and staff.
- To explain and sensitize about the plagiarism avoidance and to facilitate responsible conduct of research and promotion of academic integrity.
- To define mechanisms to detect plagiarism in thesis, dissertation, reports, papers or articles etc. and define punishments for a student, faculty, researcher or staff of SGTU, if found committing the act of plagiarism.


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2. Definitions

In this policy, unless the context otherwise requires, following definitions are used:

- a. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. "Author" includes a student or a faculty or a researcher or staff of SGT University, who claims to be the creator of the work under consideration;
- c. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;
- d. "Degree" means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956 and is offered at SGTU;
- e. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- f. "Faculty member" refers to a person who is teaching and/or guiding students enrolled in SGTU in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc.;
- g. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- h. "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- i. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- j. "Programme" means a programme/Course of study leading to the award of a undergraduate, graduate, masters and research level degree;
- k. "Researcher" refers to a person conducting academic/scientific research in SGTU;
- l. "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of SGTU; however, this shall exclude assignments/term papers/course work/essays and answer scripts etc.;


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- m. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text;
- n. "Staff" refers to all non-teaching staff working in SGTU in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- o. "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);

3. Methods of Plagiarism

Plagiarism is a serious violation of academic integrity/honesty. Including, reproducing, copying, presenting or claiming another person's script (work), either published or unpublished, as one's own work without duly acknowledging the original source by proper citation and reference or without the permission of the source, is considered as Plagiarism. The "work" can be any of the following, but not limited to:

- a. idea, opinion, discovery, data
- b. word by word text, a section of an article/report/book/thesis/dissertation
- c. figure, graph, drawing, image, artwork, photograph, music, audio-video recording
- d. computer program, software, website, or other digital source,
- e. including data, table, language,

4. Teams for Monitoring Plagiarism and their Roles and Responsibilities

At SGTU following teams/committees/cell contribute to its philosophy of despising plagiarism in all forms.

- 1. The Research Committee:
- 2. Internal quality Assurance Cell
- 3. Institutional/Faculty/Departmental Academic Integrity Panels

The first two shall work to provide awareness on plagiarism, training on avoiding plagiarism, and mechanisms for detection of plagiarism. The panels deal with cases of plagiarism. Their details are given in following sections.



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4.1 The Research Committee:

The Research Committee, constitutes under the Ordinance for Award of Doctoral degrees, is primarily responsible for monitoring all research and associated activities at the university.

4.2 Internal quality Assurance Cell (IQAC)

IQAC at SGTU, a mandatory requirement for NAAC/UGC, is also involved in internal quality assurances, including quality of research and research publications.

4.3. Faculty/Departmental Academic Integrity Panel (FAIP/DAIP)

Each Faculty or identified large Departments in a Faculty (with more than 10 faculty members in department) shall constitute and notify FAIP/DAIP, whose composition shall be as given below:

1. Chairperson – Dean of the Faculty/Head of the Department, as the case may be.
 2. Member – Head of a Department (if not the Chairman)/senior faculty member from the Faculty/department, to be nominated by the Dean.
 3. Member – Senior academician from outside the Faculty/department, to be nominated by the Dean.
 4. Member – A person well versed with anti-plagiarism tools, to be nominated by the Dean.
- The tenure of the members shall be two years.
 - The quorum for the meetings shall be 3 out of 4 members (including Chairman).

Roles and responsibilities of FAIP/DAIP:

- The FAIP/DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher or staff.
- The FAIP/DAIP shall have the power to assess the level of plagiarism.
- The FAIP/DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings, whichever is earlier.

4.4. Institutional Academic Integrity Panel (IAIP)

An Institutional Academic Integrity Panel (IAIP) shall be constitute and notified with composition as given below:

1. Chairperson - Pro-VC/Dean/Senior Academician of the SGTU to be nominated by VC.



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2. Member - Senior Academician other than Chairman, to be nominated by the VC.
3. Member - One member nominated by the VC from outside the SGTU.
4. Member - A person well versed with anti-plagiarism tools, to be nominated by the VC.
 - The Chairman of IAIP shall not be chairperson of any FAIP/DAIP.
 - The tenure of the IAIP committee members including Chairman shall be three years.
 - The quorum for the meetings shall be 3 out of 4 members (including Chairman).

