Check List for Guides before fixing Date of Thesis Approval Meeting

Name of the scholar   :   Roll No.:

Name of guide(s)   :

1	Forwarding note is signed and submitted to CE office	Yes/No
2	Thesis was checked for plagiarism	Yes/No
3	Scholar has circulated the final version of the thesis copy to DC members and Sectional Observer	Yes/No
4	Decision made in consultation with DC members about Track 1* or Track A*	Yes/No
5	Consent from examiners obtained	Yes/No

*Note:

1. The guide must certify and sign the forwarding note, and ensure that the thesis circulated by the scholar to the DC members and the sectional observer is the version that is ready for submission.
2. The guide must check the thesis for plagiarism, as per the current practice.
3. The decision of track-1 or track-A evaluation of the thesis should be self-evident, without the need for long discussions and back-and-forthing at the thesis submission-approval meeting. The guide could consult with the DC members before the meeting to confirm his/her judgment. In case of doubt, the guide should plan assuming that it will be a track-A evaluation. The guide must contact examiners before the meeting and get their written concurrence that they will evaluate the thesis, which will go out to them in about a week's time. The thesis abstract, and a list of the scholar's published work might be good information to give to potential examiners to help them decide. For reference, the details of track-1 and track-A are given below.
4. **Track-1 evaluation:** For scholars who have high-quality published work which is more than the norm for the research area. The scholar must be the primary contributor to the papers, and this should be evident in terms of authorship as first author, or equally credited author. The publications must be in good venues. 70% or more of the thesis must have already been published (or accepted) for publication. Track-1 evaluation is by two examiners approved at the thesis submission approval meeting. The examiners, who can be internal or external, are given six weeks to evaluate the thesis and submit their reports. The viva- voce examination can be held as soon as the first report is received.
5. **Track-A evaluation:** For scholars who have published work which is considered normal for the research area. Track-A evaluation will be by three examiners composed of two external examiners and one internal (IITM) examiner from a list of four external and two internal examiners provided. For the list of external examiners, there shall be no compulsion to include foreign examiners (outside India), but it must contain at least one Indian examiner. Dean (AR) will pick examiners from the list approved at the thesis-submission- approval meeting. The examiners are given six weeks to evaluate the thesis and submit their reports. The viva-voce examination can be held as soon as two reports are received.
6. The guide will propose a panel of examiners and present it before the thesis submission-approval meeting along with email concurrence.
7. After the thesis-submission-approval meeting, the guide will (on Workflow) approve the thesis uploaded by the scholar, and upload the plagiarism-check report. (S) he will check the appropriate box (track-1 or track-A) based on the decision at the thesis-submission- approval meeting, and enter the names of the examiners (approved at the meeting) into Workflow, as well as upload their Email concurrences. The guide will also choose the appropriate sectional observer from the drop-down menu in Workflow.