

Standard Operating Procedure for Submission of MS(By Research) Thesis

Minimum Requirements for Submission of Thesis

A student should satisfy all the conditions related to residential requirements, and course work requirements along with completing the open seminar. For details about these requirements, please refer to the regulations as follows

1. [MS\(By Research\) Regulations \(Jan 2021 Batch and Prior\)](#)
2. [MS\(By Research\) Regulations \(July 2021 Batch Onwards\)](#)

Prior to submission of the thesis, the MS(By Research) scholar is required to give at least open seminar talks on the topic of his/her research. The research seminar should constitute the important components of the scholar's research work. The steps to be followed till defense are outlined in the table below

S. No.	Particular	Responsibility	Remarks / Date
1.	Intimation of the successful completion of the seminar to the academic section.	Guide to Academic Research (through chairperson of the MSC)	
Thesis Submission Meeting			
2.	The thesis in ready-to-submit form (Click Here for Thesis Template & Thesis Formatting Instructions) will be shared with the MSC along with the Certificate on Plagiarism Check for MS(By Research) Thesis (Click Here). The guidelines for the use of anti-plagiarism software for the MS(By Research) thesis are as follows: The scholars have to certify that the software provided by the institute (currently "Turnitin") was used for checking against plagiarism. The guide has to endorse the undertaking of the scholar. The guide may obtain a special relief from this checking from the Dean (Academics) on grounds of IP implications or National Security, if applicable.	Research Scholar (through the guide)	
3.	Request to schedule Thesis submission meeting, with intimation that the thesis has been shared with the MSC.	Guide to Academic Research	
4.	Scheduling of Thesis Submission Meeting (meeting should be at least 1 week after sharing of thesis).	Academic Research with help from Department Staff	
5.	The guide may obtain a consent email from at least four potential external examiners that they would be willing to evaluate the thesis if requested by the institute. The guide may consult the MSC for suggestions on examiners.	Guide (In advance of the meeting)	
6.	The student should present the main points of his/her work during the thesis submission meeting. It is suggested to do so in about 30 minutes with a presentation of about 20-25 slides. It is expected that the student will use the same presentation for the Final MSC Meeting .	Scholar	
7.	After the presentation by the student and Q&A session, the student will leave the meeting. The guide will then propose the name of the at least four potential external examiners to the MSC for their approval.	Guide	
8.	The MSC will, if it approves the thesis in the thesis submission meeting, permit the research scholar to submit the thesis, and recommend the panel of examiners in the attached format of the Minutes of Thesis Submission Meeting (Pre filled template will be shared by the academic section).	Chairperson of the MSC	
Submission of Thesis			

9.	The research scholar shall, within one week of the approval of the thesis at the thesis submission meeting, submit: <ol style="list-style-type: none"> 1. Soft Copy of the approved thesis. 2. Thesis submission form (Click Here) 3. Certificate on Plagiarism Check for MS(By Research) Thesis (Click Here) 	Research Scholar (through the guide)	
10.	“No dues” procedure should be completed, if the student wishes to take up a job. In such cases, the “No dues” procedures will be initiated by the Academic Section. Scholars are required to hand over allotted Desktop/Laptop to the guide or to the Academic Section with the consent of the guide. The keys of storage space in seating space must be handed over to the academic section. Hostel room (if applicable) must be vacated. Scholars are required to submit this self declaration form to be regarding “No Dues” after submission of the thesis to the academic section.	Academic Section on request of the scholar	
11.	Issuance of “Thesis submitted for evaluation” certificate.	Academic Section on request of the scholar	

Processing of the submitted thesis			
12.	Sending thesis to the examiners chosen by the Dean (Academics) with supporting documents and further follow up.	Academic Section	
13.	Comments received from the examiners are shared with the student, guide and MS members.	Academic Section	
14.	Revision of thesis, if required, and submission of the revised thesis along with “detailed responses” and “changes made” based on reviewer comments, to the Academic Section.	Research Scholar (Through Guide and MSC)	
15.	Scheduling the final MSC Meeting. The guide shares the revised thesis along with the “detailed responses” and “Changes made” to the MSC.	Guide. Guide also fixes the date of final MSC Meeting in consultation with the members of the MSC (Academic Research with help from Department Staff)	
16.	The scholar should make a presentation of about half an hour (20-25 slides at most), highlighting the important aspects of the thesis during the final MSC Meeting.	Research Scholar	
17.	Submission of minutes of final MSC Meeting to academic section.	Chairperson, MSC	
18.	Submission of revised responses to reviewer comments to the academic section (based on comments given during the final MSC Meeting).	Research Scholar through the guide	
19.	“No dues” procedures will be initiated by the Academic Section. Scholars are required to hand over allotted Desktop/Laptop to the guide or to the Academic Section with the consent of the guide. The keys of storage space in seating space must be handed over to the academic section. Hostel room (if applicable) must be vacated, if did not complete no dues procedure earlier. Scholars are required to submit this self declaration form regarding “No Dues” after submission of the thesis to the academic section.	Academic Section	
20.	Submission of signed final thesis (soft copy) to the Academic Section and to the Library along with this Document Submission Form For Institutional Repositories (Click Here).	Research Scholar with the signature of Guide	

21.	Issuance of the course completion certificate or provisional certificate. Course completion certificate will be issued within 2-3 days. The provisional certificate will be issued only after the approval of the Senate.	Academic Section (On request of the scholar)	
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