



Birla Institute of Technology & Science, Pilani
Pilani | Dubai | Goa | Hyderabad

Guidelines for Department Research Committee (DRC)

Academic Graduate Studies & Research (Ph. D. Programme) Division

Birla Institute of Technology and Science, Pilani

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1. Introduction

This brochure presents comprehensive information on the functions related to Doctoral Research Committee (DRC). The DRC will function closely with Academic Graduate Studies & Research (Ph. D. Programme) Division (AGSRD) for smooth running of Ph. D. Programme of the Institute. DRC may use the enclosed formats in their routine functions.

2. Details about DRC composition and functions

2.1 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 size of DRC may depend on the number of faculty members in the Department. One of the members acts as its Convener. The term of DRC members is of two years. DRC is approved by the Director of the Campus on the recommendation of HOD through Dean AGSRD and helps AGSRD in operations from admission to final thesis submission of a Ph. D. Candidate.

2.2 Admission of on-campus candidates

DRC plays an important role in admission of the Ph. D. candidate. Admissions Division sends a link for list and details of candidates applied to all HOD's. HOD, in consultation with DRC members, adopts a suitable criteria and accordingly shortlists the candidates to be called for test/interview. Based on HOD recommendation, final list is compiled by Associate Dean, AGSRD. The applications of shortlisted candidates will be handed over to the DRC for further review. The examination paper (wherever needed) will be made by the DRC in consultation with other campuses, thus, the same examination paper will be used by all campuses for a particular discipline. On the day of examination, DRC will conduct the test, evaluates the test paper and conduct interview of short listed candidates.. For the purpose of interview, DRC may co-opt some more faculty members depending on need and circumstances.

Selection & recommendation of vertical transfer students should be done by the HOD/DRC, only after their source of fellowship/funding is identified and approved.

During interaction with the candidates, DRC will also identify the area of research, notional supervisor, DAC members and the course package for the shortlisted candidates. This information will be send to Associate Dean, AGSRD in the appropriate format (enclosed in this document). Students holding first degree (B.Tech, B.E., M A, M.Sc etc.) must be prescribed a minimum of six courses spread in two semesters with minimum of 24 units.

The recommendations (i.e. list of selected/rejected candidates), application forms, name(s) of notional supervisor(s) and the course package (if applicable) are forwarded to Associate Dean, AGSRD for further processing and admissions related formalities.

Usually, if the suggested course is available in the bulletin then the student is advised to register in the same course name and code. This will be added as a course for the department and the I/C will directly submit grades to ARCD. However, if some course material is not available as a structured course in the bulletin, then the student may register for all those courses under other heads like Study in Advanced Topics, Reading Course, Independent study etc. Only two undergraduate courses can be taken by Ph.D candidates as part of their course work. Both these courses should be greater than or equal to level 4.

2.3 Admission of Part Time candidates:

Admission may be given to the students who are working in reputed research organizations, academic Institutes and industries, situated preferably in the close vicinity of one of the campuses of BITS Pilani, on part time basis. The candidate selected under this scheme, shall be guided by one of the BITS faculty as Supervisor. The progress of these students will be monitored by the respective Departmental Research Committee .Admission will be made along with full time students by following the same process for selection. All existing academic regulations will be applicable to part-time Ph D students also, unless specifically mentioned otherwise.

2.4 Admission of off-campus candidates

Off campus aspirants will apply for admission against the advertisement/notification. Based on the status of collaboration with candidate's organization and academic background, the suitable applications will be forwarded to the concerned DRC. DRC will review the applications with respect to suitability of research area and possibility of co-supervisor from the department. Based on the recommendation of DRC, Dean AGSRD may allow a candidate to appear for Ph D qualifying examination.

2.5 Registration

All Ph. D students have to register for required courses suggested by DRC. A Ph. D. candidate under special circumstances can seek permission for not registering in a

particular semester. His request has to be verified and forwarded by DRC to the Dean/ Associate Dean, AGSRD.

2.6 Course work

For students with First Degree, depending upon the student's qualifications and background, the DRC will, in consultation with the student's notional supervisor and DAC members, prescribe course work for such a Ph.D. student, and will communicate the same to the Associate Dean, AGSRD for record. The minimum of number of courses shall be six with minimum of **24 units**. The number of units in one semester should not exceed 14. Candidate should not obtain less than D grade in any course and should have minimum CGPA of **5.50**. If less than D grade is obtained, course should be repeated. On obtaining less than D grade in more than one course or CGPA less than 5.50, student shall be discontinued from the programme.

Usually, if the suggested course is available in the bulletin then the student is advised to register in the same course name and code. This will be added as a course for the department and the I/C will directly submit grades to ARCD. However, if some course material is not available as a structured course in the bulletin, then the student may register for all those courses under other heads like Study in Advanced Topics, Reading Course, Independent study etc Only two undergraduate courses can be taken by Ph.D candidates as part of their course work. Both these courses should be greater than or equal to **level 4**.

Students with Higher Degree (HD) may also be required to do course work if he is working in different area than his area of HD or having less than 6 courses in his HD. Number of courses will be decided by the Notional Supervisor and DAC members in order to prepare the candidate to undertake research in the chosen area. Number of courses can vary from zero to 6. Campus-based Associate Dean, AGSRD will forward the prescribed list of courses for all Ph.D. students to campus-based ARCD for purpose of course registration. On successful completion of prescribed course work a Ph.D. student will be eligible to appear in qualifying examination, and can apply for the same to DRC.

2.7 Ph. D. Qualifying Examination

In the beginning of each semester, the DRC of each department will announce at least two dates for holding qualifying examination and major subject areas for conducting examination.

