OFFICE OF RESEARCH INNOVATION AND COMMERCIALIZATION
KINNAIRD COLLEGE FOR WOMEN

PURPOSE

This policy establishes the research environment within which academic staff and research students carry out their Research. It also provides an overarching framework for the development and implementation of all research management at Kinnaird College for Women Lahore. This policy is to facilitate the faculty members and students to promote the culture of research, commercialization and innovation at Kinnaird College for Women.

ORGANIZATIONAL SCOPE

This is a statutory requirement for Kinnaird College for Women.

RESEARCH POLICY

OFFICE OF RESEARCH INNOVATION AND COMMERCIALIZATION
KINNAIRD COLLEGE FOR WOMEN

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RESOURCES IN SUPPORT OF RESEARCH

PUBLICATION SUPPORT AND INCENTIVES TO FACULTY MEMBERS:

This is in continuation to the already applicable policy which was affective from 01-09-2017 regarding the incentives to the faculty members on publications in W, X or Y category journals. Kinnaird College for Women will be following HEC category system for journals available at **https://hjrs.hec.gov.pk/** while granting incentives or reimbursement to the faculty members.

Kinnaird College for Women will also provide reimbursement of publication charges in addition to incentives to the faculty members.

Category	Reimbursement of paper publication charges (Existing policy)	Reimbursement of paper publication charges (New policy)	Incentives to the Faculty member (Existing Policy)	Incentives to the Faculty member (New Policy)
W	100%	100%	10000	15000
X	100%	100%	7000	10000
Y	50%	65%	5000	7000

There will be no reimbursement or incentives in case of paper publication in Non HEC recognized journals.

In case of collaborative research publication with other institutes only the share of Kinnaird college faculty members will be reimbursed. For further details see Annexure I.

POLICY ON RESEARCH TRAVEL GRANT

This is in continuation to the already applicable policy which was affective from 01-09-2017 regarding Research Travel Grant. Kinnaird College for Women, Lahore will continue providing financial assistance to faculty members and ORIC personnel to present their research work, explore opportunities for national and international academic collaborations and to share academic and research experiences and achievements at national and international events.

College policy regarding research travel grant is given in table below:

	Sponsorship provided by the College for conference		
	Within City	**Outside city**	**Abroad**
To attend a conference/ seminar	Registration fee	-----	-----
For Poster presentation	Registration fee	Registration Fee *Terms & conditions apply	Cost of accommodation + meals + travel + registration Fee *Terms & conditions apply
For Oral Paper Presentation	Registration fee will be paid/ reimbursed by college	Cost of accommodation + meals + travel + registration Fee *Terms & conditions apply	Cost of accommodation + meals + travel + registration Fee *Terms & conditions apply

*See Annexure II for complete guidelines and other terms and conditions.

POLICY ON TRAVEL GRANT FOR TRAINING WORKSHOPS/ TRAINING COURSES

This is in continuation to the already applicable policy which was affective from 01-09-2017 regarding travel grant for Training Workshops/Training Courses. Kinnaird College will continue supporting the faculty members and ORIC team for training workshops and courses.

Faculty member/ qualified administrative personnel nominated by Principal for Training Workshops/Training Courses or recommended for consideration by relevant Dean/ORIC to the Principal for approval will be eligible to apply for Travel Grant for Training Workshops/Training Courses.

	Sponsorship provided by the College		
	Within City	**Outside city**	**Abroad**
Training Workshops	Registration fee	Cost of accommodation + meals + travel + registration Fee	Cost of accommodation + meals + travel + registration Fee
Courses/ Research Trainings	Registration fee	Cost of accommodation + meals + travel + registration Fee	Cost of accommodation + meals + travel + registration Fee

*For detailed eligibility criteria and other terms and conditions see Annexure III

PATENT SUPPORT AND INCENTIVES:

Kinnaird College for Women will provide full support on filling of national or international patents. Details for filling patents can be assessed at http://oric.kinnaird.edu.pk/. ORIC will facilitate faculty members during the process of filling of patents. The granted patent will be financially supported by Kinnaird College for Women as well as incentive of Rs. 25,000 will be awarded to inventers of the patent.

INCENTIVES ON AVAILING RESEARCH PROJECTS:

Faculty member of Kinnaird College for women will be provided with the incentive of 20,000 on winning the research projects in response to call of projects by different funding agencies. For the projects with cost of 1.5 million or more, faculty members may be exempted from one course during project life.

RESEARCH COMMERCIALIZATION AND INNOVATION:

The faculty members are encouraged to move towards innovation and commercialization of their research as well as prototype development through ORIC and approval of their prototype by relevant authority will be highly encouraged and full support will be provided to the faculty members and students for commercialization of their research. In case of development of new business plan and registration of startup companies by faculty members will be eligible to get incentives of Rs. 30,000. Kinnaird College for Women will be providing seed money to the registered startup companies by their faculty members and students according to the terms and conditions. The revenue generated by each startup company will be shared between Kinnaird College for Women and entrepreneur according to the contract terms and conditions signed at the time of providing seed money. ORIC will be soon launching the incubator for startups and students and faculty members from different departments will be asked to submit their business plans and ideas and selected number of startups will be incubated and graduated under this plan.

CONSULTANCY SERVICES:

ORIC will be providing information to the faculty members regarding consultancy opportunities.

The faculty members who will be providing consultancy services to any other institute of organization are required to get a NOC from principal secretariat through ORIC and will be required to provide complete feedback/ update to ORIC for record. The profile of institution or

organization to whom consultancy services are provided by faculty members are also required to be submitted at the time of placing application for NOC through ORIC.

Consultancy contract should be executed through ORIC. After providing consultancy client satisfaction report or letter is required to be provided to ORIC by the faculty members.

SEMINARS/WORKSHOPS:

The permission of all seminars, webinars, symposium, workshops and training courses offered by any department are required to be routed through ORIC. ORIC will provide financial support to the departments for these seminars and workshops etc according to terms and conditions. At the time of application departments are required to share the details regarding resource person, expected expenditures, registration fee to be charged from the participants and the brochure to ORIC. A remuneration of Rs.10, 000 will be provided to the resource person for one full day while a remuneration of Rs. 5000 will be provided to the resource person for half day seminar or workshop etc. Departments are required to provide complete details of expenditures, copy of certificates and brochures, pictures and receipt of registration fee directly deposited in college account by the department.

RESEARCH CONTRIBUTION REQUIREMENT AND REWARD:

Each faculty members of Kinnaird College for Women is supposed to contribute towards research and innovation as the research output is also a requirement for faculty members for their evaluation and promotion. Faculty members are encouraged to participate in different conference and workshops offered by ORIC, Kinnaird College for Women and other universities as it is not only a good learning opportunity but also provide opportunities for linkages and collaborations. Support is provided to the faculty members to present their research in conferences, seminars and attended workshops through ORIC. The details for this are already provided in Section 1.

Before going for a conference, workshop or seminars etc., faculty members are supposed to get a formal approval from HOD, relevant academic dean and ORIC. Faculty members specifically PhD qualified faculty members are supposed to publish/submit at least one paper in HEC recognized journal in a year. The PhD faculty members are expected to mandatory submit projects for funding in response to the call of research proposals by different funding agencies. PhD faculty members are supposed to diligently work to avail funded projects.

Faculty members are required to provide full and accurate details of their Research outputs as and when required by ORIC or any other administrative department. Each Faculty, and its constituent academic units, is required to develop and implement its own Research plan that is consistent with the college Research Strategic Plan.

RESEARCH COLLABORATIONS/ MOUS:

The faculty members are encouraged to do collaborative research with other institutes and organizations at national and international level. For such collaborations they are advised to sign collaborations letters with their collaborators through HOD of the concerned department after formal approval from ORIC. It is mandatory for the department to provide the copy of collaboration letter to ORIC for evaluation and record. All MOUs are supposed to root through ORIC and only the principal is the signing authority for any type of MOU. Departments are encouraged to develop collaborations with industrial sectors through ORIC for their research, development and innovation.

PLAGIARISM POLICY:

Kinnaird College for Women already have well-defined plagiarism policy which broadly documents possible steps to combat plagiarism and promoting the culture of academic integrity and originality. The plagiarism policy was already approved by statutory bodies of Kinnaird College for Women and is available on ORIC Kinnaird College for Women's website (Annexure IV). The plagiarism standing committee was also notified by the relevant authority in 2018. There will be no change in the plagiarism policy as it is a comprehensive set of rules to be followed by all programs and publications of Kinnaird College for Women in light of HEC rules and regulations. HODs are advised to share the details of the policy with their students and faculty members for compliance. Detailed plagiarism policy of Kinnaird College for Women can be assessed at http://oric.kinnaird.edu.pk/policies-of-oric/

ETHICAL REVIEW COMMITTEE AND POLICY:

The Ethical Review Committee at Kinnaird College for Women facilitates research at the highest ethical standards and the projects that protect the dignity and rights of human/animal participants (Annexure V). The complete policy on this was already approved by Kinnaird College Statutory body in 2018 and is available on website of ORIC, Kinnaird College's website. The Ethical Review Committee was also notified in 2018. There are no changes in Ethical Review Committee and

policies. HODs are advised to ensure that their department obtain approval by Ethical Review Committee for the researches of the department (If applicable). Details regarding ethical review committee and policy of Kinnaird College for Women can be assessed at http://oric.kinnaird.edu.pk/policies-of-oric/

RESEARCH SOFTWARES:

If the departments require any research software which is mandatory for their academic and research purposes, they may place an application to principal secretariat through ORIC. Kinnaird College will facilitate the purchase of software subject to its availability and utilization which will be placed at IT Department so the students and teachers can get it installed in their computers/laptops.

ELIGIBILITY CRITERIA FOR RESEARCH STUDENTS:

BA/BSc Students:

At BA/BSC level, students should have a cGPA of 2.25 or above to appear in synopsis defense, no student below cGPA 2.25 is eligible to start a research work under any circumstances. Departments are required to ensure that each student meets eligibility criteria before allocation of research as per college policy. Students are required to work for at least 5-6 months under the supervision of their supervisor before appearing in research defense immediately after final exams of 8th semester.

Students should maintain a cGPA of 2.5 in their 7th semester to be eligible for research report defense. No student with cGPA less than 2.5, time barred, incomplete credit hours or with pending fee status is eligible to appear in defense under any circumstances. HODs are required to not forward the names or application of such students to ORIC as ORIC will not able to facilitate any student out of college polices. HODs are requested to conduct bimonthly meetings with their BA/BSc research students and their supervisors to ensure their smooth research proceedings.

