

COURSE HANDOUTS AND GUIDELINES

FOR

FIRST DEGREE THESIS

(Course Numbers: BITS F423T/BITS F424T)

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BITS Pilani
Pilani | Dubai | Goa | Hyderabad

ACADEMIC RESEARCH DIVISION

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
HYDERABAD CAMPUS**

January 2016

CALENDAR OF EVENTS

1. THESIS COURSE

I Sem.	II Sem.	Item	From	To
Aug 31	Jan 28	TS-1 Form	Student	DRC/HOD
Sep 2	Jan 31	TS-1 form	DRC/HOD	ARD
Sep 10	Feb 08	Detailed outline of work	Student	Supervisor
Sep 21	Feb 16	Viva –I	Student	Supervisor
Oct 06	Mar 12	Mid. Semester written report and presentation	Student	Supervisor/ examiners
Oct 06	Mar 12	Mid. Semester Grades	Supervisor	DRC/HOD
Oct 8	Mar 15	Mid. Semester Grades	DRC/HOD	ARD
Nov 15	Apr 15	Viva – II	Student	Supervisor
Nov 28	Apr 30	Final thesis report submission (2 copies)	Student	Supervisor
Dec 1 - 8	May 1-8	Final Viva	Student	Examiners
Dec 1 - 8	May 1-8	Final Thesis Report, Final Evaluation Form (1 copy each)	Supervisor	DRC/HOD
Dec 10	May 10	Final Evaluation Form (1 copy each) Soft copy of the Final thesis report(No hard copy required by ARD)	DRC/HOD	ARD

Note: If any of the above date happens to be a Sunday or a holiday, the immediate next date will be the calendar date. FINAL THESIS REPORT should invariably be submitted on or before the above mentioned date.

1. Scope and Objective of the course

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

2. Operation of the course

a. The student should immediately chalk out a plan of work in consultation with the supervisor. The supervisor will spell out the objectives and expected rate of progress. Literature survey should be carried out to ascertain the current state of work in the proposed area of thesis. The detailed outline of the work must include a time schedule clearly indicating the intermediate milestones and the estimated time to reach the same. In This course, since the student registers for 9 Units, he/she should spent at least 50% of his/her time during the semester towards this course.

b. Within four weeks of registration, the student should give his Thesis particulars to the DRC/HOD in TS-1 Proforma.

c. Two typed /word-processed copies of final thesis are to be submitted to the supervisor on or before the last day of class work in the semester.

d. ONE typed copy of Thesis Abstract (ONLY) should be submitted to the DRC/HOD through the supervisor along with the Final Report. The ABSTRACT should also be a part of the Bound Report in the same format. The suggested format is given below.

Format of submission of Thesis Abstract

Thesis Title:

Supervisor:

Semester: First/Second

Session

Name of Student:

ID No:

Abstract (Approx 1000 to 2000 words)

e. Separate thesis topic has to be assigned to an individual student. Wherever the broad area is same, the aspects to be researched by an individual candidate should be clearly focused and spelt out.

7. Utmost care should be taken in the preparation of the FINAL REPORT. A check-list of various items is provided and students should carefully go through these. Supervisors are also requested to examine the draft of the FINAL REPORT keeping in view the items in the checklist. Title of the thesis should be proper and should be indicative of the type of work done.

3. Evaluation

Evaluation is essentially individual oriented. The various components of evaluation along with the weightage of each component and the due day/week are given below:

Component	Weightage
Viva –I	15
Mid. sem. written report	15
Mid. sem. Presentation	15
Viva –II	15
Final Thesis*	25
Final Viva-voce*	15

*Final Thesis and Final Viva are to be jointly evaluated by the supervisor and the examiners appointed by the DRC/HOD.

The evaluation will recognize the day-to-day work involvement and punctuality of the student in the thesis work. Evaluation in various components shall take into account work progress and achievements, technical/professional competence, documentation and expression, initiative and originality, punctuality and reliability, self-reliance, and acquisition of special skills.

The student should extend full cooperation to his supervisor and interact with him in advance about the time, venue and mode of each evaluation. He should regularly meet his supervisor and present his work periodically. Proposed examiners may also be invited to attend Mid Semester presentation and viva sessions.

4. Grading Procedure

Grading will be done mainly on the basis of the progress made towards attaining the overall objectives of the Thesis. The supervisor shall evaluate various prescribed components of evaluation before the submission of final thesis. The final thesis and performance in the final viva are to be jointly evaluated by the panel consisting of supervisor and examiner appointed by the DRC/HOD.