Each Ph.D. student will communicate to DRC on prescribed format, the preferred examination date and two areas from the list of qualifying examination areas announced by the department. One of these must be in the sub-discipline in which he/she proposes to undertake research. On receiving request from eligible Ph.D. students, the DRC will conduct qualifying examination comprising of written test on two chosen areas, and viva.

As per requirement, each subarea may have several sections with a total of 150/160 marks for theory and 50/40 marks for viva. The duration of each theory examination will be 3.0-4.0 hrs. Viva may be conducted separately for each sub area. A student will get a maximum of two attempts for clearing the qualifying examination.

The rigor & quality of Ph. D qualifying examination is the responsibility of individual DRC's. The student has to secure a minimum of 50% in individual sub areas. The recommended result of the DRC is finalized **only** after the receipt of Registrar signed letter from Pilani.

Results of qualifying examination will be sent to Dean/ Associate Dean, AGSRD for approval of Examination Committee. Answer books of PhD qualifying exam are collected back by DRC after showing to the students and send them to AGSRD along with the question paper from the department. Results of qualifying examination will be sent to Dean AGSRD through Associate Dean AGSRD for approval of Examination Committee.

Date of submission to AGSRD		Item
31 st August & 15 th November	31 st January & 15 th April	Conduct of Ph. D qualifying examination
30 th October & 24 th January	15 th April & 10 th August	Submission of Ph. D proposal duly approved by DRC & All Matters related to the board like change of locale, organization supervisor if any and Research Proposal

List of Sub-areas for each department

Department	Proposed area
Biological Sciences	<ol style="list-style-type: none"> 1. Environmental and Microbial Biotechnology 2. Parasitology and Vector Biology 3. Bioinformatics and Computational Biology 4. Plant Biotechnology 5. Human Diseases and Immunology 6. Biochemistry 7. Molecular Biology and r-DNA technology 8. Animal Biotechnology
Chemical Engineering	<ol style="list-style-type: none"> 1. Transport Phenomena & Separation Processes 2. Chemical Reaction Engineering & Thermodynamics 3. Material Science and Engineering 4. Environmental Engineering 5. Energy and Process System Engineering 6. Petroleum and Petrochemical Engineering 7. Biochemical Engineering
CS/IS	<ol style="list-style-type: none"> 1. AI, Machine Learning & Data Mining 2. Computer Architecture, Embedded Systems & Robotics 3. Databases & Data Warehousing 4. High Performance & Distributed Computing 5. Image Processing & Multimedia 6. Networking & Mobile Computing 7. Algorithms Theoretical Computer Science
Management	<ol style="list-style-type: none"> 1. Finance & Accounting 2. Marketing 3. Organizational Behavior & Human Resource Management 4. Operations Management & Decision Science 5. Information Technology & Technology Management 6. Strategy & Entrepreneurship
Mechanical	<ol style="list-style-type: none"> 1. Design engineering 2. Thermal engineering 3. Fluid engineering 4. Manufacturing engineering & management 5. Material science and engineering 6. Industrial Engineering and Operations research" 7. Computer aided engineering 8. Automation, mechatronics and MEMS
Humanities & Social Sciences	<ol style="list-style-type: none"> 1. Cultural Studies: Media and Communication, Film, Theatre 2. English Language, Literature and Linguistics 3. Philosophy: Indian Philosophy and Ethics 4. Education 5. History and Politics 6. Psychology: Research Methodology, Positive Psychology 7. Public Administration and Development Studies 8. Public health and Environment Studies 9. Sociology
Pharmacy	<ol style="list-style-type: none"> 1. Pharmaceutics and Pharmacokinetics 2. Pharmaceutical Chemistry, Natural Drugs and Phyto-Chemistry

	<ol style="list-style-type: none"> 3. Pharmacology and Toxicology 4. Pharmaceutical Analysis and Quality Assurance 5. Clinical Research and Clinical Pharmacy 6. Pharmaceutical Biotechnology
Physics	<ol style="list-style-type: none"> 1. Astrophysics & Cosmology 2. Condensed matter physics 3. Nonlinear science and Complex systems 4. Nuclear & High energy physics 5. Optics & spectroscopy 6. Quantum physics 7. Semiconductor physics 8. Theoretical Physics
Eco & Fin	<ol style="list-style-type: none"> 1. Macroeconomics 2. Microeconomics and Industrial Economics 3. Public Finance and Policy. 4. International Economics 5. Applied Econometrics and Quantitative Techniques in Economics and Finance. 6. Corporate Finance 7. Investment Analysis and Management 8. Financial Economics and Financial Engineering.
Chemistry	<ol style="list-style-type: none"> 1. Organic Chemistry 2. Inorganic Chemistry 3. Physical Chemistry 4. Analytical Chemistry 5. Theoretical and Computational Chemistry
Maths	<ol style="list-style-type: none"> 1. Algebra 2. Analysis 3. Differential Equations and Applications' 4. Discrete Mathematics 5. Applied Statistics 6. Operations Research 7. Numerical Methods and Applications 8. Cosmology and Relativity
Civil	<ol style="list-style-type: none"> 1. Structural Engineering 2. Transportation Engineering 3. Environmental Engineering 4. Water Resources Engineering 5. Geotechnical Engineering 6. Geomatics Engineering 7. Infrastructure Planning & Design 8. Applied Mechanics
EEE & Instrumentation	<ol style="list-style-type: none"> 1. Instrumentation & Control 2. Communication Engg, networks 3. RF, Microwave, Antenna design & Wireless systems 4. Power systems & Electrical Engineering, Renewable energy, smart grids. 5. Power electronics and drives 6. Embedded systems 7. Micro/Nano electronics 8. Electronic materials, Devices and technology 9. Digital Signal processing

