



Birla Institute of Technology & Science, Pilani
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Guidelines for Ph. D. Candidates

(Off-campus Ph. D. Aspirants scheme)

**(Including Course Handouts & Evaluation Forms for Ph D Courses and
Guidelines for Doctoral Candidates & Supervisors)**

Academic Research (Ph. D. Programme) Division

Birla Institute of Technology and Science, Pilani

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1. Introduction

This brochure presents comprehensive information on Ph. D. programme of the Institute for off-campus Ph. D. candidates. Every candidate is expected to follow the procedures laid down for fulfilling the requirements of Ph.D. programme of the Institute.

These pages explain two important aspects of the programme viz. Semester-wise Operations and Ph. D. Thesis submission. It is presumed that the candidates are admitted to the programme and are aware of the basic philosophy of academic programme of the Institute. The Institute follows semester-wise pattern and a candidate is required to register in prescribed Ph. D. courses in every semester by paying requisite amount of fees till all the requirements of the programme are completed and the thesis is submitted. The candidate is supposed to plan his/her work and is evaluated continuously by the respective supervisor/mentor. The overall operation of Ph. D. programme is governed by the Academic Regulations of the Institute.

The paragraphs to follow give details about operational features of the programme, semester-wise registration pattern, requirements of various courses, pre-submission seminar and Ph. D. Thesis submission. Various proforma and checklists have also been appended and the same may be printed/reproduced and used. A calendar of various events for a typical semester is also included.

All the candidates and supervisors should refer to this document throughout the duration of the Ph. D. programme and adhere to deadlines of various activities. Changes, if any, will be communicated by Academic Research (Ph. D. Programme) Division (henceforth ARD).

2. Operation of Ph. D. Programme at BITS

Every candidate has to complete certain activities during his/her Ph. D. programme as given in the following paragraphs. The process starts with applying for Ph. D. programme of the Institute and taking up Ph. D qualifying examination.

2.1 Admission

A candidate is normally admitted to the Ph.D. programme after passing his/her Ph.D. qualifying examination. A few candidates may be admitted to the programme as provisional candidates before passing the Ph.D. qualifying examination. This provision is applicable to full time research scholars on the campus or for certain collaborative organizations. Their admissions are confirmed once they pass the Ph.D. qualifying examination.

2.2 Registration

All the candidates have to register in every semester till the submission of his/her thesis. In the beginning of each semester, all the candidates will sign the registration card confirming their registration for the semester. This card indicates the courses in which he/she is being registered in that particular semester.

An off campus candidate will receive this card by post. This card should be duly signed by the candidate and the supervisor(s)/mentor and then returned to the Dean, ARC Division for further processing. Semester fee and all other dues are to be cleared before registration in each semester.

A candidate can seek permission for not registering in a particular semester by making an application to the Dean, ARD well before the beginning of semester giving valid reasons for the same. The application has to be recommended by the supervisor(s). Since most of the off-campus candidates are working professionals, mere involvement in work cannot be a valid reason for dropping a semester.

2.3 Ph. D. Qualifying Examination

A Ph D aspirant is formally admitted to the programme after clearing Ph D qualifying examination of the Institute. After short listing, the candidate will receive information from Dean,ARD regarding the contact details of the DRC convener and head of the department. Candidate is supposed to contact the DRC convener of the department regarding date and sub-disciplines for qualifying examination. Each Ph.D.

student must, in consultation with his/her supervisor(s), plan for and prepare to clear qualifying examinations in two areas notified by DRC for this purpose. One of these must be in the sub-discipline in which he/she proposes to undertake research. One can also choose one area from across other department areas. Qualifying examination will consist of written test followed by an oral examination. Results of qualifying examination will be communicated by the registrar to the candidate.

2.4 Departmental Research Committee (DRC)

Each Department has a “Departmental Research Committee” (DRC), consisting of Head of Department (HOD) as ex-officio member and Chairperson, and 2 to 6 faculty members, at the level of Assistant Professor or above, who are active in research. The off-campus candidate will closely interact with concerned DRC throughout his studentship. DRC will monitor the progress of a candidate through supervisor and DAC members.

The off-campus Ph. D. aspirants will propose a supervisor and the DRC will recommend a thesis co-supervisor or mentor on the basis of department faculty and student’s area of interest. Further, for each Ph.D. student, the DRC will, in consultation with the supervisor and co-supervisor of the student, appoint two additional members for Doctoral Advisory Committee (DAC). For students in interdisciplinary area there can be DAC member(s) from other department/campuses based on topic of research.

2.5 Topic of Research & Supervisor

Once a Ph.D. student clears the required qualifying examination, he/she becomes eligible to submit his research proposal. The candidate, prepare a detailed research proposal and send it to DRC through ARD. Candidate is strongly advised to choose a BITS faculty as co-supervisor for his Ph D. The DRC will get the proposal reviewed by the DAC members and if necessary, will ask the candidate to present the same through seminar. Based upon DAC recommendation, the DRC will recommend to ARD for approval of (i) supervisor and co-supervisor, (ii) the research topic together with

the detailed proposal and its summary, (iii) the research plan, At this stage, the student formally becomes eligible to register in the Ph.D. thesis course.

Normally the approval of research proposal has to be obtained within one or two semesters of the first registration in the Ph.D. programme after passing the Ph.D. qualifying examination. Registration in Ph.D. Thesis (BITS C799T ;10 units) is permitted only after the approval of Topic of Research and Supervisor.

2.6 Semester Work

The operation of the courses in which the candidate is registered has to be carried out as per details outlined in the course handout of the course and evaluation form for Ph.D. courses. The following documents are to be submitted each semester as per schedule indicated in the calendar of events.

- i. Plan of work for the semester courses in which the candidate is registered
- ii. Mid-Semester evaluation forms and work reports
- iii. Final semester evaluation forms and work reports

After the approval of Topic of Research and Supervisor, the candidate is entitled to register in BITS C799T. The supervisor(s) and DAC will monitor progress of the respective student's thesis work. At the end of each semester, grades will be communicated to Dean, ARD. Non-receipt of evaluation forms and reports by the due dates may result into a 'NC' (Not Cleared) in the particular course. Award of 'NC' in two consecutive semesters may debar a student from being on the rolls of Ph.D. students.