Supervisor should make the Final Thesis Report available to the examiners well in advance. Before sending, he should check the contents of the Thesis, verify the checklist and sign the

'Certificate from the Supervisor'. Evaluation in various components can be done on the basis of marks or grades. However, the recommendations for the final award shall invariably be made in terms of one of the prescribed grades, viz. **A/A-/B/B-/C/C-/D/E**. The student will have to defend the work appearing in his/her thesis before the panel of examiners. Detailed outline of work and the mid-semester written report submitted by the student should be made available by the Supervisor to the examiner. Before giving recommendations for the final grade in the thesis, the examiners shall also take a note of the overall performance of the candidate as indicated through various reports, mid-semester grade, etc. A proper correlation amongst the various reports, final thesis and performance in the viva shall guide the recommendations for the final award.

Immediately after the viva, the supervisor shall send ONE copy of the Final thesis, Thesis abstract, Attendance sheet and completed Final Evaluation Form for the Thesis course to the DRC/HOD. The other copy will be retained by him. The student should ensure with his supervisor that the evaluation forms reach the Division well before the last date of comprehensive examination. He should also verify all items of check-list.

5. Mid-semester Grading

This will be announced by the supervisor to his student as per the date mentioned above. Mid-semester Evaluation Form must be submitted by supervisor to DRC/HOD as per the deadline.

6. Make-up Policy

Since thesis is a full time involvement, there is no scope of any make up in this course.

7. Attendance and Routine Matters

a. Thesis is a full time involvement and it is the responsibility of the student to be in full attendance. He should be available for interaction as frequently as desired by supervisor. In his mid-semester report, the student should state quantitatively his attendance for all the working days falling in the period of the report. A student is liable to be awarded NC if he does not cooperate with his supervisor.

b. Every student has to sign his attendance regularly with the supervisor or as per the alternative arrangement made by the supervisor. An attendance sheet is being provided for this purpose to the supervisor. The candidate should apply and seek prior permission of his supervisor for going on leave for any genuine needs.

c. If the leave of absence exceeds SEVEN days in the entire semester, the recommended final grade by the examiners may be revised by the Instructor-in-charge in consultation with the supervisor.

d. For routine matters such as work place, laboratory help, contingency expenditure etc., the concerned Head of the department may be contacted through the supervisor.

e. For using central facilities like IPC, CAD, Instrumentation, Workshop, IMA lab, various stores, etc., students must follow the procedures laid down by the respective In charges of the facility.

f. For field trips out of Hyderabad, a complete plan indicating purpose, Duration and place of work should be given through the supervisor to DRC/HOD in advance for his approval. (Also consult Academic Regulations 6.21).

g. The final viva cannot be held before the date on which comprehensive exam begins. The exact dates of final viva are scheduled by DRC/HOD spanning within the comprehensive examination period. However, depending on the exigencies of individual situation, these dates may be changed. Therefore, the students should plan in such a manner so that they are available till the end of comprehensive examination in the semester. If the THESIS is not submitted on the last day of class work as stipulated and examiners do not have sufficient time to read the Report, student will only be responsible for any delay in holding the Viva on the announced date.

h. The format of Thesis Cover/ Title page and 'Certificate from the Supervisor' are appended.

NO OTHER FORMAT SHOULD BE USED. Abstract of the thesis should invariably be included in the thesis in the prescribed format. Suggested sequence for the organization of the Final Thesis is given below:

- | | |
|--|--|
| i. First page (inner cover) | viii. Conclusion |
| ii. Acknowledgement | ix. Appendices |
| iii. Certificate from the Supervisor | x. Bibliography/References (in standard format)
List of Publications/Conference |
| iv. List of Symbols & Abbreviations used | xi. Presentations, if any. |
| v. Thesis Abstract | |
| vi. Table of Contents | |
| vii. Chapters 1,2,3,etc. | |

Each student is expected to learn the standard methodology of presenting references and bibliographical details through Library/self study work. Standard format should be used while reporting the same in Thesis. Mere reproduction from the books/papers should be avoided and relevant portion should only be referred.

8. Chamber consultation Hours

Each student is expected to fix up consultation hours with his supervisor. He can meet the undersigned or the In-Charge, FDTs in ARD with a prior appointment.

9. Course Notices

All the notices issued by the DRC/HOD shall be placed on the Department Notice Board.

Check List of Items for Final Report of First Degree Thesis

1. Is the Report's 'Cover/Title page' in proper format?
2. Is 'Supervisor's Certificate' in proper format? Has it been signed?
3. Is 'Abstract' included in the Report? Is it in proper format?
4. Does the 'Contents' page include chapter page numbers?
5. Does the Report contain a summary of the literature survey?
6.
 - (a) Are the pages numbered properly?
 - (b) Are the figures numbered properly?
 - (c) Are the tables numbered properly?
 - (d) Are the figures and tables titled properly?
 - (e) Are the appendices numbered?
7. Does the Report contain 'Conclusion' of the work?
8. Are References/Bibliography given in the Report?
9. Have the 'References' been cited in the Report?
10. Is the citation of 'References and Bibliography' in the standard format?

