Office of the Dean Academic
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering & Science University,Shibpur)
P.O :Botanic Garden, Howrah – 711 103,West Bengal, India
Telephone: (033) 2668-4561-63, 2668-0521-25, Fax: (033) 2668-0637
Website : https://www.iiests.ac.in

No. 172/ACAD/2022   Date: December 20, 2022

NOTICE

The theses of the graduating Ph.D. students shall be uploaded in the Shodhganga, a repository of Indian theses, which was approved in the 33rd meeting of the Senate, held on December 05, 2022. Accordingly, the protocol for Ph.D. thesis submission has been revised, and the details are given in Annexure I. Further different formats such as similarity check report, thesis submission form, no dues form, consent for digital archiving, declaration, and copyright transfer form, which are also approved by the Senate in the same meeting, are also attached.

The protocol for the Ph.D. thesis submission will be effective from January 01, 2023.

This is issued with the approval of the competent authority.

Sd/-
Dr.Nirmalya Kumar Bhattacharyya
Joint Registrar (Academic)

No. 172/ACAD/1(05)/2022   Date: December 20, 2022

Copy forwarded for information and necessary action to:

1. Office of the Director
2. All Heads of the Departments/Schools/Centers
3. The Chairman-SPGC
4. The Academic Section-File
5. Institute Website

Joint Registrar (Academic)
IIEST, Shibpur

Steps for Similarity Check during the Thesis Submission

<u>Step-1:</u> The research scholar shall deliver the pre-submission seminar, and RPEC/DC shall submit a resolution of the meeting in the office of the Dean (Academic).

<u>Step-2</u>: The office of the Dean (Academic) shall share the information about a prospective thesis submission with the central library. The Dean's office shall also generate a Google Form link and send it to the G-suite ID of the supervisor for a similarity check of the thesis and subsequent submission.

<u>Step-3</u>: The scholar shall carry out a similarity check of his/her thesis in the central library and get the similarity index verified on the "*Similarity Check Report"* form by the librarian as per the UGC prescribed plagiarism guidelines. The scholar shall submit this document to the Office of the Dean (Academic).

> For this purpose, the scholar shall share the soft copies of the following files with the librarian through the Google Form (mentioned in Step 2):
>
> i. Chapter-wise PDF files*[#] including acknowledgment, certificate, declaration, and table of contents.
> ii. Total PDF file of the thesis[@]
>
> *(It is advised that the scholar shall perform a similarity check of the thesis on his/her own before the submission).*
>
> Further, the student shall submit a duly filled-in "*Similarity Check Report"* form to the librarian.

<u>Step-4</u>: After the Dean (Academic)/Chairman (SPGC) approves the thesis for submission and intimate the same to the supervisor, the scholar shall submit the following documents in the office of the Dean (Academic).

> i.   Form for submission of thesis for Doctor of Philosophy
> ii. Duly filled in no dues form
> iii. Consent form for digital archiving
> iv. Copyright form
> v.   Semester fee receipts
> vi. Three (3) hard copies of the full thesis (exact replicas of the submitted PDF)

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* These files shall not be password protected (since they need to be uploaded to ShodhGanga Repository).
[#] File format: ChapterNum_RegistrationNum_NameofScholar.pdf
[@]File format: FullThesis_RegistrationNum_NameofScholar.pdf

Steps for Submission of Revised Thesis (if required)

Step-1: The scholar shall revise his/her thesis and prepare a rebuttal/response report (shall include point-by-point responses to the reviewers' comments).

Step-2: If the scholar is ready for submission, he/she shall intimate this to the Associate Dean (Academic). The office of the Dean (Academic) will generate a Google Form link and send it to the G-suite ID of the supervisor for submission of the revised thesis.

Step-3: The scholar shall carry out a similarity check of his/her thesis in the central library and get the similarity index verified by the librarian as per the UGC prescribed plagiarism guidelines. Following this, the librarian will issue the *Similarity Check Report*. The scholar shall submit this report to the Office of the Dean (Academic).

To obtain the aforementioned report from the central library, the scholar shall share the soft copies of the following files with the librarian through the Google Form (mentioned in Step-2):

    i.   Chapter-wise PDF files including acknowledgment and preface
    ii.   Total PDF file of the thesis

Step-4: After the Dean (Academic)/Chairman (SPGC) approves the thesis for submission and intimate the same to the supervisor, the scholar shall submit the rebuttal/response report in the office of the Dean (Academic).

Step-5: In case the thesis is recommended for major revision by the examiner(s), the scholar shall submit one printed version of the revised thesis (that is an exact replica of the submitted revised PDF version) to the office of the Dean (Academic) within a period of 15 days from the date of defense viva-voce.

<div align="center">

Similarity Check Report
(Research Scholar should submit the form to library.)

