M.Tech / M DES / MSR Thesis Submission Procedure – IIT Kanpur

Step 1–Examiner Panel Approval

Supervisor prepares list of Suggested examiners as per PG Manual (11.4 1)

Step 2–Pre-Submission to Thesis Processing Cell (TPC)

Prepare your thesis draft and fill the Thesis Processing Form. Email PDF draft + filled PPD form to ppd..doaa@ iitk.ac.in, no:supervisor)

TPC will:
- Check format compliance with IITK thesis guidelines
- Run plagiarism check using Turnitin
- If approved, TPC sends you validaterd form for next step

Step 3–Submiss1 of Thesis to Student Thesis Portal

Once the Oral Board is approved by the SPGC, you will receive a notification from our office with the approval date.
After this, you can proceed with submitting
tour thesis via **Student Thesis Portal**

Step 4–No-Dues Procedure

Apply for No-dues portal

https://oars.litk.ac.in/noduesieitk

Step 6–No-Dues

After library acceptance,
Clear dues from:
Department

No-Dues Clearance

After Library acceptance,
- Department
- Hall of Residence
- Accounts
- ID Cell

M.Tech / M DES / MSR Thesis Submission Procedure – IIT Kanpur

Step 1 – Examiner Panel Approval

- **Supervisor prepares list of Suggested examiners as per PG Manual (11.4.1) on prescribed format: https://www.iitk.ac.in/doaa/data/pgf13.pdf**

- **The list of examiners, after being signed by the thesis supervisor, DPGC and HOD, will be sent to the DOAA office through the Department office for final approval of Chairperson SPGC.**

Step 2 – Pre-Submission to Thesis Processing Cell (TPC)

- **Prepare your thesis draft and fill the Thesis Processing Form.**

- **Email PDF draft + filled PPD form to ppd_doaa@iitk.ac.in (cc: your supervisor).**

- **TPC will:**

  o **Check format compliance with IITK thesis guidelines.**

  o **Run plagiarism check using Turnitin.**

- **If approved, TPC sends you the validated form for the next step.**

Step 3 – Submission of Thesis to Student Thesis Portal

- **Once the Oral Board is approved by the SPGC, you will receive a notification from our office with the approval date. After this, you can proceed with submitting your thesis via the student thesis portal.**

- **Upload:**

  o **Final thesis PDF (with all corrections/Duly signed by Supervisor and Student)**

  o **Abstract/Synopsis PDF**

  o **Approved Thesis Processing Form PDF**

  o **Signed Declaration Form**

Step 5- Thesis Defense and Submission of Defense Report to DOAA office

- **Upon submission of your thesis, your Supervisor will inform you regarding defense date.**
- **After completing Thesis Defense, Report of your Defense duly signed by all examiners, Thesis Supervisor must be submitted to DOAA office for addition of names to final Graduation list.**
- **Format of Defense Report: https://www.iitk.ac.in/doaa/data/pgf16.pdf**

Step 6 – NO-Dues Procedure

- **After completing the Defense, apply for No-dues to obtain Degree, Grade sheet.**
- **No Dues portal link: https://oars.iitk.ac.in/noduesiitk/**

📌 **M.Tech. Thesis Submission & Archival at P.K. Kelkar Library (Link)**

📌 **Login to the Thesis Submission Portal**

- **Registered Users:** Log in using your **CC User ID**.
  🔗 **Login Portal**: Click Here

- **Remote Access:** Use **VPN authentication** if accessing from outside campus.
  🔗 **VPN Details**: Click Here

- **Login Issues?** Contact the **Library Circulation Desk** at ☎ **0512-259-7671 / 7331**.

📌 **Mandatory Certificate Page Inclusion**

- The **softcopy of the full thesis** must include the **certificate page** signed by the **supervisor(s)** and bearing the **DOAA stamp**.

📌 **Acceptable File Formats (PDF Only)**

- **Abstract** → RollNumber_abstract.pdf

- **Full Thesis** → RollNumber.pdf

- **Thesis Authentication Form** → RollNumber_authentication.pdf
  🔗 **Download Thesis Authentication Form**: Click Here

- **Follow File Naming Convention:** RollNumber_authentication

📌 **Generating MD5 and SHA512 Hash Values**

- **MD5 & SHA512 hash generation** is required for thesis authentication.
  🔗 **Hash Generation Instructions**: Click Here

📌 **Authentication & Upload Process**

- **Email the filled authentication form** to **PG Office relevant desk** for signature.

- Once signed, **upload the form** in the **Theses Repository**.
  🔗 **ETD Repository**: https://etd.iitk.ac.in

📌 **Final Submission Verification**

✓ A **soft copy of the abstract and full thesis (PDF)** must be uploaded.
✓ Ensure the **thesis document is fully formatted** with **serial page numbering** and **no encryption**.
✓ **Library staff** will **verify the submission** before moving the thesis to the repository.

📌 **Issuance of No Dues Certificate**

✓ **No Dues Certificate** will be issued **only after the thesis is archived** in the repository.

📌 **Contact for Assistance**

☎ **Library Circulation Desk: 0512-259 7671 / 7331**

🔗 **Library Homepage:** [Library Website](#)

📌 No Dues Certificate

Issued only after thesis is archived in the repository
📥 For DOAA No-Dues: pg_office@iitk.ac.in

DOAA Stamp Requirement

- **Mandatory before submitting thesis at P.K. Kelkar Library**

- **Contact relevant desk for DOAA Stamp:**

Email ID	Programme
mtech_thesis@iitk.ac.in	**MTech**
mtech_thesis2@iitk.ac.in	**MSR, MDes**

Step 6 – No-Dues Clearance

- **After library acceptance,**

- **Clear dues from:**

  - **Department**

  - **Hall of Residence**

  - **Accounts**

  - **ID Cell (return ID, medical booklet)**

  - **Other sections as applicable.**