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	NCU requires people to use its information technology resources in a responsible manner, abiding by all its policies, regulations and the laws of the Government of India as applicable from time to time.	
	This policy shall be called Information Technology and Network Resources Policy of the NorthCap University and it will come into effect from 1# August 2019.	all FIPUs IT resources - whether administered by the IT department or by individual departments. All employees, retainers, consultants,
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	This Policy applies to everyone who accesses NCU Information Technology Resources, whether affiliated with the University or not, whether on campus or from remote locations, including but not	to be familiar with and adhere to the policy. This Policy applies to FIPL owned dev
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# Uploading files in the folder shared by Faculty members to check similarity

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Faculty can create folders according to subject or as desired and share the folder with the students.

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Student will open the URL and get the screen as illustrated above. Student fills his/her first name, last name, email ID. Selects the file and send it to you.



Faculty will check the similarity going inside the folder. Student will get a mail for successful submission.

Faculty will not delete the submitted papers. They can exclude the submission already done.

#### Important

On paper submission, you will get three dotted lines as illustrated below.

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Right click on the three dots and select copy ID. This provides an oid number for every paper submitted. You are requested to note down the oid number for

all papers submitted. For any problem related to paper submission or removal from Turnitin repository this paper ID is required. Do not Loose this OID number.



### Getting the paper deleted from repository

Provide the OID number to <u>deepak@ncuindia.edu</u>. Oid can be taken from concerned faculty member if submitted in the faculty folder or from your account if the paper has been submitted by the student on their account.

To get the oid follow the steps given above.

Normal time to delete the pare is one day. On losing the oid requires the involvement of Turnitin USA Team which can take weeks.

In case of any problem, follow the escalation matrix

- 1) Concerned faculty member
- 2) <u>https://helpdesk.ncuindia.edu/</u>
- 3) Deepak Satyarthi (<u>deepak@ncuindia.edu</u>)