HODs are required to minutes these meetings and keep them in departmental record as ORIC is authorized to call different departments to check the minutes and other research related data. All other guidelines for synopsis of research report preparation, process of selection of supervisor, complete research process from synopsis approval to research report submission, process followed on the defense day, and all other required performa are already shared with the departments after the approval of relevant authority and there is no change in all those policies (Copy can be assessed

at ORIC Kinnaird College's website and is again attached here). Detailed guidelines (Annexure VI) can be assessed at http://oric.kinnaird.edu.pk/wp-content/uploads/2018/04/Guidelines-for-synopsis-and-research-report-thesis-dissertation-preparation.pdf.

MPhil Thesis Defense:

Students with CGPA 3.0 at completion of 24 credit hours are eligible for research thesis defense, no student below CGPA 3.0 is eligible to start a research work under any circumstances. Departments are required to ensure that each student meets eligibility criteria before allocation of research as per college policy.

Students are required to work for at least 5-6 months under the supervision of their supervisor before appearing in research defense. No student with CGPA less than 3.0, time barred, incomplete credit hours or with pending fee status are eligible to appear in defense under any circumstances. HODs are required to not forward the names or application of such students to ORIC as ORIC will not able to facilitate any student out of college polices.

HODs are requested to conduct monthly meetings with their MPhil research students and their supervisors to ensure their smooth research. HODs are required to minutes these meetings and keep them in departmental record as ORIC is authorized to call different departments to check the minutes and other research related data.

All other guidelines for synopsis for research report preparation, process of selection of supervisor, complete research process from synopsis approval to research report submission, process followed on the defense day, and all other required performas are already shared with the departments after the approval of relevant authority and there is no change in all those policies (Copy can be assessed at ORIC Kinnaird College's website and is again attached here). Detailed guidelines (Annexure VI) can be assessed at http://oric.kinnaird.edu.pk/wp-content/uploads/2018/04/Guidelines-for-synopsis-and-research-report-thesis-dissertation-preparation.pdf.

Additional Information regarding the MPhil Supervision

This is with reference to previous notices and emails sent by Dean Postgraduate and Head Research Operations (Annexure VII).

- It is to inform you again that MPhil thesis can be supervised by Kinnaird College's faculty member only. No visiting faculty member or faculty member from any other

institution is allowed to supervise MPhil thesis at Kinnaird College as per HEC rules under any circumstances.

- MPhil qualified faculty member, who fulfill all eligibility criteria of supervision clarified by HEC can only supervise 05 MPhil students at a time. She/he is not allowed to take/supervise more students formally or informally before the thesis defense of existing students.

- A PhD qualified faculty member can only supervise maximum 12 MPhil students at one time.

- HODs of Post graduate departments are advised to give maximum load of BS research reports to MPhil qualified faculty and maximum load of MPhil thesis to PhD faculty members.

- Supervisor of a student whose synopsis is approved cannot be changed without formal application clearly stating the reason signed by previous supervisor, existing supervisor and endorsed by HOD. Supporting documents should also be attached.

HODs are required to ensure the strict compliance of above mentioned points.

THESIS EVALUATION COMMITTEE:

In addition to all guidelines already provided to the departments it is again being communicated that Thesis Evaluation Committee for MPhil research defense will be comprised of following members.

1. HOD
2. Internal examiner
3. External examiner
4. Other than this it is mandatory for supervisors to attend the thesis defense of their students to note down the required corrections/changes.

Thesis Evaluation Committee for BA/BSc research defense will be comprised of following members.

1. Internal examiner
2. External examiner

3. Other than this it is mandatory for HOD and supervisor to attend the research report defense of their students.

REMUNERATION TO SUPERVISORS ACCORDING TO THE POST GRADUATE POLICY:

Following will be the remuneration for supervisors and committee members of MPhil Students (Annexure VIII).

Supervisor	HOD	Internal Examiner	External Examiner
PhD Qualified Rs. 10,000 MPhil Qualified Rs. 7000	Rs. 1500	Rs. 1000	Rs. 2000/student

External examiner will be approached by ORIC according to the list of external examiners provided by the department. ORIC is authorized to call the externals out of the list if required.

Following will be the remuneration for supervisors and committee members of BA/BSC Students.

Supervisor	Internal Examiner	External Examiner*	
		No. of Students	Payment
		1-5	Rs: 3000/-
2000	750	6-10	Rs: 7000/-
		11-15	Rs: 10000/-
		16-20	Rs: 13000/-

*Annexure IX

All other research related notices are available as Annexure X.

ANNEXURE I

PUBLICATION SUPPORT AND INCENTIVES TO FACULTY MEMBERS

How to Apply

Faculty members will claim reimbursement after payment to the journal on the standard Performa (can be downloaded from ORIC website @ (www.oric.kinnaird.edu.pk). Case of reimbursement will be processed after verification by ORIC.

Important Note:

1. No publication fee and incentive will be awarded on publication of PhD work (research work or paper written to fulfil requirements of PhD course work) of faculty members or the paper in which dual affiliation is used.
2. Faculty members can get reimbursement and incentive of maximum two papers per year irrespective of the fact they apply themselves or their colleague apply for a paper in which their name is included (Faculty member with less than one year of affiliation with Kinnaird College for Women can get reimbursement and incentive of maximum one paper). Maximum reimbursement for any paper will be PKR 150,000/-
3. Incentives will not be provided for the paper whose publication fee will be higher than PKR 100,000/.
4. Contribution of Kinnaird's students should not be neglected otherwise relevant faculty members will be required to justify.
5. Faculty members on probation period, cannot get re-imbursements and incentives of the publications.
6. BS Students who will get admission in spring semester will not be able to appear in research defense before completing their all 8 semesters. They will appear in January defense after fulfilling all other degree requirements.

Post Publication Requirements

Faculty members availing this opportunity are required to update ORIC about the online link, citations of their papers, their total impact factor and H as well as I index both in hard and soft copy.

Any other information required by the faculty on this policy can be addressed at director.research@kinnaird.edu.pk

ORIC
KINNAIRD COLLEGE FOR WOMEN LAHORE

APPLICATION FOR INCENTIVE OR REIMBURSEMENT OF PUBLICATION CHARGES

Name of Faculty Member	
Department and Designation	
Date of Joining	
Name of Journal	
Title of Paper (Attach The First Page Of Paper)	
National Journal /International Journal	
Category (According to HEC system which can be assessed at https://hjrs.hec.gov.pk/) (Proof Of Category Is Required)	
Name and Number of Authors from Kinnaird College	
Name and Number of Authors from other institutes	
Date of Publication	
Total Publication Fee Paid (Proof of Payment is Required)	
Incentive According to Policy	
By signing below and submitting this Application Form, I_____ agree that the information I have provided in this application form is to the best of my knowledge and belief is correct and complete. Name and Signature of applicant	
Recommendation and Comments by ORIC Signature	
Approval by Principal Prof Dr Rukhsana David Principal Kinnaird College for Women Lahore	

ANNEXURE II
POLICY ON RESEARCH TRAVEL GRANT

Guidelines

Faculty member will be required to apply first to HEC/ PHEC/PSF/ other funding agencies for travel grant to present abroad and must follow their rules and requirements for application. ORIC will provide complete assistance to faculty members to submit applications to funding agencies.

In case funding agencies do not sponsor them for the conference due to genuine reason then they will be required to apply to the College for funding.

Eligibility Criteria for Faculty

Full time faculty member of Kinnaird with atleast 5 years of experience at Kinnaird.

For Conferences within Pakistan

- Maximum of one faculty members can apply from one department for one conference. In case of more applications priority will be given to the applicant with greater number of paper publications or to faculty member/scholar who has not availed travel grant during the last two years
- Faculty members can apply twice a year for travel grant within country.

Abroad

- Faculty member seeking for funding for oral paper presentation must have six publications in W category journal with Kinnaird's affiliation in last five years.
- Faculty member can apply once a year for travel grant abroad.
- Maximum of two faculty members can apply from one department for one conference. In case of more applications priority will be given to the applicant with greater number of paper publications or to faculty member/scholar who has not availed travel grant during the last two years

How to Apply

To apply for the travel grant, the applicant needs to follow the steps given below.

- Completely filled Travel Grant Application Form for Paper Presentation.
- Details of complete correspondence with HEC/other funding agency for conferences abroad (without this case will not be processed).
- Endorsement by Principal, Director Research and Head of Department must be obtained at appropriate section of the prescribed Travel Grant application form.
- Supporting documentary evidences will be required with the Application Form

Documents required along with application

- Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster) has been clearly mentioned (if there is no mention in the letter or email, please obtain such specific email from the organizer).

- Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event (if there is no mention in the letter or email, please obtain such specific email from the organizer).

- Documentary evidence indicating that your abstract/paper would be published in Book of Abstracts/Proceedings/Journals for the conference etc. (if there is no mention in the letter or email, please obtain such specific email from the organizer). Online publication is also acceptable.

- Copy of conference brochure containing aims, objectives and themes, charges of registration and accommodation etc. (website details of the conference are also acceptable).

- Full-text paper (both hard and soft copies).

- NOC from the principal author (in case the applicant is co-author).

- Quotation from the travel agent indicating the shortest route.

- CV of the applicant along with the list of recent journal and conference/seminar publications, book chapters etc. (2-3 pages).

Incomplete applications will not be processed.

Additional documents required for poster presentation

- To apply for funding for poster presentation abroad the requisite IFS are 10 in Social Science disciplines and 15 in Science disciplines.

- For poster presentation outside the city only registration fee will be reimbursed once a year.

Other Terms and Conditions

The travel grant application for presentation of research paper must receive at ORIC at least 3-4 weeks before the conference/seminar/workshop event date. It will be the responsibility of the faculty member to ensure timely delivery of application at ORIC.

In case the Similarity Index is higher than permissible limit, a clarification from the author will be sought before deciding the travel grant.

If the visit is not performed for any reason(s), the same should be notified to ORIC positively within 7 days after the conference dates, failing which the grant is considered as availed.

