

**PhD Thesis Submission Procedure to be Followed during the
Closure of the Institute due to COVID-19**

This procedure overrules the existing thesis submission procedure till further notice.

1. The thesis supervisor sends **soft copy (PDF)** of the list of thesis examiners (with institutional affiliation and contact details including the phone number), **duly signed by DPGC and Head of the Department**, to the PG Section, DOAA Office, at the email ids given below:
phd1@iitk.ac.in (for PHY, CHM, MTH, HSS, BSBE, CGS)
phd2@iitk.ac.in (for all other departments/IDPs)
2. The student submits the pre-submission draft of the thesis in a soft copy (PDF) to the Thesis Processing Cell (TPC) (email: ppd_doaa@iitk.ac.in) with a copy to the Supervisor for Similarity Check and Formatting Check, along with the filled in Thesis Processing Form available at <http://www.iitk.ac.in/doaa/data/processing-form.docx>.
3. The student uploads a soft copy of the thesis (PDF), signed declaration form (PDF; See Page 14 of Thesis Preparation Guidelines), **Synopsis (PDF)**, and Thesis Processing Form (PDF) generated by the TPC and duly signed by the student and the supervisor:

Link to upload <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) For Thesis Preparation Guidelines, visit:
<http://www.iitk.ac.in/doaa/data/thesisguide.pdf>
- d) For details on Thesis Processing Cell, visit:
<http://www.iitk.ac.in/doaa/tpc>
- e) For any queries on thesis processing, contact the email ids under Point 1



Dean, Academic Affairs

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