



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

Pre-Registration Guidelines for Higher Degree Dissertation

Academic Graduate Studies and Research Division

Birla Institute of Technology and Science, Pilani
Hyderabad Campus

Pre-Registration for Higher Degree Dissertation

Higher degree students are eligible for Higher Degree Dissertation (HDD). HDD is one of the requisites for graduation of all students of the Dissertation stream. The aim of the dissertation course is to train a student in the methodology of research, to cultivate a logical and creative thinking and to make student express his/her findings in the form of a scientific report. It also gives an opportunity to the student to comprehend ones subject knowledge and apply it to a given problem. The Associate Dean, Academic-Graduate Studies and Research Division (AGSRD) is the IC for this course. The Departmental Research Committee (DRC) of the individual departments would compile data pertaining to the various evaluation components and submit the same to AGSRD by the deadline mentioned in the respective handouts (attached).

Suggested important dates:

Activity	First semester	Second semester
Notification to students about pre-registration by HODs/DRCs	November 10	May 06
Submission of filled pre-registration forms by student to HOD/DRC	November 30th	May 15
Submission of pre-registration data (filled Annexure 5) to AGSRD by DRC	December 1	May 17

The HDD process begins with pre-registration, the details of which are as follows:

1. Pre-registration should be performed **one semester prior** to the semester when the dissertation work will be carried out.
2. To begin with, all Heads of Departments need to put up a notice about pre-registration deadline and the place where pre-registration forms can be obtained (either the link on the website or from DRC of the respective departments). Copies of pre-registration forms are attached (Annexures). This pre-registration form can be customized by the individual DRCs, based on their requirements.

Suggested date for putting up the notice– Nov 10th for first semester / May 06th for second semester; suggested deadline for submitting filled pre-registration forms to DRC- Nov 30th for first sem./May 15th for second sem.

3. A student interested in pursuing HDD either off or on-campus should meet with the HOD of his/her department and express his/her intention for the same.
4. Students opting for on-campus dissertation need to **only** fill out **Annexure 1**. Students intending to carry out off-campus dissertation should also fill out **Forms A and B (provided separately)** in addition to the respective Annexure-1.
5. If a student wants to carry out **on-campus** HDD from a department other than his/her own, the pre-registration form should carry the signature of the HOD of his/her own department as proof of his knowledge and permission.
6. Off-campus dissertation can be done only in a research organization/ University **not** associated with Practice School programme with BITS. A student must obtain consent from Head of the concerned department and Associate Dean, Practice School Division before applying to any organization for off-campus dissertation. *Alternately, the HOD can also obtain consent for off-campus dissertation from an organization.* A format for communication with an organization for off-campus dissertation is provided in **Annexure-2**.
Procedure for application is as follows:
 - Student should approach Associate Dean, Practice School Division with completed **form-A**.
 - Submit form A (forwarded by PS Division) to the concerned HOD for approval.
 - After obtaining consent from HOD, student can approach a research organization/ academic Institute and obtain the consent of tentative supervisor on Form-B.
 - Student must submit his/her application to HOD along with duly signed **forms A & B** along with filled **Annexure 1**.
7. A student intending to pursue off-campus dissertation should identify a co-supervisor from within the institute and get his/her signature on Annexure 1 along with that of the supervisor and the HOD. Supervisors of off-campus dissertation students should kindly ensure that any publications arising out of the proposed off-campus work should include BITS-Pilani affiliation. A format for communicating with off-campus supervisor for procedural modalities is provided in **Annexure 3**.
8. An off-campus dissertation student needs to be given a **No Objection Certificate** (on BITS-Pilani letterhead; format in **Annexure 4**) to furnish at the concerned organization.
9. Please note that, prior to pre-registering a student, the HOD needs to verify whether the student belongs to the Dissertation stream or Practice School (PS) stream. If PS, the student needs to be asked to apply for transfer of PS to TS at the University Industrial Linkage Division (UILD).
10. Following pre-registration, the Departmental Research Committee (DRC) should compile the pre-registration information in the prescribed format (**Annexure 5**). **This final list has to be sent to the AGSRD by 01st May (second semester) or 01st Dec (first semester).**

11. AGSRD will compile the information received from all departments and share the same to SWD.
12. The student should come to the campus to finish registration process. *Off-campus dissertation students can register by email.*
13. Following registration, students should be informed to go through respective Hand-Outs (will be circulated to all DRCs from AGSRD and also uploaded on CMS).
14. After the commencement of dissertation work, TS-1 form (copy provided with in the handout) must be properly filled and duly signed by the respective student's supervisors and a scanned copy of the same must be submitted to the DRC within two weeks of the semester start date (please see Hand-Out for the deadline). The DRCs can then send the same to AGSRD as a compressed file of all the scanned copies on or before the deadline as per the Hand-Out. *Please note that the DRC of the department that a student's supervisor/co-supervisor belongs to is responsible for his/her TS-1 form, grades etc.*
15. DRCs should compile all evaluation data belonging to their respective departments and submit to AGSRD as per the deadline given in the handout.

