

# Plagiarism Help File

For Student

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# Introduction

Plagiarism is a serious academic concern, and it is essential for students to follow the correct procedures to ensure their work meets institutional integrity standards. This document provides detailed guidelines on how to apply for a plagiarism check and the resubmission process when required. By following these steps, students can avoid delays and ensure a smooth thesis submission.

# Plagiarism module process flow

## Two stage process

- Approval for submission of thesis



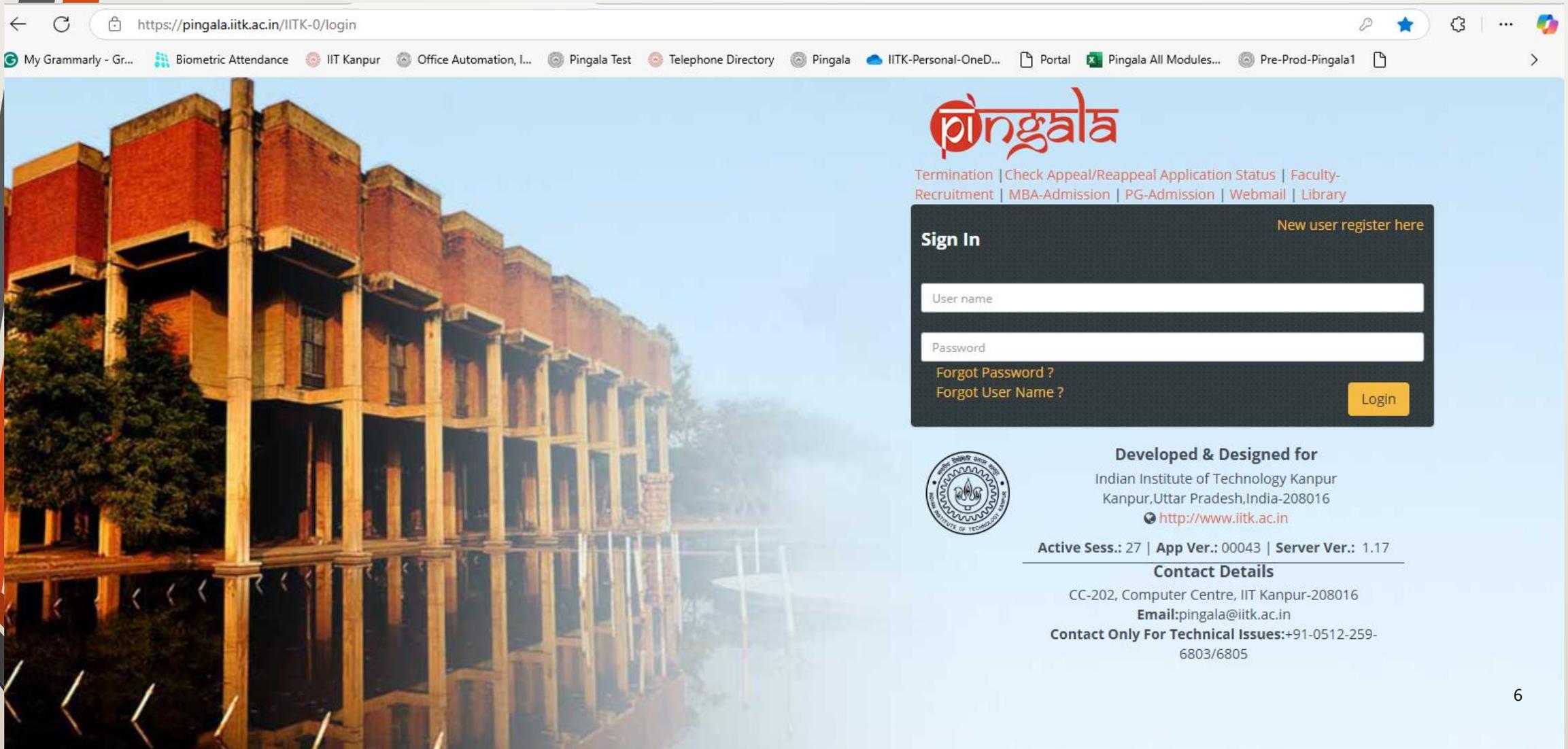
- Declaration Submission





**STAGE I**  
**Approval for Submission of  
Thesis**

- **Step 1:** Login to Pingala: Use your credentials to access your account.



pingala

Termination | Check Appeal/Reappeal Application Status | Faculty-Recruitment | MBA-Admission | PG-Admission | Webmail | Library

**Sign In** [New user register here](#)

User name

Password

[Forgot Password ?](#)

[Forgot User Name ?](#)

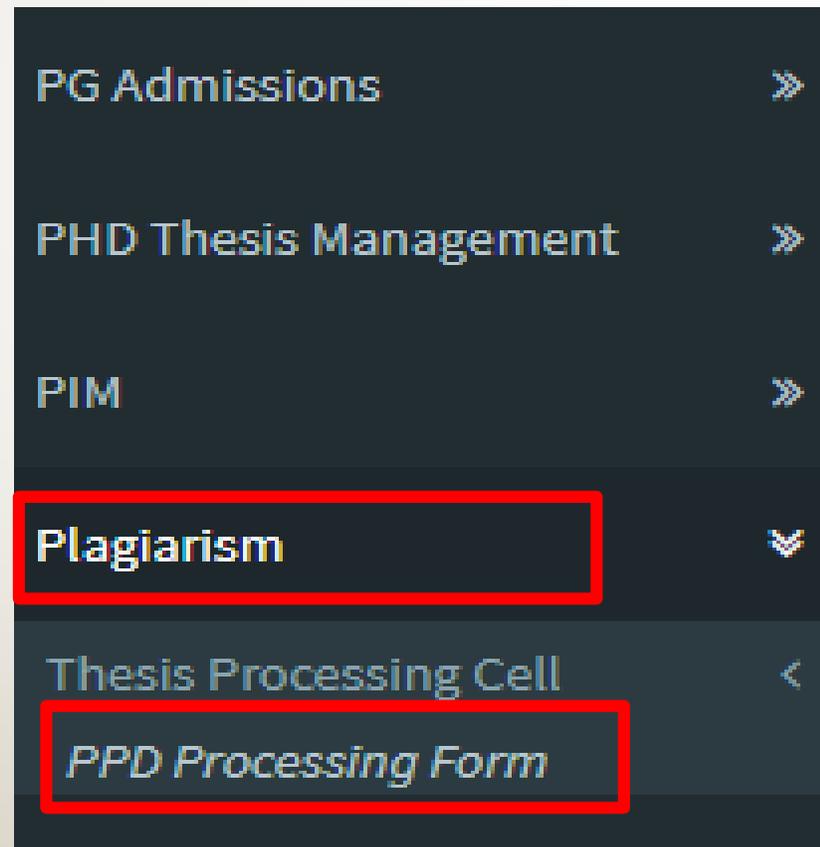
Login

 **Developed & Designed for**  
Indian Institute of Technology Kanpur  
Kanpur, Uttar Pradesh, India-208016  
<http://www.iitk.ac.in>

Active Sess.: 27 | App Ver.: 00043 | Server Ver.: 1.17

**Contact Details**  
CC-202, Computer Centre, IIT Kanpur-208016  
Email: pingala@iitk.ac.in  
Contact Only For Technical Issues: +91-0512-259-6803/6805

- **Step 2:** Navigate to Path: Plagiarism > Thesis Processing Cell > PPD Processing Form



- **Step 3:** Click on the button “+Submit Thesis”

## PPD Processing Form

Plagiarism > Thesis Processing Cell > PPD Processing Form

You are accessing this page as role » Student Admin

+ Submit Thesis

Update Thesis / Declaration



Display 10 records per page

Filter records:

S No	Student Name	Roll No	Thesis Title	Submission Date	Form Status	View	Approval Logs
	Search Student Name	Search Roll No	Search Thesis Title	Search Submission Date	Search Form Status		

- **Step 4:** Enter the Thesis Title, Upload the Thesis (PDF format, max size: 99MB), and click on submit.