Roles and responsibilities of IAIP:

- i. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.
- ii. The IAIP shall review the recommendations of FAIP/DAIP including penalties with due justification and approve with or without modifications.
- iii. The IAIP can also investigate cases of plagiarism independently.
- iv. The IAIP may also call the person(s) involved and provide enough opportunity to defend in a fair or transparent manner.
- v. The IAIP shall send the report after review and/or investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of FAIP/DAIP/complaint/initiation of the proceedings, whichever is earlier.
- vi. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

5. Awareness Programs and Training

The Research Committee/IQAC shall establish the mechanism to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism. Some of the suggestion for achieving these are:

- i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
- ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
- iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the departments.

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Vice-Chancellor
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- iv. Create mechanism so as to ensure that each publication / thesis / dissertation by the student, faculty, researcher or staff of the SGTU is checked for plagiarism before forwarding/submission.
- v. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
- vi. Establish facility equipped with modern technologies for detection of plagiarism.
- vii. Encourage student, faculty members, researcher and staff to register on international researcher's Registry systems.
- viii. Instruct students, faculty members, researchers and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- ix. Conduct sensitization seminars/awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

6. Curbing Plagiarism at SGTU

The following practices shall be followed for curbing the plagiarism:

- a. Implementing the technology based mechanism using appropriate software tools so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b. The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc. It should be made available in the Library or any other suitable central place. The procedure for performing similarity check shall be notified.
- c. Every student submitting a thesis, dissertation, or any other such documents to the Department shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the Competent Authority.
- e. Each supervisor of Thesis/Dissertation shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.



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- f. Research Committee shall ensure that soft copies of all Masters, Research program's dissertations and thesis are submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- g. Research Committee shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

7. Similarity checks for exclusion from Plagiarism

In order to establish quantum/level of plagiarism in a document/script, suitable standard software tools shall be deployed. The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.
- iv. A common knowledge or coincidental terms, up to fourteen (14) consecutive words.

Note:

The research work carried out by the student, faculty member, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations and shall not have any similarities

8. Detection/Reporting/Handling of Plagiarism

If any member of the academic community of SGTU suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Faculty/Departmental Academic Integrity Panel (FAIP/DAIP). Upon receipt of such a complaint or report the FAIP/DAIP shall investigate the matter and submit its report and recommendations to the Institutional Academic Integrity Panel (IAIP) of the University.

The authorities, FAIP/DAIP or IAIP can also take suo moto notice of an act of plagiarism and initiate proceedings based on direct or indirect information received. Similarly, proceedings can also be initiated by the Research Committee/IQAC on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

9. Penalties

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism as per the following guidelines.


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Penalties in the cases of CONFIRMATION of plagiarism shall be imposed on the student pursuing studies at the level of Masters or Research programs, on the researcher, on the faculty member or the staff of the SGTU, only after academic misconduct on the part of the individual has been established without doubt, and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

9.1 Levels of Plagiarism and Penalties in case plagiarism is detected in submission of Report, Thesis or Dissertation:

Level 0: Similarities up to 10% (Minor similarities) – no penalty

Level 1: Similarities above 10% and up to 40% –

- shall be asked to submit a revised script within a stipulated time period not exceeding six months.
- shall not be allowed to publish any work for a minimum period of one year

Level 2: Similarities above 40% to 60% –

- rejection of report/thesis/dissertations submitted
- shall be debarred from submitting a revised script for a period of one year.
- in case of employee/faculty member:
 - shall be denied a right to one annual increment.
 - shall not be allowed to be a supervisor to any UG, PG, Master's, M.Phil., Ph.D. student/scholar for a period of one year.

Level 3: Similarities above 60% –

- rejection of report/thesis/dissertations submitted
- registration for the Course/programme for which Thesis or Dissertation was submitted shall be cancelled.
- in case of employee/faculty member:
 - shall not be allowed to publish any work for a minimum period of two years,
 - shall be denied a right to two successive annual increments
 - shall not be allowed to be a supervisor to any UG, PG, Master's, M.Phil., Ph.D. student/scholar for a period of two years.

