

# **Graduate Handbook**

**2006 - 07**



**Graduate Studies and Research Program  
(Leading to MS/PhD Degrees)**

**COMSATS Institute of Information Technology  
(Campuses at Islamabad, Abbottabad, Wah,  
Lahore, Attock, Sahiwal)**

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# 1. Introduction

COMSATS Institute of Information Technology (CIIT) provides excellent opportunities to interested individuals for pursuing quality graduate education in various fields including Computer Science, Computer Engineering, Management Sciences, Physics, Mathematics and Biosciences at its campuses located in Islamabad, Wah, Lahore and Abbottabad. The launch of Graduate Programs has been made possible in consequence of a sound research base and extensive infrastructure facilities available at these campuses. Furthermore, presence of a strong research-oriented faculty provides brilliant prospects for such programs. The Institute also takes sponsored research and development projects in the public as well as private sectors.

All academic departments of CIIT provide exceptional facilities for conducting research work leading to MS and PhD degrees. These facilities include, among others, good libraries, well equipped laboratories, state-of-the-technology computer labs, internet access, and an atmosphere for learning and research. A graduate scholar has unqualified access to all facilities available in either the concerned department or in other allied departments of CIIT.

The broad objectives of these programs are not only to keep pace with the expanding frontiers of knowledge but also to provide research training relevant to the present social and economic uplift of the country.

Primarily, a program leading to MS/PhD should impart education and training to a scholar in the area of interest for pursuing graduate studies, to inculcate in the student a spirit for learning, and develop in him faculties of observation, critical assessment, hypothesis testing and report writing. Graduate Programs at CIIT have been tailored to equip scholars with the necessary skills required to successfully accomplish all these tasks.

CIIT seeks to provide optimal intellectual and social climate for advanced study. Strengths are built upon and professional development is promoted to prepare graduate students to assume leadership positions in academia, private industry and public service.

This handbook outlines policies and procedures that govern graduate education at CIIT. It is intended for use by the graduate students. If additional information about any issue is needed, queries may be addressed to the concerned academic department which will help provide the requisite information.

## 2. Admissions

- 2.1.1 COMSATS Institute of Information Technology follows a nondiscriminatory policy covering admissions and treatment in the Institute's programs and activities. Admission to various degree programs shall be open to all eligible applicants and CIIT shall not discriminate on the basis of race, color, national origin, religion, gender, disability, age, ancestry or marital status.
- 2.1.2 All admissions are regulated on the basis of merit determined by combining the weighted marks obtained in the entrance test, with the weighted marks earned in the previous public examinations. Subsequently, selected applicants are called for interview. The final selection is based on the weighted marks assigned to the academic merit, the entrance test, and performance in the interview.

### 2.2 Eligibility

- 2.2.1 A 16-year degree in the relevant field from an accredited educational institution without any third division or D grade in the academic career for admission into MS Program; or
- 2.2.2 An MS/MPhil or equivalent degree in the relevant field from an accredited educational institution for admission into doctoral program.

### 2.3 How to Apply?

- 2.3.1 Applications are made in response to the admission notices, placed in all major newspapers as well as on CIIT's website ([www.ciit.edu.pk](http://www.ciit.edu.pk)).
- 2.3.2 Admissions are conducted according to an admission schedule, which is prominently displayed in these admission notices.
- 2.3.3 Prospectuses along with the Admission Forms shall be made available on payment from all campuses of CIIT.
- 2.3.4 Prospectus may be purchased from any of the CIIT campuses but Admission Form must be submitted only at the campus where the admission is sought.
- 2.3.5 Candidates may apply for admission to a graduate degree program by completing all required formalities if they fulfill the prescribed eligibility criteria for that program.
- 2.3.6 Following documents shall also be submitted with the completed Admission Forms:
  - i. Two attested photocopies each of Certificates/Detailed Mark Sheets of matric or equivalent examination, intermediate or equivalent examination, bachelor degree or equivalent examination, and all graduate degrees or equivalent examinations.

- ii. Two attested photocopies of Equivalence Certificates, wherever required.
  - iii. Two attested photocopies of National Identity Card.
  - iv. Any other relevant document.
  - v. Two passport sized photographs attested on the back.
- 2.3.7 Application Forms must be submitted by the last date for the submission of Forms as per advertised schedule.

**2.4 Entrance Test:**

All applicants are required to appear in a written test.

**2.5 Preliminary Selection:**

- 2.5.1 List of applicants selected for interview is displayed on the website [www.ciit.edu.pk](http://www.ciit.edu.pk) as well as on notice boards of the concerned campuses/ departments on already specified dates.
- 2.5.2 Incharge Graduate Studies for each department of respective campuses shall also contact the applicants selected for interview by email/telephone.
- 2.5.3 The candidates appear for interview before the respective Departmental Graduate Admission Committees of the respective campuses for preliminary selection as per specified schedule. Applicants are asked to bring all original documents at this time for verification.

**2.6 Final Selection:**

The recommendations of the Departmental Admission Committees are scrutinized by the Campus Graduate Admission Committee which finally approves the admission. The final selection of the candidates is notified by the office of the respective campuses dealing with academic affairs.

**2.7 Admission Offer Letter & Challan Form:**

After final selection, applicants are issued "Admission Offer" letters along with a Bank Challan Form for payment of dues from the respective campuses through the office dealing with academic affairs.

**2.8 Confirmation of Admission:**

Selected applicants shall confirm their acceptance by returning the signed acceptance letter and by paying the non-refundable admission and tuition fees within the specified dates. Admission process shall only be complete after the payment of fee is confirmed. If applicant fails to confirm enrollment, selection shall stand cancelled.

### **3. Academic Policies and Procedures**

#### **3.1 Basic Requirements**

- 3.1.1 Students shall be considered graduate students when they are admitted to a degree program and complete the registration and fee payments for the semester of admission.
- 3.1.2 Each graduate student must maintain minimum standards of scholarship established by Board of Advanced Studies and Research (BASAR). A student who is unable to meet these standards shall not be allowed to continue his/her studies at CIIT.
- 3.1.3 To remain in good academic standing, each student must make timely progress toward degree completion and satisfactorily meet the following standards of scholarship already established by Board of Advanced Studies and Research (BASAR):
  - i. Maintain minimum required CGPA.
  - ii. Meet all departmental degree requirements in accordance with the specified time limits, including satisfactory performance in the required courses and on the thesis examinations; pass the examination within the number of attempts permitted by the relevant department and BASAR.
- 3.1.4 Dean, Graduate Studies & Research (GSR), Deans of Faculties and the Heads of departments share responsibility for monitoring the progress of students and detecting problems. Written notices should be provided to the students experiencing academic difficulties, outlining corrective measures that the students must follow along with a time table for completion so that the students re-appraise their work effort and approach, enabling them to submit a dissertation within the prescribed time frame for a doctoral degree with the support of the department.