You are accessing this page as role » Automation Team Member

### Thesis Processing Cell (Plagiarism Prevention Desk Processing Form)

Name Of Student :	RAHUL Arorad (Test)	Roll No. :	10
Department :	AE	Programme :	Ph.D
Email :	kushtt@iitk.ac.in	Phone :	94 111 86600
Thesis Supervisor :	PINGALA DESK	Supervisor Email :	pingala@iitk.ac.in
Thesis Co-Supervisor(s) :	NA	Co-Supervisor(s) Email :	NA

Thesis Title : \*

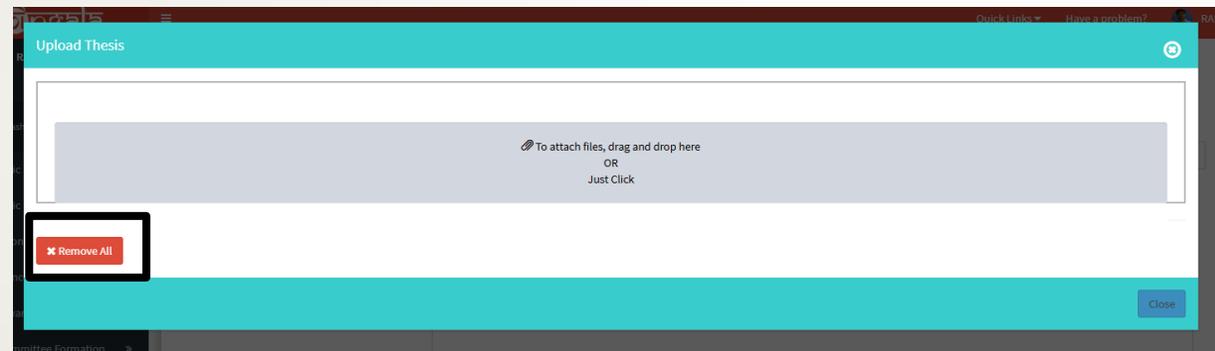
Remarks :

Upload Thesis: \*   Other Enclosure:

Upload Similarity Report:

# Guidelines for PPD Form

- You may also upload the similarity report (if required). The upload is non-mandatory in nature.
- If you uploaded an incorrect file, click on the Remove button to delete it.



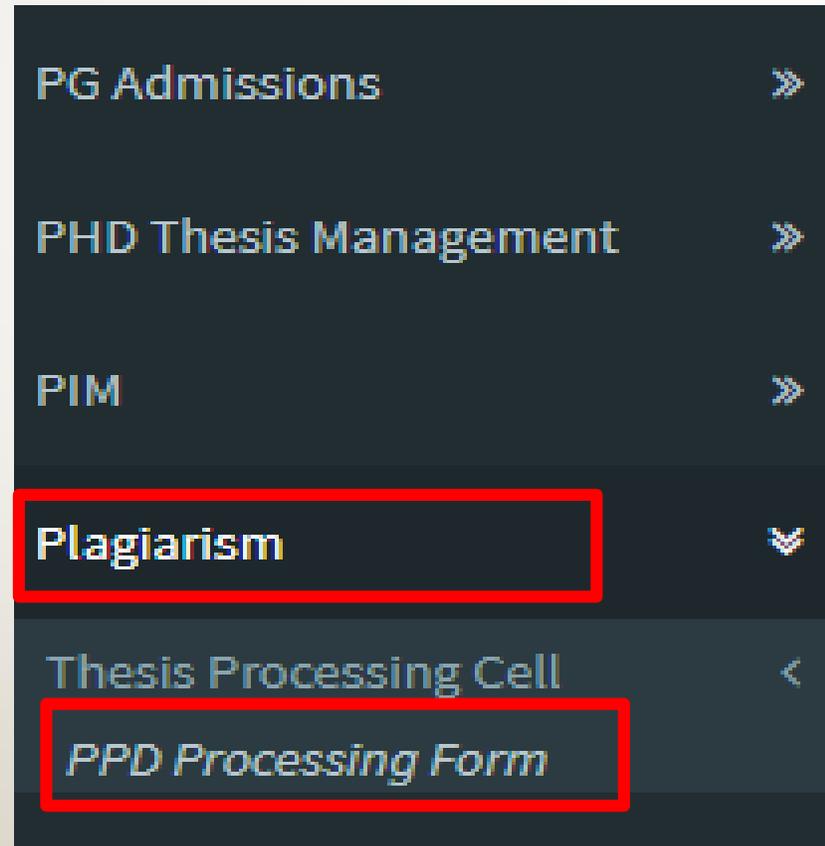
- Verify that your Thesis Supervisor/Co-supervisor's name is correctly updated. If incorrect, contact your Department Office for corrections.
- Double-check all documents and details before clicking the "Submit" button, as no modifications can be made after submission.
- Once submitted, the Supervisor and Plagiarism Prevention Desk (PPD) will review it.