After attending the event, the applicant has to submit his/her feedback about the event at prescribed form (can be obtained from ORIC)

While evaluating an application for award of travel grant, followings are the major considerations;

i.   Scope of the conference
ii.   Repute of the organizers
iii.   Professional standing of invited resource persons and keynote speakers
iv.   Relevance of the conference with the applicant's professional career
v.   Relevance of the paper with current job description of the applicant
vi.   Previous presentations in foreign conferences/seminars
vii.   Research/publication track of the applicant in peered review journals

Contact Us

Any other information required by the faculty on this policy can be addressed at director.research@kinnaird.edu.pk

ORIC
KINNAIRD COLLEGE FOR WOMEN LAHORE

APPLICATION FOR REIMBURSEMENT REGISTRATION FEE AND OTHER EXPENSES OF CONFERENCE/ WORKSHOP/SEMINAR ETC

Name of Faculty Member	
Department and Designation	
Date of Joining	
Name of Conference (Attach Brochure)	
National /International	
Type of Participation (Presenter/Attendee) (attach certificate or email correspondence)	
Conference if recommended by (HOD/Dean/Head Research operations etc)	
Approval was taken before attending the conference from (HOD/Dean/Head Research operations etc)	
In case of presentation at conference please provide abstract if published in Book of Abstracts	
Total registration charges paid (proof of payment is required)	
Total amount of travel charges + Accommodation charges + meals etc (Proofs required) Only in case of conference outside Lahore	
Total Amount claimed	
By signing below and submitting this Application Form, I_____ agree that the information I have provided in this application form is, to the best of my knowledge and belief is correct and complete. Name and Signature of Applicant	
Recommendation and Comments by ORIC _____ Signature	
Approval by Principal Prof Dr Rukhsana David Principal Kinnaird College for Women Lahore	

ANNEXURE III

POLICY ON TRAVEL GRANT FOR TRAINING WORKSHOPS/ TRAINING COURSES

Eligibility Criteria

- Full time faculty member/qualified administrative personnel of Kinnaird.
- One faculty/ qualified administrative personnel member can avail this opportunity once a year.
- From one academic department maximum of two faculty members can avail this opportunity once a year. Administrative departments are exempted from this condition.

How to Apply

To apply for the Travel Grant for Training Workshops/Training Courses, the applicant needs to follow the steps given below:

- Completely filled Application Form for Travel Grant for Training Workshops/Training Courses
- Endorsement by Principal, Director Research and Head of Department must be obtained at appropriate section of the prescribed Travel Grant application form.
- Supporting documentary evidences will be required with the Application Form.
- Incomplete applications will not be processed.

Terms and Conditions

- Faculty member/ qualified administrative personnel from ORIC attending a training workshop (within a month on her/his return) will be required to conduct a workshop on the associated topic under the umbrella of ORIC for the other faculty members/students. Faculty member may call experts from that training workshop to participate as presenter in that workshop.
- If the visit is not performed for any reason(s), the same should be notified to ORIC positively within 7 days after the Training Workshops/Training Courses dates, failing which the grant is considered as availed.
- After attending the event, the applicant has to submit his/her feedback about the event on prescribed form (can be obtained from ORIC) and complete details of attended workshops as well.

While evaluating an application for award of travel grant, followings are the major considerations:

i. Scope of the workshop
ii. Repute of the organizers
iii. Professional standing of invited resource persons.
iv. Relevance of the workshop/course with the applicant's professional career
v. Relevance of the training with current job description of the applicant

vi.   Research/publication track of the applicant in peered review journals

Contact Us

Any other information required by the faculty on this policy can be addressed at director.research@kinnaird.edu.pk

ANNEXURE IV
PLAGIARISM POLICY

KINNAIRD COLLEGE FOR WOMEN

PLAGIARISM POLICY

KINNAIRD COLLEGE FOR WOMEN

PREAMBLE

This policy broadly documents possible steps to combat plagiarism in academia, thus reinforcing and promoting the culture of academic integrity and originality. These steps are taken to ensure compliance of research work and publications produced at Kinnaird College for Women, with international standards and quality. The HEC reinforces and provides the use of Turnitin, for checking plagiarism.

Higher Education Commission (HEC) has formulated a comprehensive policy on plagiarism which is available on their website and is mandatory for all Pakistani universities and degree awarding institutions to comply with it and ensure their respective faculty members, researchers and research staff follow it. Kinnaird College for Women adopts the HEC policy in its true spirit (Annexure I)

The following policy is a comprehensive set of rules to be followed by all programs and publications of 'Kinnaird College for Women'. These are devised in order to address issues raised by instructors and students/researchers alike. The effort is targeted at a more effective and carefully managed system of implementing use of Turnitin for ensuring transparency and authenticity.

SCOPE

This policy applies to all written works, produced for credit/publication, at and for Kinnaird College for Women, at all Graduate and Postgraduate levels, in all the programs.

As the HEC policy makes no mention of its application on undergraduate students, thus the policy applicable for undergraduate students is also included here along with the policy for postgraduate students. It has therefore become necessary to devise a Plagiarism Policy to deal with undergraduate students. The plagiarism in publications will be dealt with in the light of HEC Plagiarism Policy.

THESIS/ RESEARCH REPORTS (Postgraduate/Undergraduate Level)

All Thesis/ Research Reports are to be submitted to the Office of Research for Turnitin (Plagiarism/ Similarity Index Check). There is provision of only THREE ATTEMPTS (**First Submission** + **Two Attempts**) for bringing the work within HEC's prescribed limit of below 19% similarity index. Failing to do so will result in either the case being forwarded to the Plagiarism Standing Committee or delay of thesis / Research Report defense for six months.In case of re-defense of theses, it will be processed through Turnitin again at the time of resubmission. The revised copy will be sent to the office of research for **Turnitin** Originality report.

A focal person of each department will work as a liaison between student and 'Office of Research'. A student has to submit a hard copy and soft copy to the Focal Person, to be passed on to the Office of Research'.

COURSE ASSIGNMENTS, PROJECTS, REPORTS, TERM PAPERS etc (Postgraduate/Undergraduate Level):-

All course assignments, project reports, term papers, etc. will also be run through Turnitin (Plagiarism/ Similarity Index check) by instructors ONLY. There is a provision of only TWO ATTEMPTS (First Submission + One Attempt) for bringing the work within HEC's prescribed limit of below 19% similarity index. Failing to do so will result in Minor, Moderate or Major Penalty.

The Turnitin Originality reports of all course assignments, project reports, term papers, etc. should be presented by instructor, during meetings with member of academic review committee held under QEC.

PENALTIES

The penalties for plagiarism cases will be applicable after a student/researcher has availed the prescribed number of attempts, for improving her work. The penalties for such cases fall into the following three categories.

1. **Minor Penalties (applicable to all course assignments, project reports, term papers, etc.)**

A minor penalty will be applied if a student's work is found to be copied (up to 50%), even after he/she has availed the TWO ATTEMPTS for improving it. This will result in an award of Zero Marks in the work (course assignments, project reports, term papers, etc.). The course instructor has to inform HoD/Dean and Examination Branch (in writing) about such cases, with evidences appended.

Moderate Penalties (applicable to all works other than Thesis)

A moderate penalty will be applied if a student's work is found to be copied (more than 50%), even after he/she has availed the TWO ATTEMPTS (First Submission + One Attempt) for improving it. This presupposes that the student would have received a minor penalty, of an award of zero marks, already. Moreover, a warning letter will be issued to the student, with a copy sent to parents/guardian.

*Note: No other penalty will be applicable in Plagiarism cases, except the ones mentioned above for all course assignments, project reports, term papers, etc.

2. **Major Penalty (applicable to Thesis/ Research Reports at all levels)**

A major penalty is for plagiarism cases, concerning Thesis/Research Reports at all levels. This penalty is applicable when a student/researcher has availed THREE ATTEMPTS (First Submission + Two Attempts) for improving his/her work and failed to do so, according to HEC's prescribed standards. This entails the case to be put forward to Plagiarism Standing Committee (PSC) for further disciplinary action or delay in thesis/ Research Report defense for six months.

KINNAIRD COLLEGE FOR WOMEN

PLAGIARISM STANDING COMMITTEE

To implement the anti-plagiarism policy, Kinnaird College for Women has constituted a '**Plagiarism Standing Committee**' (PSC) (Notification attached) for investigation of Plagiarism cases and issues as per HEC requirements.

Following are the members of Plagiarism Standing Committee of Kinnaird College for Women, Lahore:

1. Prof Dr Rukhsana David (Chair)

2. Prof Dr Nikhat Khan (Member)

3. Dr Ghazala Yaqub (Member)

4. Dr Shahnaz Chaudhary (Member)

5. Subject Specialist (Member) (a subject specialist in that particular field will be coopted as per case)

6. Head Girl of Kinnaird College (only if a student is being investigated upon)

7. HEC nominee (only in case if the case of plagiarism is reported to HEC and HEC asked Kinnaird College to investigate.

One Technical Person may be involved (if required to run the anti-plagiarism software)

Plagiarism Standing Committee (Departmental Level)

Each department will from a Plagiarism Standing Committee (PSC) to deal with respective undergraduate/ postgraduate plagiarism cases in course assignments, project reports, term papers etc. The committee will comprise: a. HOD (Chairman) b. 01 Faculty Member c. The reporting person (mostly the class teacher) d. 01 Student member designated by the HOD).

Research Papers submission by Faculty/students

Conference Papers

a) If a researcher (Faculty Member/Student) plans to contribute a paper in any conference (national/ international) and requires NOC, her/his paper will be processed through Turnitin by ORIC before her/his case is processed further. The Similarity Index of Conference paper should be less than 13% to be eligible.

b) Using one's personal Turnitin Account for processing personal work, is not encouraged.

c) Using any other Turnitin Account (in Pakistan or Abroad) for processing personal work, is not acceptable.

d) In any such instance where anyone processes her/his work before submission to Kinnaird , access to the Turnitin account (login & password), used for processing should be provided to office of research or

the submission will be out rightly rejected.

GENERAL GUIDELINES

For Instructors/Focal Persons

a) Turnitin account has been generated for each teacher/course instructor. The following acts can lead to termination of Turnitin account and disciplinary action

i. Manipulating/Tampering Turnitin reports

ii. Sharing account details with others

b) Separate chapters (of Thesis) / Segments (of course assignments, project reports, term papers, etc.) should not be run through Turnitin, as it may hamper the final percentage, once the work is complete. Kinnaird would like to consolidate a healthy culture of academic authenticity in education. These guidelines are a road map towards that goal and are established to bring more clarity, about HEC Plagiarism policy, to instructors and students/researchers. It also addresses many plagiarism-related issues encountered at Kinnaird.

