

Plagiarism Help File

For Supervisor / Co-Supervisor

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Plagiarism module process flow

Two stage process

- Approval for submission of thesis



- Declaration Submission



In this module

- The module also provides an option to upload the Similarity Report.
- The report can be uploaded either by the student or the supervisor/co-supervisor.
- Uploading the Similarity Report is optional for both student and supervisor – it is not mandatory.
- If the report is uploaded, the Thesis Processing Cell will cross-verify it.

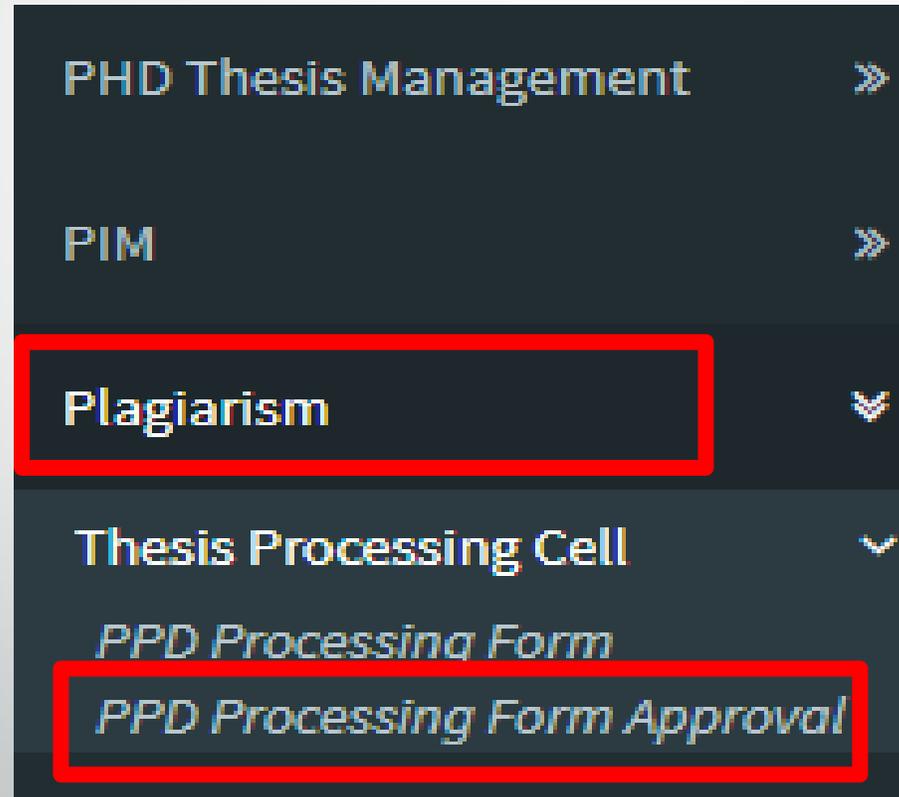
Supervisor / Co-Supervisor Responsibilities

- Check that the student's thesis, form details and uploaded documents are correct.
- Verify the Similarity Report if it has been uploaded (when required).
- Approve the thesis submission on time to avoid delays in the student's submission process.
- Provide the declaration on time once the plagiarism check is within the permissible limit (as confirmed by the PPD).

Approval for Submission

By Supervisor
or
Co-Supervisor

Step 1: Navigate to path: Plagiarism > Thesis Processing Cell > PPD Processing Form Approval



Step 2: Select the Form Status as "Submitted" from the dropdown then click on "Show" button

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

You are accessing this page as role > Supervisor

Form Status : * Programme :

Branch : Roll No. :

[Show](#)

[+ Approval for Submission / Declaration](#)
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[🔄](#)
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Display records per page Filter records :

S.No.	Student Name	Roll No	Thesis Title	Submission Date	Form Status	View	Approval Logs
1	Test Case	Test2023	TEST - Computational Study of Laminar Flow Control Techniques for High-Altitude UAVs	03-Sep-2025	Submitted	View	Approval Logs
2	Test Data2	Pingalatest456	Test: UAV Configurations and Power Tech	03-Sep-2025	Submitted	View	Approval Logs

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Step 3: Click on “View” button, to view the uploaded documents by students. It will be displayed in a form-view style.

