



INDIAN INSTITUTE OF TECHNOLOGY INDORE

PROCEDURE FOR SUBMISSION AND EVALUATION OF

MS (RESEARCH) THESIS

1. ELIGIBILITY FOR MS (RESEARCH) THESIS SUBMISSION: Students of MS (Research) can submit his/ her thesis ONLY after meeting the requirements mentioned below:

- a. Successful completion of coursework and research work.
- b. Student must have one journal publication in SCI index from his/ her MS (Research) thesis for completion of the degree.

“In view of the situation of COVID-19, Senate resolved in its 23rd meeting held on 5 June 2020 to exemption from the minimum criteria of publication for MS (Research) Batch-2018. This is only for AY 2019-20, 2020-Spring Semester.”

2. SUBMISSION OF SYNOPSIS AND SOFTBOUND COPY OF THESIS: The student will submit a softcopy of the synopsis and softbound copy of the thesis to the Academic Office along with the prescribed format (Form-MSRTS-1) latest by 30 June.

3. LIST OF SUGGESTED EXAMINERS FOR MS (RESEARCH) THESIS: The MS (Research) Thesis Supervisor(s) will be one of the Thesis Examiner(s), also in addition to that concerned Thesis supervisor(s) will suggest four External Examiners (within India) in the prescribed format (MSRTS-2) for evaluating the MS (Research) thesis. The proposed MS (Research) thesis examiners should have Ph.D. qualification and should be:

- (a) Associate Professor/ Professor in an Institute/ University of international/ national repute, OR
- (b) Professor emeritus of international/ national repute but active in his/her research field, OR
- (c) Scientist-F or above in a recognized research organization, OR
- (d) An individual having minimum 10 years of post-Ph.D. industrial experience.

Same external examiner should not be proposed at least for a period of TWO years, after having examined thesis of a MS (Research) student under the same Thesis Supervisor.

From the list of suggested examiners, the Chairman, Senate® in consultation with the Dean, Academic Affairs* will give an order of preference to these examiners. The MS (Research) synopsis will be sent to the external examiners in order of preference for getting their consent to evaluate the MS (Research) thesis within SEVEN days of receipt of such request. If NO consent or reply is received within SEVEN days from the first examiner, then the MS (Research) synopsis will be sent to the next examiner, and so on.

From the list of suggested examiners, if NO examiner agrees to evaluate the MS (Research) thesis then the concerned MS (Research) thesis supervisor(s) will be asked to suggest new examiners.

**(a) If Dean, of Academic Affairs (DOAA) is the MS (Research) thesis supervisor, then Director may consult Dean R & D (DORD).*

(b) If both DOAA and DORD are the MS (Research) thesis supervisors, then Director may consult DOFA.
 @ If the Director is the MS (Research) thesis supervisor then DOFA in consultation with DOAA may select the thesis examiners.

The names of the selected examiners will be kept confidential till the MS (Research) Oral Examination is conducted successfully.

4. EVALUATION OF THE MS (RESEARCH) THESIS BY THE EXAMINERS: The MS (Research) thesis will be evaluated by Thesis Supervisor(s) and the External Examiner selected as mentioned in above. The softcopy and hardcopy of the MS (Research) thesis will be sent to ALL the examiners.

The examiners will be requested to send the evaluation report of the MS (Research) thesis within one month from the receipt of the MS (Research) thesis in the prescribed format (Form-MSRTS-3).

If the evaluation report is not received within a period of one month, then a reminder will be sent to the examiner(s) for sending the evaluation report within next one week. In exceptional cases, the examiner(s) can be given maximum one-month additional time for the MS (Research) thesis evaluation i.e. maximum within two months the evaluation report should be received.

In case report not received from existing an examiner, a new examiner will be selected and the process of evaluation of the MS (Research) thesis will be started afresh.

The MS (Research) examiner will be asked to recommend ONLY one of the following four options along with the detailed report/feedback justifying his/her recommendation.

(A) The thesis in its present form is satisfactory for the award of the MS (Research) Degree. **(B)** The thesis is recommended for the award of the MS (Research) degree subject to the clarification of the queries/ comments before the MS (Research) Oral Examination Board. If the MS (Research) Oral Examination Board deems it appropriate, the same may be incorporated in the thesis based on the discussions during the viva-voice examination. The revised thesis need not be sent to the examiner.

(C) The thesis needs to be revised as per the suggestions enclosed and the thesis be sent for reevaluation.

(D) The thesis be rejected.

Recommendation of the Thesis Examiners including the Thesis Supervisor(s)	Action to be taken
1. A and/or B	(A) Oral Examination can be conducted and the required action to be taken if any recommendation is of 'B' category.
2. Any one examiner recommending option 'C'	(A) The thesis is to be REVISED as per the suggestions of the examiner who has recommended 'C' option. The Revised thesis to be resubmitted with recommendations of Thesis Supervisor(s), PSPC members, DPGC Conveners and Head. It will be sent 'ONLY' to that examiner. (B) The Oral examination to be conducted only when, there is a change in the recommendation.

3.Examiner(s) recommending option 'D'	(A) The thesis is to be REWORKED and REVISED in consultation with the Thesis Supervisor(s) incorporating the comments/feedback of the Examiner(s) who has/have given 'D' category recommendation in such a way that it improves the overall quality of the MS (Research) work. (B) The Thesis is to be resubmitted and will be sent to different Examiner(s) for the evaluation. The Revised thesis to be resubmitted with recommendations of Thesis Supervisor(s), PSPC members, DPGC Conveners and Head.
4. The Thesis supervisor(s) recommending option 'D'	(A) In the rarest of the rare, the request of the MS (Research) student for changing the supervisor may be considered. (B) The MS (Research) thesis is to be reworked as per the guidance of the new Thesis Supervisor.

5. EVALUATION OF THE MS (RESEARCH) THESIS BY THE EXAMINERS: The Oral Examination Board (OEB) for MS (Research) thesis will consist of

1. Chairman, nominated by the Chairman, Senate from the names suggested by the thesis supervisor(s).
2. External Examiner
3. Thesis Supervisor
4. PSPC members
5. Head or a faculty member nominated by him

The date and time of the oral examination will be decided by the OEB Chairman depending upon the availability of the other members of the OEB. **Only External Examiner may attend the viva online.** It will be open to the IIT Indore community. A notice for same must be circulated by the OEB Chairman to all the students and faculty members in the institute at least one week in advance. The report of the Oral Examination must be submitted to the Academic Office in the prescribed format (Form-MSRTS-4).

The last date of submitting the final hard bound copies of MS (Research) thesis after incorporating all the changes suggested by OEB along with the No dues Certificate (NDC) with the prescribed format (MSRTS-5) will be one week.

After submission of hardbound copies of the MS (Research) thesis and (NDC), the provisional certificate can be issued to MS (Research) students. The date of the MS (Research) thesis oral examination will be considered the date of completion of the program.

HONORARIUM TO THE MS (RESEARCH) THESIS EXTERNAL EXAMINERS: The following honorarium will be paid to the MS (Research) thesis examiners.

	Examiner (with India) Examiner
Evaluation of MS (Research) thesis and conduct of Oral Examination	INR 5,000/-