2.8 Semester Work

The DRC will recommend the courses to be done by each student, to Associate Dean, AGSRD. In the first semester (after clearing the qualifying examination), a full time student will register in (i) Teaching Practice-1 and (ii) Ph D. Seminar course, followed by

(i) Research Methodology-1 and (ii) Ph D. Seminar, in the second semester. For Part Time students, Teaching Practice-1 course will be replaced with Practice Lecture Series-1. For Aspirants, TP-1 will be replaced by PLS-1 and Ph D. Seminar by Independent Study. The supervisor(s) and DAC will monitor progress of the research scholar on a regular basis. Each semester, the DRC will conduct seminar to which members of the DAC (as also members of relevant departments) will be invited. At the end of each semester, supervisor will submit the grades to Associate Dean, AGSRD through DRC.

2.9 Topic of Research & Supervisor

Once a Ph.D. student clears the required qualifying examination, he/she will submit two copies of research proposal along with summary sheet in the prescribed format to DRC. DRC will get it reviewed by DAC members and arrange for oral presentation. Based upon DAC recommendation, the DRC will recommend to Dean, AGSRD for approval of (i) supervisor (and co-supervisor), (ii) the research topic together with the detailed proposal and its summary, (iii) the research plan, and (iv) place of research work, as per requirement. DRC will submit a soft copy of proposal and summary along with annexure I and relevant documents to Dean/ Associate Dean, AGSRD

After the research proposal is approved, following semester onward student will register for Ph D thesis and Ph D seminar/Independent study courses till final thesis submission.

2.10 Pre-submission draft and Seminar

On completion of research, the Ph.D. student will submit two copies of draft thesis to DAC members through DRC for its evaluation. DRC will coordinate and ensure that the evaluation is completed within three weeks. DRC will forward the comments of DAC members to the candidate. The candidate in consultation with supervisor, will incorporate these suggestion in his/her thesis or may give suitable explanation to DAC members. DRC will arrange a pre-submission seminar where supervisor, co-supervisor,

DAC member and other faculty will be invited. After successful completion of seminar, student can prepare his/her final thesis.

2.11 Thesis Title Approval

The exact title of the Thesis is discussed and finalized at the time of pre-submission seminar. After the pre-submission seminar, DRC will forward the request of candidate (through supervisor) to approve the exact title of thesis to the Dean/Associate Dean, AGSRD. The title should be written following the 'Title Case' style.

2.12 Thesis submission

A PhD student, upon completion of his research work, will submit to DRC one (i) soft copy (in a CD) of the thesis along with (ii) spiral bound, double side printed copies of the same, one for each examiner, (iii) equal number of the synopsis, (iv) the reports of the DAC members, (v) the list of potential examiners (in sealed envelope), and (vi) other related documents as mentioned in check-list. The DRC will recommend to the Dean, AGSRD through the Associate Dean AGSRD that the evaluation of the thesis may begin after submission of examination fee by the candidate.

The student will be required to submit two copies of hard bound final thesis, along with the soft copy, after successful completion of viva voce examination by incorporating necessary corrections (if any).

2.13 Change of Locale/Supervisor/Topic of Research

A PhD student will choose a regular BITS faculty member holding PhD degree, as his/her PhD supervisor; He can choose a co-supervisor from other organization with adequate research background in the area of proposed research. In case any Ph. D candidate (eg; faculty) choose the supervisor from another department then the candidate will come under the purview of DRC to which the Supervisor belongs

Approval of the Research Board/DCC is required for any changes in place of work, topic of research and/or supervisor. For any such change Candidate will request through supervisor to DRC. After examining the request, DRC will forward it to Dean / Associate Dean, AGSRD.

2.14 Minimum academic requirements for continuation: A student will not be permitted to continue in the Institute under any one of the following situations:

- i. He/ she fails to take or pass the Qualifying Examination within the prescribed time of two semesters (excluding summer term) after the admission.

- ii. his/her CGPA, where applicable, falls below 5.50 and he fails to bring it up to 5.50 within two subsequent semesters;
- iii. he/ she accumulates two consecutive interim 'unsatisfactory' grades in the Thesis course;
- iv. he/ she fails to submit his/her thesis/revised thesis within the time prescribed for him, for such submission (refer 2.16);
- v. his/her thesis is rejected by the examiners;
- vi. his/her thesis does not receive unanimous final verdict from the examiners as required in clauses 8.30 or 8.32 of academic regulation.
- vii. he/ she receives final grade as 'unacceptable' in Thesis.

Of the above seven stipulations, the first four, specify the intermediate steps necessitating monitoring for a student before submission of his/her thesis. This monitoring is to be done by the DRC. The last three stipulations specify the events after the submission of the thesis and its examination by the appointed examiners. In these cases, the student will be discontinued from the programme. However, he may appeal to the Dean AGSRD for reinstatement giving full exposition and justification for the appeal. If the Dean AGSRD, decides to reinstate such a student, it will give clear instructions and conditions, consistent with overall spirit of the academic regulations that the student must fulfil after reinstatement. The verdict of the Dean AGSRD shall be final

2.15 Inter conversion of Full Time Ph D to Part Time

A student admitted as Full Time scholar may be allowed to take transfer to Part time scheme provided-

- Students meet the basic eligibility criteria of Part Time student.
- Student has completed major part of his research work as certified by the supervisor and has completed at least 20 units of Ph D thesis course.
- The concerned Ph D supervisor, co-supervisor and respective DRC agree for such transfer.

