MCKV Institute of Engineering

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Institution's Rules and Regulations for using Plagiarism Detection Software (DrillBit)

These guidelines can help ensure proper, ethical, and effective use of the software within an educational or organizational setting.

1. Purpose and Scope

- The institution employs DrillBit plagiarism detection software to promote academic integrity by identifying potential instances of plagiarism in submissions, including research papers / articles / thesis / project reports / institutional reports and other coursework of faculty, staffs members & student.

2. Authorized Users

- Plagiarism checking is allowed to Faculty, Staff members and PG students of MCKVIE.
- PG students should sent the request through his / her institutional Guide / HOD / Coordinator.
- Institute Faculty member / Staff member requesting for Plagiarism check should be one of the authors of the paper.
- In case of Plagiarism checking for papers submitted as a part of institutional / departmental events, concerned coordinator / publication chair should forward the papers, after the 1st level of Plagiarism check is being done by the authors themselves.

3. User Responsibilities

- Ensure that all submitted academic work compiles with the institution's academic integrity policies.
- Use DrillBit to check the originality of student's work, staff member's articles, research papers, and prior to grading or publication.
- Users are responsible for reviewing the similarity reports generated by DrillBit and addressing any flagged content before final submission.

4. Submission Guidelines

- All students written work are to be submitted through institutions faculties or staff members.
- All documents must be submitted in approved formats (**e.g., .docx, .pdf, .txt**) as specified by the institution.
- Maximum file size limits (**100MB**).
- Users can upload up to **15 files** simultaneously.
- Each document can be up to **800 pages** in length.
- Users should submit documents only through the official DrillBit platform or integrated institutional systems.
- A maximum of **five (5)** plagiarism checks are permitted per faculty/staff member per year.

5. Confidentiality and Privacy

- Submitted work will be stored securely within DrillBit's database to facilitate future plagiarism check.
- Users consent to their submitted work being stored in DrillBit's database for future similarity comparisons unless otherwise stipulated by institutional policy.
- The institution and DrillBit will not disclose submitted content to third parties without user consent, except as required by law.

6. Use of Similarity Reports

- Similarity reports generated by DrillBit are tools to assist in identifying potential plagiarism; they do not automatically determine academic misconduct.
- Faculty and academic committees will review reports in context to make fair judgments.
- Users may be required to provide explanations or revisions for flagged content.

7. Submission Procedures

- All staff members are hereby requested to send their papers in soft copy to library mail (library@mckvie.edu.in) for checking plagiarism.
- It is advised to write only "Plagiarism Check" in the subject area and name, department and employee ID & purpose in the body area of the e-mail.
- Report along with original script will be sent to you as soon as possible.

8. Prohibited Actions

- Do not attempts to manipulate, bypass,
- Do not use commercial purpose.
- Sharing of accounts or credentials is strictly prohibited.
- Do not use for personal documents checking.
- Do not uses for class notes, answers script checking.

_02/06/25_

Principal