#### **3.2 Organization of Courses**

- 3.2.1 Courses are conducted through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and other methods of instructions as approved by the Academic Council on the recommendations of BASAR.
- 3.2.2 Courses are offered by the Institute's teachers or such other persons as may be declared to be "Teachers" by the Institute.
- 3.2.3 Courses for each subject are offered after they are approved by the relevant authorities.
- 3.2.4 English language is the medium of instructions and examinations.
- 3.2.5 Courses for PhD are offered only by teachers having a PhD degree in the relevant fields.

- 3.2.6 All courses must be passed with at least the minimum prescribed standards, through the prescribed tools of evaluation.

### **3.3 Courses of Study**

The courses of study and syllabi for MS/PhD degrees shall be submitted by the respective Boards of Studies and Boards of Faculties to the Academic Council through BASAR for approval. These courses are adopted by the departments and faculties only after approval.

### **3.4 Registration for Courses**

- 3.4.1 Continuous registration is required for all graduate students. They can maintain graduate status each semester by paying fees and officially registering for the courses to be studied. Graduate Students who fail to register are not considered to be students. However, students may apply for discontinuation of studies on the basis of medical/health difficulties or other emergent situations.
- 3.4.2 In case it becomes necessary to conduct research away from the campus, due to lack of related facilities, the students have to pay full fee to CIIT. The CIIT may pay part of this fee to the institution where research is undertaken, as per mutual agreement.
- 3.4.3 Graduate students are required to register for prescribed courses for a particular degree program, and for a particular semester, within seven days from the date of commencement of the semester. Students may register for additional non-credit courses, on completion of which a mention of marks/grade obtained shall be made in the transcript, but shall not be used for computation of GPA/CGPA.
- 3.4.4 The chairmen/heads of departments shall forward the registration forms to the examination section of the campus within two weeks from the date of the commencement of a semester, which in turn shall transmit information to the office of the Dean GSR, Deans of Faculties and Controller of Examinations within seven days.
- 3.4.5 Graduate students may change or drop courses or convert credit courses into non-credit courses, or vice-versa, within 14 days from the date of commencement of a semester on the recommendations of the teachers concerned. No registration or change of courses shall be allowed after two weeks from the date of commencement of a semester.
- 3.4.6 Students are not allowed to drop any course after the expiry of the notified date for drop of courses. However, a student may withdraw from a course provided that an application had been made for the withdrawal at least one week prior to the start of the Mid - Term examination, failing which the withdrawal shall be considered as having failed in the paper, and reflected as such in the transcript.
- 3.4.7 In either case, when a course is dropped or when a student withdraws from it, there will be no academic penalty. However, in the latter case, a mention in the transcript shall be made with the notation of 'W.'

- 3.4.8 After completion of course work requirement for the PhD Program, each doctoral student shall register for at least one course of Thesis Research of nine credit hours, each semester.

### **3.5 Advisory Committee**

- 3.5.1 The Advisory Committee of the department shall comprise of the following members:
- Chairman/Head of the concerned department                      Convener
  - Five or more senior faculty members of the concerned/allied department(s) to be appointed by Dean of the concerned Faculty on the recommendation of HoD concerned.                      Members
- 3.5.2 This committee shall choose its own secretary and is responsible for handling all issues related to graduate programs and students.
- 3.5.3 The Advisory Committee shall be responsible to oversee the graduate studies of the department.

### **3.6 Duration of the Program**

- 3.6.1 The duration of studies for MS degree shall normally be not less than one and a half years and not more than three years for full time students, after first registration, and not more than 5 years for part time students.
- 3.6.2 The duration of studies for the PhD degree (after completing MS) shall normally be not less than 3 years and not more than 5 years.
- 3.6.3 In exceptional cases BASAR may allow extension for successful completion of PhD degree beyond 5 years.

### **3.7 Course Work Requirement**

- 3.7.1 A student admitted to the graduate (MS) program is required to complete graduate level courses of at least 24 credit hours.
- 3.7.2 If the scheme of courses completed by candidates for their last degree in the relevant field does not provide adequate background for the MS/PhD Program into which they are seeking admissions, they may be required to rectify the deficiency by taking one or more additional courses proposed by the departmental Advisory Committee.
- 3.7.3 After successful completion of the course work requirements, a student has the option to culminate the studies with an MS degree, after writing a thesis of at least six credit hours, or as an alternative; where available, after completing additional courses of 6 credit hours by following non-thesis option.
- 3.7.4 A student with an MS/MPhil degree and allowed admission into the PhD degree program is required to complete 18 credit hours of course work. He/She may also be required to do some additional courses on the recommendation of Supervisory Committee if the background of the



student in the area of his/her research is found deficient. After completion of the course work the student is eligible to appear in the Comprehensive examination.

### **3.8 Examinations for Course Work**

- 3.8.1 Students are evaluated in each course on the basis of tests, class room assignments, quizzes, practical work in the laboratories, and terminal examinations. The recommended marks distribution shall be as follows:

<b>Examinations</b>	<b>Maximum Marks</b>
Mid-Term Examination	25
Quizzes/Assignments/Practical	25
Terminal Examination	50*

\*Out of 50, upto 20 marks may be reserved for practical/lab work, wherever applicable.

Note:

1. In case where a different scheme of assessment is required, because of the nature of the course, the concerned teacher may get the consent of the Board of Studies for the proposed assessment method and inform examination department, the Dean Concerned and Dean, GSR accordingly.
  2. The assessment scheme/ marks distribution must be announced before the start of the course.
- 3.8.2 Terminal examination is held at the end of each semester on the notified dates. Students are eligible to appear in the terminal examination provided:
- i. They have paid all prescribed fees/charges and have been on the rolls of the campus during that semester;
  - ii. They have registered for the courses of study and have attended not less than 80% of the lectures/seminars delivered in each course and 80% of the practical/laboratory work prescribed for the respective courses. The chairmen/heads of departments concerned may on the recommendations of the teacher of the course concerned condone the deficiency in attendance up to 10% of the total lectures, seminars, practical and laboratory work. The students falling short of required percentage of attendance of lectures/seminars/ practical/laboratory work, etc., shall not be allowed to appear in the terminal examination of the concerned course.

### **3.9 Results**

The teachers of the concerned courses after having shown the graded answer books to the graduate students send the same along with award lists to their chairmen/heads of departments, who shall forward the same to the examination section under their signatures. The examination section after tabulation/verification of the individual results shall notify the consolidated results accordingly. Answer books of terminal examinations are stored for one year, after which they are destroyed.

### **3.10 Grading**

- 3.10.1 The minimum pass marks in a course shall be 60% or C grade. However, for admission in PhD a minimum of 70 % overall marks or B grade or CGPA of 3.0/4.0 is required.
- 3.10.2 When the CGPA of a student falls below 2.5/4.0 in any semester, he/she is placed under probation. If in the next semester his/her CGPA does not come up to at least 2.5/4.0, the student shall be dropped from Graduate Studies and Research Program
- 3.10.3 The correspondence between letter grades, Grade points, and percentage marks shall be as follows:

<b>Letter Grade</b>	<b>Grade Points</b>	<b>Percentage Marks</b>
A+	4.0	90 & above
	3.9	88
	3.8	86
	3.7	84
	3.6	82
A	3.5	80
	3.4	78
	3.3	76
	3.2	74
	3.1	72
B	3.0	70
	2.9	68
	2.8	66
	2.7	64
	2.6	62
C	2.5	60

A student who fails in a course is allowed to reappear in the examination once by repeating the course whenever it is offered. A student who has been dismissed on disciplinary grounds shall not be allowed readmission.

