

### **Thesis Submission Procedure:**

Before giving the synopsis seminar, please make sure that you have written your thesis and the thesis has been corrected atleast once. (Reason: After synopsis seminar, a student gets one month time to submit the thesis. It will be very tricky if you keep some important write up at the end.)

Steps to be done (For thesis submission):

#### **STUDENTS ROLE:**

- I. Once you are certain that you are about to submit your thesis, please call the person who does the thesis binding and ask him to prepare the cover page. [Reason: The cover of the soft binding is prepared in Kolkata and it takes roughly 3 days. Whereas the binding would take only a day or two.]
- II. In the meantime, cross check your thesis for any kind of typo errors, figure and table nos., page numbers, etc. Once the cover page is ready, give him the entire print out of the thesis.
- III. Only ONE copy of thesis (SOFT BINDING) is to be submitted at the PGS & R Section. You can make two more extra copies for yourself and for your supervisor(s).
- IV. The student must then upload the thesis in his/her ERP. Inform the supervisor(s) that the thesis has been uploaded. Once the supervisor(s) digitally approve it, the forms would be generated in the student's ERP. During thesis submission, NO SIGNATURES FROM THE DSC MEMBERS ARE REQUIRED.
- V. Three forms would be generated in the student's ERP. The forms are:
  - a. Thesis submission form
  - b. Supervisor(s) Certificate
  - c. Student Declaration

N.B.: THESE FORMS ARE NOT GENERATED IN THE SUPERVISOR'S ERP.

- VI. Make a payment of 950 INR in SBI, IIT Kharagpur using the pink coloured challan available in the bank. The academic copy is to be submitted along with the thesis.
- VII. Get a turnitin account from the digital library. Upload your thesis in turnitin only once at the time of submission. If done more than once, the entire thesis would

show plagiarized. Download the turnitin report. Take a print out of the first 4 to 5 pages of the turnitin report.

- VIII. The turnitin report is to be duly signed by the supervisor(s) and the HOD of the department.
- IX. Download the clearance certificate form. It is available in the student's ERP. The clearance certificate has 5 sub-sections. For thesis, submission, all the five sub-sections are mandatory.
- X. Deposit your institute I – Card at the end. The I – Card is necessary for getting the Library clearance. The I- Card is to be deposited at the old building (Security Office).
- XI. For thesis submission, a student needs to submit two copies of the abstract. THE ABSTRACT SHOULD BE THE SAME AS SUBMITTED AT THE TIME OF SYNOPSIS SUBMISSION.
- XII. The student needs to submit 1 CD containing the pdf of the thesis and the abstract. LABEL YOUR ROLL NO, NAME, THESIS TITLE neatly on the top of the CD.

Once again summarizing the documents to be submitted:

- 1. Thesis submission form
- 2. Supervisor(s) Certificate
- 3. Student's Declaration form
- 4. Clearance Certificate
- 5. Turnitin Report [4 to 5 pages]
- 6. Bank Challan
- 7. Abstract [2 copies]
- 8. Thesis [1 copy]
- 9. 1 CD [PDF version of thesis and abstract]

The thesis acknowledgement comes within a week of the thesis submission. It would be better if the student collects it directly from the PGS & R office.