2.7 Change of Locale/Supervisor/Topic of Research

A fresh approval of the Research Board is required for any changes in place of work, topic of research and/or supervisor. Candidate has to request through supervisor(s) to ARD for approval of Research Board

2.8 Pre-submission draft and Seminar

On completion of research, the Ph.D. student will prepare two copies of draft thesis as well as its synopsis and submit to DRC through Dean,ARD. The DAC members will evaluate the thesis and submit their report to DRC convener. The DAC comments will be communicated to the candidate for consideration and incorporation in final

thesis. Once all comments are satisfactorily addressed by the candidate, pre-submission seminar will be organized by DRC. During the seminar, title of thesis will also be finalized.

2.9 Thesis Title Approval

After the successful completion of pre-submission seminar, candidate (through supervisor) will send a request to approve the exact title of thesis to ARD. The title should be written following the 'Title Case' style. The candidate will be notified by the Dean, ARD after the title is approved by the Research Board,

2.10 Thesis submission

Final thesis along with synopsis and relevant documents are to be submitted to DRC through ARD. At this stage supervisor will submit a list of 6-8 potential examiners with their brief bio-data in a sealed envelope to DRC. The list should also contain (i) a brief description of the potential examiner's current position, (ii) the area of expertise, and (iii) a short list of related publications. The DRC will scrutinize the list of examiners, and will recommend to the ARD that the evaluation of the thesis may begin.

2.11 Thesis evaluation

Out of the list submitted by DRC, two examiners will be finalized by the Vice Chancellor and the Registrar will send the thesis for evaluation to the examiners. Upon receiving the report from all the examiners, a three member committee will study the reports, and submit their recommendation to the Registrar. If the report is found satisfactory, Dean ARD will request all the examiners to conducting viva-voce examination.

The viva-voce may be held in the presence of the (i) Supervisor, (ii) at least one external examiner, and (iii) Co-supervisor(s), if any. Once viva-voce is held, the final report will be submitted by Dean ARD to the Registrar. The Registrar will seek approval of EC (or VC as Chairman of EC). VC approves result in his/her capacity as Chairman, Examination Committee, with information to Dean ARD and Dean ARCD of the respective campus. The award of the degree will subsequently be ratified by the Senate.

3. Salient Operational Features of the Programme

- Ph. D. qualifying examination is to be cleared by all the candidates.
- Practice Lecture Series is essential component of the programme.
- Independent Study is essential component of semester registration and is meant to take care of issues related to the topic of research.
- Topic of Research and Supervisor may be chosen from candidates' own organizations.
- It is recommended that a BITS faculty be chosen as co-supervisor from any campus of BITS, Pilani.
- Registration in Ph.D. Thesis course is permitted only after the Research Board has approved the Topic of Research and Supervisor.
- Registration is to be done in every semester till the submission of thesis.
- Provision of dropping a particular semester by applying well in advance in case of any genuine reason.
- No minimum time prescribed for the programme. A student has to complete a minimum 40 units of Ph.D. Thesis course to submit final thesis, which normally takes 4 semesters after the Research Board has approved the proposal.
- Upper time limit of 10 semesters starting from date of first registration in the programme is fixed for submission of thesis.
- Provision exists for accelerating the programme subjected to the merit.
- Doctoral Advisory Committees consisting of subject experts is formed for each candidate to monitor the progress of work.
- The Research Board on case-by-case basis approves Topic of Research and Supervisor, Locale of Work, Language requirements etc.
- Thesis should be written in English.
- In house review by subject experts, pre-submission seminar and title approval before submitting the final thesis.
- Viva-voce on Ph. D. Thesis is an essential component before the award of the degree.

- Fixed 'calendar of events' for monitoring.

4. Semester-wise Registration Programme

Semester-wise Registration Programme for Candidates at Off Campus Locations and admitted after clearing qualifying examination. (Ph. D. Aspirants' Scheme) is given below:

Year	First Semester	Units	Second Semester	Units
I	BITS C790T Independent Study	1	BITS C790T Independent Study	1
	BITS E793T Practice Lecture. Series I	1	BITS E794T Practice Lecture Series II	1
			BITS C799T Ph. D Thesis	10
II	BITS C790T Independent Study	1	BITS C790T Independent Study	1
	BITS C799T Ph. D Thesis	10	BITS C799T Ph. D Thesis	10
III	BITS C790T Independent Study	1	BITS C790T Independent Study	1
	BITS C799T Ph. D Thesis	10	BITS C799T Ph. D Thesis	10

Note

- It is assumed that the topic of research, locale of research work and supervisor are approved by the Research Board in the First semester of admission.
- All operations are governed by the 'Academic Regulations' of the Institute.
- Registration in Ph.D. Thesis is done only after the Research Board approves the Topic of Research, locale of research work and Supervisor(s). Registration in Thesis can be advanced/postponed depending on the approval by the Research Board. Registration has to be continued till the submission of thesis.
- Before submission, the candidate has to give pre-submission seminar and the exact title of the thesis has to be approved by the Doctoral Counseling Committee for recommendation to the Research Board.
- No minimum time limit is prescribed. Registration in prescribed minimum number of units and components normally requires 4-6 semesters depending on the time of approval of topic/supervisor and locale of research work by the Research Board. An

upper limit of ten semesters for submission of thesis starting from the semester subsequent to passing the Qualifying examination is normally considered.

- The foreign language will be prescribed as an eligibility requirement for the Ph. D. only when the supervisor(s) and/or Dean ARD have made recommendations for the same for a topic of research and the Research board accepts this requirement. Otherwise English or an Indian Language as the case may be would suffice. A Ph. D. student for whom foreign language is prescribed is expected to demonstrate an ability to translate a piece from current periodicals in the area of major interest of the student in one of the modern European languages into English with the help of a dictionary.

5. Course Handouts for Ph. D. Courses

The Ph.D. programme of BITS requires a candidate to register in certain category of courses. These courses and their objectives are specified below.

I. Practice Lecture Series

BITS E793T	Practice Lecture Series I	1 Unit
BITS E794T	Practice Lecture Series II	1 Unit

These two courses are to be taken one at a time by off-campus candidates. These are designed and operated to provide cumulative experience for a Ph.D. student in the practice of teaching in his/her own professional setting where it is not feasible to operate the teaching practice courses. The student will deliver a predetermined series of technical talks before a professional audience as approved by Dean ARD.

II. Independent study

Off-campus candidates have to take the course Independent Study (BITS C790T) of 1 unit. A minimum of 2 units of this course are required for final thesis submission.

III. Ph. D. Thesis

The registration in course Ph. D. Thesis (BITS C799T; 10 units) is done only after the Research Board approves the Topic of Research, locale of research work and Supervisor(s). Total minimum units required are 40 for Ph. D. thesis submission and the

distribution of the units between different semester /term would be determined by the Dean ARD.

