

## Thesis Submission Procedure for the PhD Students

1. The student makes a payment of Rs. 2000/- in the Accounts Section towards "Thesis Submission Fees" (For making online payment, see the bank details given below). The receipt of the same is to be submitted to the PG Section, DOAA office at the time of thesis submission.
2. The thesis supervisor emails a soft copy (PDF) of the synopsis at least 4 weeks before the thesis submission date to the following email IDs:  
[phd1@iitk.ac.in](mailto:phd1@iitk.ac.in) (for PHY, CHM, MTH, HSS, BSBE, CGS)  
[phd2@iitk.ac.in](mailto:phd2@iitk.ac.in) (for all other departments/IDPs)  
At the same time, the list of examiners is sent in hard copy to the PG Section, DOAA office.
3. The student submits the pre-submission draft of the thesis in a soft copy (PDF) to the Thesis Processing Cell (TPC) (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 in Thesis Processing Form available at <http://www.iitk.ac.in/doaa/data/processing-form.docx>.
4. The student submits a soft copy of the thesis (PDF) along with the Thesis Processing Form generated by the TPC and duly signed by the student and the supervisor to the PG Section, DOAA Office at email ids given under Point 2 above.

### Important Notes:

1. The size of the soft copy the thesis (PDF) should preferably not exceed 12 MB.
2. TPC requires at least 2 working days to generate Similarity Report and Formatting Report.
3. Thesis Preparation Guidelines: <http://www.iitk.ac.in/doaa/data/thesisguide.pdf>
4. Thesis Processing Cell:  
[http://www.iitk.ac.in/doaa/data/OO\\_Thesis\\_Processing\\_Cell.pdf](http://www.iitk.ac.in/doaa/data/OO_Thesis_Processing_Cell.pdf) ;  
<http://www.iitk.ac.in/doaa/tpc>

*AC2*  
*03/10/2019*

Dean, Academic Affairs

### Bank Details for Online Payment of Thesis Submission Fees:

Bank Name: State Bank of India  
Branch: IIT Kanpur  
Bank A/C No: 10426002137  
Beneficiary Name: The Registrar, IIT Kanpur  
MICR Code: 208002041  
Branch Code: 01161  
IFSC Code: SBIN000116