

INSTITUTE OF SOUTHERN PUNJAB, MULTAN
SOP's FOR POSTGRADUATE STUDIES AND RESEARCH PROGRAM (MS/M. Phil)

These SOPs, framed in pursuance of Section 19 (2)(c) of Institute of Southern Punjab Multan Act 2010. These SOPs shall come into force with immediate effect on all running semesters.

1. PROGRAM ELIGIBILITY

Eligibility criteria for admission to MS/MPHIL program:

- a) Relevant M.A/M.Sc or sixteen years of schooling or four year education (130 credit hours) after HSSC/F.A./F.Sc/Grade 12 from an HEC recognized private/public University or Degree Awarding Institute will be required for admission to MS/M.Phil program.
- b) The GAT-General conducted by the National Testing Service / HAT with a minimum 50% cumulative score will be required at the time of admission to MS/M.Phil. OR a student is required to clear the ISP Admission Test or will have to produce a valid GAT/HAT Examination result preferably prior to start of the program.

2. PROGRAM DETAILS

- a) MS/MPHIL Degree shall consist of minimum 30 credit hours to maximum 36 credit hours.
- b) MS/MPHIL Degree shall be conferred upon a student who successfully completes minimum 30 credit hours:
- c) Course work degree will consist of 3 Semester (1.5 Years Minimum and Maximum 4 Years) and Research work will be consist of 4 Semester (2 Years Minimum and Maximum 4 years)
 - i. The course work will consist of minimum of 24 credit hours. A candidate has to take 12 credits (four courses of 3 credit hours each) in first semester and the 12 credit in the second semester or as determined by the concerned Head of the Department.
 - ii. After successful completion of course work the student will have to write a dissertation of 6 credit hours or opt for two courses of 06 credit hours in lieu of research in 3rd Semester.
 - iii. Minimum pass marks in each course shall be overall 50% for MS/MPHIL level program, and minimum CGPA 2.5 is required for the award of DMC/Degree.
 - iv. If a student cannot continue his/her study due to some genuine reasons or serious problem he may get freeze his/her semester within two weeks from the start of the same semester. Before freezing his/her semester he/she will have to clear all his/her dues. The freeze period will not be more than one year until extended by the Competent Authority. However, this freezing time will be counted in actual duration of the program.
 - v. If a student got dropped during his/her study, he/she has option to rejoin as per rejoining policy by the institute, subject to availability of Previous semester. However, after

semester dropped if student failed to rejoin his/her study within 1 Year or maximum 2 semester after drop, he/she will be consider as left and Institute will cancel his/her registration.

- c) After completion of course work with a minimum 24 credit hours, the successful candidate will be eligible for choosing between writing a dissertation of 6 credit hours or opt for two courses of 06 credit hours in lieu of research via an undertaking (Annexure: A) submitted to the concerned Chairperson/HOD.
- d) A student who opt to write a dissertation of 6 credit hours will select a supervisor from already given pool of supervisors and submit the research proposal (synopsis) normally within two months after declaration of the result of his/her course work along with written consent of the Supervisor to supervise him/her.
- e) The student, in consultation with the research supervisor, shall select a topic of research, and submit an outline of the research proposal (synopsis) to the concerned Dean / Chairperson/ HOD for approval of the Board of Advanced Studies and Research.
- f) Maximum time duration for submission of dissertation / thesis will be one year, within two years of actual program duration. However, the Rector shall have the power to extend the date of submission of thesis. After the elapse of extended period the student shall seek further extension from the Rector through the concern Dean/Chairperson/HOD.
- g) After synopsis approval from BASR, if a student is not satisfied and have solid reasons, student can change Supervisor within three month of assigning his research work. This change will be subject to the approval of the Rector through the concern Dean/Chairperson/HOD in anticipation of the Board of Advanced Studies & Research (BASR). Student must mention the name of new supervisor and the causes for changing the supervisory in his written request (format attached as Annexure: B)
- h) Student shall be required to attend classes/seminars regularly and carry out field research work/research assignment/term papers during course work. His or her class attendance must be according to the prevailing Attendance Rules to qualify to appear in the terminal examination.
- i) The failed students cannot start his research work until he/she clears his failed subjects.
- j) A student can avail maximum extension of two years after completion of actual duration of his/her program for which he/she will pay according to the rules of the Institute.
- k) On successful completion of dissertation, student shall need following for thesis submission:
 - a. Fee Clearance Report issued by Accounts Department (format attached as Annexure: C)

