GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU-GV Vizianagaram
All UG Courses are accredited by **NBA**
Institute Accredited by **NAAC** with "**A**" grade (3rd cycle)
Ranked 188th in NIRF-2022

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Standard Operating Procedure (SOP) for the usage of Turnitin plagiarism software

Objective: To ensure consistent and appropriate use of Turnitin for plagiarism detection in academic and research related documents and to support faculty/students.

Scope: This SOP applies to all faculty members who access and use the Turnitin software at GMR Institute of Technology.

Responsibilities:

Faculty Members:

➢ Responsible for creating and managing Turnitin assignments.

➢ In charge of interpreting and communicating Turnitin similarity reports to students.

➢ Responsible for upholding academic integrity and avoiding plagiarism.

➢ Required to submit their work through the designated Turnitin assignment link.

➢ Expected to review and understand the Turnitin similarity report.

Procedure:

Account Setup:

➢ Instructor and faculty members are responsible for creating Turnitin account.

➢ Ensure that faculty members are provided with clear instructions on how to create their Turnitin accounts.

Assignment Creation:

➢ Instructor must create Turnitin assignments within the Turnitin Software.

➢ Specify whether multiple submissions are allowed and if faculty members can view the similarity reports.

Submission Process:

➢ Faculty should submit their work through the Turnitin link.

➢ Ensure that the submission format is compatible with Turnitin (e.g., PDF, Word).

➢ Verify that the submission is successful and that the Turnitin report is generated.

Interpreting Similarity Reports:

➢ Authors should review Turnitin similarity reports for each assignment.

➢ If the faculty member checks the same article with a higher percentage of similarity, he/she should reduce the percentage of similarity by at least 10 to 15% in the previous submission.

- ➢ Each author is allowed 10 times (same or different documents) to check similarity report per one year.
- ➢ Faculty must check the similarity report affiliated to the GMRIT research articles/funding project proposals/student projects handled by his/her guidance, only.

Feedback and Communication:

- ➢ Provide timely and constructive feedback on Turnitin reports.
- ➢ Encourage faculty to review their reports and seek clarification if needed.
- ➢ Address any concerns or disputes regarding similarity reports promptly and professionally.

Privacy and Data Security:

- ➢ Ensure compliance with data protection regulations.
- ➢ Only an authorized faculty member can access his credentials. He should not share his credentials with other members inside/outside the campus.

Review and Revision:

Regularly review and update this SOP to reflect changes in technology, institutional policies, or any other relevant factors.

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