Note 1: Penalty on repeated plagiarism- Such case shall be punished for the plagiarism of one level higher than the previously committed level. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.



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Note 2: Penalty in case where the degree/credit has already been awarded - If plagiarism is proved on a date later than the date of award of degree or credit, as the case may be, then the degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution. For plagiarism at Level 2 or 3, if any certificate has been awarded based on the work, the same may be withdrawn.

9.2 Levels of Plagiarism and Penalties in case of plagiarism in Academic or Research publication

Level 0: Similarities up to 10% (Minor similarities) – no penalty but the author(s) shall be advised/asked to immediately correct the manuscript and revert.

Level 1: Similarities above 10% and up to 40% –

- shall be asked to withdraw the manuscript.

Level 2: Similarities above 40% to 60% –

- shall be asked to withdraw manuscript.
- in case of employee/faculty member:
 - shall be denied a right to one annual increment.
 - shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of one year.

Level 3: Similarities above 60% –

- shall be asked to withdraw manuscript.
- in case of employee/faculty member:
 - shall be denied a right to two successive annual increments.
 - shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

Note 1: Penalty on repeated plagiarism - Such case shall be punished for the plagiarism of one level higher than the previously committed level. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained, as the case may be, then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Vice Chancellor.

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10. Special Situations

If there is any complaint of plagiarism against the Vice Chancellor, a suitable action, in line with this policy, shall be taken by the management of SGTU.

If there is any complaint or a case of plagiarism against the Dean/Head of Department/Authority of the SGTU, Vice Chancellor shall constitute an independent committee to investigate and recommend the suitable action, in line with this policy.

If there is any complaint of plagiarism against any member of FAIP/DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated. If the case of plagiarism is established against the member, s/he should cease to be a member of the FAIP/DAIP/IAIP and penalty as per this policy shall be awarded.

11. Provision for Appeal/Removal of Difficulty

Any candidate, who is found guilty of plagiarism and is awarded a punishment, deserves the right to appeal against the punishment.

This policy may be revised from time to time for handling of any difficult unpredicted situation, guidelines announced by UGC or other statutory body or experiences gained, with the approval of the competent authority.

This policy on plagiarism after approval by Competent Authority, shall be placed on the homepage of the University website.

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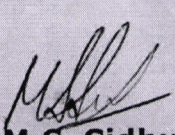
Internal Quality Assurance Cell (IQAC)

SGTU/IQAC/2021-10

Dated: 05-04-2021

The Draft of Revised Research Promotion policy is submitted to Honorable Vice Chancellor for his approval. The revision has been done as per the suggestions of Deans, PVCs & Academicians of the University.

Sir, you are requested to give final approval to this Revised Research Promotion policy.


Dr. M.S. Sidhu
Director
IQAC

Approved for further circulation.

Registrar

*Dr. Academias to
Kindly Circulate as
Per rule.*

DR. Academias

7/4/21




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SGT University

Chandu-Budhera, Badli-Gurugram Road, Gurugram, Haryana

STANDING OPERATING PROCEDURE FOR USE OF TURNITIN(PLAGIARISM CHECKING SOFTWARE)

INTRODUCTION

We as educators and administrators are doing our utmost to promote the honest, thoughtful and legal use of information by faculty, staff and students. In the present day context, one can access billions of Internet source documents, with entire written passages available in seconds. Combined with a growing emphasis on performance and assessment, unoriginal content in research papers is not acceptable.

With a large number of papers being published on a regular basis by faculty and research scholars, a need has been felt to procure software to check the originality of the content prior to publication. Towards this end, "Turnitin," a plagiarism checking software has been procured by the University. It allows unlimited reports submission and is based on user ID and password. The aim of this SOP is to lay down the procedure for use of "Turnitin" so as to ensure the submission of the original content of any paper submitted for publication in and from the University.

