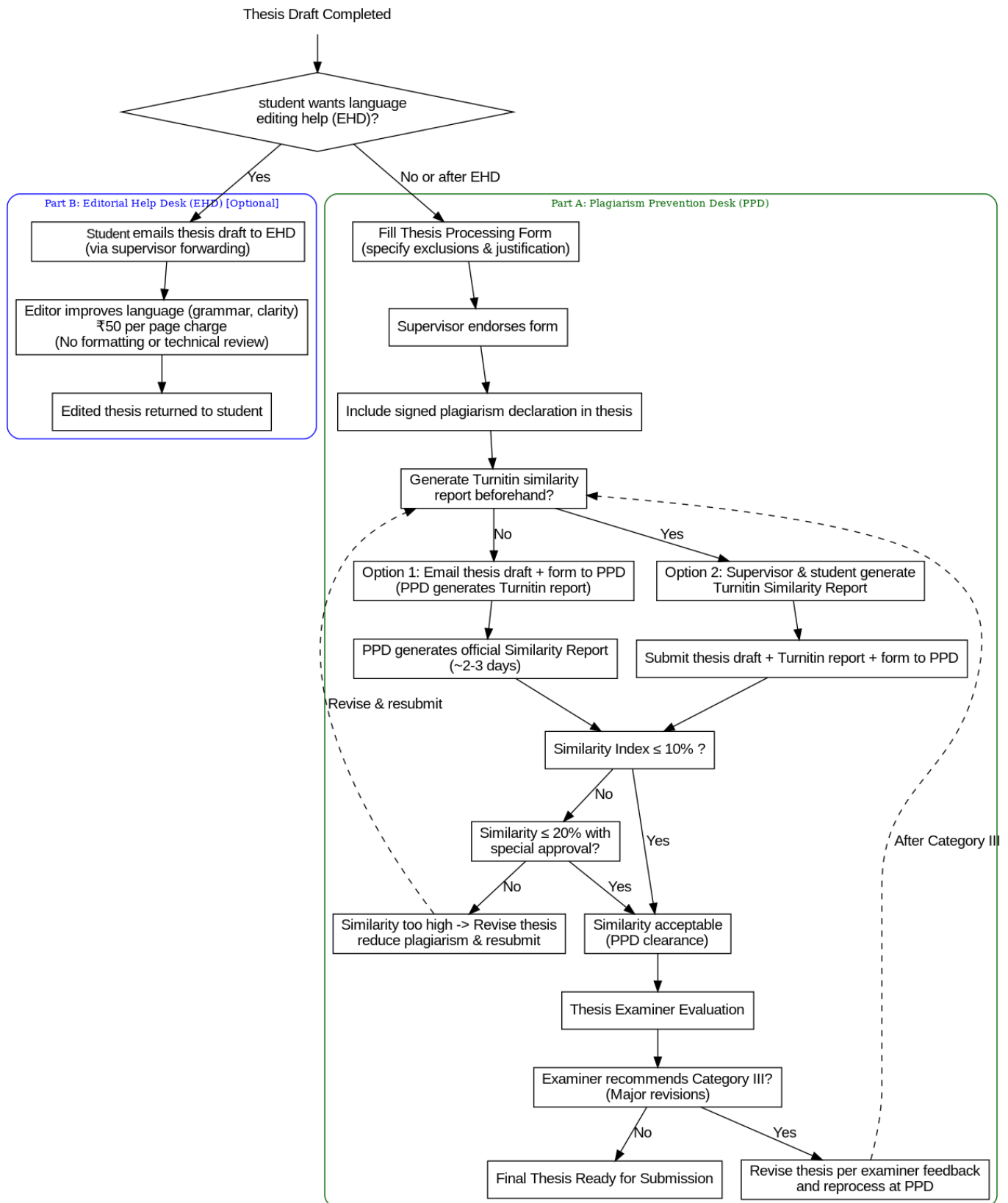


Thesis Processing Cell

For PhD / M.Tech / M.Des / MSR / BT-MT Dual Degree Students






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Purpose of TPC

The Thesis Processing Cell (TPC) ensures that all these submitted at IIT Kanpur are:

-  Free from **unintended plagiarism**
-  Free from **editorial errors**
-  Compliant with academic integrity standards

TPC operates through two desks:

-  **Plagiarism Prevention Desk (PPD)**
-  **Editorial Help Desk (EHD)**

Part A: Plagiarism Prevention Desk (PPD)




Purpose:

- Mandatory similarity check for all thesis submissions using **Turnitin**.
- Marking of formatting point as per guideline of thesis preparation.

