

# EEE Department

## Application Procedure for students for

### Off/ On-campus First Degree Thesis (FDTS) and Higher Degree Dissertation (HDD)

1. Off-campus thesis/ Dissertation shall be allowed only if the organization is an **international university or international research institute.**
2. An EEE student has to necessarily do a thesis in the EEE discipline only with some concepts overlapping with Physics, Biology, computer science, mechanical engineering, chemical engineering, etc.
3. The student should meet HOD/ FDTS in charge (EEE, ENI) and express his/her intention to do off-campus FDTS/ HDD. He/ she must have a very strong justification for opting for off campus thesis. His/ her application shall be rejected in absence of it.
4. The student should fill the online application form. For off-campus FDTS/HDD, justification of doing off-campus thesis has to be submitted along with the print out of the application form or submit a statement of purpose. Identify a co-supervisor/ mentor from the department. (Assistant Prof. or above preferred).
5. For dualite students, no objection certificate (NOC) from HOD of other disciplines should be obtained and attached to the application.
6. The off-campus supervisor has to sign form B (ANNEXURE I) and scan copy to be submitted to HOD/ concerned DRC member (FDTS in charge) immediately after online application. If the scan copy is not available, attach a copy of the consent email from the proposed off-campus supervisor regarding the thesis/ dissertation with a printout of the online application. DRC shall verify it.
7. Based on the applications received, DRC will conduct the selection procedure. The selection of students will be critically analyzed by the DRC. DRC decision will be conveyed to the applicants which will be final.
8. Students should then submit the duly filled Form A (ANNEXURE II) and following details to the HOD / FDTS in charge. ----- You must finish the following details regarding the off-campus thesis that you will be pursuing
  1. Your non-BITS email ID
  2. Off-campus Supervisor's email ID - (official)

3. Supervisors mailing address (official): ARCD Registration card will be sent on this address

9. After that, selected students should apply for transfer from PS to TS.

10. Please note that the organization for off campus thesis institute cannot be a PS station of BITS PILANI.

ALL the above steps (except step 7) have to be done by the students and all the documents (either hard copy/ electronically) should be submitted to the HOD/ concerned DRC member (FDTS in charge).

### **Important Points to Note:**

1. Any supervisor/ mentor should be an assistant professor or above by designation preferably.
2. Co-supervisor has to be of the same field whose contribution should be there significantly in the thesis. Otherwise, a mentor has to be chosen (from other areas) who will be in constant touch with the off-campus supervisor and student.
3. Maximum 2 students will be allowed to do FDTS under the supervision of **a single off-campus supervisor in a semester.**
4. Institute is not responsible for stipend/ accommodation arrangements for students pursuing off-campus FDTS/ HDD in that duration.
5. Students are advised to apply for the conversion from PS to TS after receiving the decision from DRC.

### **CONTACT- TEAM- Thesis/ Dissertation:**

HOD, (EEE, ENI)

[hod.eee@pilani.bits-pilani.ac.in](mailto:hod.eee@pilani.bits-pilani.ac.in)

Dr. Pawan Ajmera, Incharge (FDTS/ HDD)

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## **DRC Guideline**

### **For**

### **Off/On-campus First Degree Thesis (FDTS) and Higher Degree Dissertation (HDD)**

1. Please note, we shall complete the preparation of separate files for each individual student containing all the above-mentioned documents. List of students for on-campus/ off-campus thesis (with details) next semester should be ready by the First week of Nov/ April. The lists to be sent to the Associate Dean ARD/ Associate Dean ARCD/ Associate Dean SWD/ chief warden.
2. All students should start planning their FDTS/ HDD as early as possible (beginning of the semester). Discuss with your supervisors/ co-supervisors, get their consent on paper/ email.
3. DRC should decide for allowing a student for an off-campus thesis. The quality of the thesis should not be compromised; DRC is accountable for its decision. DRC should record the details of such students and justification for allowing them.
4. Co-supervisor has to be of the same field whose contribution should be there significantly in the thesis. Otherwise, a mentor has to be chosen (other areas) who will be in constant touch with the supervisor. Co-supervisor or mentor should be an assistant professor or above by designation. Mentor from the department is a must for off-campus thesis student, he/she may not be from the same field of study.
5. Mentor/ Co-supervisor should be in constant touch (weekly) with the off-campus supervisors and students about their progress. A detailed progress report has to be sent by the students (approved by the off-campus supervisor) within a certain period.
6. A scanned copy of the duly signed form B, along with the online form should be submitted to the HOD/ concerned DRC member for further processing immediately after the online application.
7. A verification email from the supervisor is a must when students report to him/ her at an off-campus location. No separate NOC will be required for students from the PS division. DRC should be informed whether the institution is PS station or not.

8. Maximum 2 students will be allowed to do a thesis under the supervision of a **single off-campus supervisor**.
9. There will be no compromise with the off-campus thesis quality. The selection of students will be fully decided by DRC – there will be no decision taken by ARD.
10. PS station cannot be an off-campus thesis location. A student should check himself/ herself and give in writing that the proposed organization is not PS station.
11. **For an on-campus thesis in other disciplines/ departments**, interact with HOD of both disciplines. Ask for their recommendation/ consent. A Supervisor/ co-supervisor from both departments is a must. **Only interdisciplinary (i.e EEE-PHYSICS, EEE-BIOLOGY, EEE COMPUTER SCIENCE) topic shall be allowed here.** The allowance will be given after EEE DRC is satisfied.
12. Exceptional cases should be discussed on a case by case basis in DRC.

# ANNEXURE I

## Form-B

**(To be signed by the proposed supervisor and to be submitted to concerned HOD)**

I hereby agree to guide Mr/Ms..... ID No..... on  
the topic.....  
.....

I have obtained the necessary permissions from my organization for guiding the student from BITS Pilani and will follow the guideline regarding evaluation components and grade submission.

Dr..... from BITS Pilani.....  
campus will be co-guide for the above candidate.

(Signature of proposed supervisor)

Date:

Name of proposed supervisor:

Email address:

Phone No:

Postal address:

## ANNEXURE II

### Form- A

**(Application for Off-campus thesis/ dissertation; to be submitted to concerned HOD)**

- a. Name of organization:
- b. Is there a research collaboration with this organization: YES/ NO
- c. Name of the proposed guide:
- d. Full address with Email & Phone No.
- e. Name of the proposed co-guide (BITS, Pilani faculty):
- f. Broad area of proposed work:
- g. Summary of work to be carried out:
- g. Why this work is not possible at BITS Pilani:

ID NO:..... Name.....Signature.....

**Permitted to apply**

**(HOD/ FDTs incharge)**