



The Islamia University of Bahawalpur - Pakistan

Doctor of Philosophy (PhD) Degree Regulations-2024



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Detail of the committee constituted by the Advanced Studies and Research Board in its 85th meeting vide 1221/DASR dated 8th December 2023 for proposing MPhil/PhD Regulations.

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Foreword

The Directorate of Advanced Studies and Research has been playing a vital role in improving the overall research standards at the Islamia University of Bahawalpur (IUB). It has strived to create a conducive environment for research at IUB through its wide array of proactive initiatives, and this culture shift in academic ventures is expected to bring about a meaningful change which will enhance the visibility, quality, and impact of research at IUB. The Syndicate in its meeting held on 13th of June, 2024 has approved rectified/amended rules and regulations for MPhil and PhD degrees. These rules and regulations aim to improve the quality and rigor of our research programs, ensuring that the research output meets the highest standards and is suitable for implementation at IUB. The MPhil and PhD programs of an institute are not merely a process of personal and professional development, but also are a substantial contribution to the existing knowledge in specific areas of study. Therefore, it is crucial that the utmost levels of academic rigor and honesty during this process are upheld. The rectified/amended rules and regulations have been meticulously designed to guarantee that all applicants receive the requisite assistance and direction while being pushed to achieve their maximum capabilities. They aim to maintain the quality and relevance of research outputs, ensuring that they meet the high global standards expected of top academic institutions. I strongly urge all the faculty members, supervisors, and scholars of IUB to completely familiarize themselves with these rules and regulations. These guidelines will help us proceed smoothly in higher studies and guarantee that the efforts will be acknowledged and appreciated at the highest levels. I believe that these rectified/amended rules and regulations will help protect the academic standards of our institution and increase international recognition. I extend my heartfelt appreciation to all those involved in developing and implementing these rules and regulations.

Together, let us continue to uphold and advance IUB's reputation as a leading center of academic and research excellence.



Prof. Dr. Muhammad Kamran
Vice Chancellor

Preface

The rectified/amended rules and regulations for MPhil and PhD degree programs of the Islamia University Bahawalpur (IUB), keeping in perspective the Graduate Policy-2023 of the Higher Education Commission of Pakistan, have formally been approved by the Syndicate in its meeting held on 13th of June, 2024. They are hence being put forth for implementation at IUB to be applied for all MPhil/PhD scholars. These rules and regulations aim to improve the educational quality, research capabilities, and general performance of graduate programs at a national and international level. The amendments comprise of major enhancements to the measures for admission, courses of study, research supervision, and review process of thesis/dissertations. Please take time to familiarize yourself with these amended rules and regulations, as they will save a great deal of hassle to all the academic faculty and research scholars, while moving forward in their compliance. The amended rules and regulations are available in full on the university's official website, and will also be shared across all relevant faculties and departments of the IUB in due course of time. The Directorate of Advanced Studies and Research, IUB will be happy to address any queries or assist you further, if need be. It is believed that these improvements will enhance the research and academic excellence of IUB to a greater magnitude.



Prof. Dr. Muhammad Naveed Aslam
Director, Advanced Studies and Research

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Doctor of Philosophy (PhD) Degree Regulations-2024

1. Title and Commencement

- (i) These Regulations may be called "the Islamia University of Bahawalpur Doctor of Philosophy (PhD) Degree Regulations-2024" framed under the provision of Section 48 (5) (4a) (4b) and (4c) of the Islamia University of Bahawalpur Act, 1975.
- (ii) These regulations will replace all the previous regulations/notifications for the award of the degree of Doctor of Philosophy (PhD).
- (iii) These Regulations shall come into force at once and will apply to all Departments/Colleges/Institutes of the Islamia University of Bahawalpur offering PhD Degrees.
- (iv) These Regulations shall come into force from the date of approval of the Syndicate or as may be prescribed by the Syndicate.
- (v) No department is allowed to frame its separate regulations. If any department needs to include a new rule or policy the department may contact the Directorate of Advanced Studies and Research for approval of such provision. Any approval without involving the Directorate of Advanced Studies and Research shall have no effect and thereby will not be implemented.

2. Definitions

- (i) Act means "The Islamia University of Bahawalpur Act-1975".
- (ii) "Regulations" means MPhil/MS/LLM/MSc (Hons)/MBA degree Regulations-2024.
- (iii) "HEC" means Higher Education Commission, Islamabad (HEC).
- (iv) "University" means the Islamia University of Bahawalpur (IUB).
- (v) "Board" means the Advanced Studies and Research Board.
- (vi) "Department" means teaching departments of the University.
- (vii) "Constituent College" means a college maintained and administered by the University.
- (viii) "Institute" means the teaching institute of the University.
- (ix) "Faculty" means a faculty of the University.
- (x) "Adjunct Faculty" means a contractual faculty member, temporary or part-time, hired outside their full-time profession such as researchers and scientists at any R&D or public/private sector organization, by educational institutions, typically colleges or universities, to teach specific courses or provide instructional support.
- (xi) "Vice-Chancellor" means the Vice-Chancellor of the University.
- (xii) "Pro Vice-Chancellor" means the University's Pro Vice-Chancellor.
- (xiii) "Chairperson/Chairman" means the head of the teaching departments.
- (xiv) "Principal" means the Principal of the University Constituent College.
- (xv) "Director" means the Director of the Teaching Institute.
- (xvi) "Dean(s)" means the Dean(s) of the concerned faculty/faculties.
- (xvii) "Director Advanced Studies and Research/Dir (AS&R)" means the Head of the Directorate of Advanced Studies and Research.

- (xviii) “Prescribed” means prescribed by Rules, Statutes, or Regulations.
- (xix) “PhD” means Doctor of Philosophy.
- (xx) “Level 7 Degree Programs” as defined and mentioned in the National Qualifications Framework, including MS, MPhil, MBA, MSc (Eng.), ME, M. Tech., LLM etc.
- (xxi) “Level 8 Degree Programs” as defined and mentioned in the National Qualifications Framework, this includes PhD.
- (xxii) “Supervisor” means a faculty member appointed by the Board of Studies to guide the scholar.
- (xxiii) “Co-supervisor” means a faculty member appointed by the Board of Studies to assist the supervisor and guide the scholar in research work.
- (xxiv) “Scholar” means a person registered in MPhil/MS/MSc (Hons)/MBA/LLM program.
- (xxv) “Thesis” means original research work carried out by the scholar under the supervision of a supervisor/co-supervisor.
- (xxvi) “Course” means a course of study leading to the successful completion of the degree.
- (xxvii) “Credits Hours” means A uniformly recognized measure of time and effort expended to acquire knowledge, skills, competencies, and recognition that a learner has successfully completed the prior course of learning, corresponding to the qualification at a given level. One credit hour is equal to one hour of student – teacher contact per week for the aforementioned purpose.
- (xxviii) “GPA” means Grade Point Average ranging from 0 to 4.0 and “CGPA” means the Cumulative Grade Point Average.
- (xxix) “Grade” means the letter awarded to the students on the basis of the earned score in accordance with these regulations.
- (xxx) “Semester” means a specific time period during which the academic activities shall be conducted in accordance with these regulations.
- (xxxi) “Coursework” is the mode of study whereby the candidates are required to follow instructions in the form of lectures, discussions, case studies, assignments, examinations, etc.
- (xxxii) “Credit Hour” means the duration of lecture hours per week, i.e., a course of three credit hours means at least three hours teaching of that course in a week as explained below:
- (xxxiii) “Academic Calander” means a schedule of the whole academic year (including fall, spring and summer semesters, semester starting date, holidays during the semester, semester termination date, Mid-Term exam week, Final exam week, Combined Exam, Result notification date etc.).

3. Abbreviations

APA:	American Psychological Association
CGPA:	Cumulative Grade Point Average
CH:	Credit Hour
COPE:	Committee on Publication Ethics
DAI:	Degree Awarding Institute
DASR:	Directorate of Advance Studies and Research
F.A:	Faculty of Arts
F.Sc:	Faculty of Science
GEP:	Graduate Education Policy
GRE:	Graduate Record Examination
HAT:	Higher Education Aptitude test
HEC:	Higher Education Commission

HEIs:	Higher education institutions
HJRS:	HEC Journal Recognition System
HSSC:	Higher Secondary School Certificate
IEEE:	Institute for Electrical and Electronics Engineers
ISCED:	International Standard Classification of Education
MLA:	Modern Language Association
MOOCS:	Massive Open Online Courses
MPhil:	Master of Philosophy
MS:	Master of Science
NAHE:	National Academy of Higher Education
NOCs:	No Objection Certificates
NQF:	National Qualification Framework
PhD:	Doctor of Philosophy
RAC:	Relevance Assessment Committee
SDGs:	Sustainable development goals
WOS:	Web of Science

4. Applicability

1. This policy shall be effective from the date of the Syndicate's approval. Any additional requirements in this policy in comparison with the HEC's previously applicable policies on MS/MPhil/Equivalent & PhD Programs (2016 and 2021) shall apply from the Effective Date and shall not be retroactively applicable.
2. To assess whether a graduating student is compliant with the HEC's policies, the HEC shall generally consider this policy applicable to the date of student enrollment in the graduate program.
3. Notwithstanding the foregoing, the IUB and currently enrolled students may take advantage of the revisions in the policy, even if the student has enrolled before the effective date, provided that the IUB has adopted or adapted the policy through its statutory bodies. It is, however, to be noted that this policy prescribes broader outlines/guidelines and minimum standards that cannot be lowered. Only the enhancement of standards is admissible.

5. Eligibility for Admission and CGPA Requirements

- (i) A candidate possessing HEC recognized degree of MPhil/MS/MSc (Hons)/MBA/LLM or equivalent/Eighteen years of education with a minimum CGPA 3.0/4.00 with at least 30 credits (60% in case of annual system), may be admitted to PhD program.
- (ii) If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
- (iii) If any student has a strong demonstrated interest in obtaining PhD degree, but their CGPA is between **(2.70 to 2.99 out of 4) or (50 to 59%)** marks (in the annual system) in the most recent/terminal degree, may be admitted to a PhD program after fulfilling the following requirements:
 - (a) Shall study additional courses of 9-12 CH of MPhil/MS/MSc (Hons)/LLM/MBA level taking a zero semester and required to score a minimum 3.00 out of 4.00 GPA, which have no weightage for calculation of CGPA in regular semesters.

- (b) The admission committee is satisfied that the applicant's knowledge of primary area (level 7) has sufficiently prepared him or her to undertake the course of studies of the doctoral program.
 - (c) These requirements shall be in addition to any other requirements set in this policy for admission to a PhD program.
- (iv) Students pursuing MS/MPhil studies at IUB and interested in continuing to PhD may be granted **provisional** admission upon satisfaction with the Admission Committee regarding Statement of Purpose and students' commitment to the PhD program, provided that confirmation of the admission shall be subject to the fulfillment of the following conditions within a period of one year from the date of provisional admission: (a) Award of MS/MPhil/MS/MSc (Hons)/LLM/MBA degree with at least CGPA 3.00/4.00 and (b) clearance of the admission test, i.e IUB GAT subject OR Equivalent test with the prescribed score. However, such admission will be recommended by the Director/Principal/Chairperson/Incharge of the concerned Institute/College/Department duly endorsed by the concerned Dean.
- (vi) The candidates having passed MS/MPhil or equivalent programs without writing a thesis may be allowed for admission in PhD in the relevant subject. Nevertheless, such candidates, if admitted, shall be required to publish a review paper in HEC recognized (national/international) Journal of the relevant field before submission of PhD dissertation. Such paper will be in addition to the requirement of publication for submission of PhD dissertation as governed by the PhD regulations currently enforced at IUB

6. Intradisciplinary/Multidisciplinary Studies

- (i) If the applicant has a strong interest in pursuing a PhD degree in a different discipline and, the departmental admission committee is satisfied that the applicant's prior education (level 07) has sufficiently prepared him/her to undertake the course of studies of the doctoral program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program), the applicant shall be considered for admission notwithstanding his/her prior qualification in a different discipline. Deficiency courses of 6 to 9 CH of level 07 will be offered in zero semester(s) and PhD coursework will be offered after completion of deficiency courses. The required passing GPA will be 3.0/4.0 in the zero semester. The applicant has to clear the IUB GRE/HAT/IUB Subject or Equivalent Test with minimum 50% marks in the discipline of admission. The scholar will pay the semester fee/dues of zero semester as per the IUB schedule. The Period for completion of PhD degree will remain 8 years.
- (ii) The GPA of the zero semester will have no weightage for the calculation of CGPA in regular semesters. After passing the zero semester the student will be prompted in the first semester.
- (iii) All Institutes/Colleges/Departments are independent to offer intradisciplinary studies at PhD level.
- (iv) Priority will be given to the students having relevant qualifications/education in the relevant stream.