The DRC may also recommend the transfer of a student from Part-Time to Full Time category, provided research positions are available. The total number of Part Time student be limited to 40% of the existing full time Ph D students in a Department.

Approval for such transfers will be granted by Dean AGSRD in consultation with DCC. 9

2.16 Duration of Ph D

A student must submit his thesis within ten semesters (excluding summer terms) to be counted from the semester next to passing the qualifying examination. If the student fails to submit his thesis within stipulated period he may request the respective DRC for extension of time. Such extension for submission of thesis are limited to a maximum of four semesters. Thus, the duration for submitting final thesis (including all extensions and semester withdrawals) are limited to 14 semesters. If a candidate fails to submit his/her final thesis during this period, he/she will be discontinued from the programme. The female candidates who have availed maternity leave during this period may be given one extra semester for thesis submission.

The existing students who were admitted on or before Dec 31, 2007, will be required to submit their thesis not later than Dec 31, 2015.

2.17 Financial Assistance to the student

The DRC will recommend financial assistance, in terms of tuition fee waiver and stipend from the Institute, to be provided to the student. It is expected that DRC will judiciously distribute Institute fellowship amongst the student working with different faculty members. The Institute scholarship and stipend to the Ph D student admitted after 1st Aug 2011 or later will be limited for first five years from the date of admission.

2.18 Procedure for JRF-SRF upgradation & other external evaluations for own fellowship students

1. The candidate & Supervisor can plan the evaluation components as per the guidelines given by funding agency.
2. The date, time, venue & panel should be submitted to AGSRD for Director's approval.
3. Intradepartmental communication (DRC, HOD & Colleagues) pertaining to this, is the responsibility of the Supervisor.
4. Expenditure can be managed from the student or Supervisor contingency. Presently there is no provision at Institute level to support this expenditure.
5. Results sheet should be communicated to AGSRD for further formalities of Director Signature, dispatch etc.
6. Covering letter & dispatch will be by Associate Dean, AGSRD.

2.19 Fee waiver, Scholarship and leave rules

A part of tuition fees may be waived for a Ph. D student for which, he/she will be required to participate in the teaching and other activities assigned from time to time by the concerned department. Depending upon availability, fellowship from Institute or sponsored project may be given. A Ph. D. student may have his own fellowship from CSIR/UGC, etc.

Each candidate is eligible for 30 days of vacation and 15 days of casual leave in an academic year (August to July). Special casual leave of 15 days is permissible for attending conferences/workshop/symposiums/training programmes, etc. For female candidates, maternity leave of 90 days is permitted.

2.20 POLICY DOCUMENT ON RESEARCH SCHOLARS/Ph.D STUDENT'S LEAVE AS APPLICABLE TO GOA CAMPUS

- i.** Maintaining the attendance register and monitoring presence is the responsibility of individual departmental DRC's.
- ii.** All kinds of leave should be approved by the PI/Supervisor and the DRC of each department.
- iii.** As per the Ph. D student guidelines, Ph. D students and research scholars are eligible for 15 days CL, 15 days SCL and 30 days of vacation leave.
- iv.** Leave for Ph. D student is usually considered as per the academic year calendar – i.e from 1st August to 31st July of every year.
- v. Vacation Leave:**
 - a. Vacation leave of 30 days can be used anytime during the year, and can be preponed if necessary - if course duties are appropriately taken care of. For Eg: In case of prolonged leave requirement like medical reason, marriage etc... Vacation leave can be used.
 - b. Vacation leave can be taken only in one or two installments. Vacation leave cannot be split more than twice in one academic year.
- vi. On duty leave:**

On duty leave is also under the perview of DRC of each department. If the work demands and if the PI and DRC have no objection, on duty leave may be permitted to the Ph. D student. Care needs to be taken by DRC that academic procedures like registration, grade submission, and other responsibilities of the student are not compromised.
- vii. Special Casual Leave:**
 - a. SCL conditions are the same as applicable to faculty. For attending Conferences, academic meetings, workshop, symposia etc....
 - b. Reasons given above should be considered only under SCL and not as on duty leave. SCL should not be clubbed with on duty leave.
- viii. Casual leave:**
 - a. Casual leave cannot be clubbed with any other leave.
 - b. The maximum casual leave that can be taken at a stretch is only 10 days.
- ix. Maternity Leave:**

For female candidates, maternity leave of 90 days is permitted.

2.21 Proposed Institute Fellowship criteria for full-time Ph.D. at BITS-Pilani, Goa campus

Priority Criteria (a)

Candidate should have cleared the Ph.D. entrance exam with an overall performance (written +viva for some departments and interview alone for others as most candidates are higher degree holders) greater than or equal to 60% marks.

Priority Criteria (b)

The need of the department as judged by the administration - Director during the Ph.D exam meeting.

Some genuine reasons could be:

- Requirements for projects sanctioned but no manpower
- Ph.D. students are essential in the department to assist with coursework
- Higher priority research focus
- Space crunch already noticed so accommodating new scholars may be difficult and immediate availability of space not possible
- More possibility of attracting funding from agencies and industry

Priority Criteria (c)

- While selecting a candidate for institute fellowship, the number of applicants in an individual department will be taken into account.
- This is because, in a department that receives a higher number of applicants as compared to another department, the candidate has essentially competed more stringently to achieve the overall performance mentioned in criteria (a).
- Hence, ranking of the departments will be done accordingly.

