

Overview

1. Assumptions
2. Stake Holders
3. Process Flow Diagram
4. Input, Process, Output

4.1. INPUTS

- 4.1.1. Student Consent to initiate Thesis
- 4.1.2. Course Work Completion Policy
- 4.1.3. Comprehensive Exam Policy
- 4.1.4. Admission Cancellation Policy
- 4.1.5. Thesis Approved Process Flow

4.1.6..Responsibilities

- 4.1.7 Performance Evaluation Criteria
- 4.1.8 Stakeholder Input

4.2. PROCESSES

- 4.2.1. Check Course Work Completion Policy
- 4.2.2. Check Comprehensive Exam Policy
- 4.2.3. Execute Admission Cancellation Request
- 4.2.4. Proposal Submission & Approval Process
- 4.2.5. Semester Wise progress report with Survey Feedbacks
- 4.2.6. Manage Individual Thesis Case Notes

4.2.7.. External Evaluators

- 4.2.8 External Assessment in Progress
- 4.2.9. Execute complete thesis process for a case

4.3. OUTPUTS

- 4.3.1. Admission Cancellation Request
- 4.3.2. Thesis Completed
- 4.3.3. Thesis Result Notification

1. Assumptions

- Course Completion policies should already be defined by CAC to initiate Thesis Track
- Thesis type Subject should be defined in the Program Catalog or Scheme of Student session in LMS. Only Master, MS/MPhil and PhD Students degree level will be entertained
- Publication is mandatory for PhD Students
- Thesis Track for cited degree level is Non Graded Activity. None of the OBE processes are connected with Thesis Track
- Thesis Track request submitted by student/PGRC will be treated as student's consent that he/she is not interested to study additional courses to complete the degree. He/She will follow the Thesis Path
- Each academic department have PGRC office. This office is responsible for all the communication and execution of Thesis. PGRC term will be used in below discussion of cited office Stakeholders

2. Stakeholders



figure 1

3. Process Flow Diagram

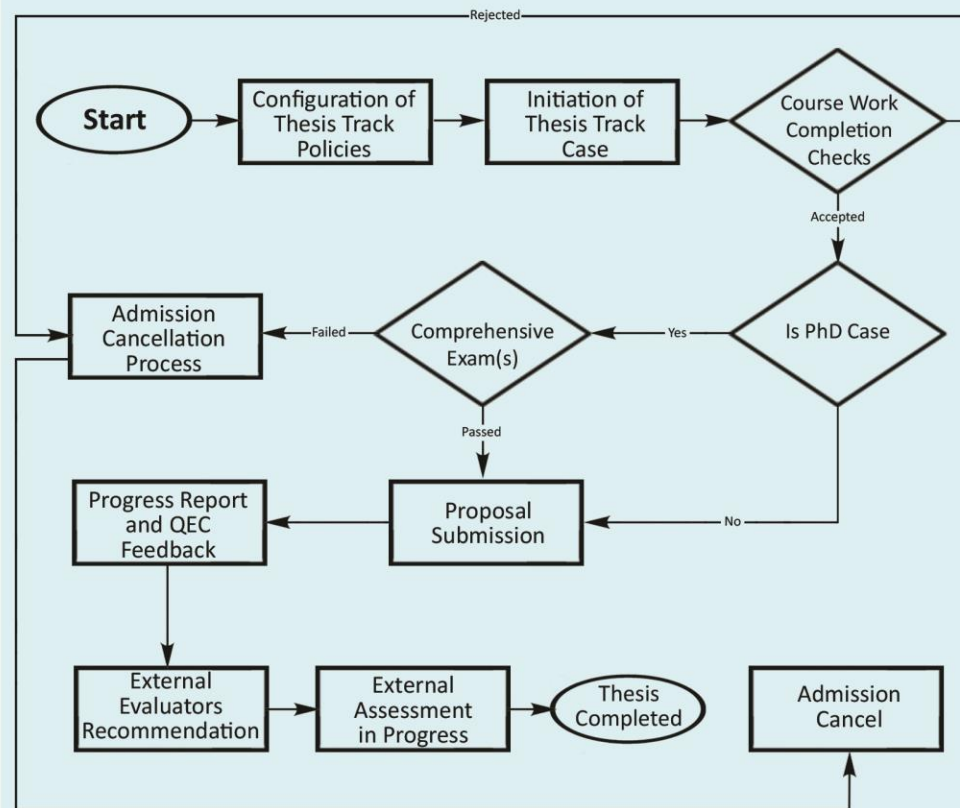


figure 2

****Note:** This diagram does not show any iteration in the process. For iteration, please review the section 4. Input, Process, Output

