

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI
ACADEMIC GRADUATE STUDIES AND RESEARCH
DIVISION (AGSRD)

9th April 2019

MODIFIED GUIDELINES FOR APPOINTMENT OF EXAMINERS FOR Ph.D. THESIS
EXAMINATION

With regard to Ph.D. thesis submission for examination, the Senate in its 188th Meeting has approved the following:

1. The evaluation of Ph.D. Thesis will be done by two external examiners only.
2. All theses to be examined henceforth from the date of Senate approval will be governed by the decision of appointment of two external examiners only.

The following are the modified guidelines for recommendation of examiners for thesis examination. The DRC is requested to check the following criteria while approving the list of suggested examiners. The suggested examiner

- Should hold a Ph.D. degree (DM in case of medical professional)
- Should be serving as a Professor or Associate Professor in a reputed Institute/University in India or abroad or working in a position equivalent to a Professor, in a research organization /Industry. University rankings like NIRF, QS, THE and others as appropriate can be used a guideline to arrive at a suitable choice of the Institute/University
- Should be active in research with adequate experience in the same or cognate area of the thesis
- Should have publications in reputed journals or patents in the same or cognate area of the thesis
- Should not be a supervisor(s) or co-supervisor(s) of the candidate's present supervisor or co-supervisor(s)
- Should not be either a serving BITS faculty / visiting faculty or an ex-BITS faculty / visiting faculty who has served BITS Pilani in last 10 years
- Should not be a research collaborator of the supervisor or candidate at any point in time
- Should not be in a position of retired or adjunct professor in BITS Pilani or outside
- Should not be a past Doctoral student of the supervisor(s) / co-supervisor(s)
- Should not be relative of candidate or supervisor(s) / co-supervisor(s)
- Should not be a person outside BITS Pilani with whom the candidate has been associated with during the course of his or her Ph.D.

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE (BITS), PILANI
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PhD Thesis submission process

The following are the guidelines with regard to final thesis submission to AGSRD office.

| S.No. | Activity | Form |
|--------------|---|---------------------|
| 1. | Ph.D. student would defend his/her thesis before Doctoral Advisory Committee (DAC) and an open audience. | No Form |
| 2. | Title approval form submission by student | (FORM T.1, Page 3) |
| 3. | Thesis Certificate page signed by Supervisor | Page 4 |
| 4. | Student to prepare 2 copies of spiral bound thesis incorporating the thesis Certificate page | No Form |
| 5. | Supervisor to provide consent for thesis examination by external examiners | (FORM T.2, Page 5) |
| 6. | Supervisor to prepare a list of examiners with CV and seal the same in an envelope. Soft copy of the examiners CV is to be submitted to DRC | Page 6 |
| 7. | Thesis Form – 1 to be filled and signed by Student and Supervisor | Page 7 |
| 8. | Thesis Form – 2 to be filled and signed by student and Supervisor. Thesis and relevant documents to be forwarded to DRC | Page 8 |
| 9.. | DRC to check & approve the list of examiners submitted by Supervisor. A scanned copy of DRC approval of examiner list & CVs' are to be sent to Associate Dean, AGSRD. Hard copy of the same to be included with other thesis documents to be finally submitted to AGSRD | Page 9 |
| 10. | DRC to forward thesis and related documents to AGSRD | (FORM T.3, Page 10) |
| 11. | AGSRD to forward thesis to Registrar Office through Dy. Registrar. Soft copy of Examiner list with CV to be sent to Dean | Page 11 |

AGSRD office contact details:

| Campus | Email |
|---------------|--|
| Pilani | ad.agsrcd@pilani.bits-pilani.ac.in |
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