

COURSE HANDOUTS AND GUIDELINES

FOR

FIRST DEGREE THESIS

(Course Numbers: BITS F421T/BITS F422T)

CONTENTS

- Calendar of Events
- Course Handouts
- Operational Details
- Formats of Cover/Title Page & Certificate from Supervisor
- Check-list of Items for FINAL REPORT
- TS-1 form
- Mid-Semester Evaluation Form
- Final Evaluation Form



BITS Pilani
Hyderabad Campus

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	To
Sep 14	Feb 5	TS-1 Form	Student	DRC
Sep 16	Feb 7	TS-1 Form	DRC	AUGSD
Sep 24	Feb 14	Detailed outline of work	Student	Supervisor
Oct 04	Feb 22	Viva –I	Student	Supervisor
Oct 24	Mar 14	Mid. Semester written report and presentation	Student	Supervisor/ examiners
Oct 30	Mar 23	Mid. Semester Grades (hard copy), soft copies of the mid-term thesis report, “Turnitin receipt”, and “Turnitin originality report”	Supervisor	DRC
Nov 06	Mar 25	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 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/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 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, the student registers for 16 Units.
- b. 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 spelled 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 REPORT 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 before 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 supervisor 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 and

d 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/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 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.

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 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.

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 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.
- 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 final 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 Thesis 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 bibliographical 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/papers should be avoided as it means “plagiarism” or copyright issues and relevant portion should only 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

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**

(Month, Year)



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

(Date)

Format of `Certificate from the Supervisor`

CERTIFICATE

This is to certify that the thesis entitled

“ _____” submitted

by _____ ID No _____ in partial fulfilment of the requirement of BITS F421T/422T Thesis embodies the original work done by him/her under my supervision.

Signature of the Supervisor

Name & Designation

Date:

Signature of the Co-supervisor

Name & Designation

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)



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

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 component 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 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 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.
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.
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. References 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.



Birla Institute of Technology & Science, Pilani
Hyderabad Campus

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.



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

ACADEMIC - UNDERGRADUATE STUDIES DIVISION

FIRST/ SECOND SEMESTER 20 - 20

MID SEMESTER EVALUATION FORM – BITS F421T/422T

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	20	
2.	Mid. Sem. Presentation	10	
3.	Mid. Sem. Written Report	10	
	Total	40	

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

Similarity Index (%):

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

Date: _____

Signatures of: Examiner 1 Examiner 2 Supervisor Co- Supervisor

Names of: Examiner 1 Examiner 2 Supervisor Co- Supervisor

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



Birla Institute of Technology & Science, Pilani
Hyderabad Campus

ACADEMIC - UNDERGRADUATE STUDIES DIVISION

FIRST/ SECOND SEMESTER 20 - 20

END SEMESTER EVALUATION FORM - BITS F421T/422T

ID No.: _____ Name of Student: _____

Title of Thesis (as on thesis) _____

Name of Supervisor: _____

S. No.	Evaluation Component	Max. Marks	Marks awarded
1.	Viva –I	20	
2.	Mid. Sem. Presentation	10	
3.	Mid. Sem. Written Report	10	
4.	Viva – II	15	
5.	Final Thesis Report	25	
6.	Final Viva	20	
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):

Similarity Index (%):

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

Date: _____

Signatures of: Examiner 1

Examiner 2

Supervisor

Co- Supervisor

Names of: Examiner 1

Examiner 2

Supervisor

Co- Supervisor

TS-1 Form



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

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

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

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 project 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

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
DD/MM																	
Signature																-	-
DD/MM																	
Signature																-	-
DD/MM																	
Signature																-	-
DD/MM																	
Signature																-	-
DD/MM																	
Signature																-	-
DD/MM																	
Signature																-	-
Total																	

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 of Supervisor

Signature of Co-Supervisor