The next sub-sections contain the course handouts of the above Ph.D. courses.

5.1 BITS C 790 T Independent Study

I Instructor-in-charge : Dean, ARD

Instructors : Supervisor(s)/Mentor(s)

II Scope and objective of the course

This course is an alternative to the seminar course. The aim of this course is to provide an avenue to the students to take an in-depth study of selected topics related to research work. It also aims at writing a report of the study in the form of research paper in the standard format. It is expected that the candidate will learn the standard style of referencing, abbreviations of journal titles, etc.

III Operation of the course

The student will take up topics for study in his/her area of research with the approval of his/her supervisor(s)/mentor within two weeks from the date of registration. The student will have to do an in-depth study in his/her own work environment through extensive literature survey of reference books, journals, recent publications, etc. as indicated by the supervisor(s)/mentor. During the semester he will submit two scientific reports to his /her supervisor (s)/mentor who will evaluate the reports and recommend the final grade as prescribed in the Academic Regulations. Supervisor(s)/mentor will in turn submit the grade to the Dean, ARD on or before the last date of class work in the semester/term.

IV Evaluation

Component	Weightage	Date of Completion
Seminar-1	50%	8 th week of the semester/ 4th week of summer term
Seminar-2	50%	Last week of class work in the semester/term

The evaluation apart from other components shall be based on the following.

1. Technical contents in the reports
2. Depth of knowledge in the subject

3. Originality
4. Style of presentation, referencing, etc.
- 4.1 The details of topics, date of completion, etc. will be approved by the Supervisor(s)/mentor.

V Mid-semester Grading

Mid-semester grades will be announced by the supervisor(s)/mentor sometimes in the 9th week of the semester. Mid-semester grade should also be sent to the Dean, ARD in the prescribed proforma.

VI Final Grading

The student will submit the Independent Study reports to his/her supervisor(s)/mentor along with the Evaluation form so as to reach Professor-in-Charge, ARD well before the last day on which semester/term ends.

5.2 BITS E 793 T/ BITS E 794T Practice Lecture Series I and II

I Instructor-in-charge	: Dean, Instruction Division
Instructors	: Supervisors/Mentors

II Scope and objectives of this course

These courses are in lieu of the two Teaching Practice courses. These are designed and operated to provide cumulative experience for Ph.D. student in the art of public speaking in his/her own professional setting.

III Operation of the course

- a) The student will deliver a series of technical talks to a professional audience suggested by the candidate and duly approved by the Dean ARD.
- b) The student should submit within two weeks of registration in a semester, the names, the designations, and categories of the professional audience before which the lectures are to be delivered to the Dean, ARD for his approval along with the schedule of all lectures. The lectures numbering at least four must as far as possible be spread evenly throughout the semester.

c) The student should submit one copy of his/her lecture notes (each lecture separately marked) to the Dean, ARD on or before the last day of class work in the semester. The lecture notes must cite literature references consulted for preparing the notes.

d) The student will also supply, along with the copy of lecture notes, the details of lectures delivered, viz. the date, venue and number of persons attending out of the approved list.

e) A mid-semester report should also be submitted in the 9th week.

IV Evaluation

The evaluation will be based on the technical content (40%), written presentation (40%) and literature references (20%) as reflected in the lecture notes. The marks will be distributed uniformly over the number of lectures delivered by the candidate.

V Grading Procedure

The grading shall be done on the basis of evaluation of lecture notes submitted by the student. Assistance of supervisor(s)/mentor may be taken in awarding the final grade. Mid-semester grading shall be announced sometime in the 9th week of the semester.

VI Makeup Policy

The schedule of lectures intimated to the Dean, ARD must be adhered to. However if any change is necessary in the same due to unavoidable circumstances the fact must be indicated in the final report.

VII Consultation

The student is free to correspond/interact with the Dean, ARD at any time in connection with the course. All reports should be sent to the Dean, ARD.

5.3 BITS C 799 T Ph.D. Thesis

I. Instructor-in-charge : Dean, ARD

Instructors : All Thesis Supervisor(s)/Mentors

II. Scope and objective of the course

The aim of the thesis course is to impart training in the methodology of research, to cultivate logical and creative thinking and to make the student express his/her findings in the form of a scientific report. It also gives an opportunity to a student to comprehend the knowledge of his/her subject and apply it to the given problem.

III. Operation of the course

The student should immediately chalk out a plan of work for the entire semester and prepare a detailed outline of the work in consultation with his/her Supervisor(s)/Mentor. The Supervisor(s)/Mentor will spell out the objectives and expected rate of progress. The detailed outline of work must include a time schedule clearly indicating the intermediate milestone and the estimated time when these are to be reached.

IV. Evaluation

The evaluation in this course is essentially individual oriented. At the end of Semester/Term, Supervisor(s) will give an interim grade. The suggested instruments for evaluation are given below.

- 1) Detailed outline of work
- 2) Oral presentation
- 3) Written report
- 4) Progress of the work, findings & results.

The reports etc. should be submitted to the Supervisor(s)/Mentor. Candidate permitted to work without the benefit of a supervisor or permitted to work at an outside centre, should send one copy of each report along with the final evaluation form to the Dean, ARD through the respective Supervisor(s)/Mentor so as to reach well before the day on which semester/term ends.

V. Mid-semester Grading

The Supervisor(s)/Mentor to his/her student sometimes in the middle of the semester/term will announce this. The recommended Mid-semester/Term Grade should be sent to the Dean, ARD.

VI. Any other details

This course handout shall be applicable to candidate registering for either first or second semester or summer term of any academic session.

6. Other details of Ph. D. courses

6.1 Prescribed Requirements of Ph. D. Courses

Sr	Course	Minimum Required Units
1	BITS C 799 T Ph D Thesis	40
2	BITS C 790 T Independent Study	02
3	BITS E 793 T Practice Lecture Series I	01
4	BITS E 794 T Practice lecture Series II	01
5	Foreign Language- if required	
6	Ph. D. qualifying examination to be cleared by all	

Note: After completing minimum required prescribed units, registration in 10 units of Ph D Thesis and 1 unit of Independent Study will be continued in each semester till the submission of thesis

6.2 Non Letter Grades Applicable to Ph D Courses

1	Interim grade for Ph D Thesis	Satisfactory /Unsatisfactory
2	Interim grade after thesis submission	Thesis Grade Awaited
3	Independent Study	Good/Poor
4	Practice lecture Series	Above average/Average/Below Average
5	Final grade for Ph D viva-voce	Acceptable/Unacceptable

