

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI



Guidelines for Ph.D. thesis Evaluation

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI

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Guidelines for Ph.D. thesis Evaluation

The regulations for Ph.D. thesis submission, thesis evaluation, thesis Defense and award of Degree are 16(10) of the PG regulations. This document gives detailed procedure for these regulations.

Main Steps and Tentative Schedule in Ph.D. Thesis Evaluation

S.No.	Step	Illustrative Date
1	Advisor submits the thesis along with the synopsis and a panel of examiners for Ph.D. thesis examination to Chair, PG Affairs (admin-pgc@iiitd.ac.in)	Jan 06
2	Appointment of Thesis examiners by Chair, PG Affairs.	Jan 13
3	Admin-PGC will send the initial letter of invitation to the examiners. Thesis to the examiners	Within 2 days of final panel formation, and receipt of thesis
4	Upon receiving acceptance from examiners, thesis will be sent to them for evaluation	As and when the acceptance

		from the examiner is received.
5	Follow up with the examiners for thesis review	From last week of Feb
6	Processing of reports received from the examiners	Immediately on receipt
7	Submission of revised thesis by the Student to the advisor(s) after addressing the comments of the examiners. The same will be then shared with all the examiners by the advisor(s), with his/ her endorsement	April 10
8	Prepare for thesis defense	April 10
9	Conduct of Thesis Defense and submission of Defense report.	April 15
10	Submission of final Thesis after incorporating the comments from the examiners	Within 1 week of defense
11	Payment of Remuneration and TA/DA to External Examiners	After the thesis defense
12	Award of Provisional Degree	On approval by Chairman, Senate and submission of no dues clearances from all concerned
13	Award of Degree	In next Convocation

Details of each of the step are listed below:

1. Synopsis + Thesis Submission

Ph.D. thesis evaluation process is initiated by submission of a thesis and Synopsis by the advisor to admin-pgc@iiitd.ac.in.

To be eligible to submit the Synopsis and Ph.D. thesis for evaluation, the student is required to have completed the comprehensive exam, the course work and the research work.

2. Proposing examiners for thesis examination

Along with the synopsis and thesis, the adviser(s) will give names of at least six to eight examiners for Ph.D. thesis examination. The goal is to have a panel of researchers who are working in the area of Ph.D. thesis and who are appropriate for thesis evaluation.

Guidelines for preparing the list of proposed examiners are:

- It is desirable to have more names in the panel from academia – it is suggested that at least four of the six names should be from academia.
- The list of examiners proposed by Ph.D. advisor(s) for evaluation of Ph.D. thesis should have at least 50% names from outside India.
- The proposed external examiners should have established themselves as independent researchers in their research areas, i.e., they must not be working under direct supervision of someone, e.g., like a Postdoc.
- The research area of the proposed examiners should be aligned with the area of the Ph.D. thesis.
- Proposed external examiners should be from reputed Academic Institutions at the level of Associate Professors and above.
- Proposed external examiners from National Laboratories like DRDO, CSIR, etc. should be holding positions at the level of Scientist ‘E’ and above.
- Proposed external examiners from Industry should have a Ph.D. degree with at least 6 years of post-Ph.D. experience. While recommending industry experts for Ph.D. thesis evaluation, the Ph.D. advisor(s) will be required to provide the following additional information about the proposed examiner: Number of Ph.D. theses evaluated and the institutions where those theses were defended.
- A list of at least three relevant research papers in the last 5 years will be required for all proposed examiners.
- If a Ph.D. advisor forwards more than one Ph.D. theses for evaluation around the same time, then the proposed lists of examiners should not be identical and should have at least 3-4 different names to avoid any delay in the thesis review process.
- The Chair PG Affairs (or competent authority) can request more names if it is felt that proposed examiners do not meet the bar set by IIITD.
- Advisor(s) is required to contact all proposed external examiners in advance and check their availability for doing thesis evaluation before proposing their names.
- Conflict of interest – the proposed (non-advisor) examiners should not have co-authored any paper, with the Ph.D. candidate and also that the examiners are not current colleagues of the student/advisor(s). The advisor(s) should also ensure that the concerned student has not applied/does not apply for a postdoc position under any of the proposed examiners before the Ph.D. thesis defense. In the letter to be sent to the (non-advisor) examiners for evaluation of thesis they may be requested to immediately inform if there is any Conflict of Interest with the student whose thesis is under evaluation.
- The proposed examiner should not be in a blood/legal relationship with the student/advisor(s).