4. Input, Process, Output

4.1. INPUT	4.2. PROCESS	4.3. OUTPUT
4.1.1. Student/PGRC Consent to initiate Thesis	4.2.1. Check Course Work Completion Policy	4.3.1. Admission Cancellation Request
4.1.2. Course Work Completion Policy	4.2.2. Check Comprehensive Exam Policy	4.3.2. Completed Thesis
4.1.3. Comprehensive Exam Policy	4.2.3. Execute Admission Cancellation Request	4.3.3. Thesis Result Notification
4.1.4. Admission Cancellation Policy	4.2.4. Proposal Submission Approval Process	
4.1.5. Thesis Approved Process Flow	4.2.5. Semester Wise progress report with Survey Feedbacks	
4.1.6. User Responsibilities	4.2.6. Manage Individual Thesis Case Notes	
4.1.7. Performance Evaluation Criteria	4.2.7. External Evaluators	
4.1.8. Stakeholder Input	4.2.8. External Assessment in Progress	
	4.2.9. Execute complete thesis process for a case	

Table 1

4.1. INPUTS

4.1.1. Student/PGRC Consent to Initiate Thesis

- Student will initiate Thesis Track or PGRC on behalf of student

4.1.2. Course Work Completion Policy

Degree Type	No of Required Subjects	Total CH Requirement of Subjects	No of Semesters Required	CGPA Required for Thesis/Project	Is Publication Must
	Check >= 1	Check >= 1	Check >= 1	Check >= 1	
Bachelors	Not Eligible for Non Graded Thesis Track				
Masters	8	24	4	2.5	N/A
MS/MPHil	8	24	4	2.5	N/A
PhD	6	18	3	3.0	Yes

Table 2

4.1.3. Comprehensive Exam Policy

Requirement	Duration	Outcome (if fulfilled)
First Chance after the completion of coursework	semester or 6 months	Pass or Fail
If Fail then Second and final chance	semester or 6 months	Pass or Fail
If Fail then Request to CAC for Admission Cancel	N/A	Admission Cancel

Table 3

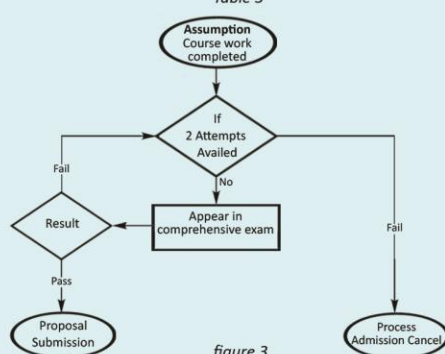


figure 3

4.1.4. Admission Cancellation Policy

- If student of Master/MS/MPHil is not able to complete the required 8 courses within the given limit of 4 semesters after admission, then he/she will be directed to admission cancellation process
- If a PhD student is not able to complete the required 6 post-graduate courses within the given limit of 4 semesters after admission, and is not able to maintain CGPA of 3.3 out of 4.00, then he/she will be directed to admission cancellation process
- If student of PhD is not able to pass comprehensive subject within 2 attempts, then he/she will be directed to admission cancellation process

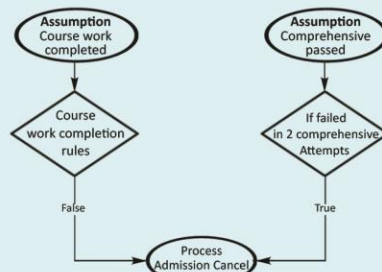


figure 4

4.1.5. Thesis Approval Process

- Please refer to section 3 for the explanation of Thesis Approval Process. It has been explained via Process Flow Diagram