Attention should be paid on the above items while preparing the FINAL REPORT. Supervisors are also requested to ensure that their candidate(s) have prepared the FINAL REPORT properly.

Please note that a soft-copy of the final report must be submitted by the supervisor to his/her DRC and the DRC should send the same to ARD on or before the date mentioned in the calendar of events. The student/supervisor should perform a "Turnitin" check on the report and attach the Turnitin "digital receipt" and "originality report" to the final thesis report before submitting to DRC.

Illustrative Examples of Citation of References:

1.	Book: A. Gelb, Applied Optimal Estimation. Cambridge, M.A.; M..I.T. Press, 1974
2.	A paper in Conference or Symposium Proceedings edited Published by Book Company: R.E. Kalman, 'New Methods in Wiener filtering theory', in Proc. First Symposium on Engineering Applications of Random Function Theory and Probability' J.L. Bogdanoff and F. Kozin, Eds. New York, Wiley, 1963, pp. 270-388
3.	A Journal Paper: R.E. Kalman and N.S. Pucy, 'New results in linear filtering and prediction theory', Trans. ASME, J.Basic Eng., Vol. 83-D, pp. 95-108, Mar. 1961
4.	A Conference Paper: M. Vidyasagar and N.K. Bose, 'Input-output stability of linear systems defined over measure spaces', in Proc. Midwest Symp. Ciro, Syst., Montreal, P.O. Canada, Aug. 1975, pp 394-397
5.	A Ph.D. thesis or Thesis A.C.G Viera, 'Matri, orthogonal polynomials, with applications to autoregressive modeling and ladder forms', Ph.D. Thesis, Stanford Univ., Stanford, CA, Dec. 77

Format of the Cover/Title page of the Thesis

(Title of the Thesis)

Thesis
Submitted in partial fulfillment of the requirements of
BITS F423T/424T Thesis

By

(Author)

ID No. ()

Under the supervision of

(Name and Designation of Supervisor)
&

(Name and Designation of Co-supervisor)



BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI HYDERABAD CAMPUS

(Date)

Format of `Certificate from the Supervisor`

CERTIFICATE

This is to certify that the Thesis entitled, _____
_____ and submitted
by _____ ID No. _____ in partial fulfillment of the requirement of
BITS F423T/424T Thesis embodies the work done by him/her under my supervision.

Signature of the Supervisor

Name

Designation

Date:

Signature of the Co-supervisor

Name

Designation

Date:

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE,
PILANI HYDERABAD CAMPUS**

OPERATIONAL DETAILS FOR INSTRUCTORS:

1. Please ask your student to supply their particulars to DRC/HOD in Performa TS-1 given directly to him.
2. Please suggest a panel of Two examiners for evaluation of the Thesis. You are requested to inform the proposed examiners and obtain their consent. Efforts will be made to choose one examiner from the panel. You may invite the proposed examiners for the Mid semester and other presentation components.
3. Details of the evaluation are given in the handout. The marks/grades obtained in each of the component should be entered in the Final evaluation form. The record should be kept ready for examination at a very short notice. The Final Thesis and Viva performance should be jointly evaluated by you and the Examiner appointed for this purpose by DRC/HOD.
4. After the Final Viva, One copy each of the Thesis, the Final evaluation form and the Thesis abstract should be returned to the DRC/HOD. These should reach the DRC/HOD within three days of the Final Viva. The other thesis copy and evaluation form should be retained by the supervisor.
5. The grades in Thesis are in terms of **A/A-/B/B-/C/C-/D/E**.
6. If the leave of absence exceeds SEVEN days in a semester the recommended final grade may be revised by the Instructor/Instructor-in-Charge. Supervisors are requested to verify the number of days a student has been on leave or on approved field trips.

Routine matters

1. Every student has to sign his attendance regularly with his supervisor in the attendance sheet. The signed attendance sheet should be returned to the DRC/HOD along with the Final Evaluation Form.
2. A student should not take more than seven days of leave in a semester. The supervisor may directly sanction him leave. If his absence exceeds more than seven days his overall recommended grades may be revised by the Instructor-in-charge in consultation with the supervisor.
3. If the performance of the student is below expectation and if he is not cooperating, the supervisor should hold discussions with him and counsel him on this aspect. If he still does not improve, a written warning should be given to him with a copy endorsed to DRC/HOD.
4. Supervisors should send the recommended Mid-semester evaluation form to the DRC/HOD As per the date mentioned above. The recommended Mid-semester grade may be announced by the supervisor to his student directly.
5. For field trips of students outside Hyderabad, a complete plan indicating purpose, duration and place of work should be given to DRC/HOD in advance for his approval.
6. One copy of all reports sent to DRC/HOD should be retained. Entry in the evaluation form should be made regularly.
7. Student should be kept informed of his performance in various components of evaluation.
8. The supervisors are requested to adhere to the dates given in the Calendar of Events.
9. In FINAL THESIS REPORT specified formats of Cover/Title page, Supervisor's Certificate, have to be adhered. Thesis has to be word processed/typed on A4 size white paper. References

should be cited in a standard manner. Title of thesis should be proper and should be indicative of the type of work.