6.3 Various Reports in Grade Card

Sr	Report	Academic Regulation Clause
1	Incomplete (I)	4.13 & 4.14
2	Grade Awaited (GA)	4.15 & 4.16
3	Thesis Grade Awaited (TGA)	4.15 a
4	Withdrawn (W)	4.17

5	Registration Cancelled (RC) Discontinued from the programme (DP)	4.18
6	Not Cleared (NC)	4.19 & 4.20

7. Important Extracts from Academic Regulations

Sr No	Issue	AR Clause No
1.	Language requirement	8.12 & 8.13
2.	Doctoral Advisory Committee	8.02a
3.	Course work	8.03
4.	Qualifying examination	8.05 & 8.06
5.	Research proposal approval	8.17
6.	Change of Supervisor/Topic/Locale	8.19
7.	Registration Ph D thesis course	8.21
8.	Title approval	8.23
9.	Writing of thesis in English	8.24
10.	Time for submission of thesis	8.25
11.	Submission of Thesis	8.26 & 8.27
12.	Examination of Thesis	8.28
13.	Verdicts on Thesis	8.29
14.	Resubmission of Thesis	8.30 & 8.31
15.	Viva-voce on Thesis	8.32
16.	Minimum requirements for continuation	8.35
17.	Extension needs if any	8.38
18.	Research at outside centers	8.41 & 8.42

Note: Please refer to Academic Regulations for more details

8. Calendar of Events for a Typical Semester/Term

These dates are subjected to minor changes and proximity to the dates may be assumed for all the operations in a particular semester

8.1 Dates from Institute Bulletin

I Semester	II Semester	Summer Term	Item
Aug 01/02	Jan 06/07	May 23/24	Semester /Term starts
Oct 11/12	Mar 16/17	June 29/30	Last date for withdrawal from courses
Nov 28/29	April 28/29	July 15/16	Last day for class-work
Dec 14/15	May 16/17	July 18/19	Semester /Term ends

8.2 Dates from Course Handouts

I Semester	II Semester	Summer Term	Item
Aug 16/17	Jan 21/22	June 1/2	To prepare plan of work for Thesis, Independent Study, Practice lecture series
Oct 10/11	Mar 16/17	June 28/29	Mid-semester report and Evaluation Form submission
Nov 28/29	April 28/29	July 15/16	Final Report & Final Evaluation Forms submission.

8.3 Dates for Research Board Matters

I Semester	II Semester	Item
September 15	February 15	All Matters related to the board like change of locale, organization, supervisor if any and Research Proposals

Note: Research proposal may be submitted by these dates or earlier as and when the same is ready. Kindly ensure that you have done a thorough /scholarly literature survey

8.4 Pre-submission Seminar and Submission of Thesis

I Semester	II Semester	Summer Term	Item
October 15	March 15	-----	Submission of draft thesis for review by DAC

December 15	May 15	July 15	Submission of Final version of thesis
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9. General Guidelines for Ph D Candidates

1. Rules governing the operation of the Ph.D. programme are described in 'Academic Regulations' of the Institute. Section 8 of the Regulations deals with Ph.D. programme. Candidates are requested to be familiar with these regulations.
2. The candidate should clear his/her dues regularly as per the instructions of Student Welfare Division (By DD in favor of BITS, Pilani and drawn on UCO Bank, Vidya Vihar, Pilani or State Bank of Bikaner and Jaipur, Pilani or ICICI Bank, Pilani). Failure to clear dues will result in withholding the Grade Sheet for the semester.
3. All the candidates must register by following the procedures laid down by Academic Registration and Counseling Division. Failure to register in a semester without prior permission may result into striking off the name from rolls of Ph. D. programme.
4. The candidates should frequently interact with his/her supervisor(s)/mentor. No communication on progress will result into award of Not Cleared (NC) report.
5. A copy of plan of work shall be submitted to Dean, ARD for his approval.
6. For field trips outside the approved place of work, a complete plan indicating purpose, duration and place of visit should be given through the supervisor/mentor to Dean, ARD, in advance for approval
7. A candidate registered in Practice Lecture Series I/II course should propose to Dean, ARD the professional audience before which he plans to deliver the lectures and seek his approval for the same. This professional audience can be drawn from the environment of host organization.
8. One copy of each report should be forwarded through the Supervisor(s)/Mentor with his/her due recommendations for the award of Mid-semester and Final semester grade so as to reach as per the calendar given in this booklet.
9. Candidates should ensure with the supervisor(s)/mentor that the recommendation regarding Final Grades is sent to Dean, ARD before the last day of class-work in the particular semester/term as per the calendar given in this booklet.

10. The candidates may use photocopies of various proforma in this booklet.
11. Change of postal, E-mail addresses and telephone numbers shall be communicated to the Dean, ARD.
12. ID No and Name should be used in all the communications with the Institute.
13. Two copies of draft thesis may be submitted for review by the Doctoral Advisory Committee when the research work is over. Request for title approval may be given after the pre-submission seminar.
14. It is the responsibility of candidate to inform and seek approval of Research Board for Change of Locale, Supervisor, and Topic if any.
15. Unsatisfactory grades in Thesis course for two consecutive semesters warrants the counseling by Doctoral Counseling Committee and debarring the candidate from being the rolls of Ph.D.
16. For submitting thesis 40 units of Ph.D. thesis course, 2 units of Independent Study, 2 Units of Practice Lecture Series course are to be completed by the candidate in addition to foreign language requirement if any.
17. 4 hard bound copies of Thesis, 1 soft copy of thesis in the form of CD, 5 copies of Synopsis, DD of amount prescribed as Thesis Examination Fees, prescribed proformas and current semester grades shall be submitted to the Dean, ARD through the Supervisor(s). The candidate should ensure that the Thesis title page and certificate is as per the requirements. A sealed envelope containing names and details of proposed examiners may also be provided by the supervisor(s) for completing the submission of thesis. The candidates should ensure that the thesis is being submitted as per the above requirements.
18. The thesis must be submitted with in 10 semesters of registration (5 years after the Ph.D. qualifying examination semester). Extension requirements if any should be sent to Convenor, Doctoral Counseling Committee through the respective Supervisor(s).

19. Though completion of 40 units makes the candidate eligible to submit the thesis, the candidate should ensure “Addition of Knowledge” to the field of his/her research work and should come up with his/her own contributions.
20. The candidates are advised to publish their work in International/National Refereed Journals, obtain patents and present their work in International/national Conferences of repute. It is expected that candidate publishes minimum of two research papers in peer reviewed journals before the presubmission seminar.
21. The candidate is called for Ph. D. Viva-voce examination if all the examiners give unequivocal verdict that “The Thesis is approved for Viva-voce Examination”.
22. The candidate should also furnish the details of their publications, presentations, awards, and patents every year for the Annual Report of BITS and include BITS name as their organization.
23. All the candidates are requested to use their active e-mail addresses for quick communication.