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

You are accessing this page as role » Supervisor

Form Status : * Submitted Programme :

Branch : Roll No. :

Display 10 records per page Filter records :

S.No.	Student Name	Roll No.	Thesis Title	Submission Date	Form Status	View	Approval Logs
1	Test Case	Test2023	TEST - Computational Study of Laminar Flow Control Techniques for High-Altitude UAVs	03-Sep-2025	Submitted	<input type="button" value="View"/>	<input type="button" value="Approval Logs"/>
2	Test Data2	Pingalatest456	Test: UAV Configurations and Power Tech	03-Sep-2025	Submitted	<input type="button" value="View"/>	<input type="button" value="Approval Logs"/>

1 - 2 of 2

Form-view style

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

Name Of Student :	Test Data2	Roll No. :	Pingalat
Department :	AE	Programme :	Ph.D
Email :	kusht@iitk.ac.in	Phone :	1234567899
Thesis Supervisor :	Pingala Admin Not Offered	Supervisor Email :	.sht@iitk.ac.in
Thesis Co-Supervisor(s) :	PINGALA DESK	Co-Supervisor(s) Email :	pingala@iitk.ac.in
Thesis Title :	Test: UAV Configurations and Power Tech		
Remarks :			

Submission by Student

Thesis:		Other Enclosure:	
Similarity Report:		Date Of Submission :	03-09-2025

Click on buttons against to view the uploads by students.

Step 4: First select the entry, then click on the button “+Approval for Submission / Declaration”

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

You are accessing this page as role » Supervisor

Form Status : * Programme :

Branch : Roll No. :

Display records per page Filter records :

S.No.	Student Name	Roll No	Thesis Title	Submission Date	Form Status	View	Approval Logs
1	Test Case	Test2023	TEST - Computational Study of Laminar Flow Control Techniques for High-Altitude UAVs	03-Sep-2025	Submitted	<input type="button" value="View"/>	<input type="button" value="Approval Logs"/>
2	Test Data2	Pingalatest456	Test: UAV Configurations and Power Tech	03-Sep-2025	Submitted	<input type="button" value="View"/>	<input type="button" value="Approval Logs"/>

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Step 5: You may upload the revised thesis, other enclosures, or the Similarity Report (if needed). Any new upload will replace the files earlier uploaded by the student. These uploads are optional. Before clicking the Submit button, you must check the box as shown in the figure below.

Approval for Submission / Declaration ✕

Upload Thesis: Other Enclosure:

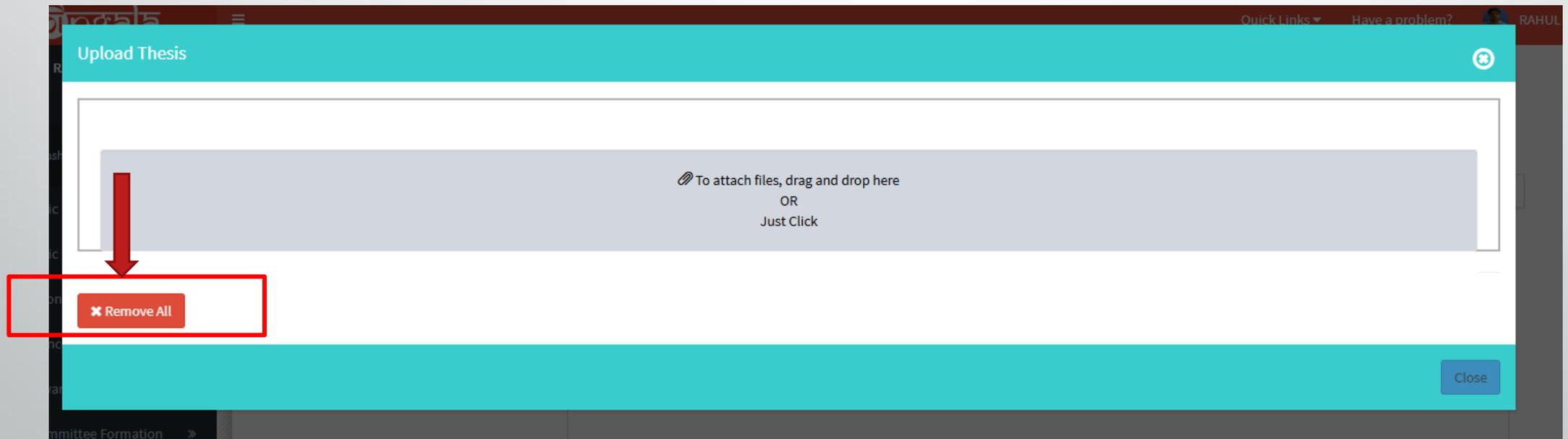
Upload Similarity Report:

