



# DIRECTORATE OF ACADEMICS & RESEARCH

HAZARA UNIVERSITY MANSEHRA, PAKISTAN

[www.hu.edu.pk](http://www.hu.edu.pk) Phone: 0997-414159 Fax: 0997-414111

F. No. Dir A&R/HU/Letters/2018/1555

Aug 27, 2018

To

- a. All Deans
- b. All Chairpersons / HoDs of Academic Departments,  
Hazara University, Mansehra

Subject: **STANDARD OPERATING PROCEDURE (SOP) FOR M.Phil/PhD SCHOLARS  
REGARDING DISSERTATION/THESIS PROCESS**

R/Sir,

Enclosed please find here with a copy of Standard Operation Procedure (SOP) regarding dissertation/thesis process of M.Phil/PhD scholars of University. The same is forwarded for information and prompt implementation please.

You are kindly requested to please circulate to the respective supervisors and upload copies of the same on the notice boards of your respective department for student's information and compliance at their end.

Enclosed: **SOP**

  
27/8/18  
(AURANGZEB KHAN)  
Assistant Director  
(Academics & Research)

**Copy to:**

1. PS to Vice Chancellor
2. PA to Registrar
3. Director, QEC
4. Director, ORIC
5. Controller of Examinations
6. Provost
7. Treasurer
8. Concerned File



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Department  
Prepared By  
Reviewed By  
Approved By  
Title  
Issue Date  
Pages  
Number

Office of the Director (A&R)  
Assistant Director (A&R)  
Registrar/Director (QE)  
23<sup>rd</sup> & 24<sup>th</sup> meetings of ASRB  
SOP for M.Phil & PhD thesis process  
July 2018  
1 to 3  
Dir A&R/HU/SOP/2018/

## 1.0 REFERENCES:

- 1.1 36<sup>th</sup> meeting of Syndicate held on Nov 06, 2017 vide table agenda item No. 04 notified by Registrar office vide No. 1 (170) HU-REG/2017/931 dated November 23, 2017, the 23<sup>rd</sup> meeting of ASRB held on January 25, 2018 vide item No. 39 and 24<sup>th</sup> meeting of ASRB meeting held on May 11, 2018 vide agenda item No. 33.

## 1.2 PURPOSE:

- 1.3 Prompt and systematic process of M.Phil & PhD thesis of Hazara University in-campus scholars.

## 2.0 PROCESS:

- 2.1 The prescribed SOP is available in the Office of the Director (A&R) and also online (<http://www.hu.edu.pk/oldwebsitehu/webtest/researchandacademic.php>);
- 2.2 The management of academic and administrative department shall pursue the following procedure to save precious time of M.Phil/PhD scholars and ensure time frame given beneath;
- 2.3 That Semester of a student shall be counted unless he/she submits his/her thesis to Directorate of Quality Enhancement for anti-plagiarism. The provost office will clear a student semester fee/dues as per the submission date of thesis in Directorate of Quality Enhancement. For this purpose DQE will issue dues clearance form to the scholar on submission of thesis.
- 2.4 That the time-frame of a scholar as mentioned in the notification F. No. Acad 11 (15)/HU-REG/2017/54 shall apply in its true spirit by the DQE and Provost Office in view of dues clearance.
- 2.5 That the department Chairman/HoD will ensure that there should be no delay whenever a student thesis is ready to be submitted with proper check and balance mechanism be developed to keep an eye on the progress of research student and guide them to submit their thesis in pre determined duration.
- 2.6 That the Chairmen/Chairperson/Head of Academic Departments shall maintain separate record of M.Phil & Ph.D scholars in a specific register for the purpose as mentioned above.





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Prepared By	:	Assistant Director (A&R)
Reviewed By	:	Registrar/Director (QE)
Approved By	:	23 <sup>rd</sup> & 24 <sup>th</sup> meetings of ASRB
Title	:	SOP for M.Phil & PhD thesis process
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- 2.7 That when a scholar submits his/her thesis draft copy to the supervisor, after proper examining the supervisor is required to process the thesis draft copy to the Chairman/HoD concerned within one month time period.
- 2.8 That the Chairman/HoD after receiving the draft copy of thesis from the supervisor shall properly document in a specific register and must process the thesis for pre-submission/exit seminar, plagiarism & evaluations etc in a maximum period of two months for both M.Phil & PhD cases.
- 2.9 That in case of no response from the thesis evaluator (both internal & external) replacement shall initiate by the Controller of Examination with the written consent of the Chairman/HoD concerned within a week.
- 2.10 That after receiving thesis evaluation reports of a scholar (M.Phil & PhD) the same shall be processed for viva voce/ defense to the Controller of Examination within one month by the Chairman/HoD with consultation of the supervisor concerned subject to fulfilling of all codal formalities under the Regulations of Hazara University.
- 2.11 That the student after receiving observations/comments from the evaluator (s) via department concerned shall incorporate changes within two weeks.
- 2.12 That the supervisor must furnish progress report of each scholar (both M.Phil & PhD) to the Controller of Examination on semester basis ensuring the fee (with proof) and extension (if required by ASRB).

**LT. CDR. (R) MAHMOOD KHAN**  
Registrar/  
Director (Quality Enhancement)

  
13-8-18

**AURANGZEB KHAN**  
Assistant Director/In-charge  
(Directorate of Academics & Research)





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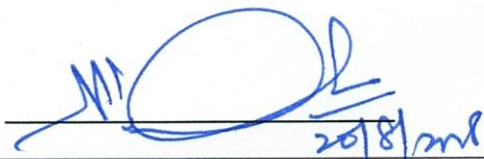
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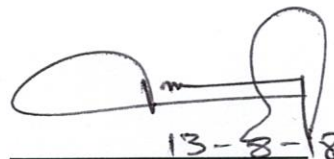
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## 2.13 FLOWCHART FOR INFORMATION'S OF M.PHIL & PHD SCHOLARS

S.No	Procedure	Time Period
1.	Checking of draft copy of thesis and its submission to the Chairman/Head of the Department by the supervisor concerned.	One (01) Month
2.	Thesis Draft copy processing for pre-submission/ exit seminar, plagiarism & evaluations etc. (both M.Phil and PhD) by the Chairman/HoD concerned.	Two (02) Months
3.	Replacement of evaluator by the Controller of Examination if not responding with written consent of the Chairman/HoD concerned.	One (01) Week
4.	Incorporation of Observation, comments/changes via department concerned by students.	Two (02) Weeks
5.	Process of viva voce/defense after arrival of evaluation reports of the thesis (both M.Phil & PhD) by Chairman/HoD concerned.	One (01) Month
6.	Progress report of each scholar (both M.Phil & PhD) to the controller of Examinations by concerned supervisor through Chairman/HoD of the department.	End of each semester



**LT. CDR. (R) MAHMOOD KHAN**  
Registrar/  
Director (Quality Enhancement)



**AURANGZEB KHAN**  
Assistant Director/In-charge  
(Directorate of Academics & Research)

STANDARD OPERATING PROCEDURE (SOP) FOR THESIS SUBMISSION, PLAGIARISM, EVALUATION AND VIVA OF M.PHIL/PHD SCHOLARS OF HAZARA UNIVERSITY, MANSEHRA