7. Admission Test

- (i) IUB HAT General developed by IUB, with the passing score of 60% OR GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.
- (ii) In addition to clause 5.1 (a), the Institutes/Colleges/Departments may conduct subject test for admission in PhD programs, if required.
- (iii) Candidates who will be admitted to any PhD program without passing the admission test will be encouraged to clear the admission test immediately after admission. However, such scholars must pass the admission test before submitting the thesis to DASR. Otherwise, the thesis will not be received for evaluation, and his/her admission will be cancelled.

8. Admission Process and Issuance of Consent

- (i) Admissions in PhD at IUB will remain open throughout the years. Online Application Form for admission to the PhD Program will remain available on IUB Online Admission Portal throughout the years.
- (ii) The candidates can apply any-time after taking consent of the supervisor endorsed by the Chairperson/HOD and Dean of the concerned department/faculty.
- (iii) This consent letter will remain valid for 3 months from the date of issuance. The candidate will provide the requisite/prescribed documents in the Directorate of Advanced Studies and Research for issuance of provisional PhD admission offer letter.
- (iv) The supervisor will issue a consent through online portal to the candidate if otherwise eligible for admission.
- (v) The consent will be routed through Director/Principal/Chairperson/Incharge of the Institutes/Colleges/Departments and concerned Dean.
- (vi) After scrutiny of the application DASR will issue admission offer letter to the PhD Scholar at the start of Fall and Spring Semester each year. After the issuance of Admission Offer Letter, the candidates will pay the prescribed Semester Fee & Dues.

(A) Procedure for Securing Admission

- i. There should be an interview of the desirous PhD candidate(s) before the Departmental Admission Committee.
- ii. During interview the Departmental Admission Committee will judge the research capacity knowledge of the candidate(s) by going through their MPhil theses, publications as well as teaching and research experience.
- iii. The committee will also judge the comprehension of the candidates in their respective academic fields.
- iv. The writing and speaking/expression capacity of the candidate will also be judged by the committee.
- v. The Departmental Admission Committee will decide the selection of the candidate(s).
- vi. The Departmental Admission Committee shall provide minutes to DASR for the admission process of the selected candidates.

B. Term and Condition of Admission

- (i) In service applicants shall submit an NOC for the purpose of admission in PhD studies from their employers. The candidate will provide it during the time of issuance of Admission Offer letter otherwise, letter will not be issued. If any candidate hides his/her service his/her admission shall be cancelled at any stage of

- his/her PhD studies if such information or complaint received against any scholar.
- (ii) A PhD student shall be full time student and shall pursue his/her course work at Bahawalpur. However, he/she may be permitted by his/her supervisor to do the research work at any other place, if required.
 - (iii) No candidate shall undertake any employment against a position during the period of PhD Program. This clause, however, shall not apply to an employee of IUB or an employee working in the District Bahawalpur. The IUB and other employees will provide the NOC from his/her employer agency within 30 days of admission; otherwise, his/her admission will be canceled.
 - (iv) No student, shall without the prior permission of Chairperson, appear in other examination conducted by any University or Public Body.
 - (v) One seat will be reserved for special persons in each PhD program. The special persons will not pay any fee. If more than one applicant applies for admission, one will be accommodated on a reserved seat in each program, and the remaining one will have to compete on open merit. The candidates admitted on open merit will also be exempt from paying any fees.
 - (vi) There will be no age limit for taking admission in any PhD program.
 - (vii) PhD classes will be conducted in the evening after 02:00 PM. The Institutes/Colleges/Departments will be encouraged to constitute the classes preferably on Friday, Saturday, and Sunday.

9. Statement of Purpose

(i) As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspeciality in which the applicant is interested. A statement of purpose shall, at least, include the following:

- (a) Title of the potential research proposal
- (b) Clear articulation of the current understanding of the intended field and ideas for potential research
- (c) Explanation of the intended impact of the proposed research
- (d) The prospective candidates shall demonstrate passion and enthusiasm for the area of research

10. Plan of Study

- (i) The students shall complete the coursework of at least 18 credit hours if they are from the same discipline. The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university). The courses shall preferably be of PhD level. PhD degree should be based on research, not only on credit hours.
- (ii) A PhD student shall take two courses of 3-credit hours each in the area of his/her opted specialization, in the first semester.
- (iii) In the next semester the student will take another two 3-credit hour courses to be completed in the area of his/her opted specialization.
- (iv) In addition to the above, the PhD student will be required to take the following two courses of 3 credit hours each.

- (a) Advanced Statistical Analysis/Hypothetical Testing/Research Methodology.
- (b) Dissertation Writing including PhD Proposal writing.
- (v) The departments may make necessary changes in the scheme of courses and their content. Such a scheme of studies however shall be submitted to the AS&RB after seeking recommendations of the concerned Board of Studies.
- (vi) After successful completion of the 18-credit hour course work, the student will have to fulfill other requirements described next in these regulations including a 36-credit hour research and thesis.
- (vii) There should be at least five students to commence/start a PhD class. The class of less than five students can be offered on a complimentary basis.

11. Comprehensive Examination

- (i) Once the student has successfully perused the above course work (Students must obtain a minimum GPA of 2.75 in each individual course at the PhD level), he/she would take PhD Comprehensive, written, and oral Examinations to be granted candidacy as a PhD researcher, with the provision that the student failing to pass the comprehensive exam, shall be allowed to retake the exam once.
- (ii) The comprehensive examination will be a test to demonstrate the doctoral level mastery in the Specializations selected by the student. The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted. Questions may be included therein to test the overall grasp of the relevant field achieved by the student.
- (iii) The paper for comprehensive examination will be prepared in consultation with all the teachers who have taught the courses by the chairperson of the Department. The teachers who have taught the courses will be the internal examiners. The same paper will be sent to the external examiner appointed by the Dean among the list of three experts recommended by the Chairperson. The script will be marked and oral examination will be conducted by the expert/external examiner and the result will be finalized on the same date. The result will be signed by the Chairperson, internal examiners and external examiner who will be notified accordingly. The passing score for each oral and written part will be 65%. The external examiner will conduct the examination on the date fixed for this purpose. The Directorate of Advanced Studies and Research will notify the names of the external examiners and the date of the comprehensive exam.
- (iv) Comprehensive examination will be conducted within 60 days of completion of course work if passed with CGPA 3.0/4.0. If the student is unable to pass the comprehensive examination in the first attempt, another chance will be offered to him/her within next 30 days for qualifying in the second attempt beyond which no further chance will be given in any case. The student failing to qualify the comprehensive exam will be dropped out from the roll of the department.

12. Semester Progress Report

- (i) The PhD scholar will initiate his/her Semester Progress Report (SPR) at the end of each research semester which shall be approved by the supervisor. If any of the report of the scholar becomes unsatisfactory due to poor performance or non-submission of SPR he/she will be considered as 'fail' in that specific semester and a warning will be issued to the scholar by the supervisor concerned. The copy of the warning letter and failure notification will also be furnished in the Directorate of Advanced Studies and Research for record. The student will be

dropped out from the roll of the university in case, if the next, consecutive report also becomes unsatisfactory due to any reason. The Director, Advanced Studies and Research will notify the cancellation of admission on the recommendation of the Supervisor, Chairperson and Dean concerned. The status of the scholar will be updated on PhD portal by the Directorate of Advanced Studies and Research. If a student fails to submit his/her SPR within due date, he will be provided an opportunity to submit his/her SPR within 45 days after the closing date. In such case he/she will pay a fine of Rs. 5,000/- The Directorate of Advanced Studies and Research will notify the schedule for submission of SPRs”

13. Proposal (Synopsis)

- (i) Each student shall work under the faculty member issued the consent at the time of admission and appointed for this purpose by the Advanced Studies & Research Board.
- (ii) The student would then prepare a formal research proposal – Synopsis – under the supervision of his/her supervisor. After completing the synopsis, the student will appear before the Departmental Research Committee for defending his/her proposal. Successful defense of the Synopsis in DRC will warrant the recommendation of the case to AS&RB through BoS/BoF of the IUB. This Synopsis would be evaluated by at least one external referee from a national University selected by the Chairperson of the concerned department. For this purpose, a list of 6 experts will be provided by the Supervisor.
- (iii) The evaluator will send his/her report to the Chairperson of the concerned department who would present the report to the Board of Studies, if positive. The prepared synopsis will be submitted not later than completion of 6th semester in the Directorate of Advanced Studies and Research through BOS/BOF failing which the topic of the dissertation/thesis will not be approved.
- (iv) The PhD student would submit the formal dissertation proposal in English, except in languages like Urdu, Siraiki, Persian and Arabic etc. evaluated and recommended by the Board of Studies/Board of Faculty concerned and finally approved by the Advanced Studies & Research Board. The students of Islamic Studies have the option to submit dissertation in Arabic, Urdu or English language but submit 30% summary in English.

14. Doctoral Dissertation/Thesis

- (i) Each PhD researcher shall write a doctoral dissertation reflecting relevance, credibility, effectiveness, and legitimacy of the research. The dissertation/thesis must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems. The raw data will have to be submitted to the supervisor along with a copy of the thesis. To improve the quality of a doctoral dissertation, some regulations have been suggested in the following areas:

14.1 Selection of Research Area

The research area of the PhD researcher shall:

- (i) Correspond to the community needs at regional and local levels and comply with the priority national research agenda.
- (ii) Reflect the basic and pure research.
- (iii) Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs)

14.2 Quality in Reporting

The quality of presentation and reporting in the dissertation shall reflect the following characteristics:

- (i) The document should be well written.
- (ii) The contents should be balanced, well organized, appropriately styled; clearly structured, and well cohered; and
- (iii) The document should free from grammatical and spelling errors and flawed terminology.
- (iv) Minor shortcomings such as inaccurate use of acronyms and clumsy-looking sentence structure have been addressed.
- (v) Quantitative research proposals must include a valid statistical design for data analysis.
- (vi) Formatting shall be according to the IUB thesis guidelines standards.

14.3 Methodological Quality

To produce PhD researchers capable of conducting research independently, ensuring the technical soundness of their PhD dissertations is integral. The following guidelines shall be useful in making the PhD research methodologically sound:

A. Guidelines ensuring the quality of Qualitative Research: A PhD research dissertation, based on the Qualitative Research methods should satisfy, at least, the following questions

- (a) “Does the research, as reported, illuminate the subjective meaning, actions and contexts of those being researched?”
- (b) “Is there evidence of the adaption and responsiveness of the research design to the circumstances and issues of real-life social settings met during the course of the study?”
- (c) “Does the sample produce the type of knowledge necessary to understand the structures and processes within which the individuals or situations are located?”
- (d) “Is the description provided detailed enough to allow the researcher or reader to interpret the meaning and context of what is being researched?”
- (e) “How are the different sources of knowledge about the same issue compared and contrasted?”
- (f) “Are subjective perceptions and experiences treated as knowledge in their own right?”
- (g) “How does the research move from a description of the data through quotation or examples to an analysis and interpretation of the meaning and significance of it?”

B. Guidelines ensuring the quality of Quantitative Research: A PhD dissertation with Quantitative Research methods should satisfy, at least, the following questions

- (a) Reliability – are the results repeatable?
- (b) Validity – does it measure what it says?
- (c) Internal validity – do the research results indicate what they appear to be?
- (d) External validity – can the results be generalized to other settings (ecological validity) and to other populations (population validity)?
- (e) Replicability – are the results of the study reproducible?

C. Appropriateness of the Methods to the Aims of the Study To achieve the research objectives, the alignment of the research approach and methods is necessary. Therefore, a PhD dissertation, at least, shall:

- (a) Reflect a fair proportion of latest knowledge of contemporary techniques and methods in relation to study objectives.

- (b) Contain detailed and easily comprehensible discussions regarding the applied methods and techniques.
- (c) Justify the use of methods and techniques to achieve study objectives.
- (d) Show evaluation of obtained results in relation with study objectives. And:
- (e) The methods and techniques used should justify the results obtained.
- (f) The obtained results should support the study objectives.

D. Relevance to the Policy and Practice

The research should have significantly answered questions related to policy and practice in that area, establishing its usefulness and usability. Accordingly, a PhD dissertation, at least, shall:

- (a) Reflect judicious evaluation of study results in relation with policy related aims and goals undertaken while starting the research.
- (b) Discuss the practical implications of the study results in association with the developing practices in that area.
- (c) Establish usefulness of the study results for devising policy as stated in the beginning.
- (d) Discuss how the resulting policy would be useful for the organization/society.
And:
- (e) The study output should be significant enough to be published or patented.
- (f) The assessment of the results performed by the author must not be superficial and lacking substance.

15. Research Publication

- (i) For award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria: -
 - (a) One research article in W category journal or two research articles in X category journals, for Science disciplines
 - (b) One research article in X category journal or two research articles in Y category journals, for Social Science disciplines
- (ii) The PhD researcher shall be the first author of these publications.
- (iii) The research article shall be relevant to the PhD research work of the PhD researcher.
- (iv) The article shall be published after approval of the research synopsis.
- (v) The article shall be published in a relevant research journal.