10. General Guidelines for Ph D Supervisor(s)

1. Rules governing the operation of the Ph.D. programme are described in ‘Academic Regulations’ of the Institute. Section 8 of the Regulations deals with Ph.D. programme. Supervisors are requested to be familiar with these regulations.
2. A thesis supervisor acts as instructor for various courses registered by a Ph.D. candidate and assists the Instructor-in-charge in the conduct of various Ph.D. courses of BITS.
3. The supervisor as per details given in the course Handouts does assignment of work to his/her candidate in Ph.D. Thesis and Independent study courses in each semester. Setting of intermediate targets, monitoring and evaluation of assigned work is carried out by the supervisor.
4. The supervisor will recommend a mid-semester and final semester grade in each course registered by his/her student and return the evaluation forms and copy of

the reports submitted by his/her student, to the Dean, ARD by the specified dates given in the 'calendar of events'.

5. Any request by a Ph.D. student relating to the change of topic, extension of time limit for submission of thesis, approval of title of thesis before submission of thesis, etc is to be forwarded and recommended by the supervisor(s).
6. The supervisor(s) has to certify the originality and authenticity of the Ph.D. work of his candidate in the form of a certificate, which forms a part of the Ph.D. thesis whenever it is submitted. Names and addresses of eminent persons to act on panel of examiners are to be suggested by supervisor. These persons should be able to evaluate the thesis and conduct the viva voce examination.
7. A copy of research publications of the candidate either individually or jointly with the candidate on research work should be submitted to ARD.
8. The supervisor should announce the recommended mid-semester grade to his/her student.
9. All communication by supervisor to the Institute should be submitted through ARD
10. Kindly keep ARD informed about your latest postal and e-mail address and telephone, fax numbers.

11. Guidelines for Writing the Ph D Thesis

1. Kindly ensure that your thesis meets all the standards of a scholarly writing. The entire work is divided into suitable chapters, sections, and sub-sections.
2. Kindly ensure that objectives, scope, limitations of research, general conclusions, specific conclusions, specific contributions and future scope of work are clearly spelt out in the thesis.
3. The thesis may be written in English language and may be word-processed on single side of paper. You may follow appropriate margins, line spacing, and font. In case the numbers of pages are exceeding 350, the thesis may be printed on both the sides of paper. The appendices may be provided in a Compact Disc if the situation

warrants. The page orientation may be portrait and good quality A4 size paper may be used. The pages may be numbered properly and the text is justified.

4. Any format of quoting 'REFERENCES' may be followed consistently in the thesis. The reference numbers may be quoted in square parentheses and listed towards the end of chapters or the candidates may follow author's name followed by year of publication in bracket and list the authors alphabetically towards end of chapters.
5. Kindly ensure that all figures, tables have suitable numbers consistently followed throughout the thesis document. Be sure to give caption to each table/figure and they are cited in the text. Mention data sources below the Tables/Figures if any. Figures should be made as self-explanatory as possible.
6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.
7. The suggested format of the organization of Thesis is as given below.
 - Thesis Title Page (Inner Cover) as per the format given in Annexure I
 - Certificate from Supervisor as the format in Annexure II
 - Acknowledgements
 - Abstract
 - Table of Contents
 - List of Tables
 - List of Figures
 - List of Abbreviations/Symbols
 - Chapters
 - Conclusions
 - Specific Contributions
 - Future Scope of Work
 - References
 - Appendices
 - List of Publications and Presentations
 - Brief Biography of the Candidate
 - Brief Biography of the Supervisor
8. Formats of Thesis title page and certificates given in the Annexure should be strictly adhered to. The Thesis should have an outer cover similar to inner cover.

Annexure I: Format of Thesis Title Page

Multi Criteria Evaluation of Parabolic Solar Cooker as a Domestic Cooking Device

THESIS

Submitted in partial fulfilment
of the requirements for the degree of
DOCTOR OF PHILOSOPHY

by

SANJAY D. POHEKAR

Under the Supervision of
Prof. M. Ramachandran



BITS Pilani
Pilani | Dubai | Goa | Hyderabad

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

2004

**Annexure II: Format of Certificate from candidate working without the benefit of
supervisor**

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

CERTIFICATE

This thesis is submitted under Regulation 8.20 (a) of the Academic Regulations for Doctoral Programmes which allows a faculty member of the Institute/Professional to do Ph.D. research without the benefit of a supervisor.

This is to certify that the thesis entitled _____

_____ and submitted by _____ ID No _____ for award of Ph.D. Degree of the Institute embodies my original work.

Signature

Name in Block Letters

ID No.

Designation

Date:

Annexure III: Format of Certificate from the Thesis Supervisor to be incorporated in the Thesis

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

CERTIFICATE

This is to certify that the thesis entitled _____

_____ and submitted by _____ ID No _____ for award of Ph.D. of the Institute embodies original work done by him/her under my supervision.

Signature of the Supervisor

Name in capital letters

Designation

Date:

12. Guidelines for Pre-submission Seminar

1. Submit two copies of the pre-submission draft for review by the members of the Doctoral Advisory Committee (DAC) to ARD
2. Kindly ensure that the copies are duly certified by the supervisor and are properly written following the guidelines for writing the thesis.
3. The exact title of thesis may also be discussed during the pre-submission seminar if the same is not already approved by the Research Board.
4. Prepare a presentation for approximately 30 to 40 minutes using Power Point. The presentation must cover the following:
 - Objectives and Scope of the Study
 - Literature review (briefly 2-3 slides only)
 - Identification of the research gaps based on literature review
 - Problem Formulation
 - Research Methodology
 - Experimentation/ Data Collection/Analysis
 - Results and discussion
 - General Conclusions
 - Specific Conclusions /Contributions of the research
 - Further Scope of Research
5. Inform the presentation and accommodation needs.
6. Kindly ensure that slides are presenting candidate's work predominately. It is better to make a practice presentation before actual pre-submission seminar.
7. Note the suggestions/corrections given during the seminar.
8. The suggestions shall be discussed with supervisor(s) and incorporated in thesis.

13. Guidelines for Ph D Thesis Submission

1. The thesis can be submitted only after completion of pre-submission seminar on the thesis and title approval by Doctoral Counseling Committee. Exactly same title (including case, capitalization etc) should appear on the thesis.