</div>

1. Title of the Thesis:

2. Total Pages:

3. Name of the Student:

4. Registration Number:

5. Name of the Supervisor(s):

6. Department/Centre/School:

7. The contents of the chapters presented in the thesis that have been published:

Sl. No.	Chapter No.	Title of the Chapter	Page No.	Full Citation (with DOI), if available

<div align="center">

_____   _____
Signature of Research Scholar   Signature of Supervisor

</div>

_____

8. Similarity check report

   a. Date of Generation of Report:
      (to be filled by library)

   b. Software used (Tick the right one): Urkund/Turnitin (Recommended by INFLIBNET)
      (to be filled by library)

   c. Total word count:
      (to be filled by student)

   d. Chapter-wise Similarity Index:

Sl. No.	Chapter No.	Title of the Chapter	Page No.	Similarity Index[#]
1	-	Acknowledgement	-	NA
2	-	Certificate of Supervisor	-	NA
3	-	Declaration by Researcher	-	NA
4	-	Bibliography	-	NA
5		Abstract		
6		Content of Thesis		
7	Chapter 1			
8	Chapter 2			
9	…..			
10	…..			

[#]*The student needs to fill the entire table except the last column (Similarity Index) which will be filled by the library.*

_____
Signature of Authorized Person

Comment of SPGC Chairman: Recommended / Not Recommended for submission

_____
Signature for SPGC Chairman

DELARATION AND COPYRIGHT TRANSFER

TITLE OF THESIS:

AUTHOR'S NAME & ADDRESS:

I, _____ (Registration No._____, Dt_____), a registered research scholar in the Ph. D. program of Indian Institute of Engineering Science and Technology (IIEST), Shibpur, hereby declare that the work embodied in this thesis is my original work and no part of this thesis contains any material for which copyright belongs to a third party or if the thesis incorporates any text passages, figures, data or other material from the works of others, the undersigned has obtained the necessary permissions from the corresponding copyright holder and appropriate acknowledgement is made and reference is cited in such cases, whenever required. It is also declared that no part of the thesis has been presented and will not be presented to any other Institute/ University for a similar or any other degree award.

I, hereby transfer non-exclusive copyright for this thesis to IIEST, Shibpur to archive and distribute this doctoral work through "Shodhganga" as well as through University's IR in full text.

(Signature of the Research Scholar)

Forwarded by

(Signature of Supervisor(s))

Consent Form for Digital Archiving

Name of the Author (Research Scholar)	
Registration Number	
Department/ Centre/School	
Supervisor(s)	
Thesis Title	
Date of Submission	

- As the author of the thesis, I am the sole owner of the copyright on this thesis.
- The Indian Institute of Engineering Science and Technology (IIEST), Shibpur Central Library is hereby granted, non-exclusive, royalty-free, and non-transferable rights to make available, in full or in part without any modifications, this thesis in electronic/printed form for public use at no charge. Any use of material from this thesis must be accompanied by appropriate citations.

Place:
Date:

Signature of the Research Scholar

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Website: https://www.iiests.ac.in

FORM FOR SUBMISSION OF THE THESIS FOR DOCTOR OF PHILOSOPHY

Name of the candidate: _____

Ph.D. Registration No.: _____ **Date:** _____

Department/School/Centre: _____

Title of the thesis: _____
_____
_____
_____

Address of the candidate: _____

E-mail ID of the candidate: _____

Mobile No. of the candidate: _____

Supervisor(s) i). _____ **ii)** _____

Address of the Supervisor(s) (E-mail ID and Mobile No):

 i). _____ **ii).** _____

_____   _____

_____   _____

Declaration: I hereby declare that the thesis which I am submitting for the partial fulfillment of the Ph.D. degree of the Indian Institute of the Engineering Science and Technology, Shibpur is not the same or substantially the same that was submitted by me previously for any degree, diploma, scholarship, prize or medal of any Institute/University.

Signature of the candidate: _____ **Date:** _____

Endorsed by:
Supervisor(s) i) _____ **ii)** _____

Forwarded by the Head: _____

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
HOWRAH – 711103

No Dues Form for Submission of Ph.D. Thesis

Name of the candidate: _____

Ph.D. Registration No.:_____   Date:_____

Department/School/Centre: _____

E-mail ID of the candidate: _____

Mobile No. of the candidate: _____

Hosteller/Day's Scholar: _____

If Hosteller, name of hostel: _____

_____
Signature of student

Reports & Recommendations:

Sl. No.	Section	Comments	Signature with Seal
1	Head of the Academic Unit		_____ Signature of Head
2	Academic Section		_____ Signature of DR(Ac)/AR(Ac)/Asso Dean (Ac)
3	Hostel clearance		_____ Signature of AR (Mess Section)/ Dean (SW)
4	Library		_____ Signature of Librarian