16. Degree Completion Time Line

- (i) The required coursework, comprehensive exam, and defense of synopsis/research proposals and approval of title of Synopsis should be completed within the 1st six semesters of PhD program. The responsibility in this regard rests collectively with the PhD student and the university. In case of noncompliance, the registration shall be cancelled.
- (ii) The PhD degree shall be awarded not before the completion of three years or six regular semesters and not after the completion of eight years or 16 regular semesters from the date of admission.
- (iii) The scholar is allowed to submit a thesis in the DASR after paying fees and dues of 6th semester, but his/her defense will be conducted after completion of 3 calendar years.
- (iv) The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree. The maximum duration shall be

determined from the date of student admission mentioned in her/his offer letter until the date of completion of the notification of the PhD degree.

- (v) Every scholar shall pay the semester fees and dues until the thesis is submitted.

17. Extension Process for Regular Semesters

- (vi) In case a student fails to submit his/her thesis within 05 years/10 Semesters from his/her date of admission, extension for 6th year (11th and 12th Semester) will be granted by the Chairperson/HOD and extension for 7th Years (13th and 14th Semester) will be granted by the Dean of the concerned faculty on the recommendations of the supervisor endorsed by the Chairperson in favor of only those students who maintain their student status, having satisfactory Semester Progress Reports and are not absconders. Chairpersons/HOD and concerned Dean will furnish the cases in the office of AS&RB for Notification of extension of 6th and 7th Year (11th, 12th, 13th and 14th Semester) respectively. The 8th year (15th & 16th Semesters) extension will be granted by the Director (AS&R) on the recommendations of the Supervisor, Chairman and Dean concerned if justified in writing.
- (vii) The scholar is responsible for completing all requirements of the PhD program within a maximum period of 8 years after admission.
- (viii) The schedule for submission of thesis will be notified by the Directorate of Advanced Studies and Research. The official date of thesis submission by the student/department is the date on which the thesis is submitted to the Directorate of Advanced Studies and Research. The concerned official of the Directorate of Advanced Studies and Research will sign and stamp the document after receiving the thesis. If a student has paid the thesis submission fee by the due date or earlier but not submitted the thesis to the Directorate of Advanced Studies and Research on the due date, he/she will be liable to pay a fine or full semester fee as per the following schedule: -

Program(s)	Delay in submission of Thesis (Days)	Fine/Amount
PhD	07 business days	Rs. 5,000/- (as may be prescribed by the university from time to time)
	15 business days	Rs. 10,000/- (as may be prescribed by the university from time to time)
	Beyond 15 business days	Full fee & dues of the next semester
Note: This scheme will not apply to the students of the 16th semester of the PhD program.		

18. Extension Beyond Eight Years

- (i) In case a student fails to secure a PhD degree within eight years and claims for extension in duration with proper justification, produces the documentary evidences, and provides the cause of delay beyond his/her control, the Vice-Chancellor will grant the extension up-to ten years provided that the Departmental Research Committee recommended such extension and justified the reasons of delay and also suggested to take corrective measures in case the delay is caused due to process or administrative reasons. The confirmation of 9th and 10th year extensions granted by the Vice-Chancellor will be taken from

AS&RB. Such students will pay the fees and dues of 9th year) 17th and 18th Semester 10th year (19th and 20th Semester) as prescribed. No extension beyond ten years will be granted in any case

- (ii) **Application Process of Time barred Cases:** The applicant will submit an application to the respective supervisor along with justification and documentary evidence. The supervisor and the Chairperson/Director concerned will endorse the application and forward it to the Departmental Research Committee (DRC). The DRC will review the case and recommend an extension if it thinks fit. The department will then submit the student's application, recommendations, documentary evidence, and minutes of the DRC meeting to the relevant Dean. The Dean will review the case and recommend it to the Directorate of Advanced Studies and Research for obtaining approval from the Vice-Chancellor.

19. Credit Hours Transfer/Migration

- (i) IUB allows credit hour transfers under the 'Rules Relating to Migration/Transfer of Course Work Credit Hours MPhil/MS/LLM/MBA/MSc (Hons) & PhD Programs – 2024'. Coursework credits will be accepted; however, research work will not be transferred to IUB. Migrated candidates must start their research on a topic as suggested by the concerned supervisor. Other rules will be applied as mentioned in the said policy.

20. Cancellation of Admission

- (i) Admission of a candidate is liable to be canceled if s/he is found guilty of suppression or misrepresentation of material facts at any stage.
- (ii) Earns adverse remarks from Supervisor/Chairperson/Director regarding conduct or character or found guilty of misconduct.
- (iii) Leaves the program/department/university and is not in contact with his/her supervisor.
- (iv) The Directorate of Advanced Studies and Research will notify the cancellation of admission/registration on the recommendation of the concerned supervisor duly endorsed by Incharge / Principal / Chairperson / Director and Dean.
- (v) **Appeal:** The concerned scholar may submit an appeal regarding cancellation of admission to the concerned Dean within a period of 10 business days. The Dean will give him/her an opportunity to be heard in person and the case will be furnished with the comments of Dean through Director, Advanced Studies and Research to the Vice-Chancellor for final approval/decision which will be notified by the Directorate of Advanced Studies and Research. The student may submit another appeal to the Vice-Chancellor if not satisfied with the decision of the Dean within 10 days after the notification.

21. Appointment of Supervisor

- (i) Advanced Studies and Research Board (AS&RB) will confirm the appointment of Supervisor who issues consent to the scholar at the time of admission and approves the topic of synopsis/thesis on the recommendation of the Departmental Research Committee, Board of Studies, and Board of Faculty. Such topic will be tentative. If any change in the topic is required at any stage of the degree, the case will be recommended by the Supervisor, Chairperson and Dean on advice of the Departmental Research Committee. The Director, Advanced Studies and

Research will approve the change(s) in the topic. The final topic will be incorporated in the PhD notification/degree. In case of no change, the topic initially approved by the Advanced Studies and Research Board will be considered final. The BOS will recommend a faculty member as supervisor only after taking his/her written consent.

- (ii) If required, the Director, Advanced Studies & Research Board will make the minor, grammatical, spelling and punctuation corrections in the topics tentatively approved by the Advanced Studies & Research Board on the recommendations of the Supervisor, Chairperson and Dean concerned.
- (iii) A supervisor having relevant PhD degree can take total twelve (12) MPhil/PhD students at a time with no more than five (05) of these students being PhD student.
- (iv) The Supervisor appointed for the PhD degree must be a PhD in the relevant subject.
- (v) The PhD faculty member(s) serving at Sub-Campuses shall be allowed to supervise the students/scholars enrolled in the departments/colleges/institutes/faculties at Bahawalpur campus according to their research area/specialization.
- (vi) Researchers holding requisite level of qualification (PhD) working in any research institute or other department of IUB shall be allowed to supervise PhD research students within the relevant Teaching Departments/subjects of the university, or otherwise as approved on case-to-case basis.
- (vii) University may also appoint a co-supervisor from foreign or local university/institute/organization, if required, for special field of research. A faculty member from IUB, with specialization other than the Supervisor, may also be appointed, if justified in writing. In such a case the recommendation, however, has to be made by the Supervisor through the concerned BoS/BoF.
- (viii) There should be at least three relevant PhD faculty members in a department to launch a PhD Program.
- (ix) Every candidate shall submit error free softcopy of PhD thesis and thesis evaluation fee to the Supervisor concerned. The Supervisor shall then endorse completion certificate and the certificate that the thesis format complies with research & dissertation standards of IUB (Thesis Writing Guide). The same certificate will be considered as evaluation report of the supervisor (internal examiner). If found satisfactory then he shall forward the dissertation to the Directorate of Advanced Studies and Research along with accompanying documents, for further action.

22. Change of Supervisor

- (i) If a supervisor permanently ceases supervision (because of moving to a post at another institution/university) or is unable to supervise due to any reason i.e. disease, absence from duty/long leave etc then the Board of Studies/Board of Faculty concerned shall make all reasonable efforts to identify another faculty member with the appropriate academic background and supervisory experience. The BOS shall discuss with the student the options which are available in the benefit of the student before appointing a new supervisor. However, decision will be taken on individual merit of the case.
- (ii) Moreover, if any scholar is not satisfied with supervisor for any other reason s/he can request the concerned Incharge/Chairperson/Principal/Director of the concerned Department/College/Institute in writing before finalization of synopsis. The Incharge/Chairperson/Principal/Director concerned will refer his/her case to BOS and AS&RB, in case the request is moved after the approval

of synopsis from AS&RB the case will be referred to the “Research Grievances Committee.”

- (iii) The supervisor change will be allowed till the completion of 6th semester (3 years) or before the approval of synopsis from AS&RB whichever comes first. In case of changing the supervisor after 6th semester, the scholar will have to work on new topic and his/her synopsis will be placed before the Advanced Studies & Research Board for approval by adopting the procedure mentioned in PhD regulations. The student is required to work with new supervisor for at least one year, therefore after Change of supervisor, the scholar will not be allowed to submit research thesis for final evaluation before completion one year.
- (iv) After sixth semester (3 years), change of supervisor will not be allowed in any case except the circumstances existing as mentioned in condition 12(i).

23. General Conditions to Supervise Doctoral Research

- (i) The following general guidelines shall, at least, be observed while allocating a PhD supervisor. At the time of supervisor allocation, the supervisor: Shall be a PhD degree holder complying with the criteria and standards provided in this policy.
- (ii) Must be relevant to the field of research in which the student intends to conduct research.
- (iii) Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
- (iv) Should have the time and availability to supervise PhD dissertation and give clear and constructive feedback.
- (v) Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
- (vi) Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- (vii) Should, primarily, be a regular/adjunct faculty member of the supervisee's University/HEI/DAI
- (viii) The research supervisor shall be allocated to a doctoral student from the date of enrollment.
- (ix) The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously.
- (x) Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy.
- (xi) The Institutes/Colleges/Departments shall allocate supervision/research space to the doctoral students.
- (xii) PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
- (xiii) The guidelines for PhD supervision should be followed in letter and spirit, as prescribed in this policy.

24. Criteria to Be a PhD Supervisor

To be a PhD research supervisor, an individual shall meet the following requirements:

(i). General Requirements:

- (a) A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- (b) The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified self-paced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
 - (i) (Basic level course: to supervise students of MS/MPhil/equivalent degrees.
 - (ii) Advance level course: to supervise PhD researchers.
- (c) A regular/adjunct faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, before assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.

(ii). Publication Requirements:

- (a) In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified in the HJRS for the publication year. These conditions are different for different disciplines and aim to ensure that the potential PhD supervisor is an active researcher:
- (b) **Specific Requirements for Science and Technology:**
For indigenous and foreign PhDs:
 - (i) Within the last 3 years after PhD: at least one research publication in W category journal. OR
 - (ii) Within the last 5 years after PhD: at least five research publications in X category journal.
- (c) **Specific Requirements for Social Science, Arts and Humanities and Business Education:**
For indigenous and foreign PhDs:
 - (i) Within the last 3 years after PhD: at least one research publication in W category journal. OR
 - (ii) Within the last 5 years after PhD: at least five research publications in X and Y category journal.
- (d) **Specific Requirements for Regional and National Languages:**
For indigenous and foreign PhDs:
 - (i) Within the last 3 years after PhD: at least one research publication in X category journal. OR
 - (ii) Within the last 5 years after PhD: at least five research publications in X or Y category journal.

25. Supervisory Process

- (i) To guide the supervisory process of doctoral dissertation towards the desired goals, the IUB has devised a supervision manual and its implementation will be ensured at IUB, and ii) Constitute a Supervisory Committee for each doctoral student.

- (ii) The research supervision manual shall elaborate the following areas to guide the supervisory process:
 - a. Description of roles of supervisor & supervisee
 - b. Prescription of supervision timespan
 - c. Guidance about preparation for best supervision
 - d. Guidance to discuss questions and problems with constructive comments by observing the elements of mutual respect.
 - e. Guidance on setting reasonable amount of work and receiving constructive feedback.
 - f. Directions for supervision as per the social norms
 - g. Provision of tentative timetable and schedule of meetings
 - h. Provision of proformas/registers showing meetings and research records etc.
 - i. Provision of grievances policy.

26. **Supervisory Committee**

- (i) There will a supervisory committee that will consist of the following members:

(a) Supervisor	Convener
(b) Co-supervisor (If any)	Member
(c) Expert from the field of research	Member
- (ii) The maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy.
- (iii) PhD research work completed under supervision is a shared property of the supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
- (iv) The supervisory team is responsible for the quality of the research, the quality of the doctoral thesis, the development of skills and competencies of the PhD candidate, and the availability of resources, including labs, space for the entire PhD journey.