2. Kindly ensure that suggestions/corrections discussed during the pre-submission seminar are incorporated in the thesis after discussions with the supervisor(s).
3. Formats of Thesis title page and certificates given in the Annexures should be strictly adhered to. The Thesis should have an outer cover similar to inner cover.
4. The thesis can be submitted only if the candidate is registered during that particular semester.
5. The thesis can be submitted only if there no Unsatisfactory/NC grade in the previous semester of submission of thesis.
6. Kindly ensure that there are no pending dues if any and there are no pending grades if any.
7. The thesis can be submitted only after completion of 40 units in Ph D Thesis course, completion of minimum 2 units in PLS courses, completion of min 2 units in Independent Study
8. Ensure that the name and title of thesis are as per the approval of DCC/Research Board
9. Off campus candidates can submit the thesis through speed post/parcel services.
10. Submit the following at the time of thesis submission:
 - 4 hard bound copies of the thesis
 - Soft copies of thesis (in a single PDF format) and synopsis written on a CD
 - 5 copies of synopsis of the thesis
 - Demand draft of requisite Thesis Examination Fees (as announced in fee structure) in favor of BITS, Pilani; payable at Pilani and drawn on SBBJ, Pilani or UCO bank, Pilani or ICICI Bank, Pilani.
 - Evaluation forms for the semester of thesis submission
 - Sealed envelope containing names, communication details and brief bio-data of at least 7 eminent as prospective thesis examiners to be given by the supervisor(s)
 - Proforma ARD/Thesis/1 and ARD/Thesis/2 duly filled in and signed by candidate and supervisor(s) in duplicate

- 4 soft copies (in a single PDF format) of thesis in form of CDs are to be submitted at the time of viva-voce examination.

14. Evaluation Forms for all Ph. D. Courses

In the following section, the evaluation forms are given. These may be photocopied and used for grade submission.

Form	Applicable to course
Mid Semester Evaluation Form	All Courses
Independent study end semester evaluation form	Independent Study
PL I/PL II end semester Evaluation Form	Practice lecture Series I /II
Ph. D. thesis end semester Evaluation Form	Ph. D. Thesis

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
Mid-Semester Evaluation Form for Ph.D. Courses (2 pages)

SECTION-I (To be filled by the candidate)

Semester/Term: First/Second Semester/Summer Term 20 - 20

ID NO: _____ Name: _____

Supervisor(s)/Mentor: _____

Outline of work done:

(a) Independent Study/Seminar

(b) Ph.D. Thesis

SECTION-II EVALUATION & GRADING BY SUPERVISOR(S)/MENTOR

A. BITS C790T Independent STUDY

Recommended Mid-Semester Grade: **Good / Poor**

B. BITS C799T Ph.D. THESIS

Recommended Mid-semester Grade: **Satisfactory/Unsatisfactory**

Remarks, if any:

Date

Signature of Supervisor(s)/Mentor

Instructions:

1. The candidate should fill Section-I and submit form to his/her supervisor(s)/mentor.
2. Supervisor/mentor should evaluate the performance and suggest a grade (section-II) and return this form so as to reach ARD on or before the specified date.
3. Attach extra sheets, if needed.
4. Strike – off courses not registered in a particular semester/term.

(Cont...)

Practice Lecture Series

Semester/Term: First/Second Semester/Summer Term 20 - 20

ID NO: _____ Name: _____

Supervisor(s)/Mentor: _____

SECTION-I (To be filled by the candidate)

Details of lectures delivered:

Date	Venue	Attendance	Title of Lecture

SECTION-II (Evaluation and grading by Instructor-in-charge)

Item	Weightage	Grades/marks awarded for			
		Presentation	Technical Contents	Ref to literature	Overall Grade/Marks

Recommended MID Semester Grade: **Above Average/Average/Below Average**

Supervisor(s) /Mentor
Date:

Instructor-in-charge
Date:

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

END SEMESTER EVALUATION FORM - BITS C790T INDEPENDENT STUDY

SECTION-I (To be filled by the candidate)

Semester/Term: First/Second Semester /Summer Term 20 - 20.

ID NO. _____ Name: _____

Supervisor/Mentor: _____

Topics of study undertaken

SECTION-II EVALUATION & GRADING BY SUPERVISOR(S)/MENTOR

Component & Weightage	Grades/marks awarded for				
	Tech Contents 20 %	Depth of Knowledge 10 %	Originality 10 %	Presentation 10 %	Date of Submission
Study Report -I 50 %					
Study Report -II 50%					
Overall marks/grades (out of 100):					

Comments on the performance:

RECOMMENDED FOR GRADE:

Mid-semester Grade Awarded : **Good / Poor**

Final grade : **Good / Poor**

Report, if any (vide Ac. Reg. 4.12):

Date

Signature of Supervisor/Mentor

Instructions

1. The candidate should fill Section-I and submit form to his/her supervisor(s)/mentor.
2. Supervisor/mentor should evaluate the performance and suggest a grade (section-II) and return this form so as to reach ARD on or before the specified date.
3. Attach extra sheet, if necessary.

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

END SEM. EVALUATION FORM FOR BITS E793T/E794T: PRACTICE LECTURE SERIES –I/II

SECTION-I (To be filled by the candidate and sent to Academic Research Division)

Semester/Term: First/Second Semester /Summer Term 20 - 20

ID No. _____ Name: _____

Supervisor/Mentor: _____

Details of lecture delivered:

Date	Venue	Attendance	Title of Lecture

SECTION-II (Evaluation and grading by Instructor-in-charge)

Component	Weightage	Grades/marks awarded for			
		Presentation	Technical Contents	Ref to literature	Overall Grade/Marks

RECOMMENDATIONS FOR GRADE:

Mid-Semester Grade Awarded : **Above average / Average / Below Average**

Final Grade : **Above average / Average / Below Average**

Supervisor(s)/Mentor

Date

Instructor-In-charge

Date

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
END SEMESTER EVALUATION FORM - BITS C799T Ph. D. THESIS.

SECTION-I (To be filled by the candidate)

Semester/Term: First/Second Semester/Summer term. 20 - 20

ID. No. _____ Name: _____

Supervisor/Mentor: _____

Approved topic/Title _____

Number of Thesis Units registered during the current semester/term: _____

Likely date of submission of Thesis: _____

Semester/term or date five years period or /granted extension period ending: _____

Work done during the semester /term (give only the salient details):

SECTION-II: EVALUATION OF WORK & GRADING BY SUPERVISOR(S)/MENTOR

Attendance : **Regular / Irregular**

Comments on the work:

RECOMMENDATION FOR GRADE

Mid-Semester Grade awarded : **Satisfactory / Unsatisfactory**

Final Grade : **Satisfactory / Unsatisfactory**

Date

Supervisor(s)/Mentor

Instructions

1. The candidate should fill Section-I and submit form to his/her supervisor(s)/mentor.
2. Supervisor/mentor should evaluate the performance and suggest a grade (section-II) and return this form so as to reach ARD on or before the specified date.
3. Attach extra sheet, if necessary.