ANNEXURE-1

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

HYDERABAD CAMPUS

ACADEMIC GRADUATE STUDIES AND RESEARCH DIVISION

FIRST/SECOND SEMESTER (20 - 20)

Form for pre registering for Higher Degree Dissertation

Date:

Name of the Student _____ ID

No. _____ Discipline _____ No.

of units intending to register for (9 to 16): _____ Broad area/title of the
dissertation (brief):

E-mail ID:1. BITS email ID _____

2. Non-BITS email ID _____

Phone Number: _____

Contact details of the Supervisor:

Name of Supervisor _____

E-mail id: _____

Office Phone Number: _____

Name of Co-Supervisor (if any) _____

E-mail id: _____

Office Phone Number: _____

Signature of the Student

Signature of the Supervisor

Signature of the Co-supervisor

Recommendation of HOD:

Signature of HOD
Name:

ANNEXURE-2**Suggested format of initial communication with proposed off campus supervisor by the student**

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

Dear _____

I, Mr./Ms. _____ of BITS Pilani, Hyderabad Campus, India, am requesting permission to do a Higher Degree Dissertation (1 semester) in your organization. The Dissertation, which is a requisite for the degree of the institute in various disciplines, is envisaged as training for future research in specific disciplines and areas. Since this is offered as a registered course there are various evaluation components and time lines to be met. I would be obliged if I could have your response to the following points mentioned in order to enable me to initiate the process

- 1) What are the eligibility criteria for selecting student for Dissertation work?
- 2) Number of positions available for Dissertation work?
- 3) How much stipend will be given to the student?
- 4) What sort of assistance is available for accommodation of students?
- 5) Is the proposal one time offer or is it going to continue in future also?
- 6) Will you agree for having a co-supervisor from BITS?

I am enclosing the HDD handout along with this mail. Kindly go through it and let me know whether you would fulfill all the necessary academic formalities like sending grades etc. as per the requirement of BITS-Pilani. Please feel free to contact me for any further clarifications.

Sincerely,

ANNEXURE-3

Suggested format for communication with off-campus supervisor for procedural modalities



Birla Institute of Technology & Science, Pilani
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Dear _____

As per your acceptance of Mr./Ms. _____, student of BITS-Pilani, Hyderabad Campus, India to do a Higher Degree Dissertation (1st/2nd semester) in your organization, kindly note the following:

- a. _____, from the department of _____ has been assigned as co-supervisor for this course.
- b. Kindly communicate with us the date on which our student joins your organization
- c. If the student registers off-campus, kindly sign on his/her registration card
- d. Conducting evaluation of the students (as per the handout) is the collective responsibility of the off-campus supervisor and the departmental co-supervisor along with an external examiner.
- e. Kindly follow the deadlines mentioned in the handout to communicate the grades to us.

Sincerely,



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ANNEXURE-4

No Objection Certificate

To whomsoever it may concern

This is to certify that Mr./Ms. _____, ID No. _____, a student of BITS-Pilani, Hyderabad Campus is permitted to carry out her Higher Degree Dissertation at _____ (Place of work) under _____ during ___ semester _____ (Jan to May or Aug to Dec).

Signature of HOD

Name:

Department of _____

Date:

ANNEXURE-5

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

ACADEMIC-GRADUATE STUDIES AND RESEARCH DIVISION (AGSRD)

FIRST/SECOND SEMESTER (20 - 20)

FORMAT OF TABLE FOR SENDING INFORMATION TO AGSRD

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Sr N o.	ID No.	Name of the studen t	Student's e-mail	No. of units intending to register for (9 to 16)	Name of the supervisor	Address and contact details of supervisor & e-mail	Name of co- supervisor (from BITS for off- campus)	Place of Work (Give the complete details)	Pre-registration form with DRC(Y/N)

Signature of DRC Convener

Name:

Department:

Date:

Signature of HOD

Name:

Department:

Date