27. **Directorate of Advance Studies and Research**

- (i) The head of the Directorate of Advance Studies and Research (DASR) shall not be less than a Dean/Professor position.
- (ii) The DASR shall serve as the secretariat of the Advanced Studies and Research Board. Such a board/body shall be responsible for the quality of all the postgraduate degree programs being offered by the Islamia University of Bahawalpur, as well as the research that shall be conducted under these programs.
- (iii) The DASR shall prepare a postgraduate Studies Prospectus, describing the complete process for award of a postgraduate degree and ensuring that the booklet shall be available for guidance of all postgraduate students.
- (iv) The DASR shall monitor and ensure that the thesis/dissertation is progressing by the time prescribed in the rules/regulations. It includes but is not limited to, the timely approval of the research synopsis, evaluation of the research

- thesis/dissertation in accordance with the HEC guidelines as well as its submission, and finally the conduct of open defense.
- (v) Further, the Collection and evaluation of the thesis (from appointed examiners) of the MPhil/PhD scholar will be processed by the DASR. The comprehensive examinations, viva voce examination and defense will be notified by DASR. The transcripts and PhD notifications will be prepared and signed by DASR. The focal persons of Pakistan Country Directory will be appointed from DASR who will process the cases of PCD.
 - (vi) The Director AS&R shall maintain the Register of PhD candidates and shall assign a registration number to each candidate at the time of admission. The local and foreign students will pay the Registration, tuition, and examination fee as per the rate notified from time to time by the Accounts Department.
 - (vii) The Director AS&R will prepare and publish the advertisement of postgraduate admissions for the spring and fall semesters.
 - (viii) The Director AS&R will be the secretary of the Advanced Studies and Research Board and he will prepare the agenda and minutes of the meeting in accordance with the rules of business.

28. Appointment of Teaching Assistants/Research Assistants

- (i) The departments may offer Teaching Assistants/Research Assistants to outstanding PhD enrolled students who have secured SGPA/CGPA 3.0 out of 4.0.
- (ii) The Teaching Assistant position is temporary, and noncontractual, and selected Teaching Assistants do not reserve any right as employees of the university.
- (iii) The selected Teaching Assistants will be paid with a lump sum stipend along with partial fee remission. Government servants will be ineligible.

29. Practicing the Academic Research Ethics (www.teqsa.gov.au)

I Principles and Purposes

- (i) The International Center for Academic Integrity 2022 (www.academicintegrity.org) defines Academic Integrity as “commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action.”
- (ii) Thus, the main purpose of this section is to guide academics on how to put these core values into practice in universities/HEIs/DAIs, so that academic communities can be protected by preventing academic misconduct. However, it may be noted that these guidelines are not binding, but rather prescriptive in nature. In this regard, the main regulatory framework to prevent academic misconduct lies with the Anti-Plagiarism policy issued by the Higher Education Commission, Pakistan.

II Guidelines to Ensure Academic Research Integrity (www.teqsa.gov.au)

To inculcate a culture of academic integrity, the universities/HEIs/DAIs shall:

- (i) Develop/adopt/adapt and regularly publicize policies promoting academic integrity and dealing with allegations of academic misconduct.
- (ii) Develop procedures to prevent foreseeable risks to academic and research integrity.
- (iii) Strengthen the system governing the conduct of doctoral research.
- (iv) All governing bodies must ensure that the occurrence of academic misconduct and breaches are monitored, and action taken to document and address the underlying cause.

- (v) Regularly educate and train students/faculty and admin staff about what constitutes academic or research misconduct and maintain good practices.
- (vi) Ensure that information to maintain academic integrity is available to all prospective and current students.
- (vii) Ensure that unauthorized access to private and sensitive information is detained/controlled.
- (viii) Regularly assess and ensure that academic and research integrity is maintained in accordance with developed policies and procedures. In this regard, it shall be ensured that a self-assessment checklist has been prepared and implemented.
- (ix) Acquire a license for similarity detection software and develop policies and procedures to ensure productive use. In this regard, some guidelines are provided in the following sections:

III HEC Guidelines on Ethics of Using Similarity Detection Software (for Administrators)

- (i) The Quality Enhancement Cell of IUB will apprise students/faculty members about the HEC Anti-Plagiarism Policy and Turnitin service.
- (ii) The Directorate of Information Technology (Administrator) will create accounts of all faculty members and active researchers serving at IUB.
- (iii) The Administrators shall maintain their privacy and shall not disclose any report to anyone except the concerned person or to the concerned authorities, if required. If the instructor/scholar is involved in the screening of papers and theses of other authors, then the administrator shall report to the university authorities with evidence

IV Guidelines on Ethics of Using Similarity Detection Software (for Instructors)

- (i) COPE (Committee on Publication Ethics) guidelines shall be followed for publication and theses.
- (ii) Instructors/Supervisors are required to create classes and enroll students in them.
- (iii) Supervisors will inform the students/scholars that their work will be checked through antiplagiarism services; therefore, they must follow proper documentation style in writing reports/papers/theses.
- (iv) References/bibliographies and tables of contents must be removed from the submitted documents. If these are included, the similarity index of the document will increase.
- (v) Instructors/Supervisors may allow students to view reports. The instructor shall maintain privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities if required.
- (vi) If a scholar/student is involved in checking papers and theses of any other person, the instructor shall report to DASR about that with valid proof.
- (vii) Originality/similarity reports generated by Turnitin provide clues in the form of text matches as well as proverbs, universal truths, phrases, etc. Scholars/students must ensure that the documents they are submitting are in proper documentation style (i.e., IEEE, Chicago, MLA, APA, OSCOLA-Oxford Standard for the Citation of Legal Authorities in footnote form, etc.) and are free of plagiarism.
- (viii) If the report has a similarity index of $\leq 19\%$, then the benefit of the doubt may be given to the author; however, if any single source has a similarity index $\geq 5\%$ without citations then it needs to be revised.
- (ix) If the similarities of a report are from the author's own (previous) work, then they may be ignored only if the material has been cited by the author.

- (x) Documents that are checked through this service have not yet been published and no benefit is acquired; therefore, no punishment or penalty is recommended. **It is advised that similarities at a greater level should be taken care of in light of the HEC plagiarism policy.**

V. Guidelines on Interpreting Originality Report

- (i) The similarity index of the originality report showing matches of submitted work with internet content does not mean that the document is plagiarized. The similarity index is based on the percentage of matched text out of the total number of words in a document.
- (ii) Instructor/faculty members must verify each similarity index to identify potential clues to plagiarism.
- (iii) If similarities in the document are significant, then the scholar/student may be guided, accordingly, or a case may be reported to DASR based on the evidence.
- (iv) The similarities in the document may contain matches with the author's previous work; they may be ignored if it is the same work.
- (v) Bibliography and quoted material may be excluded after verification. It is important to note that too much quoted material is not desired as per the policy.
- (vi) Common phrases and proper nouns also appear as similarities in the report; therefore, every instructor or faculty member should ignore the matches returned from them.
- (vii) The originality report will show similarities from three major sources: the Internet, periodicals, and student repositories. Similarities returned from the student repository may be ignored if they are the author's own work. Similarities from the student repository help in detecting collusions in the documents.
- (viii) The graphs, tables, formulae, and other pictorial materials are not matched through the service; therefore, they will only offer similarities with text.
- (ix) Instructor/faculty members supervising students/scholars can provide verdicts of plagiarism after interpreting reports.

30. Grievance Management System

- (i) The purpose of the constitution of Grievances Committee is to provide the minimum guidelines to establish a grievance management system, so that all grievances/complaints of postgraduate students/prospective students and stakeholders may addressed in a fair, equitable, and timely manner, by adhering the following (Health Education Collaborative Grievance and Harassment Policy-2020) principles:
 - (a) Provide timely responses to grievances from students, potential students, or stakeholders.
 - (b) The aim is to develop a culture in which grievances are viewed as opportunities for improvement.
 - (c) Ensure that students or potential students are free to complain without fear of discrimination.
 - (d) Ensure that staff are aware of grievance processes and are appropriately trained to ensure that the processes are consistently applied.
 - (e) Requires respectful behavior among all parties when handling grievances.
 - (f) Communicate effectively in a timely manner to keep all parties up to date with the progress of grievances.
 - (g) Ensure that all information is held at the utmost confidence.
 - (h) Ensure that the principles of natural justice are applied.
 - (i) To ensure that grievances are resolved to the satisfaction of all parties.

(ii) The grievance management policy at the Islamia University of Bahawalpur is covering:

- (a) In general, all grievances of an academic nature include, but are not limited to, issues related to student progress, assessment, curriculum, and awards during study.
- (b) Values to inculcate a culture in which grievances are viewed as an opportunity for improvement. In general, such values may include, but are not limited to, valuing diversity, inclusiveness, equality, confidentiality, and showing respect for all parties involved. Therefore, a culture of reporting through appropriate forums should be encouraged.
- (c) Roles and responsibilities of the principal authorities responsible for addressing academic grievances/complaints: In general, the Heads of the Departments/Directors/Deans and the Vice Chancellor shall be responsible for addressing the grievances of graduate students/prospective students and stakeholders in line with the grievance management policy of their relevant university/HEI.
- (d) Complainant's rights, roles, and responsibilities: Procedures/processes and timelines for easily accessing grievance settlement procedure/system, lodging grievances/complaints, timely response thereto, and settlement thereof, up to the satisfaction of all parties must be ensured.
- (e) Rules ensuring that the complainants shall have a fair opportunity to formally present their case.
- (f) Methods and rules ensuring that complainants and respondents shall not be victimized and/or discriminated against at any time.
- (g) Procedures of maintaining records and confidentiality.
- (h) Guidance to give hearing to the parties involved, taking notes, reasoning for decisions to be written, and actions taken.
- (i) Process elaborating how and when to launch an appeal in case the decision does not support the complainer or the accused.
- (j) Process to implement the decision and/or required corrective and preventive actions in case the decision supports the complaint

(iii) There will be a Postgraduate Students Grievances Committee which will consist of the following:

i	Pro Vice-Chancellor	Chairperson
ii	Director Advanced Studies & Research Board	Member
iii	Dean of the concerned Faculty	Member
iv	Chairperson/HOD of the concerned department	Member
v	Director Quality Enhancement Cell	Member
vi	Deputy Registrar (AS&R)/Assistant Registrar (AS&R)	Member/ Secretary

Term of Reference

- a) Set and monitor institutional benchmarks for academic quality and outcomes.
- b) Advice competent authority on academic research.
- c) Reviewing the conduct of research at IUB in light of the academic policies, rules and regulations.
- d) The committee will initiate inquires on receiving of complaint against any faculty member and/or supervisor regarding conduct of research.

- e) The committee will initiate inquiries on receiving of complaints against the Chairperson/Incharge Examination regarding the conduct of exam or result preparation.
- f) The committee will propose its recommendations to the competent authority after compiling inquiry against any faculty member and supervisor.
- g) The committee can co-opt any member within the university or outside the university.
- h) The Research Committee may exercise such other authority as may be delegated.

Note: If complaint is against the Pro Vice-Chancellor then he will not chair the meeting. The most senior professor after the Pro Vice-Chancellor will preside the meeting. If complaint is against the Dean then he will not be a member of the committee. Similarly if complaint received against the Chairman, then the most senior teacher of the department will be a member of the committee.

- (iv) The structure of the grievance management system shall be hierarchical, starting from the lowest authority such as Director/Principal/Chairperson of the Department, then Dean of the concerned faculty, and shall finally be presented to the Research Grievances Committee constituted to hear grievances in case the grievance/complaint is not settled at each level.
- (v) To make the system more effective and efficient, the Postgraduate Students Grievances Committee shall develop a parallel, informal system to preempt grievances/complaints by allocating counselors to the students and mentors to employees. Counselors and mentors should be competent to use consultative and teaching approaches to raise awareness and prevent issues.
- (vi) Further, to create awareness about the grievance management system and inculcate its values, the DASR shall conduct seminars and training for students, faculty, and non-academic staff.
- (vii) The system/policy shall be reviewed after an appropriate time to be decided by the Postgraduate Students Grievances Committee constituted to hear the grievances.