For Students/ Researchers

In order to be considered eligible to appear for the final thesis or research report defense as degree requirement Kinnaird allows similarity index below 19% prescribed by HEC.

a) Using one's personal Turnitin Account for processing personal work is not encouraged.

b) Using any other Turnitin Account (in Pakistan or Abroad) for processing personal work, intended for submission to Kinnaird, is not acceptable.

c) In any such instance where anyone processes her/his work before submission to Kinnaird College for Women, access to the Turnitin account (login & password), used for processing should be provided to ORIC or the submission will be outrightly rejected.

d) In case of a higher Similarity Index (more than 19%), the researcher should work towards improving his/her work, in consultation with Subject instructor/ Supervisor.

e) All Thesis/Research Report/Paper submitted to 'Office of Research'

i. Be in a single MS Word (doc) file (a work separated in multiple files will not be accepted)
ii. Use a citation style (MLA, APA, Chicago, etc.) consistently
iii. Not have Footnotes in the soft copy submitted for Turnitin Originality Report (as these usually render higher percentage in Turnitin Similarity index) (this can be excluded just from the soft copy, not from the accompanying Hard copy)

ANTI-PLAGIARISM DECLARATION FORM FOR STUDENTS

Students are required to attach a signed anti plagiarism declaration form (signed by student, supervisor and HOD) in their research reports and thesis.

Anti-Plagiarism Declaration

"I/we certify that this is my/our own research work. The work has not, in whole or in part, been presented elsewhere for assessment. Where material has been used from other sources, it has been properly acknowledged. If this statement is untrue and I am found guilty of plagiarism, the punitive actions against me should be taken as per Kinnaird Anti Plagiarism Policy.

Name of the student/s

Registration No:

Program

Signature

Signature of Supervisor

Signature of HOD

ANNEXURE V

ETHICAL REVIEW COMMITTEE AND POLICY

ETHICAL REVIEW COMMITTEE

Ethical Review Committee

The Ethical Review Committee (ERC) at Kinnaird College for Women facilitates research of highest ethical standard and the projects that protect the dignity and rights of human/animal participants. The ERC at Kinnaird College reviews all research projects involving human/animals, whether as individuals or communities before a study can begin. Any change in conditions that could affect the rights of subjects during a study must be approved for the study to continue. The ERC provides written guidelines on ethical considerations for research involving human subject. Research could be audited by ERC during the research period to ensure compliance with guidelines. It may withdraw approval if dissatisfied with the conduct of the investigation.

Guideline

All research projects/ research reports/ theses/ synopsis involving human/animal subjects, whether as individuals or communities, shall be reviewed by the Ethical Review Committee (ERC) of Kinnaird College before the study begins.

Some research that involves human subjects may be exempted from the regulations requiring ERC approval. Examples include educational research, testing and survey procedures where no identifying information will be recorded that can link subjects to the data, and disclosure of the data could not reasonably place the subjects at risk of civil or criminal liability or be damaging to the subjects financial standing, employability, or reputation. Such exemption would be conditional to:

• The informed consent is taken from the research subject.

• The information gathered being relevant/beneficial to the research subject and his/her community.

• Proposal includes planning for sharing study findings with the research subject/s and the relevant communities planned, as well as mechanisms for informing the research subject.

• Also exempted are the uses of existing data, documents or specimens, where no identifying information will be recorded that can link subjects to the data. Examples:

• Literature review; and theoretical analysis. In such cases the only ethical Concern would be acknowledgement of sources.

• Analysis of data, documents, specimen, not linked to individual subjects.

• All researchers must give the subject participants the option of sharing the results and specify how this will be done.

Essentials of informed consent are:

The human subjects in the research study must participate willingly, having been informed about the research. Please provide all information that is likely to affect the person irrespective

of age, sex, or literacy level of the subjects. If the human subjects in your project are part of a vulnerable population, such as prisoners, children or mentally handicapped then the researcher should clearly state why is it necessary to have such groups as their research subjects and how do they plan to administer the informed consent.

1. Investigator must ensure that the informed consent is clearly comprehended by the subject / guardian

2. Purpose of research must be clearly explained.

3. In simple word describe the procedure that the subjects would be expected to undergo. Identify any procedures that are experimental/ investigational/ non-therapeutic. Indicate type and frequency of monitoring during and after the study.

4. Length of time subject is expected to participate, if subject's participation is expected to continue over a long period of time.

5. Describe the extent to which confidentiality of records identifying the subject will be maintained.

6. Statement that participation is voluntary and that refusal to participate will not result in any penalty or any loss of benefits that the person is otherwise entitled to receive.

7. Consent document must be clearly written and/or verbally explained so as to be understandable to subjects (local language wherever applicable). The language must be non-technical (comparable to the language in a newspaper or general circulation magazine), and scientific, technical or medical terms must be plainly defined. It is PI's responsibility to ensure quality of consent procedure.

8. The right of research subjects to safeguard their integrity must always be respected. Every precaution should be taken to respect the privacy and confidentiality of the patient's information. Minimize the impact of the study on the subject's physical, mental and social integrity.

9. In the conduct of research, the investigator must at all times respect the personality, rights, wishes, beliefs, consent and freedom of the individual subject.

Application Process

• The researcher responsible for the ethical and scientific conduct of the research/ life sciences should submit an application (on provided application form) for review of the ethics of proposed biomedical/nonmedical/life sciences research to the Ethical Review Committee-Kinnaird College for Women. The procedure is as follows:

• ERC meets once a month.

• The deadline for submission of the application is 2 weeks prior to the next meeting.

• Applications will be acknowledged and researchers shall be informed of the review date. The researchers shall also be communicated regarding the incompleteness of an application.

• The outcome of review shall be communicated to the researchers within a week after the ERC meeting.

• In cases where the ERC requests supplementary information or changes to documents from the applicant, such information should be provided at least a week before the next meeting.

• In cases where clarification is sought and researchers fail to respond within 3 weeks, ERC will send a reminder and allow a further 3 weeks period for response. Beyond these 3 weeks, the file will be closed.

• Application along with research report/thesis (synopsis) must be submitted in first Friday of the month to the Office of Research to forward to the Chairman Ethical Committee.

• Two copies of research report/theses/synopsis (clearly identified and dated), together with supporting documents and annexes. This should always include description of the ethical considerations involved in the research.

• Questionnaire (if applicable) intended for research participants should be included.

• When the research involves a study product (such as a pharmaceutical or device under investigation), an adequate summary of all safety, pharmacological, pharmaceutical, and toxicological data available on the study product, together with a summary of clinical experience with the study product to date (e.g. recent investigator's brochure, published data, a summary of the product's characteristics).

• Informed consent form (clearly identified and dated) in the language(s) understood by the potential research participants and, when required in other languages.

Approval Conditions

• Approval is given for a specified period. If the research study takes longer than the specified period to complete, a request for an extension of the ethics clearance should be sought.

• Approval is given on condition that any alterations proposed to the approved protocol are submitted to the Committee for approval prior to the alterations being effected.

• Approval is given on condition that a copy of the research project final report is lodged with the Ethics Committee for its information.

• Approval is given subject to researchers notifying the Ethics Committee if and when a project is curtailed, terminated or completed.

• Research could be audited by ERC during the research period to ensure compliance with guidelines.

Committee Members

Following are the members of the Ethical Review Committee at Kinnaird College for Women, Lahore.

i.	Dr Shahnaz Chaudhry	Chairperson
ii.	Dr Ghazala Yaqub	Member
iii.	Dr Urusa Fahim	Member
iv.	Dr Hooria Younas	Member
v.	Dr Irum Anjum	Member

Review Process

The Committee shall meet once a month with administrative assistance from the Office of Research. ERC applications submitted each month are reviewed by the committee on the third week of the following month. The outcome of review is communicated to the researchers within two weeks after the ERC meeting. In cases where clarification is sought, ERC will notify the Principal Investigator to respond within three weeks. If the PI fails to respond in the given time, ERC will close the file and the PI will be required to start a new ERC application.

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APPLICATION FORM
For
(Approval from Ethical Review Committee)

Checklist

This checklist is prepared in order to facilitate an investigator in preparing a complete application and to help Research Ethical Committee for expedited review.

PRINCIPAL INVESTIGATOR'S NAME: _____

DESIGNATION: _____

DEPARTMENT: _____

☐   One copy of ERC Application form with checklist

☐   One copy of Theses/ Research Report/ Synopsis in standard format

☐   One copy of informed consent in English and Urdu or any other local language of the population study.

☐   One copy of Questionnaire in English and Urdu administered during the study (if applicable).

☐   Please make a copy of this entire application for your files

☐   I have submitted the application form, research protocol and informed consent with Urdu translation by e-mail.

_____   _____

Signature: Principal Investigator   Date

_____   _____

Signatures of other Researchers involved   Date

In study

_____   _____

Signature of Chairman of the Department   Date

Introductory Questionnaire

Title of Research: _____

Principal Investigator and Co-Workers:

NAME	DESIGNATION	DEPARTMENT	SIGNATURE
NAME	DESIGNATION	DEPARTMENT	SIGNATURE
NAME	DESIGNATION	DEPARTMENT	SIGNATURE
NAME	DESIGNATION	DEPARTMENT	SIGNATURE

Q 1.   What is the purpose of the study? (Please give a brief background of the study)

Q 2.   The objectives of the study

Q3.   Brief description of methods used in Research Report

Q 4. What are actual potential benefits if any, to be obtained?

    a) By participants.

    b) By society as a result of this study?

    c) Please specify benefit of the study to Kinnaird College for Women.

Q 5. How will confidentiality of the subjects be ensured?

Q 6. Any other information relevant to the study in context to Pakistan?

Q 7. Has this study been conducted elsewhere earlier? If yes where? Please give references

Sample Informed Consent

This is a generic sample form to help you address most situations. Please adapt it for your research.

Project Information	
Project/Research Title:	ERC Ref No:
Principal Investigator:	Sponsor (if any):
Location:	Phone:
Other Investigators:	Email ID of PI
Location	Phone of PI:

Consent document must be clearly written and understandable to subjects. The language must be nontechnical (comparable to the language in a newspapers or general circulation magazine), and scientific, technical or medical terms must be plainly defined.

Informed Consent, whether oral or written, may not include language that appears to waive subjects' legal rights or appears to release the investigators or anyone else from liability for negligence.