### **3.11 Rechecking/Re-evaluation of Answer Books**

A student may, on payment of the prescribed fee get his/her answer book rechecked in the presence of the concerned teacher and an officer of the examination section, for totaling and for verification that all questions or parts thereof have been fully marked. Re-evaluation of the paper, however, shall not be allowed.

### **3.12 Make-up Examinations**

At the discretion of chairman/head of the concerned department, makeup examination of Quizzes / Mid-Term examination may be permissible under special circumstances. However, make up of terminal examination shall not be allowed under any circumstances.

## 4. MS Degree

- 4.1.1 The M.S. degree shall normally be of one and a half year's duration, out of which one year shall be for course work and six months for research.
- 4.1.2 After completing the course work, the student shall submit a synopsis or research proposal, in consultation with the supervisor. The synopsis shall be approved by the Board of Advanced Studies and Research.
- 4.1.3 All students accepted as graduate students at CIIT are regarded as being capable of completing PhD degree. However, students may discontinue their studies after MS. For those who wish to proceed to PhD, they shall be granted admission for PhD subject to CIIT rules.

### 4.2 Requirements of MS Thesis

- 4.2.1 The scope of the thesis shall be what might be reasonably expected after six months to one year's full time work. The thesis shall:
  - i. Consist of the candidate's own account of his/her investigations, the greater portion of which shall have been undertaken during the period of registration under supervision for the degree.
  - ii. Have a record of original work or of an ordered and critical exposition of the existing knowledge and shall provide evidence that the field has been surveyed adequately.
  - iii. Be an integrated whole and present a coherent argument; (A series of papers, whether published or otherwise, is not acceptable for submission as a thesis). The student is free to publish material in advance of the thesis but reference must be made in the thesis to any such work. Copies of published material should not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.
  - iv. Give a critical assessment of the relevant literature, describe the method of research and its findings, include subject and demonstrate a deep understanding of the field of study, objectivity and the capacity for judgment in complex situations and autonomous work in that field.
  - v. Be written in English language and the literary presentation must be satisfactory.
  - vi. Include full bibliography and references.
  - vii. The thesis should be written in font size 12 (Times New Roman) with a line spacing of 1.5. In general, the thesis may be between 100 and 200 pages.

### **4.3 Examination of MS Thesis**

- 4.3.1 The MS thesis, after submission, shall be defended by the student before a panel of examiners consisting of the Chairman/Head of the concerned department, research supervisor and at least one external examiner, who should be on the approved list of external examiners maintained by the office of the Dean, Graduate Studies and Research.
- 4.3.2 The examiners shall assess the student's performance, identifying both the strengths and weaknesses. The written thesis shall be graded as approved, deferred or not acceptable.
- 4.3.3 If the submitted thesis is graded not acceptable (i.e., requires major revision), the student shall be considered to have failed. In the case of failure, the committee shall recommend if resubmission after major revision is allowed, or research on a different topic is to be undertaken, or the candidate has terminally failed.
- 4.3.4 If the examining committee recommends minor changes to the written thesis, the supervisor shall be responsible for ensuring that these revisions are incorporated and for informing the Dean of the concerned Faculty and Dean GSR in writing of the same.
- 4.3.5 The examining committee shall record its decision for every student examined, which shall be signed by all members of the committee.

### **4.4 Communication of Result**

Following the decision of the examining committee, the Chair will recall the candidate and present the decision orally.

- 4.4.1 In the case of pass or deferred, the Chair of the examination will write a formal letter to the candidate (copies to the Dean of Faculty, Dean GSR, the Examination Department of the concerned campus, and the Controller of Examinations) stating the decision, summarizing the strengths and weaknesses of the performance, and outlining any course of required action.
- 4.4.2 In the case of failure, the Chair of the examination would inform the candidate verbally, and send a written report to Dean of the concerned Faculty and Dean GSR (copies to the Examination Department of the concerned campus, and the Controller of Examination) indicating the inadequacies in the thesis/oral presentation. The Controller Examination then writes to the candidate stating that he/she has failed the examination and describes the conditions related to a repeat of the same.

### **4.5 Award of Degree**

The MS degree shall be awarded to the student after fulfilling all the requirements for the award of the degree.

## 5 PhD Degree

### 5.1 Transfer of Registration from MS to PhD degree Program

- 5.1.1 Students shall be allowed to transfer registration from MS to PhD degree in accordance with the conditions specified by the CIIT.
- 5.1.2 As a matter of policy, CIIT shall not allow automatic transfer of registration from MS to PhD.
- 5.1.3 Only students having an MS/ M Phil or its equivalent degree in the relevant field from an accredited educational institution with no third division or D grade shall be considered eligible for admission in PhD.
- 5.1.4 Additionally, students shall be required to demonstrate satisfactory performance in the international subject GRE (wherever available), or in a written test conducted by the Departmental Admission Committee, together with an interview conducted by the same Committee before admission in PhD.
- 5.1.5 Students who have passed MS/MPhil and are eligible for admission in PhD shall be given provisional registration in PhD. Their registration shall be confirmed when they pass comprehensive examination.
- 5.1.6 The candidates for admission in PhD may be required to meet any other requirements specified by Higher Education Commission (HEC) from time to time.

### 5.2 Student's Research Supervisor

- 5.2.1 The research supervisor for each doctoral student shall be appointed by Dean GSR on the recommendation of Chairman / Head of the concerned department, which shall be forwarded through Dean of the concerned Faculty. Final approval of the supervisor shall, however, be obtained from Board of Advanced Studies and Research.
- 5.2.2 The research supervisor shall also submit semester-wise progress report of the student to the Head of the department and Dean of concerned Faculty for onward submission to the Dean Graduate Studies and Research and Board of Advanced Studies and Research.
- 5.2.3 In case of two consecutive adverse reports, or a total of three negative reports, by the research supervisor, the student's registration may be cancelled by the Board of Advanced Studies and Research.

### 5.3 Supervisory Committee

The Supervisory Committee shall advise on matters related to each doctoral student's program. It shall normally comprise the following:

- Research Supervisor of the student Convener
- Two senior faculty members of the concerned department Members  
(One senior faculty member may be from an allied department)

The Supervisory Committee shall be approved by Dean of the concerned Faculty on the recommendation of Head of the concerned department. The notification shall, however, be issued by Dean GSR.

Note: A co-supervisor from the department or outside the department/Campus/Institute may also be appointed and included in the Supervisory Committee, if deemed necessary.