31. Evaluation of PhD Dissertation

- (i) The Dean of the Faculty concerned will select/appoint two examiner(s) for thesis evaluation from a panel of at least ten examiners recommended by the Board of Studies from the world's top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to the dissertation evaluation year (OR) Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.
- (ii) OR The Dean of the Faculty concerned will select/appoint one examiner for thesis evaluation from a panel of at least ten examiners recommended by the Board of Studies qualifying any one of the conditions mentioned at "31 (i)" if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.
- (iii) The following general guidelines shall, at least, be observed while selecting external evaluator:

- (a) Relevance of Expertise: in the same or related fields as in the dissertation.
 - (b) No Conflict of Interest: in personal, financial, or professional stakes in a particular decision or outcome.
 - (c) Objectivity: capable of making unbiased evaluations.
 - (d) Diversity: in terms of geography, culture, professional backgrounds etc.
 - (e) Reputation: must be good in the field, with a track record of fair and thorough evaluations.
 - (f) Availability: should have the time and availability to review the dissertation.
 - (g) Professionalism: capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).
 - (h) Communication: capable of providing clear and constructive feedback on the dissertation.
 - (i) Confidentiality: capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
 - (j) Compatibility: well-versed with the research methodology, approach, and theories used in the dissertation
- (iv) The external examiner(s) will submit written evaluation report(s) of the thesis to the Director, Advanced Studies and Research. The Director, Advanced Studies and Research will send the reports to the Departmental Research Committee (DRC) for evaluation.
 - (v) If both the foreign experts find that the dissertation is wholly in-adequate, they may recommend that it be rejected without any further examination.
 - (vi) If the dissertation, though inadequate, is of sufficient merit in the opinion of the two foreign experts, the case will be considered by the DRC. The DRC may recommend to the Controller of Examinations to permit the candidate to resubmit the dissertation in a revised form within a period of one year.
 - (vii) In case of difference of opinion amongst the foreign experts, the dissertation shall be referred to a third expert, whose appointment shall be made by the Dean from the existing panel. If a candidate fails to obtain a recommendation in his favor from the third expert, his dissertation shall finally be rejected.
 - (viii) Upon the foreign expert's approval of the PhD thesis, the final stage of defending the thesis will be set in motion.
 - (ix) In case the Chairperson, Director of Institute is himself/herself a candidate for PhD degree, the functions and powers assigned to the Chairperson, Director of an Institute under the regulation for the award of PhD degree, shall be exercised by the Dean of Faculty concerned and he may, where necessary, act as the expert of a Board of Studies concerned.

32. Plagiarism and Similarity Test

- (I) Plagiarism is using someone else's ideas, research, thoughts, words, graphics, tables, etc. either directly or indirectly, without properly acknowledging where the information is from. This Policy seeks to create awareness about avoiding all kinds of plagiarism among the stakeholders i.e., students, mentors/supervisors, researchers, faculty members, and staff of universities or Degree Awarding Institutions (DAIs), constituent colleges, affiliated colleges, and affiliated R&D institutes/organizations. It addresses a central problem regarding academic dishonesty and the processes involved in probing any complaint of plagiarism. The Directorate of Advanced Studies and Research and faculty members should

arrange regular capacity-building activities, within each calendar year, to create awareness about avoiding plagiarism in its various forms.

A. The following acts fall within the scope and definition of plagiarism:

- (i) Stealing and presenting the ideas or words of others as one's own
- (ii) Using another person's production, without citing and crediting the source
- (iii) Committing the literary theft
- (iv) Presenting as a new and original idea or product derived from an existing scholarly source.
- (v) Turning in someone else's work as one's own
- (vi) Copying words or ideas from someone else without giving credit
- (vii) Failing to put a quote or quotation marks, when copying the exact language from a source
- (viii) Giving incorrect information about the source of a quotation
- (ix) Changing words but copying the sentence structure of a source without giving credit
- (x) Copying a bulk of words or ideas from other references and including them in your work, whether you give credit or not.

B. The following activities are prevalent in today's technology-driven society. Despite their everyday use, they still count as academic cheating and plagiarism if done without permission from the original artists/creators.

- (i) Copying media (especially images) from other websites to paste them into your work or websites.
- (ii) Making a video using footage from others' videos or copyrighted art and music as part of a soundtrack.
- (iii) Performing another person's copyrighted music (i.e., playing a cover) without permission.
- (iv) Composing a piece of music which is heavily borrowed from another composition.

C. Indeed, some media can create challenging situations to determine if the copyrights of a work are being violated. For example:

- (i) Taking a photograph or scanning of a copyrighted image (using a picture of a book cover to represent that book on one's website)
- (ii) Recording audio or video in which copyrighted music or video is playing in the background.
- (iii) Re-creating a visual work in the same medium. (shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- (iv) Re-creating a graphic work in a different medium (making a painting closely resembling another person's photo without permission).
- (v) Re-mixing or altering copyrighted images, videos, audio, or other artistic expressions.
- (vi) Using ChatGPT and similar machine-generated text

(II) For determining/avoiding unauthorized use of somebody else's copyrighted material, guidelines from the Committee on Publication Ethics (COPE) are available at <https://publicationethics.org/guidance/Guidelines>.

(III) Plagiarism is not allowed at all. The similarity index should be less than or equal to 19% which is supposed to be a connection with the existing knowledge and 80% of research is contributed by the author. Further, less than 5% from a single source is allowed. 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%.
- (IV) Researchers may use ChatGPT, Artificial Intelligence (AI) and AI-assisted technologies to understand basic phenomena of anything and should not replace the key researcher tasks such as producing scientific insights analyzing and interpreting data or drawing scientific conclusions. The authors are responsible and accountable for the contents of the work and should not rely solely on AI-generated content.
 - (V) Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in this document i.e., Governing Research Supervision and Research Ethics.
 - (a) For Plagiarism COPE guidelines must be followed.
 - (b) If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time
 - (VI) A similarity test, in accordance with the HEC's Anti-Plagiarism Policy, must be conducted on the dissertation before its submission to the external experts by the student.
 - (VII) All cases will be dealt with according to the 'HEC Anti-Plagiarism Policy 2023' or HEC policies as amended from time to time.

33. Defense of the PhD Thesis/Dissertation

- (i) The Viva Voce Examination of the PhD candidate will be conducted only if he/she has cleared all dues and has paid full prescribed examination fees.
- (ii) There will be a total of four examiners (five in case where Co-Supervisor is appointed, the Co-Supervisor will also act as an internal examiner, if available) one internal who will be the supervisor and two external examiners (foreign) for the evaluation of the dissertation/thesis and one examiner from a local university to conduct the viva voce examination/defense.
- (iii) The one external national examiner for viva voce examination/defense will be selected from a panel of at least six experts from reputed national university involved in teaching and research at PhD level. This panel will be recommended by the concerned Board of Studies in consultation with the supervisor. The Dean of the Faculty concerned will select one examiner from the panel. The Dean shall appoint one external examiner who shall be an active researcher and PhD degree holder serving in a public university, from a panel of at least six examiners, recommended by the concerned Board of Studies, to take the defense.
- (iv) An open defense of the dissertation is required after a positive evaluation of the dissertation by external examiners. The supervisor will forward the thesis to the external examiner at least 5 days before the open defense.
- (v) The DASR will notify the date, time and venue of defense on the request of the supervisor endorsed by the Director/Principal/Chairperson of the Institute/College/Department. After the defense announcement by DASR, the Director of Press, Media, and Publications will publish the notice of defense on the website and other communication forums, announcing the date, time, and location of the public defense of the Dissertation, allowing anyone interested to participate. The candidate will present his/her

research and findings during an open defense in the presence of one external national examiner appointed by Dean for defense.

- (vi) Defense will be held within the premises of the university. During the public defense, in which the faculty of the University will be invited, any member attending the occasion will be free to ask a question on the Dissertation topic, its research methodology, or on the conclusions arrived. The student will be required to give satisfactory answers to the questions asked.
- (vii) The defense shall be conducted fairly and in accordance with the rules and regulations. The examiner will express/announce the result after the defense in the following terms:
 - ✓ Pass or
 - ✓ Pass with minor amendments or
 - ✓ Deferred for resubmission and re-defense (if deferred, the defense will be rearranged within 180 days after necessary corrections, provided that the corrected version is acknowledged by the supervisor/co-supervisor, otherwise the candidate will be considered “fail”) or.
 - ✓ Fail (in exceptional circumstances and for the reasons to be recorded by the examiners i.e. the external examiner and the supervisor and co-supervisor if any)

34. Payment to Foreign Evaluators

Payment to the external foreign evaluators shall be made in the following ways:

Option 1:-

“The supervisor/Department will submit the documents in the office of Advanced Studies & Research Board for making the payment to the foreign evaluators through Accounts Department of IUB according to the existing procedure”

Option 2:-

- (i) The Accounts Department will issue amount to the concerned supervisor on his own request duly recommended by the Chairperson/HODs and Dean of the concerned department/faculty in advance.
- (ii) Supervisor will transfer the prescribed amount to the foreign evaluator through legal financial institutions, (such as Banks, Western Union and MoneyGram etc).
- (iii) The supervisor concerned will submit the receipt/bill of payment made to the foreign evaluator in the Accounts Department for adjusting the amount taken in advance or for reimbursement in case advance has not been drawn.
- (iv) Along-with receipt/bill of payment, supervisor will also submit acknowledgement of payment taken from the evaluator concerned and certificate of authorization. (Sample certificates is attached)

35. PhD Notification

- (i) If examiner is of the view that the student has successfully defended his/her Dissertation, the student will be recommended for the grant of the PhD Degree to the Dean by the Director, Advanced Studies and Research.
- (ii) The Director, Advanced Studies and Research will issue the PhD Notification according to the guidelines of HEC.

- (iii) After considering the report of experts and the report of public defense examination, the Director Advanced Studies and Research shall make recommendations to the Vice-Chancellor for the award of the PhD degree.

36. Constitution of Departmental Research Committee

- (i) There will be a Departmental Research Committee that will consist of the following members:
 - (a) Director/Principal/Chairperson of the relevant Institute/Constituent College/Department shall be the convener;
 - (b) Two most senior faculty members having PhD degree in the relevant subject;
 - (c) Supervisor/co-supervisor concerned;
 - (d) One member will be co-opted of the concerned specialized area (if any);
 - (e) The coordinator will be the secretary of the Departmental Research Committee.

37. Functions/Powers of Departmental Research Committee

- a) The scholar will submit two copies of the synopsis to the secretary of the Departmental Research Committee, accompanied by a permission letter signed by the supervisor regarding the synopsis submission to DRC. Upon receiving the synopsis, the secretary, with the approval of the Director/Principal/Chairperson will arrange a meeting within 15 days.
- b) The convener may call a meeting at any time.
- c) The convener will also call a meeting upon receiving a written request from any scholar/supervisor within 10 days.
- d) To recommend and suggest the corrections in the synopsis after taking the presentation from the scholars.
- e) To recommend the title of synopsis/thesis of to the Board of Studies/Board of Faculty for approval;
- f) To periodically assess the PhD scholar's progress;
- g) To record the reasons for the unsatisfactory progress of the scholar and suggest corrective measures Departmental Research Committee.
- h) To recommend to the Director AS&R specific reasons for cancellations of registration of the scholar for want of good academic standing.
- j) To conduct a preliminary evaluation of the dissertation/thesis before submitting to the Directorate of Advanced Studies and Research for evaluation;
- k) To ensure the implementation of thesis/synopsis writing guidelines prescribed from time to time.
- l) To review the referee/examiner report(s) and make sure that the necessary amendments have been made as recommended by the examiners.
- m) To monitor the progress of ongoing research projects, assess research outcomes, and evaluate the impact of research activities within the department.
- n) To promote a culture of research excellence within the department by recognizing and rewarding outstanding research achievements, publications, and contributions to the academic and scientific community.

38. Responsibilities of PhD Coordinators

- (i) A faculty member shall be appointed by the concerned Director/Principal/Chairperson of the Institute/Constituent College/Department for a period of two years as PhD Coordinator.
- (ii) The coordinator should hold a PhD degree.
- (iii) The coordinator will make all arrangements for DRC meetings, such as preparation of the agenda, recording the minutes, and ensuring the timely accomplishment of all the related matters.
- (iv) The coordinator will maintain all the records of the postgraduate scholars and provide necessary administrative guidance to the scholars as and when needed .

39. Tuition fee and other Fee and Dues for PhD program

- (i) University employees and faculty members are required to pay the prescribed fees and dues, and they will be provided a concession in fees as per the approved rates of the syndicate. Disabled candidates will be exempt from paying fees and dues during their studies at IUB as per the policy of Government of the Punjab.
- (ii) Other students will pay the fees and dues as approved by the Syndicate and notified by the university from time to time

40. Semester Schedule

Each year, the Fall Semester will start normally from September of the current year and will continue to January of the next year while the Spring Semester will be from February to June.

41. Scheme of Study and Distribution of Courses for PhD programs

Following will be the scheme of study and distribution of courses. Slight modifications/adjustments may be made as per recommendations of HEC/governing bodies/councils: -

Credit Hours for Coursework	18
Semester Duration	18 Weeks
Number of Regular Semesters	16 (Maximum)
Course Load per Semester	09 Credit Hours
Credit Hours for Research/Thesis	36
Total Credit Hours of PhD degree	54

42. Examination Committee

There will be a departmental Examination Committee to supervise all examinations related to a particular program. Each department will have an Incharge of Examinations for the program.

43. Departmental Examination Committee

There will be an examination committee that will consist of the following members:

- a) **For Departments of Main Campuses in Bahawalpur**

- i) Chairperson of Department (the department where Assistant Professor is appointed as Incharge, the Dean)
- ii) One teacher appointed by the Chairperson (preferably among the senior most faculty member)
- iii) Concerned Incharge of the Examination of the Department
- iv) Controller of Examinations, IUB or his nominee not below the rank of Admin Officer.