- The proposed examiner should not be a Ph.D. student of the advisor(s) within the past ten years.
- The proposed examiner and the advisor(s)/ student should not have a common affiliation within the last four years.
- The proposed examiner should not work in the same department and/or institution as another examiner.
- The panel should be approved by the last monitoring committee of the Ph.D. student, before submitting to the Chair PG Affairs.

A sample copy of the form for forming the panel of examiners for evaluation of Ph.D. thesis is placed at Annexure-I.

3. Appointment of panel of examiners

a) The Chair, PG Affairs selects at least 3 non-advisor examiners from the list provided by the advisor(s) (at most one of which can be from within the Institute). The final selected list of examiners, chosen by the competent authority (PG Affair Chair/DoAA/etc...), must have at least one examiner from outside India. In case someone declines the invitation from the first list of selected examiners, Chair PG affairs nominates another examiner from the list of remaining examiners. The Chair, PG Affairs may ask for alternate names, if needed or if the panel of examiners gets exhausted.

b) After the examiners have been selected, academic office records it in the file, and sends an invitation letter by email to get acceptance from the concerned examiners, i.e., external & Internal examiners (from outside the Institute and from within the institute). This may take time, if some people refuse, but if not, this step may be completed within a week to 10 days.

4. Evaluation of thesis

On receipt of acceptance/confirmation a copy of the thesis will be sent to the examiner for evaluation and report. Sample copies of the email letters are placed at Annexure-IV & V.

The examiners are requested to acknowledge receipt of the thesis. If no acknowledgement is received from the examiner within a week of sending the thesis, a reminder will be sent to the concerned examiner to obtain confirmation.

All correspondence and communication will be through email. Thesis will also be sent by email, unless the examiner requests a hard copy.

Note that the list of examiners should normally not be disclosed to the advisor(s) till the thesis review is complete; after that it is public information.

- I. Further for Category A and B reports - the examiners names will be revealed once all evaluation reports are in.
- II. However, in the case of Category C and F, the names shall not be revealed till the major revision has been done and satisfactory reports are received.

Only the Chair PG Affairs (or his/her authorized representative) should interact with the examiners, once they have been selected, till the reviews have been submitted. The student should never contact the examiners, and the advisor(s) may do so only when requested/permitted by the Chair PG Affairs.

A copy of the Ph.D. Evaluation form to be used by the examiners, is placed at Annexure-VII.

Apart from the recommendation to be made in the form, the examiners will be requested to elaborate the reasons underlying their recommendation in an **Appendix**. In it, they may want to:

- Highlight the points, which, in their opinion constitute significant original contribution to knowledge.
- Identify the aspects which demonstrate his or her capacity to carry out independent research.
- Point out specific observations made by the candidate which in his/her opinion, need revision or clarification.
- Comment on the standard of presentation of the thesis.

5. Follow up and Reminders

Admin PGC will follow up regularly with the examiners for the thesis review.

In case of considerable delay in getting confirmation/ response from the examiners for evaluation of thesis, to expedite the case, the reminder will be sent from the Chair PG Affairs or the DOAA.

6. Processing of examiners' reports

Based on thesis reports, the Chair PG Affairs will decide how to proceed e.g.

- (i) If all reports are of category A or B, thesis defense can proceed.

If any report is of Category C (Major revision), then special steps may be needed. The student may be given up to six months time (which can be further extended up to one year) to carry out the revisions in the light of the suggestions of the examiner(s) and submit the revised thesis to Chair PG Affairs for further processing as follow:

“Category (C)” – Additional Provision

i. To resend the revised thesis along with the summary sheet (received through the advisor) to all the examiners who made the remark as Category C. They will be given 4 weeks time to submit their reports on the new form.