4.1.6. User Responsibilities

Sr #	Process	ROLE					
		CAC	STUDENT	PGRC	ORIC	SUPERVISOR	VC
1	Configuration	✓	✗	✗	✗	✗	✗
2	Case Initiation	✗	✓	✓	✗	✗	✗
3	Verification of Course Work Completion	✗	✗	✓	✗	✗	✗
4	Comprehensive Completion	✗	✗	✓	✗	✗	✗
5	Submission of Thesis Proposal (MS)	✗	✗	✓	✓	✗	Opt.
6	Submission of Thesis Proposal (Ph.D.)	✗	✗	✓	✓	✗	✓
7	Submission of progress report	✗	✓	✗	✗	✓	✗
8	Verification of progress report	✗	✗	✗	✗	✓	✗
9	External Evaluators	✗	✗	✓	✓	✗	✓
10	External Assessment in Progress	✗	✗	✗	✓	✗	✗
11	Completion of Thesis	✗	✗	✗	✓	✗	✗

Table 4

4.1.7. Performance Evaluation Criteria

- Following are the semester wise evaluation points by QEC for the continuous improvement in Services of institute
 - Do you have any comments on the level of supervision received
 - What do you plan to achieve over the next 6 months
 - Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally
 - Do you have easy access to sophisticated scientific equipment
 - Do you have sufficient research material / commodities available

4.1.8. Stakeholder Input

- Stakeholder provide different inputs in thesis track process. These inputs have been explained in section 4.1.6. Responsibilities

4.2. PROCESSES

4.2.1. Course Work Completion Policy

- PGRC will initiate a request to Start "Course Work in progress" in LMS whether the student has fulfilled the policy or not
- System will check if student's current parameters are as per policy ingredients. Based on this policy mentioned in section 4.1.2., system will either forward the request to next state as per section 3. on "Course Work Completed" or will initiate the admission cancel request
- PGRC can also view the parameters for comparison with institute rules, by requesting for 'Refresh Completed Courses

4.2.2. Check Comprehensive Exam Policy

- PGRC can check the Comprehensive attempts by requesting Load Comprehensive Attempts
- PGRC can initiate a request of 'Comprehensive in Progress' in System whether the student fulfilled the policy or not
- System will check the policy mentioned in sub section of inputs 4.1.3. Based on the results, system will either forward the request to next state as per section 3. or will initiate the admission cancel request

4.2.3. Execute Admission Cancellation Request

- Only CAC is allowed to proceed admission cancellation process request
- CAC will cancel the admission by using admission cancellation process in LMS, with appropriate reason and will also update the thesis track status to Admission Cancel

4.2.4. Proposal Submission Approval Process

- PGRC will initiate each proposal submission case. They will enter required data in Proposal Submission
- PGRC will upload a single pdf and information required by ORIC, like Proposal Title, Approval Semester, Date of initiation, Defense date & Resume of Supervisor etc
- In the state of Proposal Submission In Progress, ORIC can accept or reject the recommendations of PGRC. In case of rejection, ORIC will provide the rejection comments. If the ORIC approved, he will have the option to send it to VC as well
- In the state of "Proposal Submission in Progress" for Ph.D., before the acceptance of proposal, the case must be approved from VC after it has been reviewed by ORIC. VC can accept or reject the case send back to ORIC. VC will provide the rejection comments too
- When the final submission done successfully by ORIC/VC as per recommendation then Thesis type Section will create and student will get registered automatically with IP grade Then Student & Supervisor are good to go to start work on cited proposal

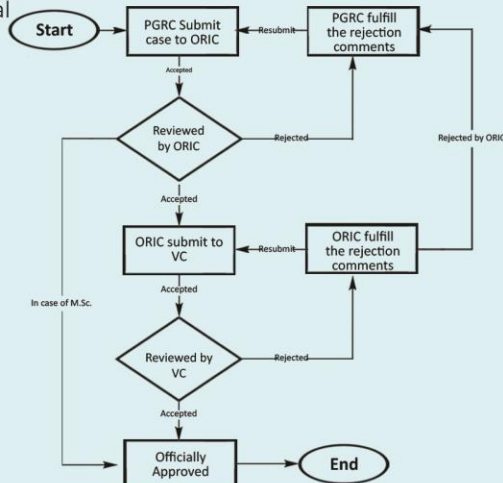


figure 5

4.2.5. Semester Wise Progress Report with Survey Feedback

- Student must submit his progress report in each semester. Student can also attach any document for evaluation by the ORIC and supervisor. This report will be in draft state until the supervisor confirmation
- Student need to submit his/her feedback for QEC questions, for the fulfillment of semester wise progress report
- These feedbacks will be used by QEC as anonymous users, for the continuous improvement in services of Institute
- After reviewing the progress report of student, supervisor will submit the report and the record will be locked and accessible to ORIC