1. **PURPOSE OF THE RESEARCH STUDY**
   - Include 3-5 sentences written in nontechnical language. "You are being asked to participate in a research study designed to..."
2. **PROCEDURES**
   - Describe procedures: "You will be asked to do..."
   - Identify any procedures that are experimental/investigational/non-therapeutic.
   - Define expected duration of subject's participation.
   - Indicate type and frequency of monitoring during and after the study.
   - During the study that may affect your willingness to continue participation will be communicated to you."
   - If applicable, state that a particular treatment or procedure may involve risks that are currently unforeseeable (to the subject, embryo or fetus, for example.)
3. **POSSIBLE BENEFITS**
   - Describe any benefits to the subject that may be reasonably expected. If the research is not of direct benefit to the participant, explain possible benefits to others.
4. **CONFIDENTIALITY**
   - Describe the extent to which confidentiality of records identifying the subject will be maintained.

 "Your identity in this study will be treated as confidential. The results of the study, including laboratory or any other data, may be published for scientific purposes but will not give your name or include any identifiable references to you."

5. AUTHORIZATION

I have read and understood the consent form, and I volunteer to participate in this research study. I understand that I will receive a copy of this form. I voluntarily choose to participate, but I understand that my consent does not take away any legal rights in the case of negligence or other legal fault of anyone who is involved in this study. I further understand that nothing in this consent form is intended to replace any applicable Federal, state, or local laws.

Principal Investigator Signature
Date

Names of other researchers:
Date:

Signature of Person Obtaining Consent
Date

COMMENTS BY ERC

Approved	
Revision Required	
Not Approved	

Additional Comments (if any)

Signature
Chairperson Ethical Review Committee
Date

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TO WHOM IT MAY CONCERN

This is to Certify that the research titled _____

submitted by _____, Department of

_____ has been critically evaluated and has been

granted ethical clearance to continue the above mentioned study for the period of

_____ to _____in response to her application no

_____.

Dr Shahnaz Chaudhry
Chairperson
Ethical Review Committee

ANNEXURE VI

GUIDELINES FOR SYNOPSIS AND RESEARCH REPORT – THESIS – DISSERTATION PREPARATION

KINNAIRD COLLEGE FOR WOMEN

GUIDELINES FOR SYNOPSIS AND RESEARCH REPORT/ THESIS/DISSERTATION PREPARATION

BA/BSC/MPHIL RESEARCH

KINNAIRD COLLEGE FOR WOMEN

TABLE OF CONTENTS

ELIGIBILITY CRITERIA

Students should maintain CGPA 3.0 in their MPhil course work (at completion of 24 credit hours) to be eligible for research thesis. MPhil research is not offered to the students (officially/ unofficially) until they complete 24 credit hours course work with CGPA 3.0 or above.

PROCESS OF SELECTION OF SUPERVISOR

Students are asked for their three preferences regarding specialization by Head of Department on prescribed Performa. Head of Department conduct a meeting with department faculty members and discuss about preferences by students. Department tries to accommodate students' request regarding selection of the specialization and allocate suitable supervisors to the students. Departments ensure that each student meets the eligibility criteria before allocation of research as per College and HEC guidelines. Department and allocated supervisors should also follow the HEC guidelines regarding supervision of MPhil students.

PROCESS FOR APPROVAL OF SYNOPSIS

After the allocation of supervisor, student work for the selection of topic in consultation with allocated supervisor. Some pilot work is also required to be done by students. After approval of synopsis by supervisor, student submit three hard copies of the synopsis (duly signed by student and supervisor) to the Head of the Department. Office of Research will conduct synopsis defense twice a year i.e., in January and in June/July of every year. Head of Department forward list of all students of the department eligible to appear for synopsis defense to Office of Research when asked and students have to appear in front of synopsis defense committee comprised of Head of department, two internal examiners and supervisor to defend her topic. After approval from synopsis defense committee all synopsis are presented to Board of Advanced studies and Research for formal approval. Minimum time between synopsis and thesis defense should not be less than 5-6 months.

PROCESS FOR CHECKING SIMILARITY INDEX

All Thesis/ Research Reports are to be submitted to the Office of Research for Plagiarism/ Similarity Index Check. There is provision of only three attempts (First Submission + Two Attempts) for bringing the work within HEC's prescribed limit of

below 19% similarity index. Failing to do so will result in either the case being forwarded to the Plagiarism Standing Committee or delay of thesis / Research Report defense for six months. In case of re-defense of theses, it will be processed through Turnitin again at the time of resubmission. The revised copy will be sent to the office of research for Turnitin Originality report.

PROCESS FOR SUBMITTING AND EVALUATING M.PHIL THESES/DISSERTATION

Once the student has achieved the similarity index according to HEC prescribed limit, she submit three duly signed hard copies to the Head of Department. Department forward the list of all students who are eligible to appear in MPhil theses defense to Office of Research on prescribed dates. Head of Department should ensure that thesis are submitted in tape or spiral binding to the Office of Research and should be strictly formatted according to the guidelines provided.

Office of Research appoint the external and internal examiner against each received thesis and the copies of thesis are sent to external examiner (specialized field) and internal examiner for evaluation. Two to three week time is given to each examiner to evaluate the thesis.   Research defense date is communicated to Heads of departments by the Office of Research and is also uploaded on website.

PROCESS FOLLOWED FOR VIVA VOICE

On defense day students are required to report in their allocated rooms at least 30 minutes before defense. Student present her work first (multimedia presentation) followed by Question/Answer session in front of a panel of Defense Committee Members consist of External Examiner, Internal Examiner and Head of Department. The Defense Committee members evaluate and provide their comments on provided Performa. Along with other comments committee give any one of these three recommendations

- Accept in its present form
- Revision Required
- Reject

Accept in its present form

Students whose thesis are accepted in their present form are given a timeline of one week to submit their black bound copies.

Accept after Revision

Students who receive the comment i.e., revision required are given a time of three weeks to incorporate all corrections and to submit black bound. Their revised copy should include a certificate duly signed by Supervisor and Head of department stating that all changes suggested by examiners during defense are incorporated.

Reject

Students whose thesis are rejected by defense committee are required to re-appear in next defense organized by Office of Research following all above stated procedure.

FLOW DIAGRAM - MPHIL THESIS
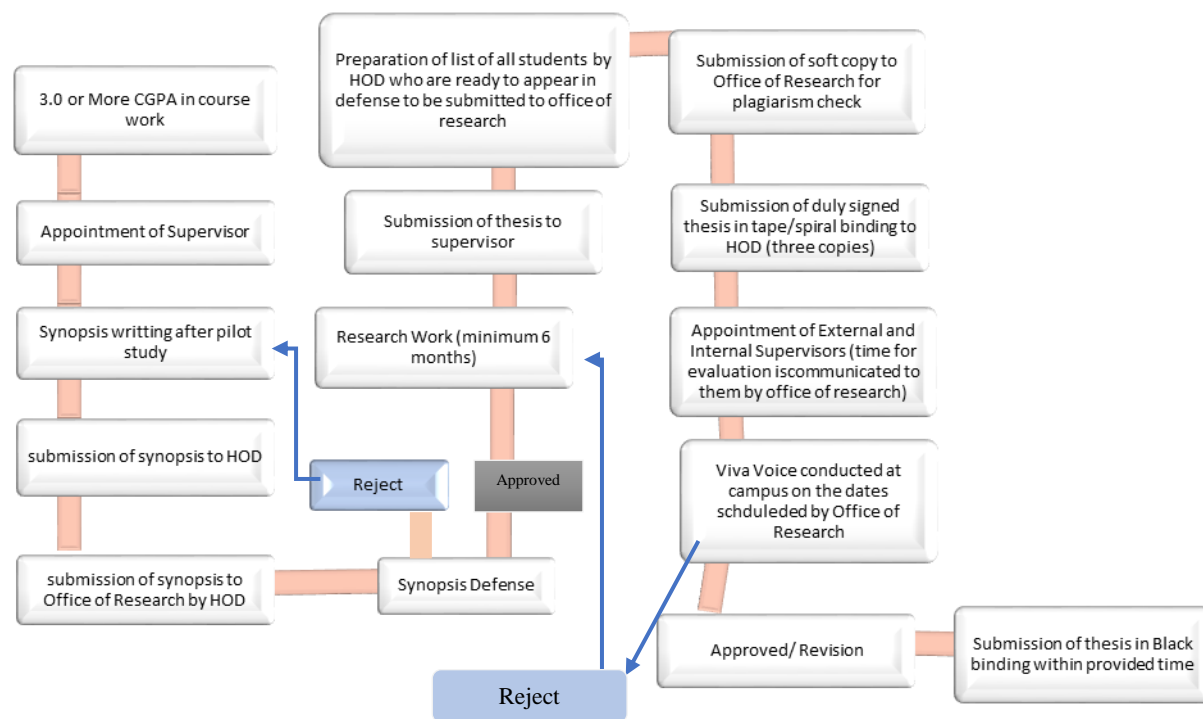
KINNAIRD COLLEGE FOR WOMEN

Research Report/Thesis/ Dissertation at BS and MPhil level

This document includes a comprehensive overview about general consideration and standard protocols/procedures that are to be followed while writing the Research Report/Thesis/ Dissertation at BS and MPhil level.

Guidelines relate to the layout which refers to the 'look' of a page and concerns such matters as margins, font and line spacing and style capitalization, use of abbreviations, punctuation and referencing systems. These are things with which students often have difficulties and questions while writing their thesis/ dissertation.

The guide has been prepared with an objective to ensure uniformity in the overall appearance of the Kinnaird College BS Research Report or MPhil thesis / dissertation.

General Consideration for the Preparation of the Manuscript

- Each section is separate and has relevant contents
- Writing style is clear with no typographical error/spelling mistake.
- Page (A4 size) Margins should be 4 x 4 cm for left & bottom, and 3 x 3 cm for right and top margins on all sides of each page.
- Manuscript should be typed (12 pt) on one side of each page with 1.5 line spacing and pagination done at the bottom center of each page.
- **Size of Paper:**
  A4 Size Paper
- **Font Size and Style:**

Font Style:	Times New Roman
Title Page:	18-22
Headings i.e, Chapter Name and Number etc:	14-16 (All caps; Bold)
Headings within Text:	12 (Bold)
Text:	12
Footnotes:	10

- Abstract should contain at least 250 words and a maximum of 500 words

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COMPONENTS OF A SYNOPSIS

After completion of other mandatory requirements necessary before the start of BS/MPhil research work, a tape bound synopsis covering following components is required to be submitted by every MPhil candidate.