### 5.4 Comprehensive Examination

- 5.4.1 After completing the course work requirement, the student has to qualify the comprehensive examination, consisting of written paper(s), within a time frame to be notified by the department. If a student fails the comprehensive examination, he/she shall be given two more chances to qualify. If the student is unable to pass in three attempts, he/she shall be dropped from the PhD degree program. However, he/she may be recommended to complete an MS degree.
- 5.4.2 The Head of the department, in consultation with departmental Advisory Committee, is responsible for holding the Comprehensive Examination. For this purpose a Comprehensive Examination Committee shall be formed which shall normally consist of at least three senior teachers from the concerned department.
- 5.4.3 In case of direct admission into the PhD degree program, the student has to qualify the comprehensive examination within a time frame to be notified by the department, and within the provisions above.
- 5.4.4 An application for admission to examination or re-examination shall be submitted to the Head of the concerned department.
- 5.4.5 To pass a comprehensive examination a student must obtain at least 60% marks in the written paper(s).
- 5.4.6 If a student fails to qualify in the first attempt, he/she shall be eligible to appear again in the paper in which he/she has failed. The student must, however, appear in the next chance which shall be not earlier than three months and not later than one year after the date of declaration of the result of the examination.
- 5.4.7 A student who has passed the comprehensive examination shall be deemed to have become a candidate for admission to PhD degree.

## **5.5 Research Proposal (Synopsis)**

- 5.5.1 It is expected that the student and supervisor shall work together during the first year (after course work) to produce the research proposal. However, it may take longer to do so. The synopsis shall be approved by BASAR.
- 5.5.2 The proposal can be reinforced by specific work schedules, one submitted at the time of the proposal, and revised schedules included in the following year-end reports. These are planning tools; exercises to assure both student and supervisor that, what is proposed is feasible.
- 5.5.3 Dean GSR shall be responsible for placing the synopsis to the Board of Advanced Studies and Research for approval.

## **5.6 Requirements of Dissertation**

The scope of the dissertation shall be what might reasonably be expected after three years of full time study. The dissertation shall:

- i. Consist of the candidate's own account of his/her investigations, the greater portion of which shall have been undertaken during the period of registration under supervision for the degree.
- ii. Form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of individual critical power.
- iii. Be an integrated whole and present a coherent argument. (A series of papers, whether published or otherwise, is not acceptable for submission as a dissertation.)
- iv. Give a critical assessment of the relevant literature, describe the method of research and its findings, and demonstrate a deep understanding of the field of study, objectivity and the capacity for judgment in complex situations and autonomous work in that field.
- v. Include full bibliography and references
- vi. Be written in English language and the literary presentation must be satisfactory.
- vii. Be of a standard to merit one or more publications in a reputed journal.
- viii. The thesis should be written in font size 12 (Times New Roman) with a line spacing of 1.5. In general, the thesis may be between 100 and 200 pages.

## **5.7 Research Seminar**

The student shall give a seminar on his/her research findings towards the end of his/her work. It shall be an open seminar, open to the teaching/research staff of

the department/Faculty, and should preferably be held before starting thesis writing. The duration of the seminar shall be 45-60 minutes.

## **5.8 Submission/Evaluation of Dissertation**

- 5.8.1 The student, who has completed all the requirements for writing up the dissertation, shall be allowed to submit seven bound copies of the dissertation to the Department. The Head of the Department after ensuring that the dissertation is of an acceptable standard shall forward three copies of the dissertation to Controller Examination, along with names of three external examiners to whom the thesis should be sent for evaluation. The controller Examinations, after obtaining approval of the Rector, shall forward the thesis to the recommended examiners for evaluation. Out of three external examiners, at least two should be from outside the country, and one from within the country. One copy of the dissertation each shall be sent to the Dean GSR, Dean of the Concerned Faculty and Examination Department of the concerned campus.
- 5.8.2 Each external examiner shall clearly state in the evaluation report whether or not the dissertation is of sufficient merit to justify the award of PhD degree, or whether the student should revise the dissertation on the suggested lines.
- 5.8.3 Out of three, two positive reports on the standard of the dissertation shall be considered adequate.
- 5.8.4 If more than one examiner suggests revision in the dissertation, the student shall be required to resubmit the revised version within one year. The revised version shall be approved preferably by the same examiner(s) who had originally suggested the changes. In case of minor revision, the thesis need not be sent abroad again.
- 5.8.5 If the dissertation is evaluated as adequate, the student shall be allowed to appear for the oral examination to defend the dissertation before a panel of examiners, to be appointed by the Rector from a list of examiners approved by the Board of Advanced Studies and Research.

## **5.9 Oral Defense**

- 5.9.1 The candidate shall defend the thesis before a panel of examiners, consisting of three to five members.
- 5.9.2 The panel of examiners shall consist of the following:
- |   |                  |
|---|------------------|
| Dean of Concerned Faculty                 | Convener         |
| Students' Research Supervisor             | Member           |
| An external examiner                      | Member           |
| Chairman/Head of the Concerned Department | Member/Secretary |
- 5.9.3 The external examiners shall be appointed by the Rector from an approved list on the recommendation of Head of the Concerned Department, forwarded through Dean of the concerned Faculty. The external examiners shall be persons of national eminence in the relevant fields.



- 5.9.4 It is the Chair's responsibility to ensure that the examination is conducted in an orderly and constructive manner; i.e., questions should probe the knowledge of the candidate in sufficient depth.
- 5.9.5 If the student fails to satisfy the examiners in the oral, he/she will be given one more chance to defend the dissertation within one year.

#### **5.10 Assessment and Grading:**

After the question-answer session, the examiners shall assess the student's performance, identifying both the strengths and weaknesses. A grade of pass/fail shall be awarded on the student's oral performance. The written thesis proposal shall also be graded as approved, deferred or not acceptable.

##### **5.10.1 Pass:**

A unanimous decision for a pass is encouraged; however, in case of dissent, the decision shall be taken on majority vote. When the Chair writes the letter stating the decision, it will be recorded that there was dissent in the panel. The identity of the person(s) who voted for failure shall not be disclosed in these letters, but shall be communicated separately to the Dean Graduate Studies and Research. In the case of majority vote for failure, official communication shall only indicate that the student has failed, without reference to any split in the vote.

##### **5.10.2 Fail:**

If the student fails the oral presentation, it shall be considered that he/she has failed the examination. If the written thesis is graded not acceptable (i.e., requires major revision), the student shall be considered to have failed the examination. The Chair of the examination shall refer the recommendations of the examining committee directly to the Dean Graduate Studies and Research to decide on an appropriate course of action and inform the candidate accordingly.

##### **5.10.3 Deferred:**

If the examining committee recommends minor changes to the written thesis, the supervisor shall be responsible for ensuring that these revisions are incorporated in the thesis and for informing the Supervisory Committee, Dean GSR and Dean of concerned Faculty in writing that the final (revised) copy has been submitted.

#### **5.11 Communication of Result:**

Following the decision of the examining committee, the Chair shall recall the candidate and present the decision orally. The Chair of the examination shall communicate result in writing to Dean GSR, who in turn shall write a formal letter to the candidate (copies to the members of the examining committee, Dean of concerned Faculty and Controller of Examination) stating the decision, and outlining any course of required action.