Note: The Clerk/Assistant deputed for examination shall be entitled to extra remuneration (only if performing as additional duty).

b) For Sub-Campuses of IUB

- i) Director (If Professor or Associate Professor, otherwise Dean)
- ii) Director Campus
- iii) Incharge Department
- iv) Controller of Examinations, IUB or his nominee not below the rank of Admin Officer.

c) For Constituent Colleges of IUB

- i) Principal (If Professor or Associate Professor, otherwise Dean)
- ii) Chairperson of the Department
- iii) Concerned Incharge of the Examination of the Department
- iv) Controller of Examinations, IUB or his nominee not below the rank of Admin Officer.

44. Functions of the Departmental Incharge of Examinations

- i) Prepare and announce schedule of examination according to the University Academic Calendar.
- ii) Collect the Question paper and get it photocopied or collect photocopies of the question paper in the required number from the instructor well before the exam date. The instructor is also required to submit a key of the question paper in a sealed envelope that will be opened by the appeal committee only if a dispute arises.
- iii) Ensure conduct of examination process according to the schedule
- iv) Maintain secrecy where required
- v) Maintain the examination record
- vi) Entertain & dispose off rechecking cases within five working days.
- vii) Incharge examination will be entitled to receive remuneration as per approved rules by the syndicate/competent authority.

45. Functions of the Departmental Examination Committee

The main functions of the Committee will be:

- i) Finalize and forward the results to the Controller of Examinations IUB for notification.
- ii) Conduct of evaluation/Viva Voce.
- iii) To consider/decide Special Mid/Final term examination request
- iv) Take the necessary action(s) against the student/s involved in malpractices or misconduct during the examination. The examination committee may impose a penalty/penalties mentioned below against each type of malpractice:

Malpractices or misconduct	Penalty
Cheating during exam	Fine of Rs. 5000 Cancellation of paper or both
Seek help from others during exam	Fine of Rs. 5000 Cancellation of paper or both
Misconduct during exam	Fine of Rs. 10000, Cancellation of paper or both
Provoke to boycott	Fine of Rs. 15000 placing on probation for the next semester or both
Any other misconduct or malpractice	Fine of Rs. 10000, Cancellation of paper or both

46. Appeal Committee

There will be an Appeal Committee of each department consisting of the following members:

a) For Departments of Main Campuses Bahawalpur

- i) Dean of the concerned faculty
- ii) Chairperson of the Department
- iii) A senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty
- iv) Controller of examinations, IUB
- v) Concerned Incharge of examination of the department as secretary
- vi) However, if the complaint is against any member of the Appeal Committee, he/she will be not allowed to sit in the committee as member and the next senior teacher will be coopted as the member.

b) For Sub-Campuses of IUB

- i) Dean of the concerned faculty
- ii) Director Campus
- iii) Chairperson of the Department
- iv) A senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
- v) Controller of Examinations, IUB
- vi) Concerned Incharge of examination of the department as secretary.
- vii) However, if the complaint is against any member of the Appeal Committee, he/she will be not allowed to sit in the committee as member and the next senior teacher will be coopted as the member.

c) For Constituent Colleges of IUB

- i) Dean of the concerned faculty
- ii) Principal
- iii) A senior teacher of the same department preferably from concerned field to be co-opted by the Dean of the concerned faculty.
- iv) Controller of Examinations, IUB
- v) Concerned Incharge of the examination of the department as secretary.
- vi) However, if the complaint is against any member of the Appeal Committee, he/she will be not allowed to sit in the committee as member and the next senior teacher will be coopted as the member.

47. Function of Appeal Committee

A student who is not satisfied with the assessment of his/her assignments, test, quizzes, presentations, seminars, mid-term and final term papers may file an appeal to the Appeal Committee. The student must apply to the Chairperson of the Department within five working days from the date of declaration of the result by paying a prescribed fee of Rs. 1500/- per appeal. The Chairperson of the Department shall forward the matter to the appeal committee and it will be binding on the committee for hearing both sides (the student and the instructor), and will give a final decision within 10 days. If the complaints are found true, the result of the course under question will be cancelled and another instructor will be asked to conduct the examination. The function of this committee will be to resolve any dispute related to the assessment and examination. The Quorum for the meeting will be 100%. In the absence of a member the Vice Chancellor will appoint another member. The decision of the Committee will be final.

Note: Where the appeal is against a teacher who is a member of the Appeal Committee, the next senior teacher will be co-opted.

48. Answer Books & Continuation Sheets

If required, the Controller of Examinations will provide answer books/continuation sheets to all the departments on demand as per prescribed form. The instructor will submit the marked scripts along with the result sheet to the concerned departmental Incharge Examination who will keep the used answer sheets for one year after completion of the concerned session and declaration of its final term result. The record of blank answer books/continuation sheets will be maintained as to be prescribed by the Controller of Examinations.

49. Course File

Maintenance of the course file is compulsory for the teacher/course instructor. It should have a complete record of activities that happened during the semester for one year after completion of the concerned session and declaration of its final term result. The course file will contain the following:

- Description of the Course
- Course coding
- Weekly teaching schedule
- Copy of the material/outline/presentation distributed
- Topic & Evaluation record of assignments
- Copy of the quiz/test
- Copy of mid/final semester question papers (**with key where applicable**)
- Course Award list

50. Attendance Requirements for Examination

- i) For every course 80% attendance will be required in each component (seminars, presentations, internship etc.) to qualify for appearing in the final term examination.
- ii) Inability to appear in the examination of a course due to shortage of attendance shall be treated as failure in that course. Such a failure on record of a student will have all the implications of deficiency for the purpose of determining “Good Standing” of a student.
- iii) Students having class attendance less than 80% in a particular course will be required to repeat the course when it is offered again.

- iv) In case a student due to some unavoidable circumstances (Performing Umrah, sports, accident or such other genuine reasons) having less than 80% but up to 70% attendance in a course and having made up the deficiency in the form of attending extra classes/submitting extra assignment arranged by the concerned teacher may be allowed to sit in the examination.
- v) No student shall be eligible to appear in any examination unless he/she is enrolled in the department and has paid all the necessary dues.

51. Performance Evaluation

PhD Students shall be evaluated through a system of continuous evaluation spread over the entire period. The details are presented below:

51.1 Criteria

- a. **Classroom participation / General behavior / Group Work:** A total of 5% marks are allocated to students' classroom participation, general behavior and performance in group work.
- b. **Quiz:** Surprise written quiz/test/s will be taken to evaluate the student's learning. These may range from 2-5 all having 5 questions with each question carrying 1 mark. Marks obtained however will carry a weightage of 5% in the total marks.
- c. **Assignment:** One assignment (minimum) will be given to the students in each course. The teachers may give more than one assignments where necessary. However, the weightage of marks will remain the same i.e., 5% of the total marks. The assignments will be assessed on the basis of information and references included, logical reasoning and organization of material.
- d. **Presentation:** The students will individually or in groups give comprehensive presentation of their assignment. Each presentation should not be longer than 10-20 minutes. These presentations will contribute a maximum of 5% marks towards the total marks.

51.2 For Theoretical Component:

- (i) There will be following stages/components of evaluation of each course during each semester. However, if the nature of the course so demands, this proportion of marks for objective type and essay type questions may be changed with the approval of the concerned Chairperson of the Department/Chairperson.

Component	Weightage
Sessional	20%
Mid Term Examination	30%
Final Term Examination	50%

- (ii) **Sessional Evaluation (20%):** This component evaluates the student according to the following parameter.

Component	Weightage
Classroom participation/general behavior/group work	05%
Surprise test (Written)	05%
Assignments. (Written)	05%
Presentation / Seminar	05%

- (iii) **Mid-Term Examination (30%):** This examination will be conducted after 7/8 weeks of teaching. There will be different types of questions. The type and number of questions included in the exam, the division of marks and the time allocated for each component is given below:

Types of Questions	No. of Questions	Marks	Time Allocated
Objective Type Questions	10 or 20	10	15 min
Short Answer Questions	5 (2 marks each)	10	25 min
Essay type Question	1	10	35 min
Total	-	30	1 hour 15 minutes

- (iv) **Final-Term Examination (50%):** The final-term exam will be based on the entire syllabi of the semester. At least 20% to 30% weightage will be given to the syllabi taught before mid-term examination. The type and number of questions included in the exam, the division of marks and the time allocated for each component is given below.

Types of Questions	No. of Question	Marks	Time Allocated
Objective Type Questions	20 (1 mark each)	20	30 min
Short Answer Questions	7 (2 marks each)	14	35 min
Essay type Questions	2-4	16	55 min
Total	-	50	hours

- (v) **Practical / Lab Courses:** A practical/lab course at PhD level is strongly discouraged and the instructors are requested to accomplish the corresponding training through practical work in the lab during research. For this purpose, it is suggested that the students may be asked to take up small projects, for training, during the coursework semesters.

- (vi) **Sessional Evaluation: (20%)**

Lab. Participation / Group work / Behavior	5%
Quiz / short Answer Questions / Definitions	5%
In time submission of practical reports	5%
Presentation / Seminars	5%

- (vii) **Mid-Term Examination: (30%)**

Type of Questions	Marks	Time
Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data	10%	1-2 hours
Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical	20%	

- (viii) **Final-Term Examination: (50%)**

Type of Questions	Marks	Time
Problem Solving to evaluate understating of the principles as well as	15%	2-3

critical evaluation of the practical data		hours
Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical	20%	
Final presentation/Practical	10%	
Viva Voce	05%	

52. Invigilators for One Class

There will be two invigilators (one teacher and one assistant/clerk) for 30 students. For every additional 30 students or part thereof, one more teacher and clerk will be appointed.

53. Duration of the Semester

The total duration of a semester will be 16-18 weeks. Fourteen/Sixteen weeks will be for teaching while 2 weeks will be for the mid-term and the final-term examinations. Normally there will be one exam per day. However, if the number of courses demands more days for examination the department may set the date sheet for more than a week.

54. Standard Duration of Credit Hour

Theory:	1 Credit hour	1 contact hour each week in a semester
Practical:	1 Credit hour	2-3 contact hours each week in a semester

Note: The credit hours are denoted by two digits within brackets with hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3 (3-0) means three credit hours of theory, while 4 (3-1) means a total of four credit hours of which three are of theory while one credit hour is for laboratory. The weekly contact hours of a 3(3-0) course will be three hour class work while the contact hours of a 4(3-1) course will be 3 hours class work and 2-3 hours of lab work per week. Similarly the contact hours for a 3(2-1) course will be 2 hours class work and 2-3 hours lab work per week. A 3(0-3) course will be an all practical course requiring 6-9 contact hours lab work per week.

55. Grading

Students will be rated according to the 4 letter grade system i.e. A, B, C and D, with six performance levels of A+, A, B+, B, C and D for PhD Degrees. Grade “D” will be the failing grade. Equivalence between letter grades, grade points along with percentages shall be as follows:

GRADING CRITERIA/READY RECKNOR TABLE for PhD LEVEL COURSES

Numeric Equivalence	Grade Point	Letter Grade	Remarks
100	4.0	A+	Excellent
99	4.0	A+	Excellent
98	4.0	A+	Excellent
97	4.0	A+	Excellent
96	4.0	A+	Excellent
95	4.0	A+	Excellent
94	4.0	A	Very Good
93	4.0	A	Very Good
92	4.0	A	Very Good
91	4.0	A	Very Good
90	4.0	A	Very Good

Numeric Equivalence	Grade Point	Letter Grade	Remarks
74	3.3	B	Good
73	3.2	B	Good
72	3.1	B	Good
71	3.1	B	Good
70	3.0	B	Good
69	2.9	C	Poor
68	2.8	C	Poor
67	2.7	C	Poor
66	2.6	C	Poor
65	2.5	C	Poor
64 or below	2.4	D	Fail

89	4.0	A	Very Good
88	4.0	A	Very Good
87	4.0	A	Very Good
86	4.0	A	Very Good
85	4.0	A	Very Good
84	3.9	B+	Good
83	3.9	B+	Good
82	3.8	B+	Good
81	3.7	B+	Good
80	3.7	B+	Good
79	3.6	B	Good
78	3.5	B	Good
77	3.5	B	Good
76	3.4	B	Good
75	3.3	B	Good

- i) Fractional marks obtained in a course are to be rounded up to the next whole figure such as 64.10 to 65.00.
- ii) CGPA(Cumulative Grade Point Average) /SGPA(Semester Grade Point Average) of a student will be calculated as per following example:

<u>Course</u>	<u>Credit Hours</u>	<u>Marks Obtained (%)</u>	<u>Grade</u>	<u>Grade Point (GP)</u>	<u>Quality Point (QP)</u>
	<u>C</u>			<u>G</u>	<u>C x G</u>
<u>I</u>	<u>2</u>	<u>95</u>	<u>A⁺</u>	<u>4.00</u>	<u>08.00</u>
<u>II</u>	<u>3</u>	<u>80</u>	<u>B⁺</u>	<u>3.70</u>	<u>11.10</u>
<u>III</u>	<u>3</u>	<u>81</u>	<u>B⁺</u>	<u>3.70</u>	<u>11.10</u>
<u>IV</u>	<u>3</u>	<u>70</u>	<u>B</u>	<u>3.00</u>	<u>09.00</u>
<u>V</u>	<u>2</u>	<u>67</u>	<u>C</u>	<u>2.70</u>	<u>05.40</u>
<u>Total</u>	<u>13</u>				<u>44.60</u>

SGPA = Sum of QPs of all the courses in a semester / Sum of Credit Hours of all the courses in a semester

Thus SGPA = 44.60/13 = 3.43

CGPA = Sum of 'n' Quality Points / Sum of Credit Hours of 'n' semesters

56. Good Standing/Probation

- (i) In order to remain on the roll of the Department at PhD level a student has to continuously maintain "Good Standing" namely a satisfactory standard of

attendance, academic performance i.e. minimum CGPA of 3.00 as well as good conduct and discipline. A student failing to meet any of the above-mentioned conditions will not be eligible for award of the degree. However, at the end of the first semester a student having a satisfactory standard of attendance, conduct and discipline, with a minimum SGPA of 2.70 will be eligible for promotion to the second semester on probation.