4.2.6. Manage Individual Thesis Case Notes

- At every state, each user will add comments for acceptance or rejection and system will maintain the comments in the respective record as well as maintain the log in system. Comment section will be invisible to students

4.2.7. External Evaluation Process

- Progress Report is not the end of thesis life cycle. Supervisor will ensure semester wise progress report and Survey Feedbacks
- PGRC will recommend the external evaluator for thesis (case to case) to ORIC. ORIC/VC approval is required for the selection of External Evaluators and PGRC will ensure such approvals
 - For M.Sc./MS/Masters:** PGRC will recommend 3 National Level evaluators and out of which 1 must be approved by ORIC or may be VC as per recommendation by ORIC
 - For Ph.D.:** PGRC will recommend 5 International Level evaluators and 3 National Level evaluators and out of which 3 international level and 2 national level must be approved by ORIC and VC. Evaluators cannot be from the same institute
- ORIC can accept or reject the case on external evaluator recommendations. ORIC will evaluate the case as per SOP. ORIC will submit the rejection comments too
- In case of acceptance ORIC will forward recommendations to VC
- VC can accept or reject the recommendation. In case of rejection, VC will provide the rejection reason. In case of acceptance, VC will select total of 5 evaluators
 - After acceptance; Supervisor, PGRC or Student will get the approval from External Evaluator
 - PGRC/Supervisor, will submit the approved case from external evaluator with predefined attach documents to ORIC

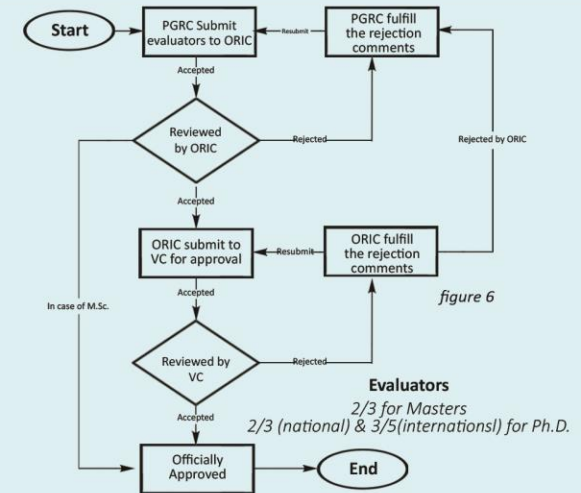


figure 6

- ORIC will pass the case and forward the case to the controller for notification. See above flow

4.2.8. External Assessment in Progress

- After the recommendation of External Evaluators, they will evaluate student thesis and final remarks will be entered by ORIC in the system on the behalf of Evaluators
- Publication is must for Ph.D. and requirement must be fulfilled to complete Thesis

4.2.9. Execute Complete Thesis Process for a Case

- ORIC is responsible to complete the process of Thesis Track for each case as mentioned in section 3. Process Flow Diagram

4.3. OUTPUTS

4.3.1. Admission Cancellation Request

- PGRC will initiate the admission cancellation request based on the policies mentioned in section 4.1.5. Admission Cancellation Policy
- CAC will execute the process mentioned in section 4.1.4. of

4.3.2. Thesis Completed

- After the clear signal from External evaluator/PGRC/Supervisor, ORIC will set Pass the thesis track
- Supervisor will follow the SOP of result submission as per Examination Dept, i.e. Get print of Result Sheet and Submit the signed copy to Examination

4.3.3. Thesis Result Notification

- After the receiving of signed Result Sheet from Supervisor, Examination dept will notify the Thesis Result