Priority Criteria (d)

- The number of Institute fellows already allocated to a department.
- New departments and new faculty members will be encouraged.
- The maximum number of Institute Fellows for any department will be equal to the number of faculty members with Ph.D.s within that department.
- Normally ONLY ONE institute fellow per faculty member will be permissible in each department. Hence, new faculty members or those without institute fellows will be given preference

Once these criteria are followed and offers made, if additional positions are available then they will be distributed based on requests and discussions.

3. Formats required by DRC for different functions

3.1: Format for approval of DRC

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, _____
_____ CAMPUS
DEPARTMENT OF _____

Date :

To,

The Director
BITS Pilani, Goa campus.

Subject: Approval for Reconstitution of Doctoral Research Committee

Dear Sir,

We request you to kindly approve the following reconstituted members of the Doctoral Research Committee (DRC) for the Department of _____ .

1. _____ : HOD, ex-officio member and Chairperson
2. _____ : Convener
3. _____ : DRC members
4. _____

Reasons for reconstitution: _____

The existing members of the DRC are:

1. _____ : HOD, ex-officio member and Chairperson
2. _____ : Convener
3. _____ : DRC members
4. _____

Thanking you,

Yours sincerely,

Forwarded

(Chairperson / HOD)

(Name: _____)

(Associate Dean, AGSRD)

(Name: _____)

Approved / Not Approved : _____

Director

3.2 Format for submitting the course work (Bulletin course name Title)

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, K K BIRLA
CAMPUS DEPARTMENT OF _____**

Date:

To,
Associate Dean
BITS Pilani, K K Birla Goa campus campus.

The suggested course package for following Ph. D. candidates is given below:

Department:

Sr. No	Name and ID of the candidate	I Semester of AY 20 – 20				II Semester of AY 20 – 20			
		Course Code	Title	Instructor	Unit	Course Code	Title	Instructor	Unit
1									
2									

Signature with Name
(DRC Convener)

Signature with Name
(HOD)

3.3 Format for sending the grades (mid-semester/end-semester) for Pre-PhD courses

BITS, PILANI K.K.BIRLA GOA CAMPUS
Academic Graduate Studies & Research Division
 First / Second Semester 201 -201

Date:.....

MID SEMESTER / FINAL EVALUATION FORM FOR Pre-Ph.D COURSE WORK

(Note: If this course is offered as a regular course the evaluation will be as per the course hand out)

NAME OF THE CANDIDATE :.....ID.NO:.....

NAME & CODE OF COURSE :.....

NAME OF INSTRUCTOR :.....

CONTENT OF THE COURSE STUDIED DURING THE SEMESTER/TERM:

Course Work / Content	Remarks (Studied from Books, Research papers, Thesis etc.)
1.	
2.	
3.	
4	

SEMINAR DETAILS:

Seminar 1 :

Seminar 2 :

Seminar 3 :

EVALUATION AND GRADING.

Component	Seminar 1 20%	Test 1 20%	Seminar 2 20%	Test 2 20%	Mid Sem Grade 40%	Seminar 3 20%	Written Comprehensi ve Exam. 40%	Total 100
Title of Seminar								
Marks								

Mid-Sem Grade(A / A- B / B- C / C- D / E & NC) : :

Date & Venue of Comprehensive Examination:

Final Grading:

RECOMMENDATED GRADE:

(A / A- B / B- C / C- D / E & NC)

Signature(Instructor)

Signature(DRC Convener)

Signature(HOD)

3.4 Format for sending the grades (mid-semester/end-semester)

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, _____ CAMPUS

DEPARTMENT OF _____

Date:

To,
Associate Dean, AGSRD,
BITS Pilani, _____ campus.

We are forwarding herewith the ___(mid-semester / end-semester)_____ grades for following Ph. D. candidate(s) in our department. The summary is given below:

Sr. No.	ID. No	Name of the candidate	Grade in Semester I/II of 20 /20			
			TP I/ PLS-1 (above average/average/below average)	RM-I (A /A- B/B- C/C- D, E & NC)	Ph.D. Seminar/ Independent study (Good/Poor)	Ph. D. Thesis (satisfactory/unsatisfactory)

(Name)_____
(Supervisor/Mentor)

(Name)_____
(DRC Convener)

(Name)_____
(HOD)

Date:

3.5 Format for forwarding the semester drop request

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, _____
_____ CAMPUS
DEPARTMENT OF _____

Date:

To,

Dean/ Associate Dean, AGSRD

BITS Pilani, _____ campus.

We have studied and discussed the request of _____ ID
No. _____ to drop the ___ Semester 20 - 20 in the DRC meeting
dated _____ . Our recommendation is _____
_____.

(Name) _____

(DRC Convener)

Date:

(Name) _____

(HOD)

Date:

**Form for Request of Dropping a Semester
(To be submitted to DRC by student/supervisor)**

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, _____

CAMPUS

DEPARTMENT OF _____

Date:

Name of the student:

ID No.