**5.12 Procedure for Handling Failure:**

- 5.12.1 In the event of a failure in the oral examination, one repeat shall be allowed. The repeat of the oral examination must occur within three months of the first examination.
- 5.12.2 In the event of a second failure in a PhD program a grade of 'F' shall be reported to the Office of the Dean GSR, and Controller of Examinations.

**5.13 Procedures for Handling Allegations of Dishonest Conduct:**

The CIIT has comprehensive regulations and procedures for dealing with allegations of plagiarism, collusion or any other form of dishonest conduct, which apply to all students including research degree candidates.

**5.14 Notification of Results of MS/PhD Examination:**

Formal notification of the result shall be done by the Controller of Examination, as per communication of Head of the Department.

**5.15 Award of Degree**

The PhD degree shall be awarded to the student after fulfilling all the requirements and after publication of at least one research article in a refereed journal of international repute. A letter of acceptance from the journal may also be considered as having fulfilled the requirement.

## 6. Administrative Issues

- **Changes to a Student's Degree Objective, Major or Emphasis**

A graduate student may be allowed to change the emphasis of his/her course work by the end of the first semester. However, he/she shall have to take additional courses pertaining to the changed emphasis. The head of the department may allow such changes, in consultation with Dean of the concerned Faculty and Dean Graduate Studies & Research.

- **Transfer of Credits**

A student who joins MS or PhD program after completing some of the courses in another institution, may be allowed to transfer the credits subject to recommendation by the Advisory Committee which shall ensure that the level of courses studied by the student is comparable to that of CIIT. A maximum of 75% of the required credit hours can be transferred while 25% of the courses must be studied in CIIT.

- **Extension of Time Limit for Degree Completion**

The BASAR, on the recommendation of Advisory Committee / Supervisory Committee, may allow extension in the time limit for completion of MS/PhD degree, provided that such extension is granted for a maximum of one year for MS students and two years for PhD students.

- **Discontinuation of Studies:**

When students must deal with emergencies that prevent them from pursuing graduate studies for an extended period of time then their degree completion time is extended by petitioning for a leave of absence. Dean, Graduate Studies and Research may grant approval for studies to be suspended for a maximum of one-year. The period of absence shall not be counted toward the maximum permissible time and fees shall not be charged for this period.

- **Residency Requirement:**

A PhD student coming from another institution after completing part of his/her academic work, if allowed to join CIIT, shall be required to be enrolled for at least one year in CIIT before he/she is allowed to submit the thesis.

# **COMSATS Institute of Information Technology**

## **REGULATIONS GOVERNING STUDENTS DISCIPLINE, 2006**

### **PREAMBLE**

1. It is a primary goal of the Institute to create conditions on its campuses which are conducive to not only imparting education to students in a peaceful and serene environment, but also to enrich their personalities by inculcating in them a sense of reason, tolerance, discipline, enlightened moderation, and civilized behavior, thereby ensuring an orderly and decent atmosphere of learning. The following Regulations establish the ground rules of permissible student behavior and structure for their enforcement.

### **TITLE**

2. These Regulations, framed in pursuance of Section 18 (2) (g) of Ordinance XXXVIII of 2000, for the establishment of the COMSATS Institute of Information Technology, shall be called the “COMSATS Institute of Information Technology Students Discipline Regulations, 2006.”

### **COMMENCEMENT**

3. These Regulations shall come into force with immediate effect.

### **APPLICATION**

4. These Regulations shall apply to all students of the Institute.

### **DEFINITIONS**

5. In these Regulations, unless there is anything repugnant to the subject or context, the following expressions shall have the meanings respectively assigned to them as under:
  - (a) “Academic Council” means the Academic Council of the Institute;
  - (b) “Board” means the Board of Governors of the Institute;
  - (c) “Campus” means a constituent campus of the Institute;
  - (d) “Campus Discipline Committee” means the Campus Discipline Committee

constituted on a campus;

- (e) “Discipline Committee” means the Discipline Committee constituted at the Institute;
- (f) “Director” means the Director of a campus;
- (g) “Institute” means the COMSATS Institute of Information Technology;
- (h) “Officer In-charge of Student Affairs” means the Officer In-charge of Student Affairs, by whatever name called;
- (i) “Provost” means the Provost of the Institute;
- (j) “Rector” means the Rector of the Institute;
- (k) “ Student” means the student of the Institute.

All other terms and expressions used in these Regulations shall have the same meanings as are assigned to them under Section 2 of the COMSATS Institute of Information Technology Ordinance, 2000.

### **COMPETENT AUTHORITIES**

- 6. In order to facilitate maintenance of student discipline on the campuses, following shall be the competent authorities:
  - (a) The Rector
  - (b) Discipline Committee
  - (c) The Directors
  - (d) Campus Discipline Committee
  - (e) Provost
  - (f) Officer In-charge of Student Affairs

### **DISCIPLINE COMMITTEE**

- 7. (a) The Discipline Committee shall comprise the following members:
  - (i) The Rector or his/her nominee, as Chairman;
  - (ii) Two Professors nominated by the Academic Council, as members;
  - (iii) One member nominated by the Board, as member;
  - (iv) The Provost, as member who shall also act as Secretary.
- (b) The terms of office of the members of the Discipline Committee other than the ex-officio members shall be two years.
- (c) The quorum for a meeting of the Discipline Committee shall be three members.

- (d) The functions of the Discipline Committee shall be:
  - (i) To deal with all cases of indiscipline and misconduct of students in the Institute and in the Campuses.
  - (ii) Propose Regulations to the Academic Council for the conduct of students, maintenance of discipline, and for dealing with cases of indiscipline; and
  - (iii) Perform such other functions as may be assigned to it by the Regulations.
- (e) An appeal against the decision of the Discipline Committee shall lie with the Rector, whose decision shall be final and binding.

### **CAMPUS DISCIPLINE COMMITTEE**

- 8. The Campus Discipline Committee for each campus shall comprise the following members:
  - (a) The Director or his/her nominee, as Chairman;
  - (b) Three senior teachers to be nominated by the Director as members.
  - (c) The In-charge Student Affairs, as member who shall also act as Secretary.

### **ACTS OF INDISCIPLINE**

- 9. The following, among others, shall constitute as acts of indiscipline cognizable under these Regulations:
  - (a) Violation of public morals, such as use of indecent and abusive language; undesirable verbal remarks and vulgar gestures; acts of moral turpitude; disorderly behavior; quarreling; fighting; insolence towards others; use of force; breaking laws; etc.
  - (b) Indulgence in acts that may cause insult or bodily injury to fellow students, teachers, officers, staff & other employees.
  - (c) Defiance of lawful authority.
  - (d) Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflict, or hatred.
  - (e) Impersonation, giving false information, willful suppression of information, cheating, deceiving, plagiarizing.
  - (f) Possession, carrying or use of any type of weapons/fire arms or explosive material in the premises of the campus.
  - (g) Damaging campus property, including its buildings, equipment, vehicles, etc.
  - (h) Using campus property, including its buildings, equipment, vehicles, etc. without lawful authority.