I, <Supervisor_name > I have reviewed the thesis submitted by <student_name> forwarding it for the plagiarism check.*

Remarks :

Please Note: The Thesis file must be in PDF format and under 99 MB, while all other uploaded documents should also be in PDF format.

Note: If you uploaded an incorrect file, click on the Remove button to delete it.



Step 6: Once submitted, it is forwarded to Plagiarism Prevention Desk (PPD).
And the status will be changed to "Forwarded to PPD"

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

You are accessing this page as role » NOA Admin

Form Status : * **Programme :**

Branch : **Roll No. :**

[Show](#)

[+ Endorsement by Supervisor](#)
[Print](#)
[View](#)
[Refresh](#)
[Help](#)
[Close](#)

Display records per page Filter records :

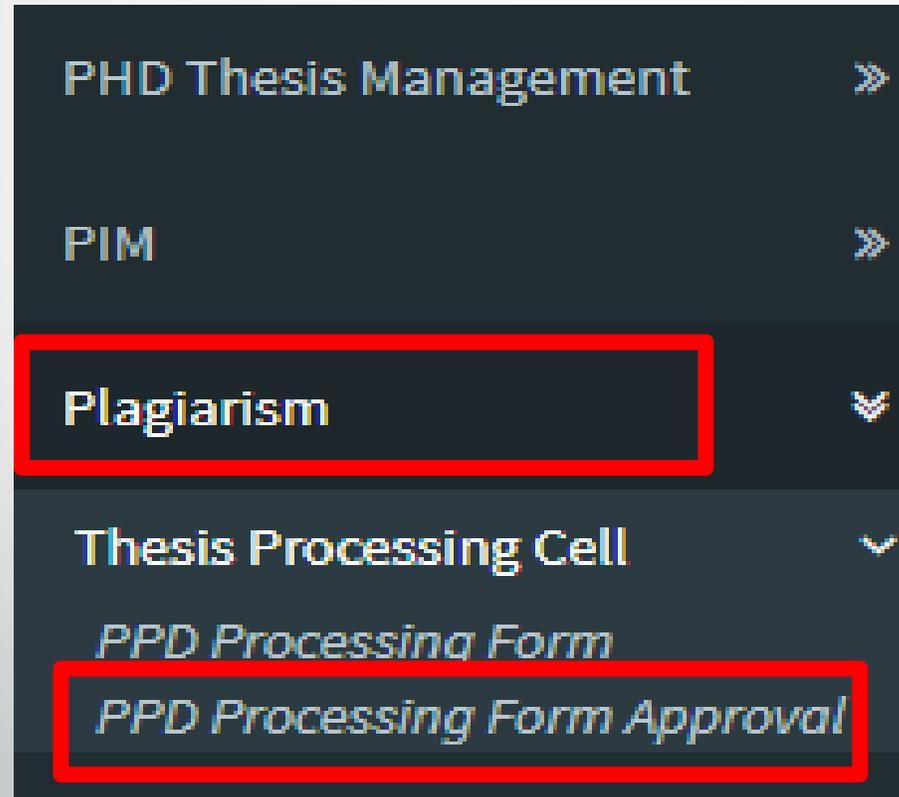
S.No.	Student Name	Roll No	Thesis Title	Submission Date	Form Status	View	Approval Logs
1	RAHUL Arorad	10100061	TEST: Aerodynamics and Fluid Dynamics	31-Jan-2025	Forwarded to PPD	View	Approval Logs

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Declaration Submission

**By Supervisor
or
Co-Supervisor**

Step 1: Navigate to path: Plagiarism > Thesis Processing Cell > PPD Processing Form Approval