- b. Documents Clearance Report issued by the Registrar office (format attached as Annexure:D)
 - c. Completion certificate issued by the supervisor (format attached as Annexure: E)
 - d. Plagiarism report according to HEC guidelines for submission of MS/MPhil Thesis
 - e. Three hard copies in ring binding and CD having thesis.
- l) The concerned Dean/Chairperson/HOD shall submit the dissertation to the Controller of Examinations for external evaluation.
 - m) The Controller of Examinations shall send dissertation for external evaluation to the already approved External Examiner with the request to complete individual's evaluation within a maximum period of two months.
 - n) The dissertation will be evaluated only by the approved External Examiner of ISP.
 - o) The External Examiners will be appointed by the Rector from the list of external examiners approved by BASR.
 - p) The dissertation will be sent to those External Examiners whom the Rector will select out of the panel of approved ISP's Examiners.
 - q) If positive reports are received from the External Examiners the viva voce/open defense will be conducted under the supervision of the ISP's Board of Examiners. The student shall have to appear before the Board of Examiners for the assessment of his dissertation. The Board of Examiners shall either accept or defer for re-submission or reject dissertation.
 - r) If any External Examiner suggests any revision or amendment in the dissertation the respective student will have to incorporate them into his dissertation and resubmit his dissertation along with the verification certificate from his respective supervisor that the student has incorporated suggested amendments in the dissertation. If both External Examiners reject the dissertation the student will have to re-write his dissertation within a period of six months and his dissertation will be re-evaluated under the same procedure as stated in the Rule 2(p).
 - s) The presence of one external will be sufficient at the time of viva voce or open defense.
 - t) After successful completion of the VIVA, the student shall submit five hard copies of the thesis along with a CD and a certificate, duly signed by the supervisor that all suggestions / recommendations by external examiner have been incorporated.
 - u) No Degree shall be awarded unless the Board of Examiners recommended the award unanimously. If all the member of the Board of Examiners find, that the dissertation is wholly inadequate or contrary to the general criteria of research set by ISP the dissertation will be rejected.

- v) For MS/MPHIL/M. Phil program required average GPA is 2.50 for submission of thesis, student with less than 2.50 GPA shall not be allowed for research work/synopsis, till the required GPA is attained.
- w) The Dean/Chairman shall forward to the Controller of Examinations the name and particulars of successful candidate for the award of the degree of MS/MPHIL.
- x) Upon the receipt of the name of successful candidate from the Dean/Chairman, the Controller of Examinations will notify the result.
- y) The fee for MS/MPHIL Program shall be as per the schedule of ISP. The student will have to clear all his dues as per fee schedule issued to him at the time of admission i.e. within two years.

3. EXTENSION

- a. A student seeking an extension to the deadline for the submission/resubmission of a dissertation shall submit application via prescribed format.(Annexure: F)
- b. The supervisor should provide a report on the student's work, including specific comments on the reasons for delay and on the timetable for completion.
- c. The form should then be forwarded to the Dean / Chairperson / HOD concerned, who will submit it for the approval of the Rector, accompanied by the student file.
- d. The Rector may approve extensions which do not exceed six months at a time. If the student seeks further extension after six months, then student should resubmit the case, probably before completion of first extension.

4. CHANGE IN CHOICE TO COMPLETE MS/MPHIL PROGRAM

- a. Such student shall launch a formal application to Dean / Chairperson / HoD.
- b. Dean / Chairperson / HoD shall submit such cases to the Director ORIC.
- c. Procedure shall be as under:
 - i. If a student applied for change in choice from Research work to Course work within first month (of 3rd semester) after completing course work (i.e. latest by 31-March / 31-October), the student shall enroll in course work after without paying any additional charges.
 - ii. If a student applied for change in choice from Research work to Course work after completing actual duration of degree program i.e. two years, applicant shall pay all dues of first two year program, shall pay extension fee according to extension regulations. Such applicant shall also submit prescribed extension form (Annexure: G).

e.g. if applicant applied for change of choice after 06 semester, applicant shall pay following charges i.e.

1. All dues of actual program
 2. All dues of semester extension i.e. 5th/6th
 3. Extension fee of course work semester
- d. Extension shall be given semester wise not monthly.
- e. Applicant may improve / reappear in papers after paying prescribed fee.
- f. Applicant shall follow the rules and regulation regarding program announced or implemented at the Institute.

5. TIME BARRED CASSES

- a. If a student failed to clear his / her requirements for grant of DMC MS/MPhil Program with in double time of actual duration of MS/MPhil i.e. 04 years from the commencement of session in which he / she was registered, shall be considered Time Barred Case.
- b. Such student shall launch a formal application to Concern Dean / Chairperson / HOD.
- c. Institute shall re-register the student in the session next to his / her original expired session e.g. if a student actually admitted in Fall 2011-2013 (time barred in September 2015) and apply for relaxation, institute shall transfer applicant in Fall 2014-2016 and allow extension as per need and demand of applicant.
- d. Applicant shall pay prescribed re-admission fee
- e. Applicant shall pay all dues of his / her actual program as agreed at the time of previous admission.
- f. Applicant shall then apply for extension and pay fee of extended period as per the new fee schedule of admitted session and no concession in fee would be allowed.
- g. Applicant shall follow the rules and regulation regarding M Phil program announced or implemented at the Institute.

6. SUPERVISOR

- a. BASR shall appoint supervisors for a postgraduate research student from the list provided by concerned Department and approved by the Board of Faculties.
- b. Supervisor shall follow the Research Calendar issued by the Registrar Office.
- c. Supervisor shall defend research topic in BASR.
- d. Supervisor shall be responsible for research originality, and sign on the plagiarism report of the thesis.

- e. Supervisor shall not demand any fee etc. from student in lieu of Research what so ever the case may be.

EXTERNAL SUPERVISOR

- a. BASR shall recommend panels of names of examiners for evaluation of a research examination from the list provided by the concerned Department and approved by the Board of Faculties.
- b. External examiner shall evaluate the research originality and suitability for the award of MS/MPhil degree and submit a report to the Controller of Examinations.
- c. External Examiner shall submit evaluation report within two months.

7. PLAGIARISM COMMITTEE

Standing Committee for Plagiarism shall deal with all matters regarding plagiarism.

8. RESEARCH ACTIVITY CALENDAR

Registrar office shall prepare and issue a Research Activity Calendar for smooth conduction of research activities round the year.

9. REMUNERATIONS

- a. After conduction of BASR, Registrar office shall issue supervisor wise notification to treasurer / Controller of Examinations showing student and their topics of research.
- b. External Supervisor shall be paid remuneration on the day of VIVA/Open Defense via cheque, for this purpose the Controller of Examinations shall submit a payment bill to Treasurer two weeks before conduct of VIVA/Open Defense.
- c. After conduction of VIVA/Open Defense of Student(s), the Controller of Examination shall send list showing names of the successful students and their Research Supervisors to Treasurer Office for payment via cheque within one month of receiving of such

10. MISCELLANEOUS

- a. The student will have to abide by all Regulations, issued from time to time.
- b. During the whole study period of MS/MPHIL/M. Phil program the student will not participate in any political activity, or form a political group or involve in unethical activities and show good conduct.
- c. Regulations are subject to change without any prior notice to anyone, with the approval of the Board of Governors as & when required.