COURSE HANDOUTS AND GUIDELINES

FOR

FIRST DEGREE THESIS

(Course Numbers: BITS F421T/BITS F422T)

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ACADEMIC - UNDERGRADUATE STUDIES DIVISION

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI HYDERABAD CAMPUS

CALENDAR OF EVENTS

1. THESIS COURSE

| I Sem. | II Sem. | Item | From | То | | |
|--------|---------|--|------------|--------------------------|--|--|
| Sep 14 | Jan 28 | TS-1 Form | Student | DRC | | |
| Sep 16 | Jan 31 | TS-1 Form | DRC | AUGSD | | |
| Sep 24 | Feb 08 | Detailed outline of work | Student | Supervisor | | |
| Oct 04 | Feb 16 | Viva –I | Student | Supervisor | | |
| Oct 24 | Mar 12 | Mid. Semester written report and presentation | Student | Supervisor/ examiners | | |
| Oct 30 | Mar 20 | Mid. Semester Grades (hard copy), soft copies of the mid-term thesis report, "Turnitin receipt", and "Turnitin originality report" | Supervisor | DRC | | |
| Nov 06 | Mar 22 | Mid. Semester Grades (hard copy) | DRC | AUGSD | | |
| Nov 29 | Apr 15 | Viva – II | Student | Supervisor | | |
| Dec 11 | Apr 30 | Final thesis report submission (hard & soft copy) | Student | Supervisor | | |
| Dec 21 | May 7 | Final Viva | Student | Examiners | | |
| Dec 22 | May 8 | Final Evaluation Form (hard copy), soft copies of the final thesis report, "Turnitin receipt", and "Turnitin originality report", Attendance Sheet | Supervisor | DRC | | |
| Dec 24 | May 10 | Final Evaluation Form (hard copy) | DRC | AUGSD | | |

Note: If any of the above date happens to be a Sunday or a holiday, the immedia te 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/her express his/her findings in the form of a scientific report. It also gives an opportunity to the student to comprehend his/her 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 s hould be carried out to ascertain the current state of work in the proposed area of thesis. The d etailed 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, the student registers for 16 Units.
- b. Separate thesis topic has to be assigned to an individual student. Wherever the broad area is sa me, the aspects to be researched by an individual candidate should be clearly focused and sp elt out.
- c. Within four weeks of registration, the student should submit his/her Thesis particulars to the DRC in **TS-1 Proforma**. Title of the thesis should be proper and should be indicative of the type of work done.
- d. Utmost care should be taken in the preparation of the MID-TERM and FINAL REPORT. A check-list of various items is provided and students should carefully go through the items . Supervisors are also requested to examine the draft of the MID-TERM and FINAL REPO RT keeping in view the items in the checklist.
- e. ONE word-processed hard copy of **final thesis** is to be submitted to the supervisor on or befo re the last day of class work in the semester.

3. Evaluation

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

| Component | Weightage |
|--------------------------|-----------|
| Viva-I | 20 |
| Mid. sem. written report | 10 |
| Mid. sem. Presentation* | 10 |
| Viva –II | 15 |
| Final Thesis Report* | 25 |
| Final Viva-voce* | 20 |

^{*}Mid. Sem Presentation, Final Thesis Report and Final Viva are to be jointly evaluated by the su pervisor and the examiners appointed by the supervisor/ DRC.

The evaluation will recognize the day-to-day work involvement and motivation of the student during the thesis work. Evaluation in various components shall take into account of work progress and performance, technical/professional competence, documentation and expression, initiative an

d originality, punctuality and reliability, self-reliance, and acquisition of special skills. The studen t should extend full cooperation to his supervisor and interact with him in advance about the time , venue and mode of each evaluation. He/she should regularly meet his supervisor and present his/her work periodically. Proposed examiners shall 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 objec tives of the Thesis. The supervisor shall evaluate various prescribed components of evaluation be fore 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.

