



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

P.O.: IIT Kanpur, 208 016, Uttar Pradesh, India

शैक्षिक विभाग

ACADEMIC SECTION

अधिष्ठाता, शैक्षिक कार्य

Dean of Academic Affairs

No. A/TPC/OO/2019/119

August 30, 2019

Office Order

The Institute has started a **Thesis Processing Cell** for the students in PhD/MTech/MSR/BT-MT Dual Degree programmes, who are about to submit their theses. The objective of the Cell is to help students submit a thesis free of (a) unintended plagiarized content and (b) editorial errors. The **Thesis Processing Cell** will comprise the following desks working independently of each other:

1. **Plagiarism Prevention Desk (PPD)**
2. **Editorial Help Desk (EHD)**

1. Plagiarism Prevention Desk

The Plagiarism Prevention Desk (PPD) will check the pre-submission draft of the PhD/ MTech/ MSR/MDes/BT-MT Dual Degree theses for plagiarism. The check is mandatory for all the theses submitted at the Institute. The procedure is as follows:

- a. Students submit the pre-submission draft to PPD at ppd_doa@iitk.ac.in for a check. PPD runs the draft on the available plagiarism detection software and makes the Similarity Report available to the student.
- b. Students are required to submit the Similarity Report along with the PPD Processing Form to the Academic Section at the time of thesis submission (Annexure).
- c. The responsibility of final submission of a plagiarism-free thesis rests with the student, who is required to make a declaration to this effect in the thesis (http://www.iitk.ac.in/doaa/data/Declaration_part_of_thesis.doc).
- d. The Institute guidelines on plagiarism are in the process of being formulated and are expected to be available soon. Until the Institute guidelines are released, the UGC guidelines (UGC Notification No. F.1-18/2010(CP-II), dated 23/07/2018 and titled "Promotion of Academic Integrity and prevention of Plagiarism in Higher Educational Institutions", Sections 7 and 8 available at: https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf) are recommended.

2. Editorial Help Desk

The desk caters to the PhD students who volunteer to get the pre-submission draft of the thesis vetted at the Editorial Help Desk (EHD). The service is provided on paid basis. The procedure is as follows:

- a. The student mails the pre-submission draft of the thesis to the Editorial Help Desk at ehd_doaa@iitk.ac.in forwarded by his/her supervisor.
- b. After editorial processing by the EDH, the document is returned to the student over email with a copy to the supervisor.
- c. The scope of the EHD is limited to features of English language, its grammar and usage.

PPD starts working with effect from September 2, 2019. The notification for the EHD along with other relevant details will be issued in due course of time. The Thesis Processing Cell will be operating from **Room No. 209, Academic Affairs Building**.

 30/05/19

Dean, Academic Affairs

Enclosed:

- 1) Annexure

Copy to:

- 1) Director
- 2) Dy. Director
- 3) Registrar
- 4) All Deans/Associate Deans
- 5) All Heads of the Departments/IDPs/Centres/Sections/Unit-in-charges
- 6) Web site through Web Master

Thesis Processing Cell
Plagiarism Prevention Desk: Processing Form

Name of the Student: _____ **Roll No:** _____ **Email:** _____
Department: _____ **Programme:** _____
Thesis Supervisor: _____ **Email:** _____
Title of the Thesis: _____

Date of Submission to PPD:

(To be filled at the Plagiarism Prevention Desk)

Details of the Similarity Report:

Signature

Coordinator

Thesis Processing Cell

Declaration by the Student

I have checked the Similarity Report and am satisfied with the content of the thesis (Enclosure, if needed).

Signature of the Student

Date:

Declaration by the Supervisor

I have checked the Similarity Report and the similarity is at acceptable levels (Enclosure, if needed).

Signature of the Supervisor

Date: