

Standard Operation Procedures (SOPs)
for
Managing MS/M.Phil. Programs



SUPERIOR UNIVERSITY

Directorate of Postgraduate Studies (DOPS)

NOTIFICATION

No. SU/DOPS/24-3. On the recommendations of the Directorate of Post Graduate Studies the Board of Advanced Studies and Research has approved the following:

- i. SOPs and Forms for Managing MS Programs
- ii. SOPs and Forms for Managing PhD Programs
- iii. PG Students Handbook
- iv. PhD Admission Criteria Revision

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Director
Directorate of Postgraduate Studies

Copy is forwarded for information and necessary action to:

1. Director General (P &D)
2. Deans/HoDs/Program Leaders
3. Director, QEC
4. Director, ORIC
5. Controller of Examinations



SUPERIOR UNIVERSITY

SOPs for Managing MS Program

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Preamble

The Superior University has destined itself to become the country's leading research university. Therefore, efforts are being made to promote high-quality research through postgraduate studies, publications and research projects. To achieve this vision, the University strives to foster a culture of high-quality academic and research practices through standardized processes and structured postgraduate programs. This SOP document has been developed to streamline the management of MS and PhD programs, ensuring consistency, transparency, and efficiency across all operations. By implementing these SOPs, the University aims to provide clear guidance to faculty, staff, and scholars, enabling them to effectively contribute to the academic and research goals of the institution.

Scope of the Document

This SOP document encompasses all aspects of managing MS and PhD programs at Superior University, including admission processes, coursework, research credits, proposal and thesis evaluations, and degree completion requirements. The SOPs are designed to align with the policies and guidelines set forth by the Higher Education Commission (HEC) for graduate and postgraduate programs.

The Directorate of Postgraduate Studies (DOPS) is dedicated to ensuring students' success through a supportive environment and ample resources for timely degree completion. By fostering impactful research that addresses industry needs and aligns with national priorities and UNSDGs, DOPS enhances the relevance and quality of postgraduate programs. It also emphasizes communication and celebration by rewarding and recognizing research achievements and making research accessible. Collaborating closely with Deans and stakeholders, DOPS adheres to HEC guidelines and university policies to maintain high standards and rigor. Through these efforts, DOPS aims to produce top-tier research and facilitate the smooth and timely completion of degrees.

1. Graduate Program

HEC acknowledges the significance of Superior University's autonomy as outlined in our Charter/Act. However, regulatory constraints are also deemed necessary to ensure the alignment of the sector's objectives with national goals. To ensure the balance between academic autonomy and regulatory requirements, the **Graduate Education Policy** outlines a framework for national goals through academic and research excellence, and under those guiding principles, Superior University can launch new PG programs as per guidelines provided in **HEC Graduate Education Policy 2023 clauses 1 and 7**.

2. Admissions

Superior University offers admission opportunities through both online and manual channels for all postgraduate (PG) programs.

a) Procedures

- i) **Planning and Announcement of Admissions:** To ensure compliance with HEC GEP 2023 clause 1.1 (e) and Superior University Governance System (Statutes, Regulation and Rules) an Admission Committee has been constituted that is responsible for planning and announcing the admissions each year.
- ii) **Formation of Faculty-Specific Admission Committees:** In support of the University Admissions Committee, Each Faculty will have a Postgraduate Admission Committee approved by the Rector for its program(s) as per following details.

1	Chairman Convener	Dean of the Faculty Concerned
2	Members	Minimum three faculty members from various programs offered by the faculty having PhD/MS/MPhil qualifications provided that at least two of the faculty members must be PhD

- iii) **Admission Criteria:** The Postgraduate Admission Committees will propose and refine admission criteria, ensuring alignment with institutional goals and compliance with HEC and Superior University standards.
- iv) **Admission Test Creation:** The committees will develop admission test materials based on the academic standards of HEC GEP 2023 clause 2.1(ii) and Superior University's objectives.
- v) **Conducting Interviews:** The committees will conduct the interviews with prospective students based on a predetermined evaluation framework to ensure fairness. The committee will also verify the students' prequalification to grant them admission.
- vi) **Merit List Finalization:** Admission Committee will finalize the merit list of selected candidates and forward it to the admissions office for fee voucher issuance.
- vii) **Provisional Supervisor Allocation:** The committees will provisionally allocate supervisors to selected students during the interview process based on the candidate's research interests or other relevant factors.
- viii) **Issuance of Admission Offer Letters:** Following interviews, the committees will ensure that admission offer letters, signed by the respective Dean, are issued to successful candidates.

b) Terms of Reference (TORs)

- i) **University Admissions Committee**
 - Plan and oversee the annual admission process for all PG programs.



- Ensure compliance with HEC GEP 2023 and the University's governance system.
- Establish timelines for the admissions process, including announcements and application deadlines.

ii) Postgraduate Admission Committees (Faculty-Specific)

- **Admission Criteria Development:** Propose, review, and update the admission criteria for PG programs.
- **Formation of Admissions Test:** Design and finalize comprehensive and relevant admission test materials that align with the academic standards laid out by HEC GEP 2023 clause 2.1 (ii) and objectives of Superior University.
- **Interview Process:** Conduct interviews with prospective students and evaluate them based on predetermined interview and evaluation criteria.
- **Provisional Supervisor Allocation:** Ensure the allocation of provisional supervisors to selected students during interviews based on research alignment.
- **Offer Letters:** Ensure the issuance of admission offer letters signed by the Dean post-interview.

c) Admission to the program

Candidates interested in applying for MS/M. Phil admissions at Superior University will have to meet the admission criteria highlighted in **HEC GEP 2023, clause 2.1, and/or Superior University Admissions Policy Fall 2024 & Spring 2025.**

i) Procedures

a. Basic Academic Qualification:

- Bachelor's or equivalent degree having sixteen years of education or four years of education (minimum 120 credit hours) after Higher Secondary School Certificate in the relevant discipline
- At least 2.0 (on a scale of 4.0) Cumulative Grade Point Average (CGPA) in the qualifying degree or 50% aggregate marks if the qualifying degree is earned from an annual system; and

b. Admissions Tests and Interview:

The candidate is required to submit:

- GRE/GAT/HAT General or equivalent admission test for MS/MPhil/ Equivalent programs, with a passing score of 50%. OR
- General test developed by the University, with a passing score of 50%.

c. Admission Process Management:

The Admissions Office will manage the entire admission process, from information provision to student ID issuance. This includes supporting prospective students, maintaining accurate records, and ensuring efficient service.



d. Logistics for Admission Tests and Interviews:

The Admissions Office will announce test and interview dates, manage logistics, and ensure applicants are informed about the admission test/interview dates and venues in advance.

e. Merit List Publication:

The Admissions Office will display the merit list of selected candidates approved by the faculty admission committees and issue fee vouchers to successful candidates.

f. Coordination with DOPS and OEC:

The Admissions Office will provide support to the Office of Engagement and Co-creation (OEC) and Directorate of Postgraduate Studies (DOPS) to organize the Research Edge Program for newly admitted students.

g. Communication with Admitted Students:

Upon admission, the OEC will inform newly admitted students about the commencement of the Research Edge Program via email and SMS.

ii) TORs for Admissions Office

- a. Information Provision and Data Collection:** Provide accurate and essential information about the postgraduate programs and collect comprehensive student data for processing admissions.
- b. Student Documentation Management:** Prepare student files with all required documents and hand them over to the respective Postgraduate Program Leaders for interview purposes.
- c. Admission Process Management:**
 - Assist prospective students in completing admission forms.
 - Coordinate with applicants and faculties for a smooth and structured admission process.
 - Announce admission tests and interview dates in collaboration with relevant faculties.
 - Ensure all admission test and interview logistics are in place, including venue arrangement and applicant communication.
- d. Merit List Management:** Display the merit list of selected candidates as finalized by faculty committees and issue fee vouchers for enrollment.
- e. Collaboration with DOPS and OEC:** Work with DOPS and OEC to coordinate the Research Edge Program, ensuring smooth onboarding of newly admitted students.

3. Research Edge Program

The Research Edge Freshmen Program aims to equip first-year students with foundational research skills and foster a culture of inquiry and critical thinking. This program is essential for building a strong academic foundation for students at the university with the following objectives,

- To establish a solid foundation for PG research journey.
- To equip students with crucial skills and insights for academic and research endeavors.

- To orient postgraduate students about the research ecosystem at Superior University.
- To master resource utilization and understand university and HEC governance mechanisms.
- To gain knowledge about postgraduate journey milestones and essential research skills.

Scope

These SOPs apply to all stakeholders involved in the Research Edge Program, including the Directorate of Postgraduate Studies (DOPS), Office of Engagement and Cocreation (OEC) and Program Leaders. The program includes 4 cutting-edge modules, designed on innovative and experiential learning methodology and creative assessments.

- Module 1: Orientation of Superior Research Culture and Resources
- Module 2: Research Databases, Platforms, and Journal Ranking System
- Training Module 3: Literature Search and Management Module
- Training Module 4: Indexing, Formatting, and Overview of Research Software

a) Procedures

- i) Scheduling and Trainer Finalization:** DOPS will create the training calendar and finalize trainers at least one week before the start of the program.
- ii) Student Communication:** OEC will send SMS notifications to students one week before the program begins, providing details about the program and any necessary preparations.
- iii) WhatsApp Groups:** DOPS will ensure the making of faculty-specific WhatsApp groups by the Program Leaders for effective communication and coordination within the Research Edge Program.
- iv) Account Creation and Access:** OEC will ensure that all LMS and Gmail accounts are created one week before the program starts and will notify students of their login credentials.
- v) Logistics Arrangement:** OEC will arrange and manage each Research Edge session's logistics (venue, refreshments, IT support, etc.)
- vi) Material Upload:** OEC will upload session materials to the LMS portals before each session.
- vii) Research Edge Certificates:** The OEC will design and arrange printed certificates for participants of the Research Edge Program. These certificates will be distributed during the fourth session to students who have attended all four sessions of the program.
- viii) Session Report:** Program Leaders will submit student attendance to DOPS and ensure that students complete their feedback through the LMS. DOPS will then forward the attendance to OEC for compiling the post-event report.
- ix) Marketing and Media Coverage:** DOPS will handle all marketing activities, ensuring that promotional content is prepared and shared on social media platforms, before and after each session.

b) Terms Of References

i) Directorate of Postgraduate Studies (DOPS)

- Develop and maintain the Research Edge training calendar.
- Finalize and onboard trainers for the program.
- Conduct an onboarding meeting with Program Leaders to outline the objectives, roles, and expectations of the Freshmen Program.
- Ensure the creation of faculty-specific WhatsApp groups for communication and coordination related to the program, with the support of Program Leaders. Ms. Natasha will provide the enrolled student lists.
- Arrange and oversee LMS training for students, ensuring the availability of a qualified trainer.
- Manage marketing activities related to the Research Edge Program, including:
 - Pre and post-social media marketing of each session.
 - Watermarking of session materials.
 - Photography and media coverage of each session.
- Organize and execute the Train The Trainer program for the Research Edge.

ii) Office of Engagement and Cocreation (OEC)

- Obtain student lists from the Admissions Office and send SMS notifications to students about the Freshmen Program.
- Create LMS and Gmail accounts for postgraduate students and inform them accordingly.
- Arrange logistics for each Research Edge session, including venue, refreshments, and IT support.
- Provide a diary and pen to each participant in the Research Edge Program.
- Upload all necessary materials to the LMS portals for student access.
- OEC will maintain and upload the students' attendance on LMS portals. DOPS will be sharing the students' attendance with OEC.
- OEC will share the post-session report of Research Edge program with the DOPS. This report will be based on students' attendance and feedback submitted through LMS.
- Certificates printing and distribution to the students of the Research Edge Program.

iii) Program Leaders

- Establish and manage faculty-specific WhatsApp groups, in consultation with DOPS, for effective communication and coordination within the Research Edge Program.
- Get respective students on board and mark attendance during each program session.
- Program Leaders will contact absent students from the Research Edge program and submit a report to DOPS regarding the absentees along with reasons.

c) Evaluation and Feedback

- After completing each session of the Research Edge Program, Program leaders will collect feedback from students to assess the program's effectiveness.
- Participation by Program Leaders (or Coordinators) is mandatory. At the end of the program, the rector and HR department will receive a list of attendance.

4. Course Work Stage

Upon completion of the Research Edge program, PG students will enroll himself/herself in the courses offered in the first semester.

a) Procedures

- i) Course Registration and Enrolment:** Each department will finalize the course registration and semester enrolment of its students within two weeks prior to the commencement of the semester/session.
- ii) Course Load:** A regular student may register for credit hours as per university policy during a Fall/Spring semester. In exceptional cases, with the recommendation of the Academic Advisor/Supervisor, the Department Chairman may adjust the student's course load. Summer sessions may be offered based on the decision of management and its feasibility.
- iii) Course Add/Drop:** As per Superior University MS Regulations.
- iv) Learning Management System (LMS):** Each faculty member will upload the course materials on the LMS portal for students' access before the semester begins.
- v) Course Calendar Development:** The department will prepare a Course Calendar, including faculty allocation and load adjustments, which will be reviewed by Hoods and approved by the Dean.
- vi) Coursework Completion:** To proceed with the Research work, each student must complete the required coursework credit hours with a minimum of 2.50 CGPA out of 4.00.
- vii) Admission Cancellation:**
 - An unauthorized absence of the scholar from the University for two consecutive regular semesters will lead to cancellation of the admission.
 - Where the admission of a scholar has been canceled, the re-admission request may be considered if supported by the Supervisor, and if the scholar has a chance to complete the program within the maximum allowed duration.

b) TORs for Program Leader

- Program Leader will ensure the semester enrolment of the students.
- Management of exceptional cases for add or drop of the courses
- Program Leaders will ensure the creation of LMS portals for each student and the uploading of course materials will be the responsibility of respective faculty members.



- Program leader will coordinate classroom and resource bookings with the Registrar's Office, and students will be informed accordingly.
- Program Leaders will provide academic support throughout the degree program, with assistance from relevant departments.
- Program leaders will ensure that MS/M.Phil. students complete 24 credit hours of coursework with a minimum CGPA of 2.50 to proceed to the next stage.
- After coursework completion, assist students in opting for the 6-credit-hour thesis/project track or, alternatively, two additional courses using the T-1 Form for registration.

5. Supervisor Allocation/Change

After completion of 24 CHs course work, with a minimum CGPA of 2.00, a student can proceed with supervisor allocation milestone. While selecting or Changing the Supervisor, it is mandatory to ensure that the supervisor meets the supervision criteria as per **HEC GEP 2023 clause 4.2.2(i)** and supervisor's research area aligns with the student's intended research area. The following procedure will be adopted:

a) Procedure

- i) Research Registration:** The student's research work will be registered as a regular course after completing the coursework. Registration and examination of the research work will be managed via the Thesis Management System (TMS). Program leader will update TMS about the supervisors' lists and available slots for MS/M.Phil scholars to apply accordingly.
- ii) Supervisor Allocation Request:** The student will initiate the supervisor allocation process by submitting the T-2 Form (Supervisor Allocation Form) to the program leader.
- iii) Supervisory Load Management:** The supervisory load will be managed according to **HEC GEP 2023 clause 7.1.1 (c)**, where each supervisor may supervise up to twelve (12) MS/MPhil and PhD students, with no more than five PhD students at a time.
- iv) Supervisor Change Request:** If a supervisor leaves the faculty or proceeds on long leave (i.e. leave for more than six months) then the faculty must appoint a new supervisor from the faculty and the outgoing supervisor may be appointed as co-supervisor if required (as per FRB/BASAR approval). Faculties are to ensure all such changes before processing the leave of the concerned supervisor. The student may request a change of supervisor by submitting the **T-3 Form** (Supervisor Change Form) to the program leader.
- v) Approval by Faculty Research Board (FRB):** All supervisor allocation/change requests submitted to the program leader, will be presented to the Faculty Research Board (FRB) for approval. All FRB cases will be forwarded for BASAR approval and notification.



- vi) **Notification Issuance:** Notifications regarding supervisor allocation or changes will be issued to students within one week following the BASAR meeting.
- vii) **Regular Meetings with Supervisor:** Students are responsible for holding at least two meetings with their supervisor every six months to discuss research progress. Supervisors must record the details of these meetings in the Thesis Management System (TMS).

b) TORs for Program Leaders

Following are the TORs of the program leaders

- i) **Eligibility Verification:** Program Leaders will ensure the minimum credit hours (24 CHs) and CGPA (2.0) requirements are being met by the students before registering for the thesis.
- ii) **Supervisor Allocation Facilitation:** Facilitate the supervisor allocation and change process for students, ensuring alignment with their research areas.
- iii) **Supervisory Load Management:** Manage and monitor supervisory loads in accordance with HEC GEP 2023, clause 7.1.1(c).
- iv) **Approval Process:** Prepare and present cases for supervisor allocation/change to the Faculty Research Board (FRB) for formal approval and notification.
- v) **Thesis Management System (TMS):** Ensure all relevant records, including supervisor allocations and meeting details, are uploaded and maintained in the Thesis Management System (TMS).