Step 2: Select the Form Status as “Declaration forwarded to Supervisor” from the dropdown then click on “Show” button

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

You are accessing this page as role » Supervisor

Form Status : * Programme :

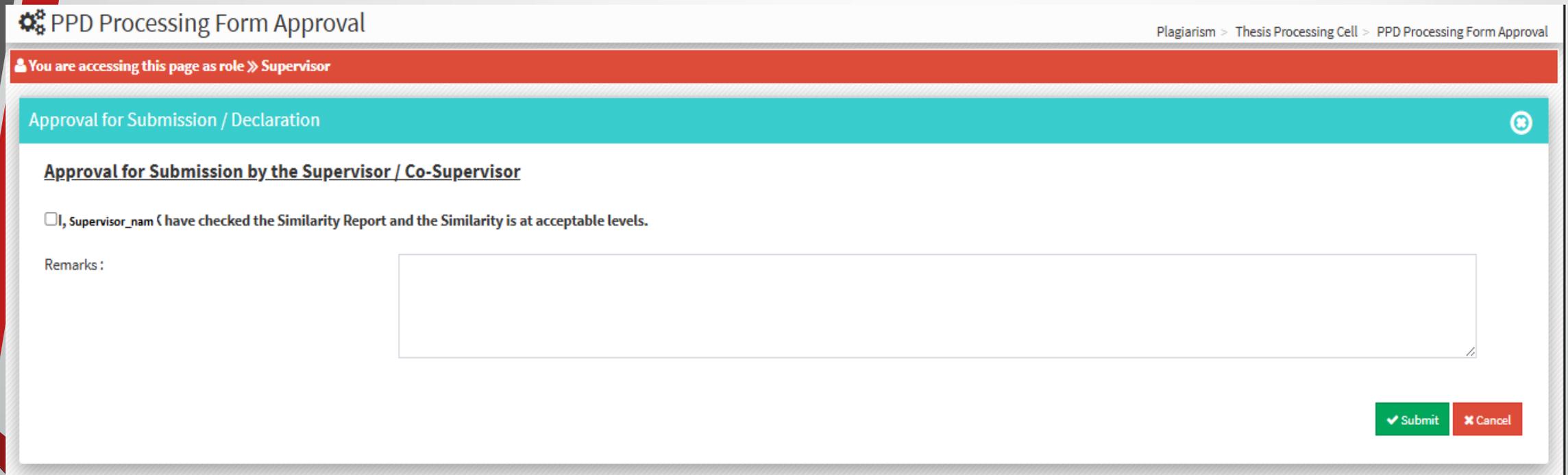
Branch : Roll No. :

Display records per page Filter records:

S.No.	Student Name	Roll No	Thesis Title	Submission Date	Form Status	View	Approval Logs
1	Ashish Saxena (Test)	21 000701	TEST - Computational Study of Laminar Flow Control Techniques for High-Altitude UAVs	09-Jul-2025	Declaration forwarded to Supervisor	<input type="button" value="View"/>	<input type="button" value="Approval Logs"/>

1 - 1 of 1

Step 3: Tick the check-box and click on the “Submit” button. After submission, the application will move to the Plagiarism Prevention Desk (PPD) for processing.

