

**BT-MT Thesis Submission Procedure to be followed during the  
Closure of the Institute due to COVID-19**

***This procedure replaces the existing thesis submission procedure until further notice.***

1. Student submits the pre-submission draft of the thesis soft copy (PDF) to the Thesis Processing Cell (TPC) by email [ppd\\_doa@iitk.ac.in](mailto:ppd_doa@iitk.ac.in) with a copy to the Supervisor for Similarity Check and Formatting Check, along with the filled Thesis Processing Form (.DOCX file: <http://www.iitk.ac.in/doaa/data/processing-form.docx> ).
2. The Thesis Supervisor forms the Oral Board by sending the list of thesis examiners (duly signed by Convener DUGC and Head of the Department) to [dualdegree@iitk.ac.in](mailto:dualdegree@iitk.ac.in) (as a soft copy), and gets it approved at least 7 days before the submission of the thesis.
3. The student uploads a soft copy of the thesis, signed declaration form (PDF; See Page 14 of Thesis Preparation Guidelines), along with the signed Thesis Processing Form generated by the Thesis Processing Cell at the link below:  
<https://oag.iitk.ac.in/studoaiitk>

**Important Notes:**

- a) The size of the soft copy the thesis (PDF) should preferably not exceed 12 MB.
- b) TPC requires at least 2 working days to generate Similarity Report and Formatting Report.
- c) Thesis Preparation Guidelines: <http://www.iitk.ac.in/doaa/data/thesisguide.pdf>
- d) Thesis Processing Cell: <http://www.iitk.ac.in/doaa/tpc>
- e) For any queries on thesis processing, contact [dualdegree@iitk.ac.in](mailto:dualdegree@iitk.ac.in).



**Dean, Academic Affairs**

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