If more than 4 weeks time is needed to arrive at the decision, the examiner may write to the Institute informing us of the need for more time. If the Institute does not hear back from the examiner in 4 weeks time, then the Institute will assume that the revisions are adequate, and have addressed the issues raised.

ii. The Ph.D. defense of the student will be scheduled once all examiners who had given C have agreed that the thesis addresses the issues that they each have raised.

7. Sharing of evaluation reports with the advisor and submitting the revised thesis

The evaluation form and detailed report received from each of the examiners is shared with the advisor by Admin-PGC as and when received. The identity of the examiners will not be revealed till all the reports from external examiners are received.

The student should submit a revised thesis addressing the issues raised by the examiners. Along with this, he/she should prepare a summary sheet listing each of the comments made by the examiners, and his/her response. He/she should clearly state how he/she has addressed each issue raised by the examiner.

The revised version of the thesis and the summary sheet showing the changes made by the student, to be forwarded by the advisor with his/her endorsement that the changes have been made to his/her satisfaction. The same will be then sent to **all** the examiners by the advisor at least 1 week before the defense.

7(a) Timeline within which the students shall be required to address the comments of all the examiners

The student shall be required to address the comments of all the examiners (external & internal) within 12 weeks from the date of receipt of all the evaluation reports and should be ready for the oral defense. The student may seek an extension for genuine reasons like medical, compelling personal reasons, etc. If the extension is not granted and the student misses the deadline, it will be taken as a new submission, and the entire process of thesis evaluation will be repeated. Since the Institute pays honorarium to the external examiners, for any second evaluation, the cost of paying the honorarium to the previous examiners will be recovered from the student.

8. Tentative period for thesis defense

Once all the reports are received and comments of external examiners (if any) are addressed, the advisor(s) will finalize the date and time of thesis defense in consultation with all the external examiners.

9. Prepare for thesis defense

In case an examiner has not submitted the report despite repeated reminders, the defense can proceed if other two non-advisor examiner reports are in and satisfactory (i.e. category A or B). A thesis defense date will be fixed, after taking inputs from all examiners on the panel. The timing of the Viva-voce should be scheduled keeping in view the corresponding timing/convenience of the foreign examiners participating through audio/video/skype. The final date/time of thesis defense will be agreed to in consultation with the examiners, and communicated to the Admin-PGC by the advisor(s).

Further a final notification will go from Admin-PGC to all the examiners, faculty and Ph.D. students. The date, time & Venue will be indicated in the notice.

Admin-PGC will forward Evaluation form, No Dues form and guidelines to conduct the thesis defense(viva-voce) to the advisor.

10. Conduct of Thesis defense (viva-voce)

The thesis defense (Viva-Voce) may be arranged on a working day.

Before the defense, the advisor will ensure to share response to examiners comments with examiners, at least one week before the defense.

Logistics required towards the arrangement of Defense in :

I. Physical Mode :

- Room Booking - by Department Admin
- Projector arrangement, Coordination with IT team – by Department Admin
- Meeting link creation (for examiner and audience who want to join from outside Institute) – by the Advisor
- Refreshment arrangements - by Department Admin
- Stay Arrangement & local Travel (if required) for external examiner - by Department Admin

II. Online Mode :

Meeting link creation – by the Advisor

On the scheduled date/time the Advisor will hold thesis defense as per guidelines given by the Chair, PG Affairs.

All examiners are normally expected to attend the thesis defense.

- Indian Examiner – Indian examiner is expected to attend the defense in person, however they may also choose to attend the thesis defense through online mode (google meet, zoom, skype etc)
- Foreign Examiner – A foreign examiner is expected to attend the thesis defense through online mode only (google meet, zoom, skype etc)

A pre-scheduled defense can proceed if at least two non-advisor examiners are present. During the defense, examiners and the candidate can join the meeting using electronic means like video conferencing, audio conferencing, Skype, etc. However, it should be ensured that all members are able to clearly see and hear the presentation, and are able to ask questions when they want. The defense shall be open to all, and arrangements should be made for this also –through presentation, video, webcast, etc

11. Thesis Defense Evaluation: At the end of the defense, the panel must deliberate and make an overall recommendation. The reports submitted earlier by individual examiners are inputs to these deliberations. The overall recommendation format is also the same as above (Annexure-VII) – the category is what the panel finally decides, and suggestions/comments are those that the committee collectively wants to emphasize beyond the comments by the individual reviewer. All the examiners present in the orals must explicitly accept the recommendations –through physical signature or through email, fax, etc.