Topic of synopsis (BS & MPhil) cannot be changed without prior approval from synopsis defense committee as well as ORIC. In case of MPhil, approval of change of title will be taken from BASAR also after recommendation from department synopsis defense committee.

The following components should be provided in a synopsis. The details may, however, vary according to the field of study.

1. TITLE PAGE
2. LIST OF ABBREVIATIONS (IF ANY)
3. LIST OF TABLES
4. LIST OF FIGURES
5. TABLE OF CONTENTS
6. CHAPTER I
   INTRODUCTION
7. RATIONALE HYPOTHESIS/RESEARCH QUESTIONS DISSERTATION
8. AIMS AND OBJECTIVES OF THE STUDY
9. CHAPTER II
   LITERATURE REVIEW
10. CHAPTER III
    RESEARCH DESIGN/ EXPERIMENTAL WORK / MATERIALS AND METHODS
11. REFERENCES

Note:
For further detail/s guidelines /contents, candidate may refer to relevant components of thesis/ dissertation mentioned in the following sections. Copy of synopsis evaluation form should be attached before list of abbreviations in synopsis after synopsis defense and that copy of synopsis should be kept by department for their record.
At BS level copies of synopsis will be kept in record by department while list will be provided to ORIC.

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Title Page of Synopsis

TITLE OF RESEARCH PROPOSAL

PROGRAM $\longrightarrow$

| i.e., BA/BSc |
| or |
| MPhil |

STUDENT'S NAME
REGISTRATION NUMBER

SUPERVISOR NAME

DEPARTMENT NAME
KINNAIRD COLLEGE FOR WOMEN,
LAHORE, PAKISTAN

DATE OF SUBMISSION

KINNAIRD COLLEGE FOR WOMEN

_____

KINNAIRD COLLEGE FOR WOMEN, LAHORE

GUIDELINES FOR BA/BSC RESEARCH REPORT/ MASTER IN PHILOSOPHY

THESIS/ DISSERTATION

The research dissertation is considered to be one of the most important components of the postgraduate programs which not only reflects the efforts made by any individual student but it also portrays the picture of efforts made at institution level. As dissertation is considered to be a professional contribution, it is, therefore, considered vital that not only the technical quality of dissertation should be maintained but its style and formatting should look same for an institution.

This comprehensive guide has been prepared with an objective to overcome this problem. After following the specification mentioned inside, Kinnaird College dissertation, although having different technical contents, will look similar in term of style and formatting.

Broadly these guidelines specify the components of a dissertation, basic considerations of style, formatting the dissertation and use of computers and file management.

Length of dissertation and Content

Mostly students relate the quality of a dissertation to its length which is not always correct. A more concisely written research report/ thesis/ dissertation can be better in quality than a loosely worded bulky document.

Components of a dissertation

After meeting other mandatory requirements and completion of MPhil research work candidate will submit her MPhil dissertation. Student is supposed to cover following components in the dissertation. Minor variations are acceptable in these components according to discipline/ department's requirement.

- **Cover/ Title Page Format**

Title page should contain a self- descriptive title reflecting the research done.

The title pages of the dissertation cover the following items:

- Title of thesis/ dissertation written in ALL CAPS
- College Logo
- Name of Student
- Session
- Name of Institution and Department
- Year

- Spine of the thesis/ dissertation should display "MPhil Major" on top along the length of spine, candidate's name in the middle along the length of spine, and year of submission at the bottom along the length of thesis.
  It should be in capital letters with 16 fonts bold.

Title Page Format

RESEARCH TITLE

STUDENT'S NAME

DEPARTMENT NAME
KINNAIRD COLLEGE FOR WOMEN,
LAHORE, PAKISTAN
YEAR

KINNAIRD COLLEGE FOR WOMEN

MPHIL MAJOR

STUDENT NAME

YEAR

KINNAIRD COLLEGE FOR WOMEN

Inner /Sub-Title Page

It should contain a self- descriptive title reflecting the research done, Statement (mentioned in sample), degree name, Student's name, department and Institute's name (14 font) with Roman numbering of pages. This page should be numbered as "i". (*spacing may vary)

RESEARCH TITLE

(2 Single Blank Spaces)

(8 Single Blank Spaces)

**A THESIS/ DISSERTATION SUBMITTED TO
KINNAIRD COLLEGE FOR WOMEN
IN FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF**

(2 Single Blank Spaces)

**MASTER OF PHILOSOPHY
IN
_____**

(2 Single Blank Spaces)

By

(3 Single Blank Spaces)

STUDENT NAME

(6 Single Blank Spaces)

**DEPARTMENT OF ENVIRONMENTAL SCIENCE
KINNARID COLLEGE FOR WOMEN, LAHORE
YEAR**

- **Research Approval Certificate**

This section includes the copy of research completion/approval certificate issued by the dissertation defense committee. The certificate should include the names, signatures of the committee along with other details to be decided by administration. This will be issued after research report/ thesis/dissertation defense, to be attached in final black bound research report/ thesis/ dissertation.

(*Sample attached*)

- **Research completion certificate from the supervisor**

All theses should include a certificate duly signed by the supervisor(s) to the effect that the research work is original and has not been submitted in partial/complete fulfillment of the award of any other degree from any other institution. Sample format as follows

(*Sample attached*)

- **Plagiarism Certificate by Supervisor**

(*Sample attached*)

Important Note:
In case of BA/BSc Research report word "BA/BSc Research report Research Report" will be used instead of "MPhil Thesis/Dissertation".

KINNAIRD COLLEGE FOR WOMEN

DISSERTATION APPROVAL
KINNAIRD COLLEGE FOR WOMEN

Date:

I hereby recommend that the dissertation prepared under my supervision by

Name of Candidate

Registration No:

Entitled

Title: "Research report/ Thesis/ dissertation Title"
be accepted in partial fulfillment of the requirements for the degree of

MASTER OF PHILOSOPHY (MPhil)
IN
ENVIRONMENTAL SCIENCES

_____

In Charge of Dissertation

_____

Head of Department

Recommendation concurred in

1. _____

2. _____   **Committee**
                                                 for the
3. _____   **Final Examination**

4. _____

(SAMPLE)

KINNAIRD COLLEGE FOR WOMEN

RESEARCH COMPLETION CERTIFICATE

It is certified that Ms. Maryam Khalid of MPhil (session 2014 – 2016), Department of Environmental Sciences has carried out research work entitled **"Occurrence and risk assessment of metals and pesticides residues in honey from the major honey producing forest belts of Pakistan"** under my supervision.

It is assured that research work is original and has not yet been published anywhere else.

Signatures of Supervisor   Dated

Designation

Signatures

Head of Department

KINNAIRD COLLEGE FOR WOMEN

(SAMPLE)

ANTI-PLAGIARISM DECLARATION

I/we certify that this is my/our own research work. The work has not, in whole or in part, been presented elsewhere for assessment. Where material has been used from other sources, it has been properly acknowledged. The similarity index of the research report is _____. If this statement is untrue and I am found guilty of plagiarism, the punitive actions against me should be taken as per Kinnaird Anti Plagiarism Policy.

Name/s of the student/s
Registration No:
Program:
Signature:

Signature of Supervisor:

Signature of HOD:

- **Acknowledgments**

This section is open for the author to decide the contents. It is, however, suggested that excessive dedications should be avoided. In this part the researcher pays the gratitude to her/his Institute, Principal, Vice-Principal, Dean Postgraduate Department, Director Research, supervisor, co-supervisor, colleagues, every person who facilitates her in research and last but not least to funding agency if any.

- **Abstract**

This section is a summary of the research report/ thesis/dissertation which is developed with an objective to give the reader a quick overview of the problem, thesis/dissertation objectives, methodology, and the findings. The abstract should not exceed 200- 500 words. The abstract should be accommodated on one page.

Abstract should

(a) State the background, objective and scope of study

(b) Describe the methodology used

(c) Summarize the results

(d) Justify the conclusion

- **Table of Contents**

This page should start with the heading of the research report/ thesis/dissertation in the first line and then heading "Table of Contents" in the second line. These headings should be center aligned. The headings should not proceed beyond the third level sub-section headings.

Only following headings should be made bold:

- Title of research report/ Thesis/dissertation
- Heading "Table of Contents"
- Chapter Number and Name
- Page Numbers
- Font size 12

Use following cases for the headings of the sections and sub-sections:

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- Use "Title Case" for first and second level headings
- Use "Sentence Case" for third level of headings

While using Title Case, words like 'and', 'or', 'at', 'a' and 'the' should not be capitalized unless they are the first word in the title.

The sample Table of Contents is shown on the next page.

TABLE OF CONTENTS

(1 Single Blank Space)

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- **Lists of Abbreviations, Figures and Tables**

These lists should match the format and style of the Table of Contents. Number these pages in Roman in continuity with Table of Contents. The Sample of these lists is shown below:

List of Figures

(1 Single Blank Space)

List of Tables

(1 Single Blank Space)

List of Abbreviations

(1 Single Blank Space)

ADO	Assistant District Officer
BOD	Biochemical Oxygen Demand
C/N	Carbon to Nitrogen ratio
DO	Dissolved Oxygen
DHS	Defense Housing Authority
EPA	Environmental Protection Agency

KINNAIRD COLLEGE FOR WOMEN

- **Chapter Titles and Section Headings**

Indicative chapter headings are given below:

- Introduction
- Literature Review
- Methodology/Materials and Methods
- Results and Discussion (may be combined or separate)
- Conclusion
- Recommendations (where applicable)
- Limitations (where applicable)
- References/Bibliography
- Appendices

CHAPTER 1(center aligned, capital letters in 16 font and bold)

INTRODUCTION (center aligned, capital letters in 16 font and bold)

 (Headings in 14 font and bold. subheadings in 12 font & bold, text in 12 font)

Important points regarding Introduction

(a) The purpose (s) of study is / are clearly stated

(b) It is relevant to the study and referencing is done according to

Vancouver/Harvard/APA style, with reference number starting from introduction and

written continuously up till the end of the manuscript.

RATIONALE (center aligned, capital letters in 16 font and bold)

HYPOTHESIS/RESEARCH QUESTIONS/ DISSERTATION(center aligned, capital

letters in 16 font and bold)

OBJECTIVES OF THE STUDY (center aligned, capital letters in 16 font and bold)

CHAPTER II(center aligned, capital letters in 16 font and bold)

LITERATURE REVIEW (center aligned, capital letters in 16 font and bold)

(a) Plagiarism should be avoided

(b) Should be written in the student's own words

(c) Should not be copied from books / journal(s)

(d)Citation of (last ten years) major / important studies on the topic should be given.