Supervisor should make the Final Thesis Report available to the examiners well in advance. Before sending, he/she 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 defen d the work appearing in his/her thesis before the panel of examiners. Detailed outline of work and d the mid–semester written report submitted by the student should be made available by the Super visor to the examiner. Before giving recommendations for the final grade in the thesis, the examin ers 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.

5. Mid-semester Grading

This will be announced by the supervisor to his/her student as per the date mentioned above.

6. Make-up Policy

As thesis is a full time involvement and hence there is no scope for any make up in this course.

7. Attendance and Routine Matters

- i. Thesis is a full time involvement and it is the responsibility of the student to be in full atte ndance. He should be available for interaction as frequently as desired by supervisor. In h is mid-semester report, the student should state quantitatively his attendance for all the wo rking days falling in the period of the report. A student is liable to be awarded NC if he does not cooperate with his supervisor.
- ii. 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.
- iii. If the leave of absence exceeds SEVEN days in the entire semester, the recommended fin al grade by the examiners may be revised by the supervisor/DRC.
- iv. For routine matters such as work place, laboratory help, contingency expenditure etc., the concerned HoD may be contacted through the supervisor.

- v. For using central facilities like Computer Center, Instrumentation, Workshop, CAL lab, various stores, etc., students must follow the procedures laid down by the respective In charges of the facility.
- vi. For field trips out of Hyderabad, a complete plan indicating purpose, Duration and place of work should be given through the supervisor to DRC in advance for his approval. (Also consult Academic Regulations 6.21).
- vii. The final viva cannot be held before the date on which comprehensive exam begins. The exact dates of final viva are scheduled by DRC 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.
- viii. The format of "Thesis Cover/ Title page", "Certificate from the Supervisor" and "Thesis abstract" 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 T hesis is given below:

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

Each student is expected to learn the standard methodology of presenting references and bibliogra phical details through Library/self-study work. The student also can consult supervisor. Standard format should be used while reporting the same in Thesis. Mere reproduction from the books/pap ers should be avoided as it means "plagiarism" or copyright issues and relevant portion should on ly be referred. BITS Pilani is committed to check on such issues and subscribed to "Turnitin" software for checking the similarity index.

8. Chamber Consultation Hours

Each student is expected to fix up consultation hours with his supervisor. He can meet the Instructor-in-Charge (Associate Dean, AUGSD) with a prior appointment.

9. Course Notices

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

10. 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.

Format of the Cover/Title page of the Thesis

(Title of the Thesis)

Thesis
Submitted in partial fulfillment of the requirements of BITS F421T/422T Thesis

| Ву | | | | | | | |
|--------------------------------------|-------------------|--|--|--|--|--|--|
| (Author) | | | | | | | |
| ID No. (|) | | | | | | |
| | | | | | | | |
| Under the super | vision of | | | | | | |
| | | | | | | | |
| (Name and Designation of Supervisor) | | | | | | | |
| <u> </u> | | | | | | | |
| (Name and Designation | of Co-supervisor) | | | | | | |



BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI HYDERABAD CAMPUS

(Month, Year)



(Date)

Format of `Certificate from the Supervisor'

CERTIFICATE

Date:

| This | is | to | certify | that | the | thesis | entitled |
|------------|------------|------------|----------------|---------------|--------------|------------------|-------------|
| " | | | | | | | |
| | | | | | |); | submitted |
| by | | | ID No |) | i | n partial fulfil | ment of the |
| requireme | nt of BIT | S F421T/42 | 22T Thesis emb | oodies the or | iginal work | done by him/h | er under my |
| supervisio | n. | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Signature | of the Sup | pervisor | | | Signature of | f the Co-superv | isor |
| Name & I | Designatio | on | | | Name & D | esignation | |

Date:

Format of submission of Thesis Abstract

| Thesis | |
|------------------------------------|---------|
| Title: | |
| Supervisor: | |
| Semester: First/Second | Session |
| Name of Student: | ID No: |
| Abstract (Approx 250 to 500 words) | |



