

## **Ph.D Thesis Submission & Evaluation process of AcSIR**

- a) A Ph.D thesis shall be first evaluated by a **Thesis Board** and thereafter by an **Oral Board**.
- b) Ph.D synopsis (upper limit of 3 A-4 size pages) on a CD shall be submitted to the laboratory coordinator on recommendation of the DAC and after incorporation of suggestions, if any.
- c) The thesis advisor(s) will submit the panel of examiners, **normally eight experts** from the relevant field to the corresponding cluster Dean through the AcSIR Coordinator of the concerned Lab immediately after the Ph.D colloquium / Open seminar. **None of the examiners shall be from the same Institute**. The synopsis of the thesis has to be submitted to the Dean.
- d) The synopsis format free in general. However, the following sections are to included in Synopsis in appropriate manner:
  1. A very brief introduction with a succinct link to the available literature
  2. Statement of problem
  3. Methodology(s) used
  4. Sample results
- e) The concerned Dean will have to review the list of examiners and forward it to the Chairman, Senate for approval along with the synopsis of thesis. At this stage, the preference of the Chairman Senate is to be kept strictly confidential and for the reason, the information has to be restricted between the Coordinator, Dean and one of the Executive Consultants at HQs as designated by the Senate Chairman. The names of the thesis examiner should be kept confidential till the entire process of thesis examination is over.
- f) The senate chairman shall constitute the Thesis Board by providing serial numbers to the list of examiners from the above list and communicate to the appropriate Dean. The first two examiners on the list provided by the Senate Chairman have to be approached first.
- g) Thesis should be submitted to the coordinator of the laboratory who in turn will send it to the members of the Thesis Board as approved by the Senate Chairman and communicated to the Coordinator by the Dean.
- h) The examiners will have to be requested to turn in the report within 8 weeks and AcSIR plans to complete the thesis examination within 12 weeks.
- i) 2 hard copies and a softcopy of the thesis on a CD will have to be submitted to the Coordinator.
- j) The members of the Thesis Board will send the reports to the Coordinator with a copy to the thesis supervisor.
- k) Based on the report of the thesis examiners, the DAC shall recommend the next course of action i.e. recommendation for holding oral examination or rework.
- l) The recommendation of DAC for holding the oral examination has to be forwarded to the Dean. The Dean will study the report and send his/ her approval to the thesis advisor (s) for holding the oral examination.

- m) The committee may recommend re-submission of the thesis at most once after incorporating the suggestions made by the committee for evaluation.
- n) Thesis oral examination board (OEB) shall be constituted by the Senate Chairman on recommendation of the thesis supervisor(s) and shall normally consist of four members in addition to the thesis supervisor with one external member (preferably one of the thesis examiners). The OEB will have minimum three members – minimum one external member (preferably one of the thesis examiners), one DAC member and thesis supervisor(s).
- o) The Ph.D candidate shall present his research work physically in presence of the above OEB members. Additional external members may be present in video conferencing mode or in person, if desired.
- p) The OEB will look after whether or not the essential modifications, suggested by the thesis examiners, if any, have been incorporated. The board shall authenticate the thesis work as the student's own work based on the presentation and responses to the questions raised during oral examinations.
- q) The candidate is considered to have passed the oral examination if all the members except at the most one member consider that the performance of the candidate is satisfactory.
- r) In case of a non-satisfactory oral examination, in the rescheduled oral examination, the OEB must declare the candidate either to have passed or failed. There shall not be any recommendation for third oral examination.
- s) It is expected that the entire process after thesis submission leading to completion of the oral examination shall be completed within 8-12 weeks.
- t) The complete report of the oral committee has to be communicated to the Dean. Dean's recommendation has to be submitted to the Chairman Senate for approval of the provisional degree.
- u) On ratification in the subsequent Senate Meeting, the successful candidate becomes eligible of receiving the PhD degree from AcSIR.

- ***Format of the thesis***

- a) Two hard copies and a CD containing the entire thesis should be submitted to the coordinator of the laboratory, who in turn shall send it to the members of thesis board for evaluation.
- b) Based on the reports of the thesis board the candidate should incorporate all the suggestions and corrections as recommended by the thesis board and submit two bound copies of the thesis to the coordinator.
- c) One copy of the thesis will be archived at the library of the Institute, and the other will be with the thesis supervisor for records. An updated CD will be sent by the coordinator to AcSIR head office for records.
- d) It is recommended that the thesis should be paperback and printed on both sides of a page to minimize the utilization of paper.

The cover of the thesis shall contain the title of the thesis, name of the student, name of the supervisor(s) name of the degree for which the thesis is submitted, AcSIR logo and name of the institute(s) where the work was undertaken.