(e)Local studies should also be cited, (if available)

(f) Can be thematic / chronological

(g) Material from other sources should be properly cited/acknowledged.

CHAPTER III(center aligned, capital letters in 16 font and bold)

MATERIALS AND METHODS (center aligned, capital letters in 16 font and bold)

For Social Sciences

- *Data collection and methodologies and any other tools of data collection*

- *Data collection procedure is clearly described*

- *Questionnaires / Interviews*

- *The research design / procedure is described in detail*

- *The selected variables are clearly described*

- *Measuring instrument(s) is/ are clearly described*

- *The population of interest, the subjects (sample) and the sampling procedures are clearly defined*

- *Setting, in which study took place, is described*

For Sciences

- *Apparatus / equipment   used in the study with manufacturer's name*

- *Chemicals / materials/ samples*

- *Data collection and Methodologies and any other tools of data collection*

- *Data collection procedure is clearly described*

- *Experimental Materials and Methods*

- *Preparation of reagents*

- *Procedures/ methods employed*

CHAPTER IV (center aligned, capital letters in 16 font and bold)

RESULTS (center aligned, capital letters in 16 font and bold)

- *Duly supported by data*

- *Contains actual results only (it should not contain opinion or discussion)*

- *Tables, figures and diagrams etc. are properly captioned and numbered*

- *Numbering of tables, figures should correlate with every chapter*

- *Tables are to be captioned at the top and figures at the bottom respectively*

- *Appropriate legends of parameters are included in tables and figures*

- *Separate page is used for each table /illustration/figure/picture*

CHAPTER V

DISCUSSION (center aligned, capital letters in 16 font and bold)

- *Covers all the debatable aspects of study*

- *Latest references are included*

- *Current and past findings are brought together*

- *Findings are fully explained and justified*

- *Comparison, agreement or disagreement with literature is given*

CONCLUSION

(a)Should commensurate with the study

(b)Discussion should not be repeated

LIMITATION, *if any* (center aligned, capital letters in 16 font and bold)

RECOMMENDATIONS (center aligned, capital letters in 16 font and bold)

REFERENCES (center aligned, capital letters in 16 font and bold)

(a)Cited as specified in the given format i.e. serially numbered in the order of citation and listed accordingly in the list of references or done alphabetically

(b)Uniformity in style should be respected

APPENDIX / ANNEXURES

KINNAIRD COLLEGE FOR WOMEN

GUIDELINES FOR REFERENCE WRITING

- Can follow any method i.e. Harvard, APA or Vancouver

- Should correspond with the text referencing

- Serially numbered (Vancouver) or listed alphabetically (Harvard) with uniformity in style maintained, at the end of the manuscript

Examples for Vancouver/ Harvard/APA Style of Referencing

In Text

- The references for Vancouver and Harvard style should be placed between square brackets in the **text.**

  e.g. **Vancouver style** [16]

  [16, 17]

  [16-20]

  e.g. **Harvard / APA style**: (surname of the author(s), year of publication)

  [Sekran,2004]

  [Sekran*et al.,* 2004]

List of References at the End of the Manuscript

[Please see Annexures I and II for more details]

For Books / Encyclopedias

Vancouver Style

Consecutive numerical numbering is done

- Author's Surname, Author's Initials. Title of the Book. Title of Chapter, edition, Publisher's name and address,

- Volume (if any and in **bold**) pages (year)

- If more than one author, separate the authors by a semicolon.

- If the book is edited, write (Ed(s)) after editors name (s)

- If unpublished manuscript has to be cited then write "unpublished manuscript" after the title of the book.

Harvard / APA style

In Alphabetical Order

- Author's Surname, Author's Initials (year) Title of the Book, Title of Chapter, edition, address: name of publisher,

- Volume (if any and in **bold**) pages

- If more than one author, separate the authors by a semicolon.

- If the book is edited, write (Eds) after authors name

- If unpublished manuscript has to be cited then write "unpublished manuscript" after the title of the book.

For Journals

Vancouver Style

- Author's Surname, Author's Initial. Title of the Research Paper. Name of Journal in i*talics*, volume (issue no.), pages (year).

- If more than one author all authors are to be mentioned with a semicolon separating each author

Harvard / APA style

- Author's Surname, Author's Initial, (year) Title of the Research Paper, Name of Journal in i*talics*, volume (no.), pages

- If more than one author all authors are to be mentioned with a semicolon separating each author

For Newspapers

- Similar pattern is followed as for books in both Vancouver and Harvard styles

For Film

- Name of the producer (Producer), name of the director (Director). Title of the film in *italics* (Film). Address: Publisher (year)

For Cassette Recording

- Name of the speaker (Speaker); Title of Discussion in *italics* (Cassette Recording). Address: Source (year)

For Electronic Sources

- Author's Surname, Authors Initials, Title of the Topic, Website (Year), Retrieved on date (e.g.11th March 2009)
- If Authors name not given then give the title of topic, complete website retrieved on (date).

For TV Interviews

- Name of participants starting with Surname, Initials, Name of the Programmer, TV Channel, Date (Year)

For Internet

- Author's Surname, Authors Initials, Title of the Topic, (Year) Website, Retrieved on Date

- If Authors name is not given then give the title of topic, complete website retrieved on date.

KINNAIRD COLLEGE FOR WOMEN

BS/MS/MPhil
Specialization/Supervisor Selection Form

Name of Student	
Department	
Degree Program	
Session	
Registration No	
Credit Hours Completed	
CGPA	
Cell No	
Email ID	
Preferred Specialization Option 1: Option 2: Option 3:	Preferred Supervisor Option 1: Option 2: Option 3:
Tentative Topics Option 1: Option 2: Option 3:	
Signature	Date

KINNAIRD COLLEGE FOR WOMEN

BS/MS/MPhil
Topic Approval Form

Name of Student	
Department	
Degree Program	
Session	
Registration No	
Credit Hours Completed	
CGPA	
Cell No	
Email ID	
Signature and Date	
Name of Supervisor	
Designation	
Contact No and Email ID	
Signature and Date	
Name of Co-Supervisor (if any)	
Designation	
Institution	
Contact No and Email ID	
Signature and Date	
Research Topic:	
Signature of HOD	Date

Students are required to submit this form to HOD immediately after allocation of topic. Synopsis cannot be processed for approval without this form.

KINNAIRD COLLEGE FOR WOMEN

Research Synopsis Evaluation Form

Student's Name: _____

Registration No: _____

Title of Research Dissertation: _____

_____

Department: _____

Program: _____

Supervisor: _____

Level of Research:

1-   Does the title of the research synopsis reflect its contents? ☐ **Yes** ☐ **No**

   If **"No"**, what title would you recommend?

_____

_____

2-   Does the proposed table of contents provide sufficient coverage of the subject matter of the proposed research?

   ☐ **Yes** ☐ **No**

   If "**No**", what topic (s) should the author (s) add, delete or revise to improve dissertation contents? Please elaborate.

_____

_____

3.   Is this a novel research study? ☐ **Yes** ☐ **No**

4.   Has a similar research been published? ☐ **Yes** ☐ **No**

KINNAIRD COLLEGE FOR WOMEN

5. Are the scientific materials, notation, literature review, terminology, and methods presented in the synopsis of proposed research appropriate and the student is recommended to carry out the research.

    ☐ **Yes**   ☐ **No**

    If "**No**", what are your recommendations?

    _____

    _____

    _____

6. How would you rank the clarity with which the author expresses her ideas in the synopsis?

    ☐ Excellent   ☐ Very Good   ☐ Fair   ☐ Poor

7. How would you rank the quality and scope of the overall presentation?

    ☐ Excellent   ☐ Very Good   ☐ Fair   ☐ Poor

_____   _____
Member Synopsis Committee   **Member Synopsis Committee**

_____   _____
Supervisor Dissertation   **Head of Department**

Note: All synopsis related forms should be bind with final copy of synopsis and departments are advised to keep proper record of all synopsis along with their evaluation forms.

ANNEXURE VII
NOTICE REGARDING RESEARCH

KINNAIRD COLLEGE FOR WOMEN LAHORE

Dear HODs,

This is with reference to previous notices and emails sent by Dean Postgraduate and Head Research Operations.

- It is to inform you again that MPhil thesis can be supervised by Kinnaird College's faculty member only. No visiting faculty member or faculty member from any other institution is allowed to supervise MPhil thesis at Kinnaird College as per HEC rules under any circumstances.

- MPhil qualified faculty member, who fulfill all eligibility criteria of supervision clarified by HEC can only supervise 05 MPhil students at a time. She/he is not allowed to take/supervise more students formally or informally before the thesis defense of existing students.

- A PhD qualified faculty member can only supervise maximum 12 MPhil students at one time.

- HODs of Post graduate departments are advised to give maximum load of BS research reports to MPhil qualified faculty and maximum load of MPhil thesis to PhD faculty members.

- Supervisor of a student whose synopsis is approved cannot be changed without formal application clearly stating the reason signed by previous supervisor, existing supervisor and endorsed by HOD. Supporting documents should also be attached.

- HODs are required to conduct a monthly meeting with all supervisors and students of the department (especially at MPhil level) to discuss the research progress. Under the current situation of COVID 19 these meetings can be conducted online. Minutes of the meeting should be kept in departmental record as they might be asked to present in BASAR.

- As synopsis defense were not held in June 2020 due to COVID 19, the MPhil students who are appearing in September 2020 synopsis defense may appear in January 2021 thesis defense subject to the completion of research, all pre-requisites and other degree requirements.

HODs are required to ensure the strict compliance of above mentioned points.

Dr Nikhat Khan .
Dean Postgraduate Departments
Kinnaird College for Women

15/09/2020

Dr Ghazala Yaqub
Head Research Operations
Kinnaird College for Women

ANNEXURE VIII

REMUNERATION TO SUPERVISORS ACCORDING TO THE POST GRADUATE POLICY

KINNAIRD COLLEGE FOR WOMEN
Postgraduate Department

Date: January 08,2019

Proposed payments to be made to the Thesis/Defense committee.