- (i) Encouraging, assisting or aiding another person to commit misconduct.
- (j) Possession, sale, distribution or consumption of intoxicants/drugs on campus.
- (k) Using of student organizations for furthering the cause of a political party.
- (l) Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- (m) Allowing or abetting entry of expelled/rusticated students or anti-social elements to the campus.
- (n) Obstructing the smooth functioning of the campus or causing disruption of curricular/co-curricular/ extracurricular activities.

### **PUNISHMENTS/PENALTIES FOR ACTS OF INDISCIPLINE**

10. Punishments or penalties for acts of indiscipline shall be commensurate with the gravity of the offence, and may be any one or combination of the following, or any other punishment or penalty deemed appropriate by the Discipline Committee, or Campus Discipline Committee, as the case may be:

#### **(a) Minor Punishments /Penalties**

- (i) Censure or warning in writing.
- (ii) Probation for a specified period.
- (iii) A fine of under Rs 10,000 commensurate with the nature and extent of the act of indiscipline.
- (iv) Withholding of a certificate of good moral character for a specified period.
- (v) Withholding benefits/privileges available to the students of the campus for a specified period.
- (vi) Withholding of an examination result for a specified period.
- (vii) Declining admission in the campus hostel.
- (viii) Withdrawal of membership from students' clubs/ societies.
- (ix) Ban on representing the Campus and the Institute for a specified period.
- (x) Cancellation of financial benefits/concessions for a specified period.

#### **(b) Major Punishments / Penalties**

- (i) A fine of over Rs10,000, commensurate with the nature and extent of the act of indiscipline.
- (ii) Suspension of admission and ban on entry into the campus for a specified period.
- (iii) Cancellation of an examination result.
- (iv) Rustication from the Institute for a specified period and ban on entry into the campus.
- (v) Expulsion from the Institute and ban on entry into the campus.

## **PROCEDURE FOR DEALING WITH ACTS OF INDISCIPLINE**

11. Acts of indiscipline shall be reported to the Discipline Committee or the Campus Discipline Committee, as the case may be, for dealing with the case, which shall follow the following procedure:
  - (a) The Secretary Discipline Committee or Campus Discipline Committee, as the case may be, shall issue a show-cause notice to the student charged with an act of indiscipline.
  - (b) The Discipline Committee or Campus Discipline Committee, as the case may be, shall ensure that the student against whom disciplinary proceedings have been initiated is given adequate opportunity to explain his/her conduct.
  - (c) The Discipline Committee or Campus Discipline Committee, as the case may be, may ask, if necessary, the student(s) charged with an act of indiscipline to personally appear before the Committee.
  - (d) In case the reply to the show-cause notice is not received within the specified time, or if the student concerned fails to appear before the Committee when so required, the Committee may take an ex-parte decision.
  - (e) An appeal against the decision of the Discipline Committee or Campus Discipline Committee, as the case maybe, may be filed with the Rector or Director, as the case may be, within 15 days of the notification of the decision.
  - (f) The Rector or Director, as the case may be, shall dispose off the appeal himself/herself or refer it to an Appellate Committee, comprising three senior most teachers, for review. The decision of the Rector or Director, as the case may be, shall be final, who may also provide an opportunity of personal hearing to the student(s) charged with act(s) of indiscipline.
  - (g) In order to create an effect of deterrence against acts of indiscipline, the notification of the decision of penalties may be placed on the campus notice board and/or in the public media.

## **RESIDUARY PROVISIONS**

12. The following are the residuary provisions of these Regulations:
  - (a) Nothing provided in the clauses 11 (a) and 11 (b) shall restrict the powers of the Rector or the Director, as the case may be, to issue an immediate order without referring the case to the Discipline Committee or Campus Discipline Committee, as the case may be, and without following the normal procedure, if circumstances so require.
  - (b) Any orders of imposition of penalty/penalties may be withdrawn and misconduct pardoned as may be considered necessary by the Rector or the Director, as the case may be, if after passing such orders the Rector or the Director, as the case may be, is satisfied that the penalized student has exhibited genuine repentance/remorse over his/her past conduct and has promised to demonstrate and ensure improved conduct in future.



# Appendices

## Board of Advanced Studies and Research (BASAR)

Dr S. M. Junaid Zaidi, S.I. Rector COMSATS Institute of Information Technology (CIIT)	Chairman/Convener
Prof Dr Amanullah Khan Dean, Faculty of Information Science & Technology COMSATS Institute of Information Technology (CIIT) Islamabad Campus	Member
Prof Dr Zahid Saleem Deen, Faculty of Engineering COMSATS Institute of Information Technology (CIIT) Wah Campus	Member
Prof Dr Muzaffar Ali Qureshi Deen, Faculty of Business Administration CIIT, Islamabad Campus	Member
Prof Dr Ehsanullah Khan, T.I. Dean, Faculty of Sciences Comsats Institute of Information Technology (CIIT)	Member
Prof Dr Shaukat Ali Hayat Director CIIT, Lahore Campus	Member
Prof Dr Talat Afza Professor, Deptt of Managemant Science CIIT, Lahore Campus	Member
Prof Dr Raheel Qamar Chairman, Department of Biosciences CIIT, Islamabad Campus	Member
Prof. Dr Riazuddin Director, National Center for Physics Quad-i-Azam University, Islamabad	Member
Prof. Dr Iqbal Chaudhry HEJ Institute of Chemistry University of Karachi, Karachi	Member
Prof. Dr Naveed A. Malik Rector Virtual University Lahore	Member
Prof Dr M.Ashraf Atta Dean Graduate Studies & Research Comsats Institute of Information Technology (CIIT) Islamabad	Member/Secretary

## Code of Conduct for Graduate Students

Each graduate student is expected to make a significant contribution to the intellectual atmosphere of the Department. Major contributing factors to this atmosphere are: strong desire to learn, motivation, creativity, and untiring effort in research. Moreover, graduate students are expected to interact informally with other graduate students and with the faculty. There is much to be learned from these interactions. They are expected to attend all colloquia, and seminars in areas of their research. Occasionally, they are expected to give talks on topics related to their own research.

In general, the following is expected from each of our graduate students:

- i. *A commitment to hard work.* Students are expected to devote all of their energies to their work. This means working long hours on every working day of the week. This expectation is based on the desire to develop their abilities to the highest level and to prepare them for a successful career.
- ii. *A commitment to excellence in research.* Students are expected to work hard towards scholarly, original research that enhances the overall reputation, success, and productivity of the department.
- iii. *A commitment to excellence in service.* Students are expected to be a model representative of their department in the larger community. Specifically, they are expected to participate in all activities arranged by the department.
- iv. *A commitment to develop independence.* This means it is expected that sometimes in their graduate studies the research project they are working on truly becomes their own. Its direction and design should, at some point, be driven by their abilities. This expectation is, again, based on the desire to prepare them for the challenges they will face after graduation.
- v. *A commitment to excellence overall.* The students are expected to be a good citizen of their department. That is, they must consider in their daily activities, what actions best promote the well-being and overall success of the department. Whether they are on a scholarship or hold an appointment as TA/RA, or are self-supporting, their responsibilities include enhancing the department's agenda in teaching, research, and service. We draw no distinction between their origin of support and their conduct.