- (ii) A student who secures less than 3.00 CGPA in second or subsequent semesters will be dropped out from the roll of the Department.
- (iv) The minimum CGPA for award of the degree will be 3.00 with no “C” grade. However, the required pass percentage will be 65% marks.
- (v) A student may clear his/her failed course(s), courses in which he/she obtained D or C” grade, or improve courses in which he/she obtained “B” grades by repeating the said courses with subsequent session or in summer semester to be offered by the Department. Entry/examination fee per course will be applicable.
- (vi) In case of a drop because of poor academic performance, the student of the Islamia University of Bahawalpur may have one time re-admission facility in first semester of the next Academic session in the same or a different program.

57. Retention

A student who secures **less than 2.70 SGPA in 1st Semester or less than 3.00 CGPA in subsequent Semesters** and is to be dropped out may be given one time chance of being retained in the same semester. The decision will be made by an advisory committee set up by the Chairperson of the Department concerned. The committee will consist of the Chairperson, Departmental In-charge Examination and a senior faculty member nominated by the Chairperson. The option of retention, however, would be available only once during the whole duration of program.

58. Incomplete Grade

If an otherwise eligible student has missed the mid/final-term examination because of a genuine personal problem or serious illness he/she will be given an incomplete grade (I) in the semester transcript. However, if such a student produces documentary evidence such as a medical certificate, the Department will arrange a special mid/final-term examination for such student(s) after determining the genuineness of the problem. The genuineness of the personal problem will be determined by the departmental examination committee whose decision will be final. The medical certificate signed by Chief Medical Officer (CMO) and information of the personal problem must reach the Department before the exam or not later than one week after the conduct of exam for the said course. There will be no fee for special examination. Those who have left the exam without medical or genuine personal problems and want to appear in the Special Mid-Term Exam will pay Rs. 10,000/- fee for each paper. If any student wants to appear in both the Special Mid and Final Term Exams will be required to pay Rs. 15000/- per paper.

59. Repeating of Courses

- i. A student may repeat a course under obligation if he/she has failed in the said course (obtained “D” or “C” grades), or optionally, if he/she needs to improve his/her grades (obtained “B” grade).
- ii. To pass a failed course the student will have to repeat the said course when offered by the Department in the subsequent session(s). Such a repeat course is an obligation to fulfill degree award requirements. To improve the grades,

however, a student may optionally repeat a course(s). The student(s) desiring to repeat a course(s) will request in writing to the Chairperson concerned one week before the commencement of the concerned semester. If allowed by the Chairperson, the student will have to deposit a prescribed fee for each course.

- iii. A student repeating a failed course will be bound to attend the lectures, whereas a student desiring to improve his/her grades may be exempted from attending the lectures by the course instructor but in both cases fees and dues of the said course will be payable by the student. The exemption from the rule will, however, be based on the genuineness of the case. Such cases after approval by Chairperson and deposit of fee will be reported by the departmental Incharge examination to the concerned teacher(s)/course instructor(s). The student will have to be in regular contact with the course instructor and complete all assignments, term papers, reports and presentations. Following are the conditions for repeating a course:

- (a) Whenever a student fails and gets below 65% marks he/she should repeat the course when it is offered to pass the said course.
- (b) A student who gets a “B” grade in a course may repeat the course to improve his/her grades as per conditions mentioned above. However, a student who has already passed a course with a “B+”, “A” or “A+” grade will not be allowed to repeat.
- (c) A student can be allowed to improve a maximum of two 3-credit hour courses (a total of 6 credit hours courses) during the total duration of his/her degree program to improve his/her grades but no more than one course per Fall or Spring semester.
- (d) Only new/better course grades should be included in his/her transcripts.

60. Course Enrollment

Before the commencement of the semester, subject to the availability of specialized faculty, the Departments will announce list of Optional and Elective courses for enrollment.

(I) Change of Optional Course

No student shall change an optional/elective course except with the written approval/re-assignment by the Chairperson of the Department. The time period for such a change shall be seven days from the commencement of the course.

Note: The department may swap the courses of different semesters according to the need or availability of the teaching faculty.

61. Semester Break/Freezing

- (i) In case a student due to some unavoidable circumstances (prolonged illness, performing Haj or such other genuine reasons) is unable to continue his/her studies, he/she may apply for a semester break. However, such a student will pay a prescribed semester freezing fee per frozen semester in advance.
- (ii) This option will be available only once during the course of his/her studies. The case will be put up to the Departmental Examination Committee for consideration. In case, the Committee recommends it, semester break will be allowed by the Dean concerned/Director Campus for a maximum period of one year.

- (iii) However, the Director Advanced Studies and Research on recommendations of the Director / Principal / Chairperson of the Institutes / constituent college / Department and Dean of faculty concerned may extend this time duration for two additional semesters only in extreme hardship cases, provided the maximum duration does not exceed eight years, the maximum permitted duration for the PhD program. The student will join the next available semester in the subsequent academic session within 10 days of the commencement of semester. He/she will submit an application to HOD for resumption of studies, failure to join may be considered as "Withdrawn".
- (iv) The Maximum duration, for completion of the program will remain the same as prescribed in these rules. The scholar will be exempted from paying the fees and dues during the semester break.
- (v) The Director / Principal / Chairperson of the Institutes / constituent college / Department will submit the cases of semester break/resumption of studies in the Directorate of Advanced Studies and Research for notification.

62. Course Withdrawal

A student may withdraw from one course of a total of three courses of a semester. Option for withdrawal will only be available for credit courses. Withdrawal option will be available only if an earlier withdrawn course has successfully been completed, if any. Withdrawal option can be availed in consultation with and on the recommendation of a departmental advisory committee. The committee will consist of the Chairperson, Course Incharge, Incharge Examination and a senior faculty member nominated by the Chairperson. Withdrawn course will appear on the transcript with letter grade 'W'. Credits hours of a withdrawn course will not be used for calculation of SGPA/CGPA.

63. Declaration of Result and Award of Degree

63.1 For the Course Work Component:

- i) The teacher concerned is required to mark the mid/final-term papers within 7 days from the last paper as per date sheet, show the scripts to the students and display the result on 8th/subsequent day of the last paper before submitting the result to the departmental in-charge examination. The schedule for showing scripts to the students will be displayed on notice board with the examination date sheet. The teacher will prepare three copies of the awards. He/she shall retain one copy with him/her, display one copy on the notice board and submit the remaining copy to the Incharge Examinations along with the marked answer sheets/Term Papers/Reports etc. The departmental Incharge examinations will compile the result, get it verified by the Controller of Examinations and display the final result within 12 working days of the respective examination. The student may, however, apply for rechecking within 5 days of the declaration of the final result.
- ii) The departmental Incharge examination will supervise comparison of marks inside the answer sheet with the marks posted on the answer sheet as well as in the prescribed award list. Based on the final award lists result of the relevant semester will then be compiled in prescribed manner.
- iii) At the end of each semester, every successful candidate will be issued semester result card.

63.2 For the Research Work and Thesis Evaluation Component:

The Board of Examiners shall jointly sign the result sheet and submit it to the departmental Incharge Examination PhD.

63.3 Evaluation and Defense of the PhD Dissertation

The PhD dissertation shall be first examined and approved by a departmental Research Committee (DRC) comprising Chairperson, Supervisor and two senior most teachers of the department with one co-opted member of the concerned specialized area (if any). This committee will be approved by the Dean concerned on recommendation of the Chairperson.

63.4 For Award of Degree:

- i) The examination committee referred at section (5) will verify the result compiled by the department and finalize the same after necessary correction. Three copies of the result of each semester will be prepared, one each for the Controller of Examinations IUB, departmental record and display on notice board of the concerned department. The result of each semester duly signed by the examination committee will be notified by the Controller of Examinations IUB within 12 days from the date of the examination of the last paper (Except final semester result that will be notified by Controller Examinations within 15 days from the date of the final evaluation of theses/projects or completion of internship). Each department will provide soft copy of the result on a CD to the Controller Examinations for record and further necessary action.
- ii) On successful completion of the prescribed course of studies and other requirements a comprehensive transcript will be issued by the department concerned. Degree will then be conferred upon the successful candidates as per rules and regulations of the University.
- iii) There shall be a uniform format for DMC/Transcript in all departments of the university. Cumulative Overall Percentage Marks (COPM), SGPA's of each semester, CGPA and Total Marks shall be mentioned in DMCs/Transcript.
- iv) Officers from the Directorate of Advanced Studies and Research will sign the result cards/transcripts.

64. Procedure for Evaluation, Submission and Processing of PhD Theses at Sub-Campus

- (i) A desk/section will be established at Sub-Campuses for the collection/submission, evaluation and processing of the theses of postgraduate students.
- (ii) The Director Sub-Campus shall nominate an Assistant Controller of Examinations/Assistant Registrar to run the business of the this section. The nominee will collect the PhD thesis for further processing and develop a liaison with the Directorate of Advanced Studies and Research.
- (iii) The nominee will collect and maintain the record of theses according to the dates and will issue a number to the concerned student as a token of receipt for record and information.
- (iv) The concerned Incharges of the teaching departments will place the case before the concerned Board of Studies for approval of topic, the appointment of supervisor, and panel of examiners of each student preferably at the end of the second semester.
- (v) The concerned Incharges will furnish the case to the Assistant Controller of Examination/Assistant Registrar along with the panel and minutes of Board of Studies, who will place the same before the concerned Dean for the appointment of an external examiner.

- (vi) The Assistant Controller of Examinations/Assistant Registrar will forward the thesis in hard/soft form to the examiners appointed by the Dean.
- (vii) After receiving the report, the Assistant Controller of Examinations/Assistant Registrar will forward the report to the concerned supervisor who will make the necessary arrangements for the incorporation of corrections/suggestions if recommended by the external examiner and communicate the date of viva-voce examinations in written form.
- (viii) The supervisor concerned will submit the recommendation of the Departmental Research Committee showing that the necessary amendments have been incorporated, suggested by the external examiner, and submit it to the Assistant Controller of Examinations/Assistant Registrar along with the request for the conduct of viva-voce examination.
- (ix) The concerned Assistant Controller of Examinations/Assistant Registrar will submit a request to the Directorate of Advanced Studies and Research for viva-voce examination at least 5 days before the schedule. He will submit the copies of the following documents along with the request:
 - (a) Copy of the panel of the examiners approved by the Dean concerned along with minutes of Board of Studies.
 - (b) Minutes of Board of Studies that approved the topic of thesis and appointment of supervisor
 - (c) Evaluation report of external examiner
 - (d) Certificate issued by the supervisor regarding corrections/amendments, if required.
- (x) The Directorate of Advanced Studies and Research on provision of documents will notify the date of the viva-voce examination.
- (xi) Bill for payment in favor of the external examiner for the evaluation of the thesis will be initiated by the Assistant Controller of Examinations/Assistant Registrar and submitted to the Accounts Department for payment.
- (xii) The Assistant Controller of Examinations/Assistant Registrar will collect the final copy of the thesis at the time of clearance in hard-bound form and soft-form and submit it to the Librarian of Sir Sadiq Muhammad Khan Abbasi Library, Baghdad-ul-Jadeed Campus, IUB for record. During the issuance of the clearance certificate, the sub-campus management will ensure that hard-bound copies of theses have been submitted by the concerned scholar.
- (xiii) The student's personal file will remain in the custody of the sub-campus and can be acquired any time as and when required. The Director Sub-campus will be the custodian of the record. The admission record and students' files are vital and will be kept intact forever by the management of the Sub-campus.
- (xiv) The final transcript of MPhil/MS students will be signed by the officers nominated by Director Advanced Studies and Research with the consultation of Director Sub-Campuses.
- (xv) The independent Departmental Research Committees shall be constituted at Sub-Campuses comprising the (i) Incharge of the Department (ii) Supervisor (iii) One senior PhD teacher of the departments and (iv) PhD program coordinator will be the secretary. The committee will be approved by the Director Sub-campus on the recommendation of the Incharge. Following will be the function of Departmental Research Committee:
 - a) After completing the coursework with a CGPA of 3.0/4.0, the scholar will submit two copies of the synopsis to the secretary of

the Departmental Research Committee, accompanied by a permission letter signed by the supervisor regarding the synopsis submission to DRC. Upon receiving the synopsis, the secretary, with the approval of the Director/Principal/Chairperson will arrange a meeting within 15 days.

- b) The convener may call a meeting at any time.
- c) The convener will also call a meeting upon receiving a written request from any scholar/supervisor within 10 days.
- d) It will permit and review the presentation of synopsis of scholars after successful completion of their course work.
- e) It will recommend and suggest the corrections in the synopsis after taking the presentation from the scholars;
- f) It will recommend the title of synopsis/thesis of PhD scholars to the Board of Studies;
- g) It will periodically assess the PhD scholar's progress;
- h) In case the progress of the scholar is unsatisfactory, the Departmental Research Committee shall record the reasons for the same and suggest corrective measures, the DRC may recommend to the Director AS&R specific reasons for cancellations of registration of the scholar.
- (i) It will conduct preliminary evaluation of the dissertation/thesis before submitting to the Directorate of Advanced Studies and Research for evaluation;
- (j) It will ensure and implement the new thesis/synopsis writing guidelines.
- (k) The DRC will review the referee/examiner report(s) and will also make sure that the necessary amendments have been made as recommended by the foreign experts.
- (l) The DRC will monitor the progress of ongoing research projects, assess research outcomes, and evaluate the impact of research activities within the department.
- (m) The DRC will promote a culture of research excellence within the department by recognizing and rewarding outstanding research achievements, publications, and contributions to the academic and scientific community.
- (xvi) The Directorate of Advanced Studies and Research will pay quarterly tours to the Sub-campus to monitor the progress of academic activities of postgraduate programs
- (xvii) The nominated officer at the Directorate of Advanced Studies and Research will process the registration of MS/MPhil scholars.
- (xviii) The Sub-campus will be encouraged to launch/start PhD programs where PhD teachers are available as per the guidelines of HEC.

65. Quality Assurance

In preceding sections, the HEC prescribed minimum standards/guidelines for launch of new programs at the graduate level. In this section, it requires universities to provide evidence of compliance with these standards/guidelines to obtain approval from the HEC before starting the graduate programs. The purpose of this policy is that only those universities should start graduate programs that have the necessary faculty and infrastructure resources to impart education at the highest level in the discipline. The Quality Assurance Agency (HEC) shall validate the implementation of these standards/guidelines prescribed in Part-I and Part-II as well as mentioned hereafter through its QA Framework:

66. Minimum Requirement for Academic HR

(I) Faculty and supervisory requirement

- (a) At least two (2) full time faculty members holding PhD degrees in the relevant field shall be available/appointed to the department to launch an MS/MPhil/Equivalent program that may be increased up to three (3) if a PhD program is also to be launched in the same discipline and department²⁰.
- (b) The minimum appointment tenure for full-time faculty members must not be less than the duration of the intended degree program.
- (c) The teacher to student ratio shall be 1:12, where a supervisor can supervise a total of twelve (12) MS/MPhil/PhD students at a time with no more than five (5) of these students being PhD students. Graduate teaching and supervision load shall be adjusted, accordingly.

(ii) Determining relevance of faculty with subject/degree program

- (a) Wherever required, the subject and supervisory relevance of faculty members shall be determined based on:
 - (i) Qualifications including bachelor, master, and doctoral degrees.
 - (ii) The research includes thesis/dissertation and published articles.
 - (iii) Experience consisting of teaching and administrative domains.
- (b) To ascertain the relevance of the faculty in the related discipline to the program and supervision of theses, the university shall:
 - (I) Constitute a Relevance Assessment Committee (RAC)/equivalent body, with the approval of the Vice Chancellor of the HEI.
 - (ii) The RAC shall consist of at least five (5) members:
 - a. Respective Dean of the university
 - b. Director QEC of the university
 - c. Two External subject expert not less than a professor /Associate Professor level
 - d. Program Team/Assessment Team member who was involved in preparing self assessment report of the program.
- (c) The RAC shall submit a report with detailed reasons and rationale for the assessment decision.

67. NOC Requirements for Launching Graduate Programs

Classification-based application of NOC requirement

- (i) Effective from the enactment date of this policy, the top-ranked universities/DAIs/HEIs need NOT obtain the No Objection Certificate (NOC) from HEC, provided that these universities/DAIs have not violated the HEC's rules, regulations or policies in any material respect in the last two years. The top ranked universities/DAIs/HEIs, found violating the HEC's rules/regulations/policies, shall be included in the lower category and may be dealt with in accordance with the HEC's policy for violation of rules.
- (ii) All the universities/DAIs/HEIs enlisted in the categories below the top category must obtain NOC, prior to the launch of any graduate program, adhering to the following timelines:
 - (a) Graduate Programs Launched Prior to November 7, 2013: For any graduate program launched before November 7, 2013, universities shall be required to ensure compliance with this policy. HEC shall ensure compliance systematically by applying an approved quality assurance mechanism.

- (b) Graduate Programs Launched After November 7, 2013: Any graduate program started after November 7, 2013, without getting an NOC from the HEC, shall not be recognized, and degrees awarded by such programs shall not be attested by the HEC.
- (iii) The lower-category universities/DAIs/HEIs that have taken adequate and timely remedial measures to rectify the deficiencies/violations and have demonstrated an ability of sustainable compliance with the HEC's requirements may be included in the top category at the sole discretion of HEC.
- (i) Similarly, the top category universities may also be demoted to lower category where such universities have been found violating HEC's requirements within the past two years. For this purpose, the under-observation universities/DAIs/HEIs must take adequate and timely remedial measures to rectify violations.
- (ii) The lowest category (Unclassified/Ineffective) universities shall not be allowed to launch more than two (2) PhD programs in a single year.
- (iii) The Higher Education Commission shall issue lists of universities that are categorized in the aforementioned terms.
- (iv) The universities/DAIs/HEIs, which are found violating the HEC's rules/regulations/policies, shall be dealt with in accordance with the HEC's policy.

68. Process and timelines for obtaining an NOC to launch graduate programs

The process and timeline for requesting NOCs to launch graduate programs shall be as follows:

- (i) Universities intending to launch a new graduate program shall submit a prescribed dossier, duly signed by the Dean, Registrar, Director Advanced Studies and Research, and head of the relevant university, who shall certify the correctness of the information provided and shall ensure that all required documents are attached to the application dossier.
- (ii) Universities shall apply for the NOC, before launching any new graduate programs, and no admissions shall be advertised unless the NOC has been obtained from the HEC.
- (iii) Universities requesting NOCs to launch graduate programs in the fall semester shall apply no later than March 31 of the same year.
- (iv) Universities requesting NOCs to launch a graduate program in the spring semester, shall apply no later than September 30 of the last year.
- (v) The HEC may, at its discretion, require an external review or zero visit in connection with the launch of graduate programs by a university.

69. Continuing compliance with the HEC's policies

If a university's application for launching a graduate program is successful, it shall be granted an NOC to start the program. Upon receiving NOC from the HEC, the university may launch the program subject to the following conditions:

- (i) The university shall ensure that it will continue to comply with the requirements set in this policy during the entire period in which it offers the graduate program.
- (ii) If an ongoing program fails to meet any of the requirements set in this policy, the university shall immediately stop further admissions to the program and notify the HEC, including providing information on remedial actions being taken.

70. Cancellation of NOC and/or demotion to the lower category

If a graduate program fails to meet the requirements set in this policy, HEC may:

- (i) Stop all activities of the program for six months to compensate for the deficiencies, save exceptions mentioned at clause 66 (iii) (d).
- (ii) Further intake may be stopped if deficiencies are not fulfilled within six (6) months of the date of the review report.
- (iii) In case the major deficiencies are not fulfilled even one year after the date of review report, HEC may take the following actions:
 - (a) The university may be demoted to lower categories (if applicable), and
 - (b) NOC of the deficient graduate program may be cancelled; and/or
 - (c) Further, NOC for the under-consideration program may be banned for at least two years.
 - (d) In case a program is stopped, or NOC is cancelled, the students who are at an advanced stage i.e., have passed Comprehensive Examinations and their research synopses have been notified by the Directorate of Advance Studies (or equivalent department), may be allowed to continue with their research if research supervisors are available. However, those who are yet to pass a comprehensive exam may stop or be allowed to quit or shift to another university at the risk and cost of the parent university.
- (iv) The officers responsible for the cancellation of the NOC shall be subject to dealing under the retributive action policy.

71. Retributive Actions for violation of rules

In addition to the aforementioned, the following retributive actions shall also be applicable in case the rules and regulations mentioned in this policy are violated:

Sr. No.	Quality Parameter	Nature of Violation	Proposed Action(s) if Existing Policy is Violated
I	Admission Criteria	Violation of admission criteria	i. Admission be cancelled.
ii	Illegal Admission	Admission of students without NOC from HEC	ii. University to return three times the amount received from students. iii. Disciplinary action against responsible staff
iii	Course Work	Degree awarded without fulfilling the minimum credit hours requirement	i. The degree shall be considered equivalent to the MS/MPhil/Equivalent degree. ii. Disciplinary action against Department Chair and relevant staff.
iv	Comprehensive Examination	Failure to pass Comprehensive	i. Termination of PhD candidature/registration

		Examination within the prescribed number of attempts.	of student.
v	Supervision of dissertation	Supervision of a PhD dissertation by a person who does not fulfil the minimum criteria for a PhD supervisor.	i. Disciplinary action against the Department Chair
vi	Maximum number of Supervisee	A supervisor, supervising PhD students beyond the maximum number specified by the HEC.	i. The supervisor shall be banned from supervising new PhD researchers for a maximum of five (5) years. ii. Disciplinary action against the Department Chair.
vii	External Evaluation of PhD dissertation	The external evaluation of a thesis is not in accordance with the prescribed criteria of HEC. Unjustified delay in sending dissertation for external evaluation.	i. One additional paper shall be published by the student from his/her dissertation before degree attestation. ii. Disciplinary action against Department Chair and officer(s) responsible for sending dissertations for external evaluation. iii. Officer(s) responsible for sending dissertations for external evaluation shall be warned.
viii	Relevance	The dissertation has no relevancy to the Title and Scope of the degree	i. Supervisor shall be banned from supervising new PhD researchers for a maximum of five (5) years. ii. Disciplinary action against Department Chair.
ix	Research Publication	i. No research papers were published but a degree was awarded. ii. Papers published but not in HEC's recognized journal. iii. Papers published but not in the required category of journals. iv. Paper published after the award of a PhD degree. v. Degree awarded based on a paper published before the approval of the PhD research	i. Paper to be published in the required category of the HEC recognized journal before attestation of degree. ii. Supervisor be banned from supervising the new PhD researchers for maximum 05 years. iii. Disciplinary action against the Department Chair and the relevant staff of the Controller of Examinations.

		vi. Degree awarded based on a paper that has no relevance to the dissertation synopsis.	
x	Plagiarism	Degree awarded, and major or minor plagiarism found in the thesis at any stage in the future.	i. The PhD researcher/degree holder and his supervisor will be penalized as per the provisions of the Anti Plagiarism Policy of the HEC.
xi	Degree Issued in Violation of University's Own Rules / Law	Degree issued in violation of the university's PhD Policy/rules in addition to HEC guidelines	i. Supervisor be banned from supervising the new PhD researchers for a maximum of 05 years. ii. Disciplinary action against the Department Chair and the Controller of Examination.
xii	Poor Governance System of the Doctoral Research	Absence of the systems elaborated in Part-II of this policy i.e., Governing the Systems of Doctoral Research	i. In addition to the actions mentioned in clause "Cancellation of NOC and/or demotion to the lower category", disciplinary actions shall be taken against the relevant officers/heads of the Directorate of Advanced Studies and Research/Equivalent Body, Quality Assurance/Equivalent Body, Controller of Examinations etc., if applicable.

72. Requirements for Entering PhD Country Directory (PCD)

For inclusion in PCD, graduates and DASR are required to submit an online application following the prescribed procedure.

NOTE: *In case of any difficulty or problem in interpretation, the matter will be referred to the following committee whose decision will be final. A department however may devise a procedure of evaluation, under intimation to this committee, for a special component for which these rules have no explanation but is within the framework (criteria) of these regulations.*

- (i) Pro Vice-Chancellor
- (ii) Director, Advanced Studies and Research
- (iii) Director Academics
- (iv) Director, Quality Enhancement Cell
- (v) Deputy Registrar (AS&R)/Assistant Registrar (AS&R)