1.INTERNAL SUPERVISOS / EXAMINERS/HOD

	Existing Rates	Proposed Rates
Payment to supervisor Phd	RS 10000/student	Rs 10000/student
Payment to supervisor M.Phil	RS 7000/student	Rs 7000/student
Payment to Internal Examiner	RS 1000/student	Rs 1000/student
Payment to HOD	RS 1500/student	Rs 1500/student

2.Payment to External Examiners TA/DA RS 1000/Student   Rs 2000/Student

SANCTIONED FOR ALL DEFENSE .2019

Dr.Nikhat Khan
Dean/Vice Principal

Dr.Rukhsana David
Principal

Applicable from session 2017 — 2019

25/1/19

ANNEXURE IX

REMUNERATION TO EXTERNALS FOR BS RESEARCH REPORTS

OFFICE OF RESEARCH
KINNAIRD COLLEGE FOR WOMEN, LAHORE

SCHEDULE OF PAYMENT TO EXTERNAL EXAMINERS FOR BA/BSc
DEFENSE

The schedule for the BA/BSc Defense will be as follows:

No. of Students	Payment
1-5	Rs: 3000/-
6-10	Rs: 7000/-
11-15	Rs: 10000/-
16-20	Rs: 13000/-

Proposed By

Dr Ghazala Yaqub
Office of Research

Approved by

Prof. Dr Rukhsana Dawid
Principal
Kinnaird College for Women, Lahore

AUDITED

ANNUXURE X
OTHER RESEARCH RELATED NOTICES

Ref. 1-22 (NQAC)/QAD/2017/HEC/ 05–362
Date: March 24, 2017

Subject: <u>**Supervision of MS/ MPhil Research Thesis by MS/ MPhil Qualified Faculty Members**</u>

Dear Sir/ Madam,

1.   In supersession of HEC letter no. 1-3/AD-QA/HEC/NQAC(21)/2016/51 dated March 18, 2016, it is informed that National Quality Assurance Committee (NQAC) in its 22nd meeting held on January 09, 2017 decided that the faculty members having MS/MPhil or equivalent qualification (with/without thesis) along with minimum four (04) years of relevant teaching/ research/professional experience in an HEC recognized university or research/ professional organization after getting MS/MPhil or equivalent degree can supervise the research of up to five (05) MS/MPhil or equivalent program students. However, while gaining the four (04) year experience, the faculty member should co-supervise at least two (02) MS/MPhil/Equivalent level theses along with a Senior/HEC approved supervisor. The criteria to evaluate the research/professional experience of such faculty members in this regard are to be developed by the universities themselves and get them approved from their statutory bodies.

2.   This issues with the approval of the Competent Authority.

With kind regards,

(Sadia Bukhari)
Assistant Director (QAD)

The Registrars
All Public/ Private Sector Universities/ DAIs
Copy for information to:
- Vice Chancellors of all Public/ Private Sector Universities/ DAIs
- The Director QECs of all Public/ Private Sector Universities/ DAIs
- E.S to Chairman, HEC Islamabad
- E.S to Executive Director, HEC Islamabad
- Director General (SIU)
- Director General (Academics)
- Director General (QAA)
- Director General (A&A)

HIGHER EDUCATION COMMISSION

Ref. 1-1 (NQF)/QAD/2017/HEC/ 502

Date: July 21, 2017

Muhammad Ismail
Consultant (Quality Assurance Division)

Subject: **Minimum Experience of a PhD Faculty Member to Supervise Research Theses**

1. Reference is made to HEC letter no. 1-22(NQAC)/QAD/2017/HEC/06-363 dated March 24, 2017.

2. Some universities and PhD faculty members have approached HEC for seeking clarification about the implementation of the policy enunciated vide above referred letter. It is clarified that:

   a. The National Quality Assurance Committee (NQAC) in its 22nd meeting held on January 09, 2017 approved that Universities should appoint a PhD faculty member as supervisor of PhD/MS/MPhil/Equivalent research work only after he/she has acquired minimum three (03) years of relevant teaching/research/professional experience in an HEC recognized university or research/professional organization after getting PhD degree. However, while gaining the three (03) years' experience, the faculty member should co-supervise at least two (02) PhD/MS/MPhil/Equivalent level theses along with a senior/ HEC approved PhD supervisor. The criteria to evaluate the teaching/research/professional experience in this regard are to be developed by the universities themselves and get them approved from their statutory bodies before implementation.

   b. If a PhD faculty member has already been assigned some students who are being supervised by him/her as "Supervisor" then he/she can continue with them but cannot take new students for supervision as a "supervisor" till the time he/she has completed three (03) years' experience. Besides, a PhD faculty member who got his MS/MPhil/Equivalent degree four years ago can supervise the MS/MPhil/Equivalent program students as per policy given in HEC letter No. 1-1 (NQF)/QAD/2017/HEC/501 dated 21 July, 2017.

   c. It is however re-iterated that a PhD supervisor can supervise (as a supervisor or co-supervisor) a total of twelve (12) PhD/MS/MPhil/Equivalent program students at a time with no more than five (05) of these being PhD students. The universities are to ensure that

Ismail
21/7/17

no PhD faculty member takes more than prescribed number of students as supervisor / co-supervisor in his/her own or any other university.

3.   The policies mentioned at clause (a) & (b) are effective from March 24, 2017 while clause (c) is effective from March 16, 2015.

4.   This letter supersedes the HEC letters No. DD-QA/HEC/NQAC/2015/125 dated February 27, 2015 and 1-22(NQAC)/QAD/2017/HEC/06-363 dated March 24, 2017.

5.   This issues with the approval of the Competent Authority.

    With kind regards,

(Muhammad Ismail)
21/7/17

HIGHER EDUCATION COMMISSION

Sector H-9, Islamabad (Pakistan) Exchange: (051) 9040000
Tele: (+92) 051-90801105
E-mail: htalpur@hec.gov.pk

Hakim Ali Talpur
Deputy Director (Quality Assurance)

No. DD-QA/HEC/NQAC/2015/125
Date: February 27, 2015

Subject: **Supervision of Students Pursuing M.S/M.Phil with Thesis by Supervisors Having M.S/M.Phil Without Thesis and Limit for Supervision of Students**

Dear Sir/Madam,

The Higher Education Commission (HEC) has received a number of requests seeking clarification for supervision of MS/M.Phil scholars by supervisors having degrees by coursework without research work.

The issue has been discussed in the 19th meeting of National Quality Assurance Committee (NQAC) and it has been decided that faculty members having MS/M.Phil without thesis, but with relevant research or industrial experience can supervise the research of MS/M.Phil students and accordingly the criteria is to be devised by the respective University/Institution.

Moreover, as per revised policy, a supervisor can supervise a total of twelve (12) MS/M.Phil/PhD students at a time with no more than five (05) of these students being PhD students. The revised policy will be effective from March 16, 2015.

With kind regards,

(Hakim Ali Talpur)

The Registrars
All the Public/Private Sector Universities/DAIs of Pakistan

Copy for Information:
1. The Director (QECs) of all Public & Private Sector Universities\DAIs of Pakistan
2. The E.S to Chairperson, HEC Islamabad
3. The E.S to Executive Director, HEC Islamabad
4. The P.S to Member(HRD), HEC Islamabad
5. The P.S to Advisor (QA), HEC Islamabad
6. The P.S to Advisor(R&D), HEC Islamabad
7. The APS to Director General (QAA), HEC Islamabad
8. The APS to Director General(Acad), HEC Islamabad
9. The APS to Director General (A&A), HEC Islamabad
10. Office Copy

HIGHER EDUCATION COMMISSION

Sector H-8, Islamabad (Pakistan) Exchange: (051) 90400000
Tele: (051) 90801111| Fax: (051) 90802753
Email: sabukhari@hec.gov.pk| URL: www.hec.gov.pk

Ref. 1-22 (NQAC)/QAD/2017/HEC/ 06-363
Date: March 24, 2017

Subject: **Minimum Experience of a PhD Faculty Member to Supervise a PhD Thesis**

Dear Sir/ Madam,

1. The National Quality Assurance Committee (NQAC) in its 22nd meeting held on January 09, 2017 approved that Universities should appoint a PhD faculty member as supervisor of PhD/MS/MPhil/Equivalent research work only after he/she has acquired a minimum three (03) years of relevant teaching/research/professional experience in an HEC recognized university or research/ professional organization after getting PhD degree. However, while gaining the three (03) years' experience, the faculty member should co-supervise at least two (02) MS/MPhil/Equivalent level thesis along with a Senior/HEC approved PhD supervisor. The criteria to evaluate the research/professional experience in this regard are to be developed by the universities themselves and get them approved from their statutory bodies.

2. This issues with the approval of the Competent Authority.

With kind regards,

(Sadia Bukhari)
Assistant Director (QAD)

The Registrars
All Public/ Private Sector Universities/ DAIs
Copy for information to:
  - Vice Chancellors of all Public/ Private Sector Universities/ DAIs
  - The Director QECs of all Public/ Private Sector Universities/ DAIs
  - E.S to Chairman, HEC Islamabad
  - E.S to Executive Director, HEC Islamabad
  - Director General (QAA)
  - Director General (A&A)
  - Director General (SIU)
  - Director General (Academics)

ہائیر ایجوکیشن کمیشن

HIGHER EDUCATION COMMISSION

Sector H-9, Islamabad (Pakistan) Exchange: (051) 9040000
Tele: (051) 90801109   Fax: (051) 90801102
E-mail: smemon@hec.gov.pk

anaullah Memon
ssistant Director (Quality Assurance Division)

Ref: 1-3/AD-QA/HEC/Duration/2020 /5

Date: 12th October 2020

bject: **Minimum and Maximum duration of MS/MPhil/Equivalent**

ear Sir/Madam,

In continuation of HEC letter No. 1-3/AD-QA/HEC/NQAC (21)/2016/53 dated March 18,
16, it is clarified that the maximum duration for students of MS/MPhil/equivalent programs who
ve achieved maximum duration of their study program and were near to completion in Spring 2020
ssion is hereby extended for one year (2 Semesters) due to COVID-19 Pandemic. This is one time
laxation and cannot be used as precedence.

This issues with the approval of Competent Authority

ith kind regards,

(Sanaullah Memon)

e Registrar
Public/Private Sector Universities/DAIs,

py for information:
- Advisor (HRD), Higher Education Commission, Islamabad
- Managing Director (QAA), Higher Education Commission, Islamabad
- Director General (A&A), Higher Education Commission, Islamabad
- Director General (Academics), Higher Education Commission, Islamabad
- ES of Executive Director, Higher Education Commission, Islamabad
- PS to Advisor (QAD), Higher Education Commission, Islamabad
- Office copy

Copy to Vice Principal / Dean PG

Incharge Research.
please share with all Stakeholders

Rukhsana 15 Oct 2020