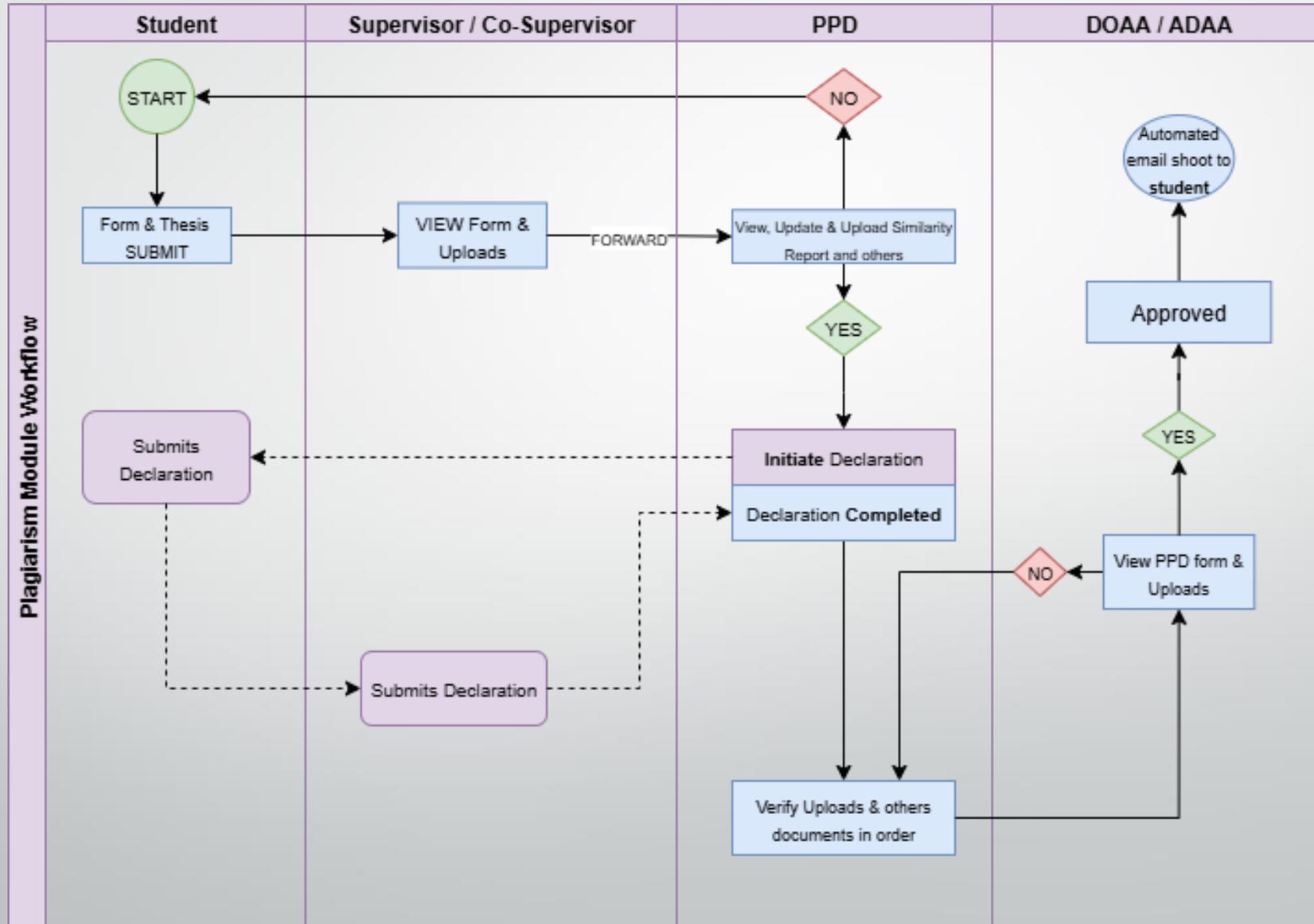


The screenshot shows a web application interface for "PPD Processing Form Approval". The breadcrumb trail is "Plagiarism > Thesis Processing Cell > PPD Processing Form Approval". A red banner at the top indicates the user is accessing the page as a "Supervisor". The main content area has a teal header "Approval for Submission / Declaration" with a refresh icon. Below this is a section titled "Approval for Submission by the Supervisor / Co-Supervisor" containing a checkbox with the text "I, Supervisor_name have checked the Similarity Report and the Similarity is at acceptable levels." and a "Remarks:" label next to a large empty text input field. At the bottom right, there are two buttons: a green "Submit" button with a checkmark icon and a red "Cancel" button with an 'X' icon.

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.

Plagiarism Module Workflow



Conclusion

- Supervisors and Co-Supervisors are responsible for endorsing students' plagiarism reports and ensuring compliance with academic integrity policies. By following the outlined process, they contribute to maintaining the quality and credibility of research submissions.
- For any issues, supervisors can contact the PPD Cell (ppd_doaa@iitk.ac.in) for assistance.
- For technical issues, supervisors can contact Pingala Support (pingala@iitk.ac.in) for assistance.