6. Proposal/Synopsis Work

The Supervisee/Research Scholar will arrange regular meetings with their assigned supervisor. The supervisor, in turn, will ensure the timely completion of the proposal/research thesis and provide necessary guidance during meetings.

a) Procedure

- i) **Proposal Preparation:** The student/scholar will develop a research proposal (proposal) in consultation with the assigned supervisor. The research proposal must align with UNSDGs, National Research Priorities (NRP), and have practical implications for relevant industries. The supervisor will review the proposal and approve the **A-1 Form (UNSDGs and NRP Alignment Form)** to confirm the alignment.
- ii) **Proposal Submission for Evaluation:** Student/research scholar will submit the updated proposal to the supervisor along with **T-4 Form (Proposal Submission Form)** for evaluation. The proposal must be written in the university's approved format.
- iii) **Plagiarism Check:** The supervisor will check the Similarity Index through SIRC and attach the plagiarism report, with an overall similarity index of \leq



19% and $\leq 5\%$ from any single source, which will be attached to the proposal before submission to the program leader.

- iv) **Proposal Review Process:** Program Leader will be responsible for scheduling the FRB meeting to review and evaluate the proposal. The proposal will be evaluated in proposal defence through Faculty Research Board (FRB). FRB will use **E-1 Form (Proposal Evaluation Form)** to evaluate the proposal. A minimum of 70% marks are required for the proposal to be considered successful.
- v) **Feedback Incorporation:** Recommendations and comments made by the FRB will be shared with Students/scholars for incorporation in the proposal. Once the proposal is revised, the student will resubmit it through the supervisor to the FRB for final approval in case of major changes. The proposal will be evaluated with one of the following decisions:
 - Accepted as is.
 - Accepted with minor changes.
 - Accepted with major changes.
 - Rejected
- vi) **Revision/Rejection and Resubmission:**
 - If the proposal is accepted with revisions, the revised proposal must be submitted within four weeks along with changes certificate. Failure to do so will result in the rejection of the proposal.
 - A rejected proposal may be submitted at any time during a semester for re-examination with a certificate from the supervisor that 'reasons of rejection have been addressed adequately.'
- vii) **Approval and Endorsement:** All research proposals and Supervisors' names approved by FRB will be forwarded to the DOPS by the Dean of the respective faculty for the endorsement of BASR.
- viii) **Research Ethics Approval:** Once the proposal will be approved by the FRB then as per **HEC GEP 2023 Clause 1.1 (k) & 5** and **University Policy on Research Ethics and Integrity**, the student/scholar will submit his/her proposal with the consent of the supervisor to the concerned HOD for consideration and permission of the Research Ethics Committee (REC). The REC will forward its recommendations (if any) within **10 days** of submission of the proposal for improvement/incorporation.

b) Terms of Reference

i) Supervisor

- Supervisor will ensure that the proposal is aligned with UNSDGs and NRP and have practical implications for relevant industries.
- Check the Similarity Index and attach the plagiarism report with the proposal before submission.
- Endorse the A-1 Form and submit the proposal for defence.
- Attend the FRB meetings for proposal evaluation and defense. Provide feedback on the proposal and oversee revisions if required.

ii) Program Leader

- Schedule FRB meetings for proposal evaluation and defense.
- Ensure timely communication of FRB recommendations and feedback to the scholar.
- Oversee the proposal evaluation process, ensuring all relevant forms (A-1, T-4, and E-1) are completed and submitted on time.
- Facilitate the resubmission process for proposals requiring revisions.
- Forward the minutes of FRB meetings to the DOPS for BASR approval.
- Program Leader will ensure the timely issuance of Ethical Approval Letters by the REC.

iii) Faculty Research Board (FRB)

- Evaluate the submitted proposals based on their academic merit, alignment with UNSDGs, and plagiarism standards.
- Provide feedback and recommendations for improvement if necessary.
- Use the E-1 Form to evaluate proposals and ensure consistency in evaluation.