OPERATIONAL DETAILS FOR SUPERVISORS

- 1. Please ask the thesis student to submit completely filled TS-1 form to DRC.
- 2. Please suggest a panel of two examiners for evaluation of the thesis. Accordingly, the proposed examiners shall be contacted to obtain their consent.
- 3. Details of the evaluation are given in the handout. The marks/grades obtained in each of the comp onent should be entered in the Final evaluation form. The record should be kept ready for examination at a very short notice.
- 4. The recommended Mid-semester grade may be announced by the supervisor to his student directly.
- 5. The supervisor shall invite the proposed examiners only for the mid-semester, other presentation and final evaluation components.
- 6. Supervisors should send the recommended mid-term and Final semester evaluation form to the DRC as per the date mentioned above
- 7. The supervisor shall send the soft copy of the mid-term and final thesis with "Turnitin receipt" and "Turnitin originality report" to DRC.
- 8. The grades in Thesis are in terms of A/A-/B/B-/C/C-/D/E.
- 9. 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 d ays 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 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 s anction him leave. If his absence exceeds more than seven days his overall recommended grades may be revised by the Instructor.
- 3. If the performance of the student is below expectation and if he is not cooperating, the supervisor s hould 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.
- 4. For field trips of students outside Hyderabad, a complete plan indicating purpose, duration and place of work should be given to DRC in advance for his approval.
- 5. One copy of all reports sent to DRC should be retained. Entry in the evaluation form should be made regularly.
- 6. Student should be kept informed of his performance in various components of evaluation.
- 7. The supervisors are requested to adhere to the dates given in the Calendar of Events.
- 8. In FINAL THESIS REPORT specified formats of Cover/Title page, Supervisor's Certificate and Thesis abstract have to be adhered. Thesis has to be word processed/typed on A4 size white paper. Re ferences should be cited in a standard manner.
- 9. Supervisor should check the contents of the thesis and sign the certificate page before sending it to the examiners and DRC.
- 10. Classify the Thesis topic in one of the Areas of Research given in the Bulletin.



OPERATIONAL DETAILS FOR DRC

- 1. Please collect and forward duly completed TS-1 form to AUGSD.
- 2. Please collect mid-term evaluation forms and submit to AUGSD. Please forward the soft copy of the mid-term thesis report, "Turnitin receipt", and "Turnitin originality report" to AUGSD.
- 3. Please collect final evaluation forms and submit to AUGSD. Please forward the soft copy of the final thesis report, "Turnitin receipt", and "Turnitin originality report" to AUGSD.



ACADEMIC - UNDERGRADUATE STUDIES DIVISION FIRST/ SECOND SEMESTER 20 - 20 MID SEMESTER EVALUATION FORM - BITS F421T/422T

| ID No.: | Name of Student: | | | | | | | | | | | |
|----------------------------|------------------|------------------------|----------------|----------------|----------------|--|--|--|--|--|--|--|
| Γitle of Thesi | s (as on th | esis) | | | | | | | | | | |
| | | | | | | | | | | | | |
| Section II E | VALUAT | ION DETAILS (TO BE I | FILLED BY SUPI | ERVISOR) | | | | | | | | |
| | S. No. | Evaluation Componen | nt Max. Mar | ks Marks award | ded | | | | | | | |
| | 1. | Viva –I | 20 | | | | | | | | | |
| | 2. | Mid. Sem. Presentation | 10 | | | | | | | | | |
| | 3. | Mid. Sem. Written Rep | ort 10 | | | | | | | | | |
| | | | Total 40 | | | | | | | | | |
| Recommend Similarity In | | emester grade (A/A-/B/ | /B-/C/C-/D/E): | | | | | | | | | |
| Report (NC/ | I/W), if a | ny: | | | | | | | | | | |
| Date: | | | | | | | | | | | | |
| Signatures of: | Examine | er 1 Examine | r 2 Sı | ıpervisor | Co- Supervisor | | | | | | | |
| | | | | | | | | | | | | |

Note: Supervisor should announce the Mid. Sem. Grade to his/her student directly and return the form to the DRC.