DISTRIBUTION TO BRANCHES

We have procured a 100-student user or 10 faculty user licenses of "Turnitin." However, for the time being, access is only being given to faculty. The distribution of the 10 faculty users will be as follows:

(a)	Each Department (EECE, CSE, ME, CIVIL, APS, SOM, SOL) @ 1faculty users each-	07
(b)	Dean RDIL	- 01
(c)	System Administrator	- 01
(d)	Editorial Team	- 01
	Total	10

INSTRUCTIONS FOR USAGE

Step -1

HOD will intimate the names of the faculty members to _____ whose usernames and passwords will be generated by him and intimate the same to the HODs and the users by 10 Apr 2014. The passwords should be changed by users every month to ensure that it is not misused.

All papers for publication will be checked with "Turnitin" at two levels, i.e., by the author(s) themselves and Dean RDIL and the "Turnitin" report generated, will be submitted along with the research paper by the author(s) while submitting to the HOD. A maximum of 20% duplicate content is permissible to start with, which will be reviewed and brought down to 15% at a later date. A certificate to the effect that the paper has been checked for content through "Turnitin" and duplicate content is within the permissible maximum limit of 20% will be endorsed on each paper by the author(s) while submitting it to HODs. Thereafter, with the HOD's approval, the paper for publication will be forwarded to Dy. Dean RDIL, for checking by the said software and overall content. Once approved by the Dean RDIL, it can be sent by the authors for publication, within and outside the University. No paper can be submitted for publication without such approval from Dean (RDIL). The format for approval is enclosed as Annexure.

Step 2- Processing the paper through Turnitin

To check paper click on the "View" link and then click on the "Submit Paper" button.

The screenshot shows the Turnitin user interface. At the top, it says 'INBOX | NOW VIEWING: NEW PAPERS'. Below this is a table with columns 'STATUS' and 'ACTIONS'. In the 'STATUS' column, it says '19 / 0 submitted'. In the 'ACTIONS' column, there is a 'View' button circled in red, and a 'More actions' dropdown menu. To the right of the table is a 'Submit File' button. Below the 'Submit File' button is a table with columns 'AUTHOR' and 'TITLE'.

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Budhera, Gurugram

On the paper submission page, enter the **paper's title** and select the **author's name**

Submit: Single File Upload ▾

Author
Non-enrolled student ▾

First name

Last name

Submission title

The file you are submitting will not be added to any repository.

What can I submit?

Users have a choice to upload a file from the computer, Dropbox, or Google Drive. Click on one of the submission buttons **Choose from this computer**, **Choose from Dropbox**, or **Choose from Google Drive** and select the file for submission.

Choose the file you want to upload to Turniti

Choose from this computer



Choose from Dropbox



Choose from Google Drive

Step 3 - Submitting a Paper Confirmation

A preview of the paper you chose to submit will be shown. Please look over all the information and make sure that it is correct. To confirm the submission, click the **"Confirm"** button.

Step 4 - Viewing Originality Reports

Assignment Inbox will show submitted papers with their **Originality Reports** if available. To open the Originality Report for the paper just submitted, click the report icon.

assignment1

INBOX | NOW VIEWING: NEW PAPERS ▾

Submit File		GradeMark Report Edit assign					
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID
<input type="checkbox"/>	Anonymous	clamper.doc	1%				400894775

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The Originality Report will open in a new window called the **Document Viewer**.

turnitin
Originality Report

Processed on: 27-Feb-2014 16:46 IST
ID: 400894775
Word Count: 1602
Submitted: 1

By Anonymous

Similarity by Source	
Similarity Index	1%
Internet Sources:	1%
Publications:	0%
Student Papers:	1%

Document Viewer

exclude quoted exclude bibliography exclude small matches mode: show highest matches together

Root Cause Analysis, Design Enhancement & Re-engineering of
Pneumatic Jaw Clamper For 1500T, 2400T & 4000T Komatsu Press
Machine (Part 1) Dhruvay Jain1, Pradeep Rohilla2 Maruti Suzuki India

1 1% match (student papers from 08-Sep-2010)
Submitted to University of Malaya

The entire process in details can be seen at website http://turnitin.com/en_us/training/instructor-training.

CONCLUSION

In order to inculcate the habit of creating completely original content amongst the faculty, research scholars and students, it is essential that use of "Turnitin" software is done as above regularly and proof check of papers is done prior to submission without exception.

*****END*****


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