

## **Synopsis and Thesis Submission Process**

This document is intended for those who have submitted/are willing to submit their Ph.D. synopses/theses in the near future (and feeling lost in the way of getting it approved). The rules are opaque, the resources are not bountiful, and the list of required documents is tediously long. This document is an attempt to clarify the process in as much detail as possible so that the future doctorates won't have to waste time seeking half-forgotten information from their seniors, or waiting for some tasks to be performed serially when they can easily be done parallelly.

### **Synopsis:**

1. Email your DSC members to fix a date for the synopsis seminar.
2. Once the date is fixed, send an email to the research scholar coordinator to issue a notice for the same. You must send your synopsis seminar report along with this email. Notice cannot be issued without the synopsis seminar report.
3. Once the seminar is over, request your supervisor
  - (a) to upload your synopsis seminar report in the ERP, and
  - (b) to fill up the potential thesis reviewers' details in the ERP.
4. Both the synopsis seminar report and the list of potential reviewers must be approved by all the DSC members in the ERP. You can track the progress of DSC's approval in ERP->Academic->MS/RS/CER->Processing of Research Events.
5. Once both are approved, send the following documents to your department's office ([office@gssst.iitkgp.ac.in](mailto:office@gssst.iitkgp.ac.in)):
  - (a) Digitally signed Abstract of the thesis.
  - (b) Digitally signed Synopsis seminar report.
  - (c) Digitally signed Student Declaration form (can be obtained from ERP).
  - (d) Supervisor's certificate (can be obtained from ERP).

If you are available at the campus, you can request the office staff to print the above documents and sign those offline. The supervisor's certificate needs to be signed by your supervisor. The synopsis report needs to be signed by all the DSC members (office's responsibility).

6. Once all these documents and signatures are collected, the office will burn your abstract and synopsis report on a CD and send it, along with other documents, to the Academic (PG) section to be approved by the Dean, FoEA. You can track the approval process in ERP->Academic->MS/RS/CER->Student Status. If the process is delayed, you can contact PG Academics (03222-282082) to enquire about the

status of your file. If the PG Academics informs you that it is at the Dean's office, you may contact 03222-282031.

### Clearances and Thesis Submission:

The process of obtaining the clearance certificates can be initiated as soon as your supervisor uploads the synopsis report and the potential reviewers' list in the ERP.

1. Generate clearance certificate form from  
ERP->Academics->MS/RS/CER->Clearance Certificate.

2. To obtain Hall and Library clearances, send the clearance form to:

(a) Your Hall Warden. For BRH, email to [rajib@civil.iitkgp.ac.in](mailto:rajib@civil.iitkgp.ac.in), cc: [dn2rao1974@gmail.com](mailto:dn2rao1974@gmail.com), [1976janasudhangshu@gmail.com](mailto:1976janasudhangshu@gmail.com). You need to mention your Room No in the email. In case of any problem, you may contact 9434412426 (Sudhangshu Jana). The clearance is typically given within 3-4 days.

(b) Central Librarian ([kumar@library.iitkgp.ac.in](mailto:kumar@library.iitkgp.ac.in)).

Needless to say that you must pay all the dues before sending these emails. The librarian, for some reason, wants the clearance form in jpeg format. The library clearance is typically given within the same day the request is sent.

3. To obtain the security clearance,

(a) Speed post your institute ID card to the Security Officer. You may attach a note stating your reason for sending the ICard and your email id through which you'll be communicating to them.

(b) Send the clearance form to [so@hijli.iitkgp.ac.in](mailto:so@hijli.iitkgp.ac.in), cc: [subratajana6489@gmail.com](mailto:subratajana6489@gmail.com).

The clearance is typically given on the day your ICard is delivered to them (Do not lose the Speed Post tracking number). In case of any problem, you may contact 03222-282741. If you're on campus, you may submit the ICard in person.

4. Send the clearance form, along with any two of the three clearance certificates mentioned above, to [office@gssst.iitkgp.ac.in](mailto:office@gssst.iitkgp.ac.in) to obtain the Departmental clearance. In case of any problem, you may contact Vishwanath Da, GSSST Office (03222-282265). The clearance is typically given within 2-3 days.

5. The clearance from Accounts can be obtained only after submitting the thesis and obtaining the four clearances mentioned above (Hall, Library, Security, and Department). So, once your thesis is complete,

- (a) Pay the thesis submission fee Rs. 2000/- via ERP.
- (b) Create a Turnitin account by registering on the central library website and verify that the similarity index generated for your thesis (excluding your own papers) is less than the acceptable threshold of 20%. While generating the Turnitin report, a pdf document containing only the chapters of the thesis (i.e., from Chapter 1 to the conclusion chapter) needs to be uploaded to the Turnitin website. Other portions of the thesis must be discarded.
- (c) Submit the soft-copy of the thesis in the ERP and request your supervisor to approve it.
- (d) Send the thesis for print (Two soft bound copies). Contact: [sanjoyquest@gmail.com](mailto:sanjoyquest@gmail.com), 9933027710 (Quest). They accept Gpay. Request them to deliver the printed copies to your department's office. The student's declaration page inside the thesis must be signed (digital or otherwise). One copy of the thesis will be kept at the department while the other one will be sent to the PG Academics.

6. Now send the following documents to [studentunit@adm.iitkgp.ac.in](mailto:studentunit@adm.iitkgp.ac.in), [pintu.sahoo@adm.iitkgp.ac.in](mailto:pintu.sahoo@adm.iitkgp.ac.in) to obtain the Accounts clearance.

- (a) Thesis Submission Form (can be generated from ERP after the thesis is approved),
- (b) Clearances from Hall, Library, Security, and Department (in a single pdf).
- (c) A blank clearance form (in pdf).

The clearance is typically given within 1-2 days. If some problem arises, contact 03222-282166.

In all of the above emails, please do mention the date of your synopsis seminar.

7. Once all the clearances are obtained, send the following documents to your department's office ([office@gssst.iitkgp.ac.in](mailto:office@gssst.iitkgp.ac.in)).

- (a) Digitally signed Abstract,
- (b) Thesis (the same version as submitted in the ERP),
- (c) Thesis Submission Form
- (d) Thesis Submission Fee Receipt (can be obtained from ERP)
- (e) Digitally Signed Students' Declaration (can be obtained from ERP)
- (f) Supervisor's Certificate (can be obtained from ERP)
- (g) All the five clearances (in a single pdf).
- (h) Digitally signed Turnitin originality report (with a clear mention of the similarity index with outside sources excluding your own papers).

The thesis submission form needs to be signed by the HoD while the Supervisor's certificate and the Turnitin report need to be signed by the supervisor. It is now the department's responsibility to send all these documents to the Academics, along with a printed copy of the thesis.

This completes the student's responsibilities. Once the hard-copy of the thesis has been received by the Joint registrar, the duly signed Thesis submission form will be returned to the department. Request your department to send a scanned copy of it to you. It will serve as an acknowledgment of the completion of the thesis submission process.

Once all these processes are complete, the PG Academics will send your file to the Director's office for the Director to select two reviewers (from the list of reviewers suggested by your supervisor) to evaluate your thesis. After the file returns to the PG Academics from the Director's office, you can hopefully see in the ERP that your synopsis has been sent to the reviewers.