ACADEMIC - UNDERGRADUATE STUDIES DIVISION FIRST/ SECOND SEMESTER 20 - 20 END SEMESTER EVALUATION FORM - BITS F421T/422T

| ΙD | No.: | | Name | e of Student: | | |
|----|--------------|------------------------|----------------------|---------------|-----------|----------------|
| Ti | tle of Thes | is (as on thesis) | | | | |
| Na | ame of Sup | ervisor: | | | | |
| _ | | | | | | |
| | S. No. | Evaluation Com | ponent | Max. Mark | s Mai | rks awarded |
| | 1. | Viva –I | | 20 | | |
| | 2. | Mid. Sem. Presentation | n | 10 | | |
| | 3. | Mid. Sem. Written Re | port | 10 | | |
| | 4. | Viva – II | | 15 | | |
| | 5. | Final Thesis Report | | 25 | | |
| | 6. | Final Viva | | 20 | | |
| | | | Total | 100 | | |
| R | ecommen | ded Mid-semester grad | de (A/A-/B/B- | /C/C-/D/E): | | |
| R | ECOMM | ENDED FINAL GR | ADE (A/A-/B | /B-/C/C-/D/E) |); | |
| Si | milarity Iı | ndex (%): | | | | |
| R | eport (NC | /I/W), if any: | | | | |
| D | ate: | | | | | |
| Si | gnatures of: | Examiner 1 | Examiner 2 | Su | ıpervisor | Co- Supervisor |
| Na | ames of: | Examiner 1 | Examiner 2 | Su | ıpervisor | Co- Supervisor |



ACADEMIC - UNDERGRADUATE STUDIES DIVISION BITS F421T/422T 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 within four weeks of registration.

| A. Personal Particulars ID No.: | Name: | |
|--------------------------------------|-------|--------------|
| Local Address: | | |
| | | |
| Email Address: | | |
| Permanent Home Address & Mobile No.: | | |
| — B. Thesis Particulars | | |
| Name of Supervisor: | | Name of Co- |
| Supervisor: | | |
| Thesis Topic: | | |
| Research area (consult Bulletin): | | |
| Date: | | Signature of |
| Student | | |
| | | |

| S. No. | Name of Faculty | Department | Signature of Faculty |
|--------|-----------------|------------|-------------------------|
| 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 proje | ect work: | |
| | | |
| | | |
| Background of work: | | |
| | | |
| | | |
| | | |
| | | |
| Plan of work: | | |
| | | |
| | | |
| Bibliography and References | : | |

Signature of Student Supervisor

Signature of Supervisor

Signature of Co-

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI, HYDERABAD CAMPUS ACADEMIC - UNDERGRADUATE STUDIES DIVISION

ATTENDANCE SHEET FOR FIRST DEGREE THESIS STUDENTS

FIRST/SECOND SEMESTER 201 - 201

| Name of stud | Name of student: ID NoSupervisor: | | | | | | | | | | | | | | |
|--------------|-----------------------------------|--------|------|---------|-------|---------|-------|--|--|--------------------------|----------------|--|--|---|---|
| Hostel | | | Rooi | m No | • | | | | | | | | | | |
| II. ATTEND | ANC | CE (St | uden | t to si | gn hi | s initi | ials) | | | | | | | | |
| Month | | Dates | | | | | | | | Total working Days | Days Absent | | | | |
| DD/MM | | | | | | | | | | | | | | | |
| Signature | | | | | | | | | | | | | | - | - |
| DD/MM | | | | | | | | | | | | | | | |
| Signature | | | | | | | | | | | | | | - | - |
| DD/MM | | | | | | | | | | | | | | | |
| Signature | | | | | | | | | | | | | | - | - |
| DD/MM | | | | | | | | | | | | | | | |
| Signature | | | | | | | | | | | | | | - | - |
| DD/MM | | | | | | | | | | | | | | | |

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

Signature of Student

Signature

DD/MM

Signature

I. PARTICULARS

Signature of Supervisor

Signature of Co-Supervisor

Total