In order to maintain high standards in teaching, research, and service, it is critical that every graduate student should act in a professional manner and comply with the above guidelines. If a graduate student purposely violates one of these guidelines, his/her supervisor/head of department may take further action as outlined below:

- a. A written warning may be issued.
- b. If further violations occur, stipend may be reduced by 20% for a specified period.
- c. If another violation occurs, the scholarship/assistantship may be withdrawn.

***For serious violations of professional conduct, a Graduate Assistantship/scholarship may be terminated without warning.***

## **Code of Practice for the Academic Heads, Graduate Students and their Supervisors**

The establishment of harmonious relationship between a research student and his or her supervisor is of utmost importance to both. Such harmony can only be established and maintained if both participants understand each other's concerns, treat each other with courtesy and agree on what constitutes the code and conventions on which such courtesy should be based. Following is a brief overview of the responsibilities of the various academic Heads, the graduate students and their supervisors.

### **Responsibilities of the Dean, Graduate Studies and Research Program**

The responsibilities of the Dean Graduate Studies include:

- Ensuring that the MS/PhD candidates are provided with access to all relevant information, to clarify Institute's procedures and policies, and to set out the expectations from the scholars and the faculty.
- Providing/arranging pastoral support for individual graduate student on request, in particular where problems arise between student and supervisors, Chairman/Head of the departments or other authorities.
- Chairing a grievance resolution Panel when a graduate student initiates action under the Grievance Procedures for Graduate Students.
- Provisioning of travel grants to research students, where necessary, subject to availability of funds.
- Fostering graduate research within the Institute.
- Organizing the induction of new graduate students.
- Approving appointment of supervisors and change of supervisors.
- Ensuring institution of progress-monitoring procedures for all graduate students.
- Acting as an advocate for graduate students in the Institute.

The Dean shall ensure the following:

- That no supervisor is overloaded with supervisory responsibilities. The recommended maximum number of registered PhD students per supervisor at any given time is five.
- That the supervisors have the training and support they require to undertake effective supervision. This support might include recommending a supervisor to attend various training courses, conferences and seminars; teaching relief; and adjustment of other departmental responsibilities to take account of the supervisory load.
- That an appraisal system be used to identify training needs.

- That the supervisor's responsibilities are reviewed on an annual basis.
- In case where a supervisor is criticized for poor supervision, the Dean shall discuss the complaint with the supervisor and, where appropriate, either recommend training or, if necessary, give other duties instead of supervision.
- That the graduate students are aware of the option available to them of confidentially discussing any problem they may encounter during the course of graduate studies, e.g. in relation to supervision, resources or thesis examination, or any other area of Institute's concern, with the Dean.

### **Responsibilities of the Prescribed Academic Authorities and Heads of Departments**

The prescribed authorities are the Academic Council and BASAR. Responsibilities of the prescribed authorities are in general exercised in association with the Dean, GSRP and respective Heads of Departments and include ensuring:

- Identify the areas of research which need to be undertaken at the Institute.
- Encourage development of faculty and facilities required for undertaking research in the prescribed areas.
- Approve teachers/researchers for acting as supervisors for MS/PhD projects.
- Provision of funds for development of research facilities.
- Ensure that appropriate resources and physical facilities are provided to the research students.
- Monitor the progress of research students, and help Dean GSRP in overcoming any difficulties.
- Act as an advocate for research students.
- That mediation takes place when there are problems between students and Supervisory Committee members, and panel changes are authorized when appropriate.
- Maintain a list of approved thesis examiners, both foreign and local, in each subject/area of research.

### **Responsibilities and obligations of Research Supervisors**

- The supervisor should have adequate knowledge of a student's subject area and the theoretical approach to be applied.
- Supervision sessions may naturally vary in length but on average they should last for about one hour. It is desirable that they should be largely uninterrupted by telephone calls, personal callers or departmental business.
- A student should be given response on written work, either orally or in writing, within one month of it being given to the supervisor.
- The supervisor should assist new students to plan their time and draw up a framework within which the research is to progress.

- The supervisor and department should be responsible for introducing the student to the wider research community within the Institute. The supervisor should take active part in introducing the student to meetings of learned societies, seminars, conferences and workshops related to his field.
- The supervisor should encourage and ensure that the candidate participates in the intellectual activity of the department through activities such as attendance and presentation at departmental seminars.
- It is the responsibility of the supervisor to submit to the Head of the Department each semester, a report on the progress of the candidate, noting any significant achievements, difficulties and problems discussed with the student, including inadequate if applicable, and the action taken or the advice given.
- A supervisor who considers that a candidate has failed to pursue the course satisfactorily or has not observed the degree rules shall report accordingly to the Head of the Department.
- The supervisor should advise the student about any plans for supervisor's extended absence from the Institute (e.g. on study leave, long service leave, etc.) during the candidature and the proposed arrangements for supervision during this absence, where possible with at least six month's notice and preferably on enrolment.
- The responsibilities also include facilitating contact between the student and other researchers in related areas, including those in industry, or other institutions.

### **Responsibilities and obligations of Research Students**

The graduate student should ensure:

- That he/she is familiar with the rules and regulations governing graduate studies at CIIT.
- Initiating (when required) and participating in frequent and adequate discussions with the supervisor on the research program. Supervisor and candidate are jointly responsible for initiating discussions. As a rule, there should be contact between the supervisor and the candidate at least once a month even if a normal meeting is not always possible. Contact should be maintained during any period of fieldwork/lab work.
- That any serious problem with the supervisor, including those of access, should first be taken up with the supervisor at the time.
- That if a student cannot resolve serious problems within the department he/she should approach the Dean of Graduate studies who would attempt to resolve the problem.
- That by the end of the first year (subject to specific, published departmental practices which may, because of the nature of the subject vary) the student should have defined the area of research, become acquainted with the techniques to be employed, complete research review and have a frame work for the future progress of the research with a timetable for the next two to three years.
- That the student should have produced a synopsis or research proposal in written form to the satisfaction of the supervisor/supervisory committee.

- That the students should submit written work regularly to his/her supervisor.
- That the student should produce all material, in typed or word-processed, double space form.
- That the student should not base his/her thesis on classified material, which would make the thesis inaccessible.

## Requirements of MS/PhD Thesis

**Format:** The following requirements must be adhered to in the format of the submitted thesis:

- Thesis must normally be in A4 format; the **Dean Graduate Studies** may give permission for a thesis to be submitted in another format where he is satisfied that the contents of the thesis can be better expressed in that format.
- Copies of the thesis must be presented in a permanent and legible form either in typescript or print; where copies are produced by photocopying processes, these must be of a permanent nature; where word processor and printing devices are used, the printer must be capable of producing text of satisfactory quality; the size of character used in the main text, including displayed matter and notes, must not be less than 2.0 mm for capitals and 1.5 mm for x-height (that is, the height of lower-case x). Font size 12 is recommended in Times New Roman script.
- The thesis must be printed on the recto side of the page only; the paper must be white and within the range 70 g/m<sup>2</sup> to 100 g/m<sup>2</sup>.
- One-and-a half spacing should be used in typescript except for indented quotations or footnotes where single spacing may be used.
- Pages must be numbered consecutively through the main text including photographs and/or diagrams included as whole pages.
- The title page must give the following information:
  - Full title of the thesis;
  - Name of the author(s);
  - The degree for which the thesis is submitted in partial fulfillment of its requirements;
  - The name of the university;
  - The collaborating organization(s), if any; and
  - The month and year of submission.