Supervisor:

Dropping Semester: I/II

Academic year: 20 - 20

Reason (Enclose supportive documents):

Signature of the Student

Recommendation of Supervisor:

Name and Signature Supervisor

3.6 Format for application to DRC for Ph. D Qualifying Examination (2 pages)

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, _____

_ CAMPUS

DEPARTMENT OF _____

APPLICATION FOR Ph. D. QUALIFYING EXAMINATION

I. General

1.1 Name in block letters (As given in the certificate of your highest qualification):

1.2 Official Address: _____

_____ PIN _____

STD Code: _____ Phone No. _____ Fax No. _____

1.3 Address of correspondence: _____

_____ PIN _____ Phone _____

E-mail Address: _____

1.4 Nationality: _____

1.5 Sex: Male Female

1.6 Date of birth: |

1.7 Marital Status: Single Married

Affix your
passport size
photograph
here

II. ACADEMIC RECORD

2.1 List your formal education (beyond H. Sc./10+2/Intermediate)

Degree	Duration	Year of passing	Division/ % marks	College/ Univ.	Full time/ part time basis	Subjects

2.2 Are you holding a formal higher degree (M. E./M. Tech./M. Phil./M. Pharm./M. S., etc) of BITS or its equivalent? (Attach certificate). Do not tick YES if holding only M.A./M. Sc./M.Com./M.B.A./L.L.B./C.F.A./M.B.B.S.:

YES / NO

If yes, give Higher degree name and discipline: _____

University: _____ Year passed: _____

Duration: _____ years. Number of courses in the degree _____

Completed as full time [] / Part time [] student.

III. ANTICIPATED PLAN FOR Ph. D.

3.1 Place of work: _____

Organization: _____ City: _____

3.2 Proposed topic of Research: _____

3.3 Name of proposed supervisor: _____

Qualification: _____ Designation: _____

Organization: _____

3.4 Name of proposed Co-supervisor (if any): _____

Qualification: _____ Designation: _____

Organization: _____

3.5 Position of candidate in organization: _____

IV. DETAILS ABOUT Ph. D QUALIFYING EXAMINATION

4.1 Did you ever get permission to appear in the Ph. D. QE? Yes/No

If yes, give dates of appearing _____ Result: PASS / FAIL

4.2 Details of Higher Degree courses (M. E./M. Tech./M. Phil./M. Pharm./M. S., etc).

Attach grade/marks sheet and complete syllabus for all higher degree courses.

4.3: Subareas chosen for Ph.D. QE:

1.

2.

4.4. Selected Date of Qualifying Examination _____

Date:

Signature: _____

3.7 Format for forwarding the results of Ph. D Qualifying Examination

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, _____ CAMPUS

DEPARTMENT OF _____

To,

Associate Dean, AGSRD

BITS Pilani, _____ campus.

We are forwarding herewith the Ph. D. Qualifying Examination result(s) for following candidates for your kind perusal and necessary action.

Sr. No.	ID. No/ PSRN	Name of the candidate	Result

Documents attached: copy of Ph. D. QE evaluations sheets

Signature _____

Signature _____

(Name) _____

(Name) _____

(DRC Convener)

(HOD)

Date:

3.8 Format of Evaluation sheet for Ph. D Qualifying Examination

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, _____ CAMPUS

DEPARTMENT OF _____

Ph.D. QUALIFYING EXAMINATION RESULT

Name and ID No. of the Candidate:	Date of Ph D QE: Category (FT/PT):
-----------------------------------	---------------------------------------

Research subarea	Marks obtained in theory (150)	Marks obtained in Viva (50)	Total Marks (200)	Recommendation (Pass/Fail)
1.				
2.				

Overall recommendation: Pass/fail

Name and signature(with date) of all Examiners:

- 1.
- 2.
- 3.
- 4.
- 5.

(DRC Convener)

(HOD)

Date:

3.9 Appendix I to be attached with research Proposals (2 pages)

APPENDIX- 1

The Chairman
Doctoral Counseling Committee
BITS, Pilani.

Sub: Topic of Research and Supervisor Approval.

Through: Dean/Associate Dean,

ARD Dear Sir,

Enclosed herewith is the detailed outline of the proposed topic of research for my Ph.D. Programme, for consideration of the Research Board. The proposed topic of the research is:

I propose the following as my Supervisor

And co-supervisor:

Date of passing the Ph.D. Qualifying Examination: _____

The following place and organisation for my research work may also be approved:

Place: _____

Organisation: _____

Yours faithfully,

(Signature of the student)

Date: _____

Full Name: _____

ID No. : _____

(P.T.O)

Recommendations of the Proposed Supervisor(s):

I have scrutinized the proposed topic of research and I agree to act as his supervisor. I shall conduct thesis and other components of the Ph.D. programme of the candidate as per provisions of the Academic Regulations of BITS. As regards the foreign language requirements, I recommend that for the proposed topic of research (tick appropriate box (s) below):

English language would be adequate

Another modern European language would be necessary.

Name of language is _____

Another Indian Language would be necessary

Name of Indian Language is _____

(Only for Ph.D. in Indian Language/Literature)

Date: _____

(Signature of proposed supervisor)

Name:

Date: _____

(Signature of proposed co-supervisor)

Name:

- Recommendations of the Dean/Associate Dean, AGSRD

Date: _____

(Dean/ Associate Dean, AGSRD)

Name:

3.10 Format for evaluation of the research proposals (to be given to DAC members; 4 pages)

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, CAMPUS
DEPARTMENT OF _____**

Dated: _____

To: Prof./Dr. _____

Sub: Review of Doctoral Research Proposal.

Dear Sir/Madam,

I request you to kindly review the enclosed Doctoral Research Proposal submitted by the following candidate and return the completed proforma within one week along with specific suggestions, if any.

Name of Candidate _____ ID No. _____

Name of Proposed Supervisor _____

(DRC Convener)

Proforma for Review of Doctoral Research Proposal.

Please tick () the appropriate box(es)

1. Proposed Topic of Research

a) Is the proposed topic in one of the research areas of the Institute? [You may refer to our Bulletin for Areas of Research].

[] yes

[] no

b) Does the proposed topic reflect the theme propounded in the proposal write up?

[] yes

[] no

c) Is the proposed topic relevant to the needs of the immediate environment?