7. Research Work and Thesis Submission

The Supervisee/Research Scholar will arrange regular meetings with their assigned supervisor. The supervisor, in turn, will ensure the timely completion of the research thesis and provide necessary guidance during meetings.

a) Procedure

- i) Research Meetings:** The research scholar will arrange regular meetings with his/her assigned supervisor to discuss progress on research work. The supervisor will provide guidance and ensure the timely completion of the thesis.
- ii) Evaluation of Research Credits:** Research credits registered by a research scholar will be evaluated by the scholar's supervisor at the end of each semester. The evaluation will be either satisfactory or unsatisfactory. If a scholar receives one Unsatisfactory evaluation, they will be placed on probation. A second Unsatisfactory evaluation may result in the termination of the scholar from the degree program.
- iii) Thesis Submission:**
 - Student may submit their research work after completion of 06 Cr. Hrs. of research provided, they meet following conditions
 - Thesis is as per the approved format of the University
 - Student has an active registration status at the time of submission
 - Completion of minimum 1.5 years of study
 - E-2 Form (Final Thesis Submission Form) would be used for thesis submission.



- Thesis will not include research work for which a degree has already been awarded by this University or any other university/degree-awarding institution (DAI).
 - Thesis must be written in English for all subjects, except for oriental languages, in which case it may be written in the respective language or English, or as otherwise approved by the BASR based on recommendations from the supervisor and forwarded by the Dean.
- iv) **Plagiarism Check:** Supervisor will check the similarity index from SIRC where the similarity index must be $\leq 19\%$ in total, and $\leq 5\%$ from a single source. The Similarity index should be considered very seriously in the section of findings and conclusion of the document. The similarity index for that section should not be more than 9% as per HEC GEP 2023 clause 5.4. Similarity index from the student's own published work carried out during the studies will be excluded as per HEC policy.
- v) **Research Publications:**
- Two MS/M.Phil Students can publish at least one research paper in Scopus-indexed journals.
 - One MS/M.Phil Student can publish Y Category papers in HEC-indexed journals.
- vi) **Thesis Submission to the DOPS:** The Supervisor will submit the thesis to the DOPS along with the plagiarism report from SIRC and Publication to proceed with evaluation of the thesis.
- vii) **Thesis Evaluation and Feedback:**
- DOPS will send the Thesis to COE after departmental processing.
 - The controller of the examination office will send the thesis and E4 Form (Thesis evaluation Form) to the internal and external examiners to evaluate the thesis within 3 to 4 weeks of evaluation time. These examiners will be from the pool of approved examiners by BASAR.
 - Controller of Examination office will share the recommendations/feedback received by the examiners with DOPS team to share with the student and supervisor to incorporate into the thesis. If major revisions are required, the scholar must incorporate the changes and resubmit the thesis for review, if so, requested by the reviewer.
- viii) **Changes Incorporation:** The student will be responsible for incorporating the changes suggested by the examiners, and the supervisor will ensure that all recommended revisions have been appropriately addressed. The C-2 Form will be utilized to document and confirm the completion of this process before proceeding to the final defense stage.
- b) **Terms of Reference (TORs)**
- i) **Research Scholar**
- Arrange and attend regular meetings with the supervisor to discuss research progress.



- Submit the thesis in the approved university format and ensure active registration status at the time of submission.
- Ensure the thesis similarity index adheres to the HEC GEP 2023 guidelines before submission.
- Publish one research paper in a Scopus-indexed journal (2 students can publish one paper) or a Y-category publication as a sole author.

ii) Supervisor

- Guide the scholar through the research process and ensure timely completion of the thesis.
- Evaluate the scholar's research credits and provide feedback.
- Check the thesis similarity index from SIRC and submit the report along with the thesis to DOPS.

iii) Controller of Examination

- Manage the review process by forwarding the thesis to selected reviewers and ensure the evaluation is completed in 3 to 4 weeks.
- Share reviewers' feedback with the DOPS for incorporation of suggested changes.
- Manage the final defense process after all changes and recommendations have been incorporated.

iv) Program Leader: Program Leader will be providing support during the whole process.