**Structure:** It is advisable for all students to look at some thesis in their area of research early on in their studies to see how it has been laid out. The actual chapters of a thesis are dependent on the topic addressed and the personal style of the student. However following is a fairly generic structural guideline for a good thesis:

- **Abstract:** An abstract of approximately 100-250 words bound into the thesis must be attached, which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and the contribution made to knowledge in the subject. A loose copy of the abstract must be submitted with the thesis. This loose copy of the abstract must have the name of the author, the degree for which the thesis is submitted, and the title of the thesis as a heading.

It should state at the outset the problem studied, the method employed for study of the problem, may it be experimental or theoretical, and the results obtained. A comparison with other published work on the subject may also be made where possible.



- **Introduction:** This should be a short chapter 'setting the scene'. It should include a description of the area of study, the problems found in the area, the particular problems addressed in the thesis (the 'thesis statement'), why the question is important and how it relates to future work in the area, what the thesis achieves with respect to the thesis statement and the area. This section should finish with an annotated guide to the rest of the thesis, indicating how each part contributes to the questions set in the thesis statement. This part should challenge the reader to ensure that they understand the central thesis statement and ensure they want to read the rest of the work.
- **Body:** The sequence of chapters should include the following material:
  - Background work in the area; a literature survey.
  - Closely argued treatment of the problems in the area.
  - Highlighting those areas that will be addressed in the thesis statement with justification of its importance and connection to the concerned area.
  - Detailed plan that how the thesis statement will be 'proved'.
  - Exposition of the work done, along with the Experimental Method / Theoretical Approach used.
  - Detailed coverage of the results and achievements.
  - Discussion of results.
  -
- **Conclusion:** The conclusion should clearly and effectively communicate the following:
  - Summary of the thesis statement and results.
  - Problems and/or deficiency with the work.
  - Future work to be done by others.

**Binding:** Thesis shall be submitted for examination in a temporarily bound form, which is sufficiently secure to ensure that pages cannot be added or removed. A thesis submitted in a temporarily bound form must be in its final form in all respects except the binding and the incorporation of any amendments required by the examiners.

Following examination and the incorporation of any amendments required by the examiners, the thesis must be bound in purple binder cloth, in a permanent binding of the approved type before the degree may be awarded. The University library copy must be bound as follows:

- The binding must be of a fixed type so that leaves cannot be removed or replaced; the front and rear boards must have sufficient rigidity to support the weight of the work when standing upright; and
- The outside front board must bear the title of the work, the name and initials of the candidate, the qualification, and the year of submission in at least **24pt** type; the same information (excluding the title of work) must be shown on the spine of the work, reading downwards.
- The candidate must confirm that the contents of the permanently bound thesis are identical with the version submitted for examination, except the binding and the incorporation of any required amendments. The thesis must be presented in English.

**Electronic Copy:** An electronic copy of the finally approved thesis should also be submitted preferably on CD.

**Writing up period:** Writing up period for MS students normally is not earlier than one and a half years and for PhD students it is normally not earlier than three years.

The writing-up period does not automatically apply-the candidate's supervisor must certify that the student is in fact writing up. No tuition fee will be charged for the writing up period.

If a candidate fails to complete his research in this time period (Para a above), the institute would grant additional time and a certain amount decided by the institute's authorities will be levied for the duration of the remaining period of the candidate's registration.

**Exceptional approval of additional time to complete:** With an exceptional reason, a student may seek approval for up to a maximum of 12 additional months to complete his/her thesis. Requests for additional time will be considered on their merit.

**Collection of Material outside the Institute:** Approval must be obtained from the supervisor before collecting material outside the Institute eg issuance of a questionnaire or request for any unpublished information.

**Use of Confidential Material in Thesis:** To fulfill the criteria for the award of a research degree, thesis should be made available to/for teaching and study purposes and be based on evidence that can be checked. The institute will therefore not, accept applications to restrict access to a successful thesis based on the grounds that confidential material has been included.

**Presentation of Collaborative Research:** Where a graduate student's research program is part of a collaborative group project, the thesis must indicate clearly the student's individual contribution and the extent of the collaboration.

**Inclusion of Published Work:** The student is free to publish material in advance of the thesis but reference must be made in the thesis to any such work. Copies of published material should not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis or placed in an adequately secured pocket at the end of the thesis.

## Fee Structure

### For Graduate Studies Programs (MS/PhD)

One Time Charges	
Head	Amount (Rs)
Admission Fee	10,000
Caution Money (convertible to graduation fee)	5,000
<b>Total (non-refundable)</b>	<b>15,000</b>
Per Semester Charges	
Registration Fee	3,000
Tuition Fee (per credit hour)	2,250
Lab/bench Charges	10,000

Notes:

- Fees quoted above may be revised prior to the beginning of an academic year.
- Each student will be required to pay Rs 5,000 as graduation fee. The caution money of Rs 5,000 (refundable) may be swapped for this purpose.
- The students are required to register for at least 2 courses (6 credit hours) per semester (except for repeat of courses or when only one course is left for completing the required credit hours).
- In the third semester (or after completion of course work) MS students will register for MS Thesis of 6 credit hours.
- After completion of course work PhD students are required to register for PhD Thesis Research of 9 credit hours.

**Refund of Dues:**

After payment of the fees, if a student decides to quit studies for any reason, the refund shall be allowed to the extent stated below:

Before commencement of classes	On/After commencement of classes
Full fee refund except the admission fee	Only caution money shall be refunded

## Request Form for Appearing in Comprehensive Examination

- 1. Name: \_\_\_\_\_
- 2. N.I.C #: \_\_\_\_\_
- 3. Registration #: \_\_\_\_\_
- 4. Date of Registration \_\_\_\_\_
- 5. Department: \_\_\_\_\_
- 6. Campus: \_\_\_\_\_

7. **Course Work Details:**

Course Title	Credit Hrs	Semester Details	Grade earned	Remarks

(Use additional sheet if required)

- 8. Name of Supervisor: \_\_\_\_\_
- 9. Comprehensive Exam Date: \_\_\_\_\_
- 10. Signature of Student: \_\_\_\_\_
- 11. Signature of Supervisor: \_\_\_\_\_

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**For Official Use Only**

Date for Comprehensive Exam \_\_\_\_\_ Time/Duration: From \_\_\_\_\_ To \_\_\_\_\_  
Venue: \_\_\_\_\_

Signature of Authorized Officer: \_\_\_\_\_