The examiners are also expected to review the note prepared by the student in response to their comments and that the student has addressed these comments satisfactorily.

If the decision is not unanimous and some examiners record their “dissent” or a “contrary view”, then the Chair PG Affairs will decide how to proceed.

If the overall recommendation is F, then the thesis is rejected. Otherwise, the student has to make suitable changes to the thesis, if required, to address the concerns. This revision should normally be done within six months of the defense. When the issues raised by the examiners have been addressed in the thesis by the student, the final thesis is submitted to the Chair PG Affairs. If the overall recommendation is Category A, then the revised thesis is accepted.

If the overall category is B, the revised thesis is accepted if it has a suitable certification from the advisors.

If the overall recommendation is category C, then the Chair PG Affairs will send the revised thesis to the examiners again. The response timeline is to be decided by Chair PG Affairs. The responses of the examiners will be evaluated by the Chair PG Affairs to take necessary action regarding accepting the revised thesis.

A sample copy of the viva report format is placed at Annexure-IX. The advisor(s) conducting the viva-voce will submit the report along with all the original reports of the examiners and other related documents to Chair, PG Affairs for further processing.

12. Payment of Remuneration and TA/DA to External Examiners

The remuneration bill for evaluation of thesis is processed as below:

Examiner who is attending the thesis defense in person: The remuneration bill for evaluation of thesis is processed along with TA/DA claim by Admin-PGC, for payment, after verifying the claims and certifying conduct of viva in person.

For others (foreign/Indian external examiner) the remuneration bill will be processed for payment by Admin-PGC after the thesis defense (viva-voce).

13. Award of degree

Upon acceptance of the final thesis and recommendation of the evaluation committee by the DOAA, the Chairman Senate may recommend the award of the Ph.D. degree to the student. While pending the actual award of the degree in a regular convocation of the Institute, the Chairman, Senate may also authorize the Registrar to issue a provisional certificate to a student who completes the requirements for graduation.

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI

Appointment of Examiners for Ph.D. Thesis Evaluation

Name of the Ph.D. Candidate:

Status:

Roll No:

Discipline:

Date of Enrollment in the Ph.D. program:

Title of the Thesis:

Name of Advisor(s):

-
-

Name of the External Joint Advisor, if any:

I/We certify that :

- The proposed examiner (s) have established themselves as independent researchers in their research areas, i.e., they must not be working under direct supervision of someone, e.g., like a Postdoc.
- The research area of the proposed examiners is aligned with the area of the Ph.D. thesis.
- The proposed (non-advisor) examiners have not co-authored any paper, with the Ph.D. candidate and also that the examiners are not current colleagues of the student/advisor(s). I have also ensured that the concerned student has not applied/does not apply for a postdoc position under any of the proposed examiners before the Ph.D. thesis defense
- The proposed examiner is not in a blood/legal relationship with the student/ advisor(s).
- The proposed examiner is not a Ph.D. student of the advisor(s) within the past ten years.
- The proposed examiner and the advisor(s) student do not have a common affiliation within the last four years.
- The proposed examiner does not work in the same department and/or institution as another examiner.
- The panel is approved by the last monitoring committee of the Ph.D. student, before submitting to the Chair PG Affairs.
- The Proposed external examiners are from reputed Academic Institutions at the level of Associate Professors and above.
- The Proposed external examiners from National Laboratories like DRDO, CSIR, etc. are holding the position at the level of Scientist 'E' and above.
- The Proposed external examiners from Industry have a Ph.D. degree with at least 6 years of post-Ph.D. experience.