[] yes

[] no

d) Does the proposed topic aim at

[] designing an innovative product

[] designing a new process or a system

[] taking up research in an advanced frontier area

2. Objective of the proposed research

a) Are objectives clearly spelt out?

[] yes

[] no

If your answer is no, could you please write under item No.7 as to what needs to be done.

b) Are objectives derived based on the literature survey?

[] yes

[] no

c) Is the outcome of the work clearly visualized?

[] yes

[] no

d) The outcome of the work

[] will improve the present state of art

[] will only be of an academic interest

[] will be useful for the industries

3. Background of the Proposed Research

a) Is the literature survey up-to-date and adequately done to finalize the research topic?

[] yes

[] no

b) Is a broad summary of the present status given in the proposal?

[] yes

[] no

c) Are unsolved academic issues in the area highlighted?

[] yes

[] no

4. Methodology

a) Is the methodology to be adopted for exhaustive literature survey given?

[] yes

[] no

- b) Are data sources identified?
[] yes
[] no
[] not applicable
- c) Are experimental facilities for research work envisaged clearly?
[] yes
[] no
[] not identified
[] not applicable
- d) If yes in (c), are envisaged experimental set-ups available at the place of work?
[] yes
[] no
[] not yet identified
[] not applicable
- e) If yes in (c) and no in (d), is it explained how the work will be carried out?
[] yes
[] no
- f) Are required computing facilities available at the place of work
[] yes
[] not able to judge
[] not applicable
- g) Is methodology clearly spelt out for the completion of research work?
[] yes
[] no

5. Literature References

- a) Is citation of literature done in a standard format?
[] yes
[] no
- b) Is cited literature referred in the text?
[] yes
[] no
[] partially

c) Is cited literature relevant to the proposed work?

[] yes

[] no

6. Overall Comments

[] proposal may be accepted

[] proposal needs minor modifications

[] proposal needs revision

7. Reasons for recommendation at item No. 6

8. Any other comments:

Dated: _____

Signature

Name of faculty member

3.11 Format for forwarding the research proposals

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, _____

CAMPUS

DEPARTMENT OF _____

Date:

To,

Dean/ Associate Dean, AGSRD,

BITS Pilani, _____ campus.

We are forwarding herewith the research proposals for following candidates for your kind perusal and necessary action. We assure you that necessary formats and guidelines have been followed in making the documents.

Sr. No.	ID. No	Name of the candidate

Documents attached (for each candidate):

1. Summary of Research Proposal
2. Research Proposal
3. Appendix I duly signed by Supervisor(s)
4. Evaluation sheets of both DAC members
5. Soft copy of Summary, Research Proposal, Scanned copies of the Appendix I & Evaluation sheets of both DAC members in CD.
6. Notice for Research Proposal presentation

(Name) _____

(DRC Convener)

(Name) _____

(HOD) Date:

3.12 Format for evaluation of pre-submission draft (3 Pages)

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, CAMPUS
DEPARTMENT OF _____

Dated: _____

To: Prof./Dr. _____

Sub: Review of Draft Ph. D. Thesis by Doctoral Advisory Committee

Dear Sir/Madam,

I request you to kindly review the enclosed draft thesis being sent herewith an favor me with your comments and suggestions at your earliest convenience but not later than 3 weeks. Based on your comments, we will be asking the candidate to present his/her work before the DAC and DRC members at a mutually convenient date. The draft thesis is submitted by the following candidate.

Name of Candidate _____ ID No. _____

Name of Supervisor(s) _____

(DRC Convener)

Objectives, Scope and Limitations

- | | |
|---|--------|
| 1. Are the objectives clearly spelt out? | Yes/No |
| 2. Are the objectives based on in-depth literature review? | Yes/No |
| 3. Does the thesis clearly mention scope and limitations of research? | Yes/No |

Literature Survey

- | | |
|---|--------|
| 4. Is the literature survey up-to-date and exhaustive? | Yes/No |
| 5. Has researcher referred international/national journals of repute? | Yes/No |
| 6. Are the research gaps clearly identified? | Yes/No |

Methodology

- | | |
|---|--------|
| 7. Is the methodology adopted described exhaustively? | Yes/No |
| 8. Has the researchers mentioned all data sources? | Yes/No |
| 9. Is the research methodology adopted up-to-date? | Yes/No |

Results and Discussions

- | | |
|--|--------|
| 10. Are the outcomes of research discussed at length? | Yes/No |
| 11. Has the candidate come out with knowledge addition in the area of research? | Yes/No |
| 12. Has the candidate come out with publications in international/national journals of repute? | Yes/No |
| 13. Has the candidate presented his work in international/national conferences? | Yes/No |

Conclusions and Future Scope of Work

- | | |
|--|--------|
| 14. Are the conclusions clearly spelt out? | Yes/No |
| 15. Has the candidate mentioned specific contributions to the field of research? | Yes/No |
| 16. Has the candidate mentioned future scope of work? | Yes/No |

Literature References

- | | |
|--|--------|
| 17. Is the citation of references done in standard format? | Yes/No |
| 18. Are all the references cited in the text? | Yes/No |
| 19. Are the references relevant and adequate to the work? | Yes/No |

Documentation of Thesis

- | | |
|---|--------|
| 20. Is the flow of writing logical? | Yes/No |
| 21. Has the candidate made sections/subsections to explain his work? | Yes/No |
| 22. Are the figures/tables presently neatly and clearly with proper and consistent captions? | Yes/No |
| 23. Is the list of tables, figures, symbols/acronyms given in the thesis? | Yes/No |
| 24. Has the candidate attached a proper acknowledgement? | Yes/No |
| 25. Are the appendices appended properly to the thesis? | Yes/No |
| 26. Has the candidate appended list of papers published/presented on the thesis? | Yes/No |
| 27. Has the candidate included brief biography of himself and his supervisor (about one page each) towards the end of the thesis? | Yes/No |

Mention corrections required in the thesis in space given below or attach additional sheet:

Comments on draft thesis:

- Approved for pre-submission seminar
- Approved for pre-submission seminar with minor revisions
- Needs revision and resubmission

(Name and Signature of the reviewer with date)

3.13 Format for forwarding the thesis

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, _____

CAMPUS

DEPARTMENT OF _____

Date:

To,

Dean/ Associate Dean, AGSRD,

BITS Pilani, _____ campus.