15. Important Proformas

15.1 Submitting Plan of Work during a Semester:

Plan of Work for Semester/Term: First/Second Semester/Summer Term 20 - 20

Name: _____ ID. No: _____

1. Course: Course No. _____ Course Name _____

Sr No	Objectives	Activities	Target Date

2. Course: 1 Course No. _____ Course Name _____

Sr No	Objectives	Activities	Target Date

3. Course: 1 Course No. _____ Course Name _____

Sr No	Objectives	Activities	Target Date

Signature of Supervisor(s)/Mentor

Signature of Candidate

15.2 Proforma for Title Approval (preferably to be typed and sent to ARD)

Date: _____

Candidate's Name : _____

ID No. : _____

Address : _____

To,
The Chairman
Research Board, BITS, Pilani

Sub: Approval of the Title of Thesis
Through : Supervisor(s) & Dean, ARD

Dear Sir,

I am submitting herewith the title of my Ph.D. thesis for the consideration of Research Board. The proposed title is as given below: #

My topic of research approved by the Research Board Vide minutes No. _____
dated _____ was : _____

The title may please be approved by the Research Board.

Yours faithfully,

(Signature of Student)

Recommendations of the supervisor(s)

(Signature of supervisor(s))

Recommendation of Academic Research Division

Dean, ARD

The title may be written in "Title Case"

15.3 Ph D Thesis Submission (2 copies of ARD/Thesis/1 and 2 must be submitted)

Form ARD/Thesis/1

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
ACADEMIC RESEARCH (Ph. D. PROGRAMME) DIVISION**

(Information to be supplied at the time of the submission of Thesis along with five copies of Thesis synopsis)

Name & ID No. of Student: _____

Name of the supervisor(s): _____

Title of thesis (as approved by the Research Board/DCC) vide Minutes No. _____

1. (a) Date of first registration in the Ph.D. programme : _____

(b) If more than five years have been taken, please give:

(i) Extension of time granted upto _____

(ii) Minutes No. & date on which the last extension was granted: _____

2. Date of passing the Ph.D. qualifying examination _____

3. Date of thesis title approval _____

4. Number of Seminar/Independent study Units cleared _____

5. Number of Thesis Units cleared _____

6. Thesis grade in the last semester/term _____

7. (a) Any NC in Thesis , Seminar /Independent Study Yes/No

(b) If Yes, consequential stipulations overcome Yes/No

8. Current Semester/Term Registration: I/II/ Summer Term 20 - 20

9. Course cleared:

Teaching Practice-I / Practice Lecture Series –I Yes/No

Teaching Practice-II / Practice Lecture Series-II Yes/No

Foreign Language Exempted/cleared

Signature of the Supervisor(s)

Date & Place: _____

Signature of the student

Date & Place: _____

Enclosure: - Five copies of Thesis Synopsis

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
ACADEMIC RESEARCH (Ph. D. PROGRAMME) DIVISION**

Name of the Student _____ ID No _____

Name of the Supervisor(s) _____

Title of Thesis _____

I am hereby submitting my thesis in accordance with Clause 8.26/8.27 of Academic Regulations.

Countersigned by the Supervisor(s)

Date: _____

Address: _____

Students signature

Date: _____

Address: _____

Enclosures:

1. 4 copies of Thesis
2. Soft copies of thesis (as single pdf file) and synopsis in CD
2. 5 copies of Synopsis of Thesis
3. Letter of supervisor giving names and addresses of at least seven eminent persons to be on the panel of examiners
4. Fee Receipt

(For Academic Research (Ph. D. Programme) Division use only)

Thesis received on _____

Draft /Cheque No _____ dated _____ for Rs. _____

(Deposited vide receipt No. _____ dated _____

Thesis returned for want of _____

The Thesis detained for want of _____

Verified the following:

The requirements of Clause 8.26/8.27 of the Academic Regulations

The title of Thesis approved vide Research Board /DCC Minutes No. _____

Thesis forwarded to the Registrar on _____

(Dean ARD)

15.4 Vital Information of Examiners Proposed for Ph D Thesis

(To be submitted by the Supervisor. Should contain information on at least seven examiners and be submitted confidentially in a sealed envelope along with the Thesis to Dean ARD through Professor-in-Charge ARD)

Full name, with title	
Contact info:	
Email address	
Phone no, with country, city codes	
Postal address, complete with pin code	
Highest degree, complete with Year, Discipline, University, City:	
Degree, with year	
University	
Specialization, with sub-specialization	
Current position:	
Employer	
Position(s)	
Responsibility(ies)	
Research specialization, with sub-specialization	
Post-PhD experience:	
Teaching	
Research, development or innovation	
Publications (numbers only):	
Total, books	
Total, chapters in books	
Total, in peer-reviewed journals published abroad	
Total, in peer-reviewed journals published in India	
Total, in peer-reviewed conferences held abroad	
Total, in peer-reviewed conferences held in India	
List below 4 to 8 recent, representative publication relevant to thesis topic (complete with authors, title, journal, publisher, vol. no., year, page nos.):	
1	
2	
3	
4	

(Signature of supervisor)

16 Checklists for Various Events

16.1 Checklist for Semester's Work

1. Payment of fees for the particular semester to Dean, SWD
2. Signing and sending of registration card to Dean, ARCD
3. Making the plan of work for all the courses registered in consultation with Supervisor(s) / Mentor
4. Dispatch of the plan of work by email to ARD for necessary approval
5. Carrying the work as per the work plan
6. Submitting mid semester's reports and grades forms duly signed by supervisor
7. Submitting end semester's reports and grades forms duly signed by supervisor
8. Informing the ARD, changes in address, telephone, E-mail etc., if any
9. Informing the ARD the change of locale, supervisor, topic, if situation warrants
10. Requesting the Doctoral Counseling Committee for extension of time for thesis submission, if situation warrants

16.2 Checklist for Preparing Draft Thesis

Objectives, Scope and Limitations

1. Are the objectives clearly spelt out?
2. Are the objectives based on in-depth literature review?
3. Does the thesis clearly mention scope and limitations of research?

