

## **SOPs FOR MPhil RESEARCH AND THESIS**

1. Soon after second semester result department should hold (DBS) to allocate supervisor. This information should be forwarded to (BASR) for approval
2. After that student should submit research proposal (*a copy should be sent to M.Phil/PhD Coordinator*).
3. Then DBS will invite the student to defend the proposal in the presence of supervisor (*a copy of notification will be sent to M.Phil/PhD Coordinator at least one week before*), FBS will approve it.
4. Internal Defense of Thesis by M.Phil student is mandatory. It should be notified at least one week before the conduct. After the internal defense, a certificate will be issued to successful candidate mentioning the members of supervisory committee, HoD, Dean and M.Phil/PhD Coordinator.
5. Change of external examiner should be within eight weeks.
6. HoD should notify the date, time and venue of thesis evaluation (viva voce examination) (*a copy of notification will be sent to M.Phil/PhD Coordinator at least one week before*).
7. Presence of the members of supervisory committee, HoD and M.Phil/PhD Coordinator is mandatory in viva voce examination. Dean of the relevant Faculty may attend to ensure compliance of SOPs.
8. After correction and improvement the thesis should be routed through Head of Department (HOD), Dean of the faculty, BASR Coordinator (for checking the standards) and Controller of Examinations (CoE).
9. Publication of at least one research paper in Scopus indexed /HEC approved journal by each student is mandatory.