We are forwarding herewith the thesis of _____ ID No.

_____ for your kind perusal and necessary action. We assure you that necessary formats and guidelines have been followed in making the documents.

Further, we have checked that examiners will be available. Documents attached (for each candidate):

1. Three copies of spiral bound, double side printed copies of the thesis (one for each examiner).
2. Three copies of the synopsis
3. Thesis submission original fee receipt given by SWD, BITS Goa Campus
4. Form AGSRD/Thesis/1 (2 copies)
5. Form AGSRD/Thesis/2 (2 copies)
6. Copy of the title approval form submitted.
7. Reports of DAC members on pre-submission seminar
8. Notice for pre-submission presentation
9. Semester evaluation forms
10. Soft copy of thesis (as single pdf file) and synopsis in CD
11. List of potential examiners (at least 7 after approval of DRC)

(Name) _____

(DRC Convener)

Date:

(Name) _____

(HOD)

3.14 Format for forwarding continuation of fee waiver and / or Institute fellowship BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, K K BIRLA GOA CAMPUS

DEPARTMENT OF _____

Date:

To,

Associate Dean, AGSRD,

BITS Pilani, K K Birla Goa campus.

We are forwarding herewith the recommendations for continuation of fee waiver and Institute fellowship for following candidates for your kind perusal and necessary action. The recommendation forms for these candidates are attached herewith.

Sr. No.	ID. No	Name of the candidate
1		
2		

(Name) _____

(DRC Convener)

Date:

(Name) _____

(HOD)

3.15 Format for recommending continuation of fee waiver and / or Institute Fellowship (performance rating to be done by supervisor and HOD/ Instructor-in-charge and discussed in DRC meeting)

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI,
K K BIRLA GOA CAMPUS**

ACADEMIC GRADUATE STUDIES & RESEARCH (Ph. D. PROGRAMME) DIVISION

RECOMMENDATION FOR CONTINUATION OF FEE WAIVER AND/ OR INSTITUTE FELLOWSHIP

Name of research scholar:

ID No.

Department:

Performance rating (kindly rate by putting tick (☐) in the appropriate box. 1 is lowest and 5 is highest performance):

Sr. No.	Activity	1	2	3	4	5
1	Performance in Ph. D. work					
2	Performance in teaching work allotted					

Recommendation:

1. Tuition fee waiver:

2. Institute Fellowship

Reason for recommendation/ remarks:

(Name) _____

(DRC Convener)

(Name) _____

(Supervisor(s))

(Name) _____

(HOD)

Date:

3.16 Format for recommending extension of time limit for submission of thesis (to be submitted subsequent to completion of 5 years after Ph. D. qualifying examination)

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE _____

PILANI, CAMPUS

DEPARTMENT OF _____

RECOMMENDATION FOR EXTENSION OF TIME LIMIT FOR SUBMISSION OF THESIS

Date:

To,
Dean/ Associate Dean, AGSRD,
BITS Pilani, _____ campus.

We are forwarding herewith the recommendations for extension of time limit for submitting Ph. D. thesis for following candidates for your kind perusal and necessary action. The request letters for these candidates duly forwarded by their supervisor(s) are attached herewith. The progress of these candidates has been evaluated by DAC members.

Sr. No.	ID. No	Name of the candidate	Name of the supervisor(s)	Extension requested upto	Expected date of thesis submission

(Name) _____

(DRC Convener)

Date:

(Name) _____

(HOD)

3.17 Format for submission of approved list of examiners in sealed envelop

To,
Dean
Academic Graduate Studies & Research Division

DRC of ----- Department, BITS Pilani,-----campus, in a meeting held on ----
----- reviewed the examiners list submitted by the Ph.D. Supervisor.

Name of the candidate		Affiliation:
Name of Supervisor		Affiliation:
Name of co-supervisor		Affiliation:
Title of Thesis		

The Committee recommends following persons as examiners, who are working in the area in which the thesis is submitted. Vital information along with list of publications of proposed examiners is enclosed.

S.No.	Name	Affiliation
1		
2		
3		
4		
5		
6		
7		
8		

Name and signature of DRC members:

1.....	2.....
3.....	4.....
5.....	6.....

3.18 Format for Vital information of examiners

(To be submitted by the Supervisor. Should contain information on at least 7 thesis examiners approved by DRC)

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	
5	
6	
7	
8	

Signature of the Supervisor
Name

Signature of the DRC Convener
Name

Signature of the HOD
Name

3.19 Format for any changes in place of work, topic of research and/or supervisor

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, _____ CAMPUS

DEPARTMENT OF _____

S. No.	Name of the Candidate & ID No.	Locale of Work		Supervisor		Topic of Research		Reason for change
		From	To	From	To	From	To	
1								
2								
3								

(Name)

(DRC Convener)

Date:

(Name)

(HOD)

Date:

