

General Guidelines for the Dissertation Students

1. If any of the above date happens to be a holiday, the immediate next working day will be the due date for completing the evaluation component.
2. Student should check with his/her Supervisor to ensure that the Mid Semester Evaluation, the Final Dissertation Report, Dissertation Abstract and Final Evaluation form are sent to the BITS Examiner in time, as per schedule.
3. The date, time and venue of the seminars / viva-voce are to be fixed by the Supervisor, so as to complete the evaluation according to the schedule.
4. The BITS Examiner will check all the documents received, for their format and presentation. Documents that are found to be incomplete or improper will be returned to the Supervisor/ Student for making necessary modifications.
5. Each student should identify a topic that is of academic relevance to his/her professional environment and the MTech Software Engineering degree programme, and work under the guidance and supervision of a senior professional within his/her project team. **The dissertation work should result in significant benefits for the professional work environment of the student. Each dissertation project should be done independently by only one student. Two or more students cannot do a joint / combined dissertation work.**
6. The student should prepare a detailed outline of the dissertation work in consultation with his/her Supervisor. Current literature (journals, books etc.) must be methodically reviewed and the status of the work in the field must be considered. The detailed outline of the work must reflect a survey of the current literature in the same area and must include topic of research, objective, background of previous work in the area, methodology and a plan of work along with references and bibliography.
7. The student should regularly interact with his Supervisor and present seminars and submit reports as per schedule given in the calendar. Other professional colleagues having expertise in the relevant domain may also be requested to attend the seminars.
8. The Supervisor shall announce the Mid-semester grade to his/her student and send the Mid-Semester Evaluation Form to the BITS Examiner in due course.
9. **Onsite Students:** If the student is deputed onsite during the dates for evaluation, he/she need necessarily be present for final seminar/viva/demo in Bangalore. No makeup is allowed and no extension of date is possible
10. The final grade shall be specified only as one of the following qualitative grades namely, EXCELLENT / GOOD / FAIR / POOR
11. **If the quality of dissertation work of the student is not found to be acceptable by the supervisor or the panel of examiners from BITS, the student might be reported as Not Cleared (NC) in Dissertation, which would require the student to register afresh for dissertation in a subsequent semester.**

General Guidelines for the Dissertation Supervisor

- Supervisors are requested to go through the Dissertation Handout carefully and understand the scope, objectives and methodology of a Dissertation project.
- The Supervisor should assume the role of a mentor to the student for the dissertation. He/She should guide the student through the dissertation project and evaluate the progress on a regular basis, and also recommend a suitable grade at the end of each semester.
- The Supervisor should set high quality standards for the dissertation work and motivate the student to work hard and show tangible results according to a well-defined plan.
- The Supervisor should encourage the student to explore various sources and discover the ideas and knowledge pertaining to the dissertation work.
- The dissertation students are to be treated as full-time students and full-time employees at the same time. Hence, no concession on quality or quantum of work should be made with respect to their job responsibilities or their dissertation work.
- Dissertation requires a lot of hard work. The student should be urged to allocate a fixed, but substantial amount of time each day to the dissertation work, and record the progress made on a daily basis.
- The Supervisor should monitor the progress of the dissertation through weekly interaction with the student. A specific time can be fixed for the weekly interaction with the student. If the progress of the dissertation work is not satisfactory, the supervisor should counsel the student and suggest ways to improve.
- The Supervisor is responsible for the periodic evaluation of the dissertation and submission of the completed evaluation forms by the due dates specified.
- The supervisor, if he / she desires, can request some of his/her colleagues who may be interested in the dissertation work, to attend the mid-semester and final seminar/viva.
- The supervisor should conduct the final evaluation independently according to the schedule and submit the evaluation and the report to the BITS Examiner.