- I have contacted all proposed external examiners in advance and have checked their availability for doing thesis evaluation before proposing their names.

List of the proposed examiners, synopsis and a copy of thesis is attached.

Signature(s) of the Advisor(s):

Date:

Chair PG Affairs:

- The following examiners are selected for thesis examination:

Initials and date:

Chair PG Affairs: Notes on Follow-up etc:

List of Proposed Examiners for the Ph.D. Thesis:

Instruction:

1. For each examiner, provide complete name, title and affiliation (including country), contact email (and fax and tel nos if possible), main area(s) of expertise for the proposed examiner, a very brief statement on how he/she is suitable for examining the thesis, and list of three relevant papers of the proposed examiner in last 5 years. See Section 2 for proposing the list of examiners.
2. The list of examiners proposed by Ph.D. advisor(s) for evaluation of Ph.D. thesis should have at least 50% experts from outside India.

➤ **Examiners from Academia (Minimum 4)**

(Note : Proposed external examiners should be from reputed Academic Institutions at the level of Associate Professors and above)

1. Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:

List of three relevant papers of the proposed examiner in last 5 years:

2. Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:

List of three relevant papers of the proposed examiner in last 5 years:

3. Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:

List of three relevant papers of the proposed examiner in the last 5 years:

4. Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:

List of three relevant papers of the proposed examiner in the last 5 years:

5. Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:

List of three relevant papers of the proposed examiner in last 5 years:

6. Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:

List of three relevant papers of the proposed examiner in last 5 years:

➤ **Examiners from Industry**

(Note : Proposed external examiners from Industry should have a Ph.D. degree with at least 6 years of post-Ph.D. experience)

1. Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:

List of three relevant papers of the proposed examiner in last 5 years:

Number of Ph.D. thesis evaluated:

Institutions where those theses were defended:

2. Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:

List of three relevant papers of the proposed examiner in last 5 years:

Number of Ph.D. thesis evaluated:

Institutions where those theses were defended:

3. Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:

List of three relevant papers of the proposed examiner in last 5 years:

Number of thesis evaluated:

Institutions where those theses were defended:

➤ **Examiners from National Laboratories**(Note : Proposed external examiners from National Laboratories like DRDO, CSIR, etc. should be holding position at the level of Scientist 'E' and above.)

1.Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:
List of three relevant papers of the proposed examiner in last 5 years:

2.Name, Title, Affiliation:

Contact email (and fax and tel nos if possible):

Main area(s) of expertise for the proposed examiner:

Brief statement on how he/she is suitable for examining the thesis:

List of three relevant papers of the proposed examiner in last 5 years:

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Title of Thesis

by
Student Name

Under the Supervision of Dr.....

Indraprastha Institute of Information Technology Delhi

Month, Year

© Indraprastha Institute of Information Technology (IIITD), New Delhi , (Year)

Inner Cover Page
Page No. 2



Title of Thesis

by
Student Name

Submitted
in partial fulfillment of the requirements for the degree of
Doctor of Philosophy

to the

Indraprastha Institute of Information Technology Delhi
Month, Year

Certificate

This is to certify that the thesis titled “_____” being submitted by (Student Name) to the Indraprastha Institute of Information Technology Delhi, for the award of the degree of Doctor of Philosophy, is an original research work carried out by him under my supervision. In my opinion, the thesis has reached the standards fulfilling the requirements of the regulations relating to the degree.

The results contained in this thesis have not been submitted in part or full to any other university or institute for the award of any degree/diploma.

Month, Year
Advisor Name

Indraprastha Institute of Information Technology Delhi
New Delhi 110020

Acknowledgements

Abstracts

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Curriculum Vitae (CV)

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI

DOCTOR OF PHILOSOPHY

The Chairman, PGC,
Indraprastha Institute of Information Technology,
New Delhi-110020

Sir,

I have been pursuing a Ph.D. program as a student of the Institute w.e.f. _____ On satisfactory completion of the Comprehensive examination, required credits for course work and the Ph.D. thesis work, I want to submit the extended abstract (synopsis) of the thesis and the thesis for the award of degree of Doctor of Philosophy of the Indraprastha Institute of Information Technology Delhi. A soft copy (pdf.) of the synopsis and thesis as per required format of the Institute is submitted herewith for evaluation.