8. Final Defence

The Controller of Examination (COE) will arrange the thesis defence within **six (06) weeks** after receiving the thesis from the DOPS and follow the listed steps.

a) Procedure

i) Thesis Forwarding: The COE will send the updated thesis to the examiner(s) along with details of the date, time, and venue for the thesis defence.

ii) Thesis Defence Committee:

- An MS/M.Phil thesis will be examined by a defense committee comprising of:
 - Committee Chair -
 - Dean of the faculty - Member
 - One external examiner - Members
 - One internal examiner - Member
 - Supervisor - Member
 - Controller of Examination - Member
- If the Dean of the concerned faculty himself/herself is the supervisor, then a senior faculty member will be appointed by the FRB/BASR as the chairperson of the defense committee.

iii) Defence Process:

- The defence committee will use E-5 Form (Thesis Defence Form) for evaluation.
- After the defense, the chairman of the defense committee will invite the recommendations of the examiners that:
 - Thesis may be accepted as is.
 - Thesis may be accepted with minor revisions.
 - Thesis may be accepted with major revisions or,
 - Thesis may be rejected.
- Thesis will be graded by the defence committee as per the following weightage:

▪ External examiner	-	30%
▪ Supervisor	-	70%

iv) Thesis Feedback:

- Controller of Examination office will share the recommendations/feedback received by the Local reviewers with DOPS to share with student/scholars to incorporate into the thesis.
- After changes incorporation, the Student/Scholar will submit the changes incorporation certificate signed by the supervisor, HOD and Dean before proceeding with the award of degree, Student/Scholar will also submit the Plagiarism report.

v) Post Defence Process:

- **Minor Revisions:** Thesis with minor revisions will be submitted within 04 weeks from the date of examination, with a certificate from the supervisor that 'the revisions have been incorporated satisfactorily' failing which, it will be treated as re-submission. Thesis re-submission will require a fresh registration of credit hours associated with the thesis.
- **Major Revisions:** A thesis with major revisions will be submitted within 08 weeks from the date of examination and will be accepted with certificates from both external and internal examiners that 'the revisions have been incorporated satisfactorily' failing which, it will be treated as re-submission.

vi) Rejection of the Thesis: In case of Fail (F) grade, the scholar can re-submit his/her thesis after a period of 90 days with a fresh registration of credit hours associated with the thesis.

vii) Hard Copy Submission: Four hard copies of the thesis may be submitted anytime during a semester to COE after affixing his/her signatures to declare the copy of the thesis as final, one copy each to the Supervisor, Student, and Library for record. COE will retain one copy for their record.

viii) Degree Completion and Award: Examination office will maintain the evaluation for result compilation and scholar's MS/MPhil program completion will be subject to approval from the BASR. Semester of completion will be the semester in which the thesis is submitted.



b) Terms of Reference (TORs)

i) Research Scholar

- Submit the final thesis along with the Changes Incorporation Certificate to the supervisor and COE after incorporating feedback received from the examiners.
- Submit the plagiarism report (as per policy) along with the thesis for final defence.
- Be prepared to defend the thesis in an open defense before the defense committee/examiners.

ii) Supervisor

- Check the Plagiarism through SIRC and submit the report along with thesis.
- Ensure that the final thesis meets all academic and formatting requirements before submitting it to the COE for the final defense.
- Act as a member of the defense committee and guide the scholar during the defense process.
- Provide a certificate confirming that minor or major revisions have been satisfactorily incorporated by the student.

iii) Controller of Examination

- Arrange the thesis defence within six (06) weeks after receiving the thesis and ensure adherence to the defined timeline..
- Send the thesis to the approved examiners along with relevant information on date, time, and venue of the defence
- Arrange the venue, ensure proper IT support, prepare evaluation sheets, and manage other logistics, including refreshments during the defence.
- Ensure the submission of four hard copies of the thesis, one each for the Supervisor, Student, Library, and one retained by the COE.
- Maintain all records related to the thesis defence process, including final evaluations and grading.

iv) Program Leader:

- Obtain approval of local examiners for thesis defence from the Directorate of Postgraduate Studies (DOPS) before submission to the Controller of Examination (COE).
- Coordinate the date, time, and venue for the thesis defence with the external examiner, internal examiner, supervisor, and other stakeholders.