# 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.

**TAX INVOICE**

| | |
|---|---|
| Date: | 12/31/2023 |
| Invoice No: | IN-TIN-02095 |
| Purchase Order No: | 5200076906 |
| Due Date: | 01/30/2024 |
| Payment Terms: | Net 30 |
| Service Start: | 12/28/2023 |
| Service End: | 12/27/2024 |

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New Delhi South Delhi
DL 110016
India

GSTIN: 09AAGCT1132P1Z1
PAN: AAGCT1132P

| Bill To | Account Manager |
|---|---|
| GMR Institute of Technology<br>GMR Nagar, Rajam-Srikakulam Dist<br>Rajam Andhra Pradesh 532 127<br>India<br>Not Available<br><br>Customer's VAT ID/TIN:<br>Customer Number: CN-689807 | Gautam Raval<br><br>graval@turnitin.com |

| Product Name | Product Description | Unit Price | Quantity | Amount |
|---|---|---|---|---|
| OC-B | Originality Check | INR 2,93,033.00044 | 1 | INR 2,93,033.00 |
| | | | Subtotal | INR 2,93,033.00 |
| | | | CGST - 0% | INR 0.00 |
| | | | SGST - 0% | INR 0.00 |
| | | | IGST - IN 18% | INR 52,745.94 |
| | | | UTGST - 0% | INR 0.00 |
| | | | Total | INR 3,45,778.94 |

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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

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| Wire Instructions | 1) Inform your originating bank transfer to:<br><br>BENEFICIARY BANK: Citibank<br>BENEFICIARY COMPANY: Turnitin India Private Limited<br>BENEFICIARY ACCOUNT: **0714093002**<br>BENEFICIARY BANK BRANCH IFSC CODE: CITI0000002<br>BENEFICIARY BANK BRANCH MICR CODE: 110037002<br>SWIFT CODE: CITIINBX<br><br>2) Request that your originating bank reference your invoice number.<br><br>3) Email ar@turnitin.com with the confirmation that the transaction has been completed. |

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|---|---|
| Date: | 12/31/2024 |
| Invoice No: | IN-TIN-03509 |
| Purchase Order No: | Q-824430-1 |
| Due Date: | 01/30/2025 |
| Payment Terms: | Net 30 |
| Contract Start: | 12/28/2024 |
| Contract End: | 12/27/2025 |
| Ship To Customer: | GMR Institute of Technology |

| Bill To | Account Manager |
|---|---|
| GMR Institute of Technology<br>GMR Nagar, Rajam-Srikakulam Dist Rajam Andhra Pradesh 532 127<br>India<br>Not Available<br><br>Customer's VAT ID/TIN:<br>Customer Number: CN-689807 | Gautam Raval<br><br>graval@turnitin.com |

| Product Name | Product Description | Unit Price | Quantity | Amount |
|---|---|---|---|---|
| OC-B | Originality Check | INR 2,93,033.00 | 1 | INR 2,93,033.00 |
| TII-ORIG-MYQ | Turnitin Originality | INR 1,24,400.25 | 1 | INR 1,24,400.25 |
| | | | Subtotal | INR 4,17,433.25 |
| | | | CGST - 0% | INR 0.00 |
| | | | SGST - 0% | INR 0.00 |
| | | | IGST - IN 18% | INR 75,137.99 |
| | | | UTGST - 0% | INR 0.00 |
| | | | Total | INR 4,92,571.24 |

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