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No.F/ARU/Circular/2022

Date: 12.12.2022

CIRCULAR

Sub: Process flow for M.S thesis-submission-approval meeting

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<u>SCHOLAR:</u>	
1.	As soon as the scholar is ready with the final version of the thesis, (s)he will circulate the thesis by email to the GTC members. The guide should be in Cc on the email. The thesis-submission-approval meeting can only be held if at least seven days have elapsed after the thesis has been circulated.
2.	Immediately after circulating the thesis to the GTC members and chairperson, the scholar should submit the forwarding note which is available in the https://academic.iitm.ac.in to the department office, duly certified and signed by the guide.
3.	The thesis-submission-approval meeting will be scheduled by the department office based on the availability of the GTC members and chairperson.
4.	The scholar will make a presentation to the GTC at the thesis-submission-approval meeting. The presentation should be planned for a duration of about 20 minutes.
5.	The scholar will incorporate corrections (if any) suggested in the thesis-submission-approval meeting and upload the thesis in Workflow.

<u>DEPARTMENT OFFICE</u>	
1.	When the scholar submits the forwarding note (https://academic.iitm.ac.in/getpdf.php?id=570) to the department, duly certified and signed by the guide, the department office will first confirm that the minutes of the seminar-1 are uploaded in Workflow. If not, this minutes needs to be uploaded. Academic section is not in a position to approve the conduct of the meeting without this on Workflow.
2.	The department office will then get the forwarding note certified by the Head of the Department and send it by email to resprocess@iitm.ac.in ; resevaluation@iitm.ac.in only. Please do not mark a copy to Dean (Academic Research).
3.	Upon receiving confirmation from the academic section, the department office will schedule the thesis-submission-approval meeting in consultation with the guide, GTC members, and Head of the Department.
4.	The office will upload the minutes of the thesis-submission-approval meeting in Workflow immediately after the meeting.

Academic section will require a maximum of 2 working days to verify that all the requirements have been met for the conduct of the thesis-submission-approval meeting.

<u>GUIDE:</u>	
1.	The guide must certify and sign the forwarding note , and ensure that the thesis circulated by the scholar to the GTC members and the Head of department is the version that is ready for submission.
2.	The guide must check the thesis for plagiarism, as per the current practice.
3.	<p>Internal evaluation: The thesis shall be submitted to the HoD, if the research (or part thereof) presented in the thesis has been published (accepted) as (i) at least one research paper in a refereed journal of quality acceptable to the GTC, or (ii) at least one full paper in conference proceedings, which is evaluated by two referees (evidence of the rigour of the refereeing process must be submitted by the scholar in the form of editor's communication(s)/referee's comments). The thesis will then be evaluated by one examiner from IITM. As per the new process, synopsis process has been removed. After the thesis-submission-approval meeting, the guide will (on Workflow) approve the thesis uploaded by the scholar, and upload the plagiarism-check report and enter the names of at least 2 examiners chosen from within IIT Madras (approved at the meeting) into Workflow, as well as upload their Email concurrences.</p> <p>External evaluation: The thesis shall be submitted to the academic section if there is no publication from the research, or the publication does not meet the criteria given in (i) above. The GTC will suggest the names and addresses of at least 6 examiners chosen from within India, including IIT Madras. The guide will obtain concurrence of the examiners via email using the thesis abstract and the scholar's list of published works (if any) as inputs to potential examiners. The thesis will be examined by two examiners chosen by the Dean(AR).</p>

<u>GENERAL TEST COMMITTEE</u>	
1.	The scholar will circulate the thesis to the GTC members at least one week before the thesis-submission-approval meeting. The members will go through the thesis, which must be "good-to-go" when submitted. The GTC members are not intended to be proofreaders, but should use this opportunity to give the scholar feedback and constructive criticism on his/her thesis. The submission will not be approved only if there are glaring technical errors, or if the quality of the written thesis is very poor. In other words, if any of the GTC members would tick box 3 (or lower) in the thesis evaluation (in the hypothetical situation that they are acting as examiners for the thesis), it is very likely that an examiner will do the same. In such a case, the thesis should be fixed by the scholar before sending it for examination, and another thesis-submission-approval meeting is needed.
2.	After the scholar submits his/her thesis through workflow and the guide uploads the panel of examiners, the GTC will approve through Workflow.

Sd/-

Deputy Registrar (Academic Research)

To
 All HODs
 All faculty
 MS Scholars
 Dean AR