10. Supervisor should check the contents of the thesis and sign the certificate page before sending it to the examiners and DRC/HOD.
11. Classify the Thesis topic in one of the Areas of Research given in the Bulletin.

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
HYDERABAD CAMPUS
ACADEMIC RESEARCH DIVISION
FIRST/SECOND SEMESTER 20 -20
MID SEMESTER EVALUATION FORM- BITS F423/424

Section I PARTICULARS (TO BE FILLED BY STUDENT AND RETURNED TO SUPERVISOR)

ID No. _____ Name of Student _____

Title of Thesis (as on thesis) -----

Section II EVALUATION DETAILS (TO BE FILLED BY SUPERVISOR)

S.No.	Evaluation Component	Max. Marks	Marks awarded
1.	Viva –I	15	
2.	Mid. Sem. Presentation	15	
3.	Mid. Sem. Written Report	15	
	Total	45	

Recommended Mid-semester grade **(A/A-/B/B-/C/C-/D/E)**:

Report (NC/I/W), if any:

Report (NC/I/W), if any:

Date: _____

Names of: Examiner 1

Examiner 2

Supervisor

Co- Supervisor

Signatures of: Examiner 1

Examiner 2

Supervisor

Co- Supervisor

N.B. Supervisor should announce the Mid. Sem. Grade to his student directly and return the form to the DRC/HOD.

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
HYDERABAD CAMPUS
ACADEMIC RESEARCH DIVISION
FIRST/SECOND SEMESTER 20 -20
END SEMESTER EVALUATION FORM- BITS F423/424

ID No. Name of Student

Name of Supervisor

Title of Thesis (as on thesis)

S.No.	Evaluation Component	Max. Marks	Marks awarded
1.	Viva –I	15	
2.	Mid. Sem. Presentation	15	
3.	Mid. Sem. Written Report	15	
4.	Viva – II	15	
5.	Final Thesis Report	25	
6.	Final Viva	15	
	Total	100	

Recommended Mid-semester grade (A/A-/B/B-/C/C-/D/E):

RECOMMENDED FINAL GRADE (A/A-/B/B-/C/C-/D/E):

Report (NC/I/W), if any:

Date:----

Semester-----

Names of: Examiner 1

Examiner 2

Supervisor

Co- Supervisor

Signatures of: Examiner 1

Examiner 2

Supervisor

Co- Supervisor

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI HYDERABAD CAMPUS
ACADEMIC RESEARCH DIVISION
BITS F423/424
PARTICULARS OF THESIS

The student should correctly fill in this Performa immediately after all the changes (in topic, supervisor or both) are finalized and submit to DRC/HOD within four weeks of registration.

A. Personal Particulars

ID No. _____ Name: _____

Local Address: _____

Email Address _____

Permanent Home Address & Tel. No. of any _____

B. Thesis Particulars

Name of Supervisor: _____

Name of Co-Supervisor: _____

Thesis topic: _____

Research area (consult Bulletin): _____

Date:

Signature of Student

Panel of Examiners (To be filled by the Supervisor/Co-supervisor)

S. No.	Name of Faculty	Group/Div./Unit
1		
2		

Date:

Signature of Supervisor

Signature of Co-Supervisor

Outline of First Degree Thesis Project
(Attach extra sheet if necessary)

Aim or objective of the project work:

Background of work:

Plan of work:

Bibliography and References:

Signature of student

Signature of Supervisor

Signature of Co-Supervisor

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI HYDERABAD CAMPUS
ACADEMIC RESEARCH DIVISION**

ATTENDANCE SHEET FOR FIRST DEGREE THESIS/HIGHER DEGREE THESIS STUDENTS
FIRST/SECOND SEMESTER 201 - 201

I. PARTICULARS

Name of student _____ ID No. _____ Supervisor _____

Hostel _____ Room No. _____

II. Attendance (Student to sign his initials)

Month	DATES																Total working days	Days absent
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
Aug/Jan																		
	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
Sep/Feb																		
Oct/Mar																		
Nov/Apr																		
Dec/May																		

Note: Supervisor may decide to keep this sheet with him or with the Departmental office (in consultation with the in-charge and ask the student to sign on each working day before a particular specified time. This sheet should be returned to DRC/HOD along with the Final Evaluation Form.

Date:

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Signature of Supervisor