There are Two options for Submission of Thesis:

1st Option

Submission Requirements:

1. **Pre-submission draft of complete thesis** (Single PDF format)
2. **Thesis Processing Form** (endorsed by supervisor)
3.  [Original Form](#) (Without Endorsement)
 [Revised Form](#) (With Endorsement)
4. Email to:
 **ppd_daaa@iitk.ac.in**
CC: Your **thesis supervisor(s)**

Processing Timeline:

- Minimum **2–3 working days** for similarity check.

Similarity Report Includes:

- **Similarity Index (%)**
- Highlighted text with matched sources
- Source list for each similarity instance

Guidelines for Acceptable Similarity:


- **Similarity Index \leq 10%** is considered acceptable.

- **Similarity Index $\leq 20\%$** is acceptable as a special case with special approval (Request accepted from thesis supervisor).
- Students may request exclusion of:
 - Their own published work (with supervisor's endorsement)
 - References, bibliography, equations, generic terms, laws, symbols with supervisor endorsement.
- Use the **Thesis Processing Form** to specify exclusions and justifications.

 [UGC Guidelines on Academic Integrity](#)


 Supervisor's Role:

- Must **endorse** the Thesis Processing Form.
- May assist in generating a preliminary Turnitin report to expedite processing.

 Declaration Requirement:

Students must include a signed declaration in their thesis stating it is plagiarism-free.

 [Download Declaration Template](#)

 **2nd Option**

To streamline the thesis processing workflow, kindly note the following steps:

1. Similarity Report Generation:

The student and thesis supervisor may generate a **Similarity Report** using **Turnitin**.

2. Submission to PPD:

The student should submit the **draft thesis** along with the **Turnitin Similarity Report** to the **PPD** cell for further processing.

3. Guidelines for Acceptable Similarity:

- **Similarity Index $\leq 10\%$** is considered acceptable.
- **Similarity Index $\leq 20\%$** is acceptable as a special case with special approval (Request accepted from thesis supervisor).
- Students may exclude:
 - Their own published work (with supervisor's endorsement)
 - References, bibliography, equations, generic terms, laws, symbols with supervisor endorsement.
- Use the **Thesis Processing Form** to specify exclusions and justifications.

 [UGC Guidelines on Academic Integrity](#)

4. Thesis Processing Form: Please ensure that the student uses the official **Thesis Processing Form**

 Filing & Confidentiality:

- The Similarity Report is filed in the **Student File** at the DOAA Office.
- It is **not shared** with thesis examiners.

Resubmission After Category III Evaluation:


- If your thesis receives a **Category III examiner report**, the **revised thesis must be reprocessed** at PPD before resubmission.

Part B: Editorial Help Desk (EHD)

Purpose:

Optional paid service for **PhD students** to improve English language quality of the thesis.

Submission Process:

1. Student emails the **pre-submission draft** to:  **ehd_doaa@iitk.ac.in**
2. The email must be **forwarded by the thesis supervisor**.

Charges:

- ₹50 per page of the manuscript
- Payment via **bank transfer** to the editor's account
- Process overseen by **Coordinator, Thesis Processing Cell**








Scope of Editorial Work:

- Grammar
- Syntax
- Language usage
- Clarity of expression

Does **not** include:

- Technical content review
- Formatting or citation corrections

Summary Checklist

Task	Required For	Mandatory	Notes
Submit draft to PPD	All students		Email with form to ppd_doaa@iitk.ac.in
Fill Thesis Processing Form	All students		Endorsed by supervisor
Similarity Index $\leq 10\%$	All students		Justify if above threshold
Include plagiarism declaration in thesis	All students		Use official template
Editorial Help Desk (EHD)	PhD only		Optional, paid service
Supervisor endorsement for EHD	PhD only		Required for EHD submission
Payment for EHD	PhD only		₹50/page via bank transfer