

General Instructions to the Users:

1. Once An Admin has created a user account to the respective college, the login credentials have been sent to the Registered Mail Id which is the mail id belonging to the responsible person through Drill Bit software.
2. By default, the Controller of Examination, Dr NTR UHS, has been acting as an Admin for the Drill Bit Anti Plagiarism check software.
3. The responsible person has to check the registered mail id inbox for updates regarding plagiarism.
4. The responsible person will have to login into the Drillbit User account by using the login credentials that were received through the e-mail by a click on the link provided along with login credentials.
5. Before going to check the plagiarism/ similarity of a Dissertation / Thesis/ Synopsis / Article etc., the person has to create a folder by following the instructions which are displayed on the screen.
6. While creating the folder the person has to do the folder settings, The settings apply only to the documents which are submitted under this folder.
7. The settings are to be done as follows:

- i. Enter the Folder name in the textbox it should be the Name of the Course.

Folder Name

- ii. Select a date up to which the folder has to exist, if the selected date is expired then the documents which are submitted under the folder have been erased, and they can't be retrieved.

Hence select the date accordingly.

Validity

- iii. Click on Yes/ No Radio buttons as follows:

Exclude Reference / Bibliography	<input checked="" type="radio"/> yes <input type="radio"/> no
Exclude Quotes	<input type="radio"/> yes <input type="radio"/> no
Exclude small sources (less than 14 similarity words)	<input checked="" type="radio"/> yes <input type="radio"/> no (Standard 5 similarity words)
Option To Exclude/Include Sources	<input type="radio"/> yes <input checked="" type="radio"/> no
Grammar Check	<input type="radio"/> yes <input checked="" type="radio"/> no
Exclude Phrases Entered Phrases will be excluded for plagiarism check. Enter one Phrase per each text box without punctuation. Each Phrase should have a minimum of 3 and maximum of 200 characters	<input checked="" type="radio"/> yes <input type="radio"/> no

NOTE:

1. If any candidate has intended to do his / her dissertation through review, on the literature/ project which was done by someone else earlier.
To avoid the literature words from the plagiarism check by following the instructions given below while checking the Plagiarism/ similarity.
A) Writing it in double inverted quotes (i.e., "literature words") in the document.
B) And changing the folder settings.i.e., Exclude Quotes should be- **Yes**

Exclude Quotes	<input checked="" type="radio"/> yes <input type="radio"/> no
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8. After folder creation the responsible person has to check the similarity / Plagiarism of the Dissertation of the candidate before going to submit the report/ Dissertation to the University through the proper channel. By following the Guidelines given in as,



How to login and upload a file in DrillBit.pdf at <https://www.drillbitplagiarism.com/support.html>

9. If the Responsible person is satisfied with the percentage of the similarity/ plagiarism of the Dissertation in accordance with the instructions issued by the University, then he has to download a digital receipt/ certificate by clicking on the icon given in the result report.

Otherwise, the candidate has suggested re drafting the content till to meet the level of plagiarism defined by the University.

10. Ensure that while downloading the Digital certificate, it should be a certificate for the dissertation.
11. After downloading the digital receipt/ certificate the responsible person has to fill the respective fields where the text box is shown as "Type here" with relevant information. It should be signed by the responsible person before handing over it to the candidate and it should be saved into the Repository box by clicking on the icon provided in the result report.
12. Unfortunately, / accidentally, if anyone has saved the dissertation into the repository box without meeting the level of plagiarism specified by the University. It will have been deleted from the repository box only when the request has been submitted to the admin and it should be accepted by the admin. Once the request is made and accepted it will take around 01 day to 01-week time to delete.
13. Further assistance required in this regard the authorized person/User may go through the link provided at the website of plagiarism software providers to the University i.e., <https://www.drillbitplagiarism.com/>
On the home page of the above link, the user will get a video tutorial on how to utilize the software. Use it accordingly.
14. If any further assistance is required regarding instructions in the submission of the Dissertation drop a mail at coe.drnrhuhs@yahoo.com.

And assistance required in the utilization of the Drillbit software i.e., for technical issues drop a mail at jayachand.rowthu@ap.gov.in.

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