Yours faithfully,

Signature
Name in full
Roll No.

Date

I certify that he/she has pursued the prescribed course of research.

(Signature)
Advisor (s)

Chair, PG Affairs

Dated
Ref: Ph.D./CSE/Year

Dr.
(Address)

Dear Dr.,

On behalf of IIIT-D, I am writing to invite you to serve on the Panel of Examiners to examine the Ph.D. thesis from the Institute titled.....On receipt of your acceptance a copy of thesis will be sent to you for evaluation. If for some reason you are not able to accept this invitation please write to me by return mail.

A copy of the scale of fee for evaluation of thesis is attached for your information.(Annexure VI)

Yours sincerely,

Chair, PG Affairs, IIIT-D

Dated
Ref: Ph.D./CSE/Year
Dr.
(Address)
Dear Dr.,

Re: Examination of the Ph.D. Thesis of

On behalf of the IIIT-D, I thank you for accepting our invitation to serve on the Panel of Examiners to examine the PhD thesis from the Institute. A copy of thesis is being sent herewith. I shall be grateful if you could examine it and send us (electronically) a scanned version of your report. We also require that the original report be sent back by post. Our contact details are as follows:

Post:
The Chairperson,
Post Graduate Committee
Indraprastha Institute of Information Technology Delhi,
Okhla Industrial Estate, Phase-III, (Near Govindpuri Metro Station)
New Delhi-110020 India.
E-mail: admin-pgc@iiitd.ac.in

I would like to draw your attention to the following points:

1. Please indicate your recommendation in the Report Form enclosed here. The reasons underlying your recommendation may be elaborated in an Appendix. In it, you may want to:
 - Highlight the points, which, in your opinion constitute significant original contribution to knowledge.
 - Identify the aspects which demonstrate his or her capacity to carry out independent research.
 - Point out specific observations made by the candidate which in your opinion, need revision or clarification.
 - Comment on the standard of presentation of the thesis.
2. A thesis defense date will be fixed, after taking inputs from all examiners on the panel. The final date of thesis defense will be communicated to you in the due course.
3. All examiners are normally expected to attend the thesis defense. However, examiners who are not in Delhi (or nearby) need not be present in person. If you are

not in Delhi, I would request you to participate using an appropriate form of video or audio conference mechanism. We can work out the details.

Yours sincerely,

Chair, PG Affairs, IITD

HONORARIUM FOR Ph.D. EXAMINATION

1. (a) For examining a thesis and participating in the defense:
 - (i) For an External Examiner in India Rs. 10,000/-
 - (ii) For an Examiner outside India US\$ 400/-
2. **TRAVEL** : For conduct of a thesis defense (Viva-voce Examination) in person by an Examiner in India, the institute will provide travel by air (economy), and provide local hospitality, and an honorarium.


Ph.D. Thesis Evaluation Form

Name of the Candidate	
Title of the Thesis	

1. Please note that the form should be accompanied by a report commenting on the strengths and weaknesses as well as specific suggestions for the improvement of the thesis as per the guidelines given in the covering letter. This recommendation form is to mainly facilitate the Chair, PG Affairs, in deciding appropriate action. Tick (\checkmark) your recommendation.

Category (A)	The Thesis is worthy of a Ph.D. degree. The suggestions made are minor.	
Category (B)	The Thesis is worthy of a Ph.D. degree after the suggested modifications have been done and the modifications verified by the advisor(s).	
Category (C)	The Thesis requires major modifications as suggested, and the thesis must be sent to the examiners after changes have been incorporated.	
Category (F)	The Thesis is not worthy of a Ph.D. degree.	

2. The following feedback is sought for the internal quality assessment only and will not affect the above recommendation.