Literature Survey

4. Is the literature survey up-to-date and exhaustive?
5. Has the researcher referred international/national journals of repute?
6. Are the research gaps clearly identified?

Methodology

7. Is the methodology adopted described exhaustively?
8. Has the researchers mentioned all data sources?
9. Is the research methodology adopted up-to-date?

Results and Discussions

10. Are the outcomes of research discussed at length?
11. Has the candidate come out with knowledge addition in the area of research?

12. Has the candidate come out with publications in international/national journals of repute?
13. Has the candidate presented his work in international/national conferences?

Conclusions and Future Scope of Work

14. Are the conclusions clearly spelt out?
15. Has the candidate mentioned specific contributions to the field of research?
16. Has the candidate mentioned future scope of work?

Literature References

17. Is the citation of references done in standard format?
18. Are all the references cited in the text?
19. Are the references relevant and adequate to the work?

Documentation of Thesis

20. Is the flow of writing logical?
21. Has the candidate made sections/subsections to explain his work?
22. Are the figures/tables presented neatly and clearly with proper and consistent captions?
23. Is the list of tables, figures, symbols/acronyms given in the thesis?
24. Has the candidate attached a proper acknowledgement?
25. Are the appendices appended properly to the thesis?
26. Has the candidate appended list of papers published/presented on the thesis?
27. Has the candidate included brief biography of himself and his supervisor (about one page each) towards the end of the thesis?

16.3 Checklist for Pre-Submission Seminar on Ph D Thesis

1. Completion of 40 units in Ph D Thesis course.
2. Completion of the research work and preparation of thesis duly checked and certified by your supervisor(s) following the guidelines for preparing the draft thesis.
3. Submission of two copies of the thesis for review by the members of the Doctoral Advisory Committee (DAC).
4. Obtaining the comments of the members of DAC on the thesis.
5. Preparation of presentation for approximately 30 to 35 minutes using Power Point.

The presentation must cover the following...

- Objectives and Scope of the Study
- Literature review (briefly 2-3 slides only)
- Identification of the research gaps based on literature review
- Problem Formulation

- Research Methodology
 - Experimentation/ Data Collection/Analysis
 - Results and discussion
 - General Conclusions
 - Specific Conclusions /Contributions of the research
 - Further Scope of Research
6. Clearing of dues till date of the seminar
 7. Clearing of pending grades, if any
 8. Informing the presentation and accommodation requirements
 9. Noting the corrections/suggestions, if any, for necessary action during pre-submission seminar
 10. Collecting necessary proforma for Thesis Submission and Prospective Examiners Information.

16.4 Checklist for Thesis Submission

1. Registration in the semester of thesis submission
2. Clearing all pending dues, if any
3. Clearing all pending grades, if any
4. Completion of 40 units in Ph D Thesis course
5. Completion of minimum 2 units in PLS courses
6. Completion of minimum 2 units in Independent Study
7. Any NC/Unsatisfactory grades in immediately preceding semester
8. Correctness of name and ID as per ARD records
9. Approval of the Thesis title by the Research Board
10. Pre-submission seminar before the DAC
11. Submission of grades for the semester of thesis submission
12. Correctness of thesis title as approved by the Research Board/DCC
13. Submission of 4 hard bound copies and one soft copy, in a CD, of the thesis
14. Submission of 5 copies of synopsis of the thesis

15. Necessary instructions for title page and certificate are followed or not
16. Submitting Demand draft for 'Thesis examination fees' in favor of BITS, payable at Pilani and drawn on SBBJ, Pilani or UCO Bank Pilani or ICICI Bank, Pilani.
17. Submission of sealed envelope containing names, communication details and brief bio-data of at least 7 eminent as prospective thesis examiners to be given by the supervisor(s)
18. Submission of Proforma ARD/Thesis/1 and ARD/Thesis/2 in duplicate duly filled in and signed by candidate and supervisor(s)

17. Glossary

1. **Academic Regulations:** Institute publication containing rules of operations of all academic programmes of the Institute
2. **Doctoral Advisory Committee:** A committee consisting of Head of Department (HOD) as ex-officio member and Chairperson, and 2 to 6 faculty members, at the level of Assistant Professor or above, who are active in research to monitor the progress of research work and advise a Ph. D. candidate
3. **Doctoral Counseling Committee:** A statutory body to take care of monitoring the progress of Ph.D. candidates
4. **Examination Committee:** A statutory Institute committee empowered to approve all the course grades and examination results
5. **Grade Card:** A computer printout reporting the performance of the student at the end of the semester in all the courses registered by him/her in that semester
6. **ID No:** Candidates unique identification number in the Institute
7. **Instructor:** A faculty member in the team of teachers conducting a course. Thesis supervisors act as instructors for various Ph. D. courses and recommend mid-semester and final semester grade in the semester
8. **Instructor-in-Charge:** A faculty member designated for a course to turn in the Grade
9. **Mentor:** A faculty member designated by DRC to act as an Instructor in the absence of a supervisor for a particular Ph.D. candidate
10. **Off Campus Centre:** Practice School stations or collaborative locations outside Pilani

11. **Research Board:** A statutory body to take policy decisions on research and sanction approval on all the matters connected with the Ph. D. degree pursuit of a candidate
12. **Senate:** Highest academic body of the Institute empowered to devise and approve new programmes etc.
13. **Supervisor:** Guide of the candidate as approved by the Research Board of the Institute
14. **Various Divisions:** Administrative divisions of the Institute for conducting day-to – day operations.

ARCD: Academic Registration and Counseling Division: Nodal agency responsible for arranging the registration semester by semester on the recommendations of ARD, for Ph D candidates and providing grade sheets, transcript, and provisional degree certificates etc. at the end of programme

ID: Instruction Division: Division to monitor all Teaching and Evaluation activities of the Institute

ARD: Academic Research (Ph. D. Program) Division: Nodal agency for Ph. D. programme of the Institute

SWD: Student Welfare Division: Nodal agency for fees and accommodation and overall welfare of the Institute

PSD: Practice School Division: Nodal agency to plan, monitor and conduct practice school programmes of the Institute

WILPD: Work Integrated Learning Programmes Division: Nodal agency to plan, monitor and conduct distance and collaborative learning programmes of Institute

18. Contact Details

For regular/day to day interaction, enquiries, clarifications: phdmonitoring@gmail.com

The Dean,

Academic Research (Ph. D. Programme) Division

Birla Institute of Technology and Science, Pilani

Vidya Vihar, Pilani – 333 031 (RJ)

Phone: 01596-245073 Ext. 204, 217