

	<b>Standard Operating Procedures</b> <b>Submission of TH-Forms</b>		1
	Investigator: Academic Coordination Branch	Location:	Revision:

**PURPOSE:**

In order to avoid different problems/embarrassing situation for administration at HQs level, created due to delayed submission of thesis forms by students, the following comprehensive procedure has been laid down. This procedure is to ensure timely submission of the Thesis forms by the students as per the mentioned time for Thesis forms, hence facilitating the students in completing their thesis without any difficulty.

**RESPONSIBILITIES:**

- Head of Department (HoD)
- Deputy Controller of Examinations (DCE)
- Manager Academic Coordination (Manager)
- MS Thesis Students
- Thesis Advisor (FM)
- Committee Members (FM)

**PROCEDURES:**

1. MS students who have completed their course work and attain the CGPA $\geq$ 3 are eligible to undertake the thesis. Thesis forms (TH) are designed to monitor the student's progress during the different phases of thesis. Students have to submit the following forms to complete their thesis work:

- a. TH-1 & TH-1 internal (Formulation of Guidance Committee)
- b. TH-1A – (Petition for Change in the Guidance Committee)
- c. TH-2 - (Approval of Research Topic)
- d. TH-2A- (Report of Preliminary Examination)
- e. TH-3 & TH-3 internal – (Final Oral Exam)
- f. TH-4

After successfully completing the course work, the exam branch shall send a letter to the students to proceed for their thesis work along with deadline mentioned.

2. **TH-1**

After entering into thesis phase, student has to submit the TH-1 & TH-1 internal forms with the consultation of thesis advisor. It is the responsibility of the student that he must submit TH-1 and TH-1 Internal forms in the first month after completing his/her course work. A fine of Rs.500/weekly will be charged for the late submission with a maximum amount limit to Rs. 2000/.

3. **TH-2**

Student has to submit the TH-2 Form duly signed by their advisor for the Proposal Defence (PD) presentation at least one week before the Proposal Defence date.

4. **TH-2A**

After successfully defending the proposal defence, student's supervisor shall take the signatures by the committee members & submit the form to ACB. In the absence of any committee member(s), student will be responsible to get the remaining signatures on the form and submit to ACB within two working days after the defence. If student is unable to submit the form on due date he/she will be fined @Rs. 500/- per week by reaching maximum amount limit to Rs 2000/-

5. **TH-3 Internal**

For in-house defence, student has to submit TH-3 internal form duly signed by Advisor, HoD, DCE minimum one week before the in- house date.

6. **TH-3**

After successfully defending the In-House Final Defence, student qualifies for the final defence. Student has to submit the TH-3 form along with the required document mentioned in the thesis flow diagram for Final defence at least four (4) week before the final defence date. There must be Three (3) month gap between the Proposal defence and Final defence.

7. **TH-4**

After successfully defending the Final Defence the advisor shall take the signatures by the committee members and submit the TH-4 form to ACB. In the case of the committee member(s) being absent the student shall be responsible for getting the signatures and submitting it to ACB within three (03) days. A fine of Rs.500/week will be charged for the late submission with a maximum amount limit of Rs. 2000/ will be charged for the late submission.

8. **TH-1A**

This form is for change in the guidance committee (GEC members or advisor). In order to change any GEC member the signatures of both GEC members i.e. to be deleted and added are compulsory. In case the faculty member who is being deleted from GEC, has left the SEECs or out of country, student will be required to attach the consent email of that GEC member.