Parameters for internal quality assessment	Exceptional quality	Clearly exceeds minimum expectations	Meets expectations	Does not meet minimum expectations
	(Please \checkmark mark your feedback)			
Significance of the research problem				
Novelty of the research methodology				
Impact of the research outcomes in the area of the thesis				
Overall quality of the thesis as a scholarly work				

Name of the examiner
Date:

Signature of the Examiner

Indraprastha Institute of Information Technology (IIIT) Delhi

(Guidelines for Conduct of Ph.D. thesis defense (Viva – Voce))

No.IIITD/Ph.D./Year

Dated:

1. Name of the Candidate :
2. Department :
3. Name of Advisor :
4. Date of Registration :
5. Date of submission of Thesis :
6. Name of Examiners :
 1. Prof. (Foreign External Examiner)
 2. Prof. (Foreign External Examiner)
 3. Prof. (Indian External Examiner)
 4. Dr. Internal examiner- Advisor
7. Board of Examiners for conduct of thesis defense (Viva – Voce Examination) :
 1. (All External Examiners)
 2. (All Internal Examiners (Advisor(s)))

Foreign examiners are not required to come for the thesis defense in person. They may be intimated the exact date/time of the thesis defense and requested to join the thesis defense using electronic means like video conferencing, audio conferencing, Skype, etc. Necessary details may be worked out and communicated to the examiners.

The Advisor(S) is/are requested to observe the following actions:

5. The thesis defense (Viva-Voce) may be arranged on a working day. A notice for holding thesis defense may be issued by Admin-Ph.D. well in advance for information of all the departments/faculty as well as the students. Please indicate date, time & Venue in the Viva-Voce report. The timing of the Viva-voce should be scheduled keeping in view the convenience of the foreign examiners participating through audio/video/skype.
6. All examiners are expected to attend the defense. A pre-scheduled defense can proceed if at least two non-advisor examiners are present. Before the defense, the Advisor will send all the submitted reviews to all the examiners. During the defense, examiners and the candidate can join the meeting using electronic means like video conferencing, audio conferencing, Skype, etc. However, it should be ensured that all members are able to clearly see and hear the presentation, and are able to ask questions when they want. The defense shall be open to all, and arrangements should be made for this also –through presentation, video, webcast, etc.
7. Corrections/comments (on the reports) to be attached with the viva-voce report.

8. Students are asked to get the attached 'NO DUES CERTIFICATE' completed (as per rules, the report for the award of the degree will be considered only if this certificate is attached).

9. Students are asked to incorporate in the final copy of the thesis, all suggestions/modifications pointed out by the examiner(s) and to carry out the correction of all grammatical /typographical errors. Advisor to certify in the Viva report its compliance by the student.

10. Advisor to ensure & certify in the viva report that all the concerns/questions raised by the external examiner(s) are discussed during viva and satisfactory answers obtained from the student.

11. One updated soft copy of the thesis on CD / DVD of the full thesis in PDF format to be deposited with the Library and a certificate to this effect from the Library be attached.

12. This note (duly signed) along with its all enclosures to be returned with the viva report.

13. The remuneration bill in respect of Indian External Examiner be processed/recommended to Account Section for payment along with his/her TA/DA claim on the date of viva-voce after verifying journey and certifying holding of viva.

14. The payment of remuneration to foreign / Indian external examiners will be processed for payment by the Academic Section after the thesis defense (viva-voce).

Encls: Evaluation Reports

Advisor
Dr.

Chair, PG Affairs

Indraprastha Institute of Information Technology Delhi (IIITD)

NO-DUES FORM

Name of the Student : _____ Roll. No.: _____
 Programme : **Ph.D. (CSE/ ECE/ CB/ Mathematics/ SS/ HCD)**
 Phone No. : _____ E-mail (other than IIITD): _____
 Reason of Leaving : Graduating Withdrawn Terminated
 Date of Leaving IIITD : _____
 (to be filled in case of withdrawal / termination)

