

Guideline for conducting a Ph.D. thesis defense

Scheduling and conduct of the defense:

1. After the Final Defense Committee (FDC) / Oral Board gets approved, the student needs to share (via email/Google drive, etc.) the revised version of the thesis and his/her replies to the reviewers' comments to all members of the FDC / Oral Board (cc: phdthesis@iitgn.ac.in) at least 7-days before the defense.
2. The FDC / Oral Board members are expected to go through the thesis and the students' responses to the reviewers' comments. Any issues on this front may be flagged to the Associate Dean (PG) at least 3 days before the defense.
3. The supervisor should make a formal announcement of the defense to all faculty and all Ph.D. students of the institute, all FDC / Oral Board members, and other PG students of the discipline (cc: academics@iitgn.ac.in).
4. There should be a gap of at least 10 days between the date of the formal announcement and the date of the defense.
5. The conduct of the defense (including invitation of the examiner, scheduling, making announcements, booking rooms, arranging snacks, coordinating with hospitality team for pickup/drop from airport/guest house/Institute, IT support help etc.) is completely managed by the DSC convener, who is the supervisor of the student.

After the defense (for student):

1. An oral examination report form is available on IWS. After the defense, please get all fields filled by the examiners and submit it (hard copy) to the academic office. Please recheck the title of the thesis in this form before submitting the completed form.
2. The sitting fees for the examiner will be transferred to his/her account directly. Please visit the academic office and inform the date of defense for approval of the sitting fees. You may also send an email to Chirag and let him know the defense date once it is decided. **Unless this information is received from your side, the academic office will not be able to process the sitting fees of the examiner.**
3. The TA/DA reimbursement and accommodation of the external examiners are to be handled by your discipline. Please collect the tickets and boarding pass from the examiner and include it in the TA bill. Get a signature of the examiner on the tickets and the boarding pass.
4. The conduct of the defense (including the invitation of the examiner, scheduling, making announcements, booking rooms, IT support help, etc.) is completely managed by the DSC convener, who is the supervisor of the student.
5. After the defense (after incorporating all corrections), arrange to submit one hardbound copy of the thesis to the Library.
6. You can initiate no dues formalities once the Chairman, Senate signs the defense report.
7. A provisional degree is awarded on completion of no dues formalities.