For any issues related to the Plagiarism Check Process, contact the PPD Cell at: [ppd\\_doa@iitk.ac.in](mailto:ppd_doa@iitk.ac.in).

A decorative graphic on the left side of the slide, consisting of several overlapping, angled lines in shades of grey, orange, and red, creating a dynamic, geometric shape.

# STAGE II Declaration Submission

**Step 1:** Navigate to Path: Plagiarism > Thesis Processing Cell > PPD Processing Form



**Step 2:** Once Form status is shown as “Declaration Initiated”, then click on “Update Thesis / Declaration” button.

PPD Processing Form Plagiarism > Thesis Processing Cell > PPD Processing Form

You are accessing this page as role » Student Admin

[+ Submit Thesis](#)
[Update Thesis / Declaration](#)
[Refresh](#)
[Print](#)
[View](#)
[Export](#)

Display  records per page Filter records:

S No	Student Name	Roll No	Thesis Title	Submission Date	Form Status	View	Approval Logs
	<input type="text" value="Search Student Name"/>	<input type="text" value="Search Roll No"/>	<input type="text" value="Search Thesis Title"/>	<input type="text" value="Search Submission Date"/>	<input type="text" value="Search Form Status"/>		
1	Test Case	Test2023	TEST - Computational Study of Laminar Flow Control Techniques for High-Altitude UAVs	03-Sep-2025	Declaration initiated	<a href="#">View</a>	<a href="#">Approval Logs</a>

**Step 3:** Select the declaration check-box (you may also add remarks, if any) and then click on the “Submit” button. Once clicked, it will be directed to your supervisor or co-supervisor.

Thesis Processing Cell (Plagiarism Prevention Desk Processing Form) 

**Declaration by the Student**

I, Test Case have checked the thesis and the Similarity Report, and I am satisfied with the content of the thesis. (Enclosures, if needed)

Remarks :

## At this stage of process

- **Declaration Submission Only:** In this stage, you are allowed to submit only the declaration. No other actions are permitted.
- **No Document Changes:** Document cannot be modified, replaced, or removed during this process.
- **No Form Edits:** The form becomes non-editable at this stage. You will not be able to make any corrections or updates to the details already entered.

# Final Preview of Pingala-generated PPD Form

- Sample of Final Approved PPD Form Layout
- This can be accessed by Navigating to path as follows:
- Path: Plagiarism > Thesis Processing Cell > PPD Processing Form > "VIEW" button >> "  print button

**Indian Institute of Technology-Kanpur**  
**Thesis Process Cell, Plagiarism Prevention Desk Processing Form**

Name of Student :	<Student_name>	Roll No. :	123456
Department :	AE	Programme :	M.S. (R)
Email :	pranavk@iitk.ac.in	Phone :	99999999
Thesis Supervisor :	<Supervisor_name>	Supervisor Email :	ABC@iitk.ac.in
Thesis Co-Supervisor(s) :	<Co-supervisor_name>	Co-Supervisor(s) Email :	XYZ@iitk.ac.in
Thesis Title :	Test Thesis Title		

**Submission by Student**

Date of Submission : 16-05-2025

Remarks :

**Declaration by the Student**

I, <Student\_name>, have checked the thesis and the Similarity Report, and I am satisfied with the content of the thesis. (Enclosure, if needed).

Date of Declaration : 26-05-2025

**Approval for Submission**

I, <Supervisor\_name>, have reviewed the thesis submitted by Test Data and forwarding it for the plagiarism check.