S.No.	Department / Cell / Section	Remark	Dues / Liabilities (if any)	Signature
1	Library	Mr. Rajendra Singh Library Office*		
2	Admin Facilities	BMS, 2 nd Floor		
3	Department Jr. Manager	Respective Dept JM		
4	Research & Project	Mr. Imran Khan A-307 (Old Acad Building)		
5	System Admin. & Networking	IT Helpdesk B-105 (Old Acad Building)		
6	Store Section	Mr. Ajay Kumar A-107 (Old Acad Building)		
7	Finance & Accounts	Mr. Shishir Jain A-101 (Old Acad Building)		
8	Sports & Student Facilities	Mr. Ravi Bhasin A-207-1(Old Acad Building)		
9	Hostel	Mr. Ravi Bhasin A-207-1(Old Acad Building)		
10	Jr. Research Engineer(ECE Lab)	<rahul@iiitd.ac.in> 3rd Floor, Lecture Complex		
11	Jr. Research Engineer(Design Lab)	<admin-dilab@iiitd.ac.in> Ground Floor, New Academic Building		
12	Advisor(s)			
13	Academics	Admin-Ph.D., B-208 (Old Acad Building)		
14	Alumni Office	Ms. Pallavi Kaushik, B-206 (Old Acad Building)		
15	Incubation Center	Admin-Incubation, Student Centre		

Donation / Request for refund of caution money

I had deposited :

Institute Caution Money (paid in form of registration fees)	Rs. _____/-
Hostel Security Fee	Rs. _____/-
Convocation Fee (Started from July 2019 Batch entrants)	Rs. _____/-

Copies of receipts for above payments are attached.

1. I wish to donate to the institute a sum of Rs. _____/- out of the caution money for welfare of the students/alumni fund. The balance of Rs. _____/- may be refunded to me by bank transfer to my below mentioned A/C.
 OR
 2. I request that the entire amount of caution money of Rs. _____/- may be refunded to me by bank transfer to my bank account, cancelled cheque of the same is attached herewith.

Date	Signature of the student
------	--------------------------

FOR OFFICE USE

DM (F&A): As per the authentication obtained from different departments/sections, nothing is DUE with the student. His/her caution deposit(s) and other reimbursements (if any) may be released and the account shall be settled in full & final.

Registrar

Note : For students who are graduating an amount of Rs.3500 will be deducted out of caution deposits (Alumni fee of 2000/-, Convocation Fee of Rs.1500/- (if not paid earlier).
 * Graduating students are required to submit 2 hard copies of thesis to the Library.

Indraprastha Institute of Information Technology (IIIT) Delhi

Report on the Ph.D. thesis defense (Viva – Voce Examination) of ----- on the Ph.D.thesis entitled “ ” held on _____(Date) at _____(Time) in _____(Venue) ____

The thesis defense on the above mentioned Ph.D. thesis was conducted by the following thesis defense Board:-
(please mention below actual participation)

1. Dr. , Internal examiner-Advisor
2. Prof. (Foreign External Examiner) (participated through Audio/ video/Skype)
3. Prof. (Foreign External Examiner)
4. Prof. (Foreign/Indian External Examiner)

The Candidate presented his/her work identifying major contributions made and thereafter was examined by the members of the Viva – Board. Specifically the questions/clarification raised by all the thesis examiners were asked. The audience present also asked the questions.

Based on the thesis defense the overall recommendation on the thesis is as follows. (This could be one of the following):

Category A: The Thesis is worthy of a Ph.D. degree. The suggestions made are minor.

Category B: The Thesis is worthy of a Ph.D. degree after the suggested modifications have been done and the modifications verified by the advisor(s).

Category C: The Thesis requires major modifications as suggested, and the thesis must be sent to the examiners after changes have been incorporated.

Category F: The Thesis is not worthy of a Ph.D. degree.

Suggestions / comments on the thesis

The examiners who participated in the thesis defense through audio/video/skype. have confirmed the above recommendation after the viva-voce through emails (attached) and the same may be considered sufficient record for acceptance.

(External Examiners)

(Internal Examiner (Advisor(s)))

Encl:

1. Thesis defense (Viva-Voce) Report
2. Emailsof----examiners
3. NoDuesCertificate
4. Certificate of having submitted one hardbound and a soft copy of the full thesis in PDF format to the Library.

Signature of the Advisor(s)
Chair, PG Affairs