I, <Supervisor\_name>, have checked the Similarity Report and the Similarity is at acceptable

Approval of Submission Date : 26-05-2025

**Similarity Index Details by PPD**

Similarity Index of the Thesis is: 8.30%

Signature (Coordinator, Thesis Processing Cell) 

Date of Report : 26-05-2025

**Final Approval by DOAA/ADAA**

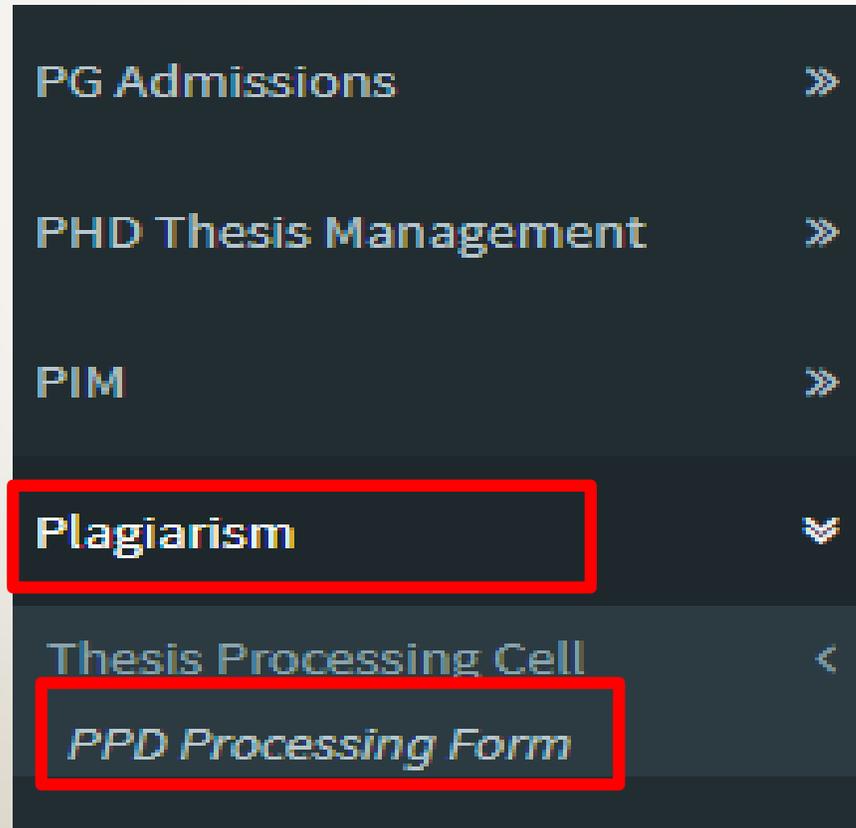
The thesis must be submitted in its present form.

Signature (Dean/Associate Dean, Academic Affairs) 

Date of Approval : 26-05-2025

# Plagiarism check for resubmission of thesis

**Step 1:** Navigate to Path: Plagiarism > Thesis Processing Cell > PPD Processing Form



# Guidelines for resubmission

- Resubmission is allowed only if the oral board suggests modifications to your thesis.
- The “Update Thesis” button will only be active after if your application status is “Approved” by DOAA or ADAA.

## Step 2: Click on the button "Update Thesis"

PPD Processing Form Plagiarism > Thesis Processing Cell > PPD Processing Form

You are accessing this page as role » Student

[+ Submit Thesis](#)
[Update Thesis](#)
[Refresh](#)
[Print](#)
[View](#)
[Export](#)

Display  records per page Filter records:

S No	Student Name	Roll No	Thesis Title	Submission Date	Form Status	View	Approval Logs
	<input type="text" value="Search Student Name"/>	<input type="text" value="Search Roll No"/>	<input type="text" value="Search Thesis Title"/>	<input type="text" value="Search Submission Date"/>	<input type="text" value="Search Form Status"/>		
1	RAHUL Arorad	10100061	TEST: Aerodynamics and Fluid Dynamics	31-Jan-2025		<a href="#">View</a>	<a href="#">Approval Logs</a>

1 - 1 of 1 
[First](#)
[Previous](#)
[1](#)
[Next](#)
[Last](#)

# Procedures

Follow the same procedures as the initial submission process.

# Conclusion

Following the correct plagiarism check and resubmission procedures ensures that students meet the required academic integrity standards. By adhering to these guidelines, students can avoid unnecessary complications and complete their thesis submission smoothly. For any further queries, students are encouraged to reach out to the PPD Cell for assistance.

# Queries / Complaint Support

- For issues related to **policies matter**
  - Plagiarism Prevention Desk: e-mail: [ppd\\_daaa@iitk.ac.in](mailto:ppd_daaa@iitk.ac.in); Phone: +91-512-679-2107
- **For technical issues**
  - Pingala Support: e-mail: [pingala@iitk.ac.in](mailto:pingala@iitk.ac.in); Phone: +91-512-679-6803 / 6805