DHA SUFFA UNIVERSITY

**MASTERS/EQUIVALENT PROGRAMS REGULATIONS-
Fall 2023**

Record of Amendments

Amendment No.	Dated	Authority of Amendment	Articles Amended	Signatures

Chapter-1: Preliminaries

Introduction

1.1 These regulations, called as DHA Suffa University Regulations for Master's Programs, shall be read in conjunction with existing Statutes of the University and relevant HEC guidelines. The Regulations shall apply to Masters' and equivalent degree programs conducted in the University.

1.2 Students enrolled before fall 2023 may take advantage of the provisions of these regulation in the light of HEC Graduate Policy 2023. In matters where these regulations are silent, other relevant rules, regulations and procedures of DSU shall apply. In case of any doubt regarding the interpretation of these regulations, and in matters not clearly covered under these and other regulations of DSU, the matter shall be referred to Board of Advance Studies and Research or Academic Council for the final decision. In addition, Masters' programs requirements are revised by HEC from time to time which shall be complied with and shall take precedence over these Regulations, should there be a conflict.

1.3 In the event of any change desired in the document, an amendment request is to be put up to the Directorate of Post Graduate Programs for processing.

1.4 **Definitions**: The expressions used in these regulations, unless otherwise specified, or unless there is anything repugnant to the Charter and Statutes of DSU, shall have the meanings as follows:

   a. **Admissions Committee** means a committee of academic and research staff of the University and /or other qualified persons constituted by the Head of the Constituent Unit / Dean to determine suitability of Masters' candidates for admission.

   b. **Candidate** means a person seeking admission into or pursuing Master/Equivalent program in DSU.

   c. **Co-Supervisor** means a member of academic and / or research staff of the University or a person (from outside the University) who shall, on the basis of his / her expertise in the field of study of the candidate, assist the Supervisor in ensuring the effective supervision of the research work.

   d. **Defense** means a Candidate's defense of their research work, in the form of

presentation and/or demonstration, before the Panel of Examiners, in the presence of the senior academic and research staff and other interested persons, within and outside the University, as may be invited by the University.

e. **Department** means a Department of the University in which a Masters' candidate is enrolled for his/her studies.

f. **Examiner** means a person, qualified and experienced in the area of research/project of a candidate, approved by the VC/BASR to examine and/or evaluate his / her thesis work.

g. **External Examiner** Not an employee of DSU at the time, who will evaluate the thesis of the Candidate. The External Examiner shall have a PhD Degree in the relevant field.

h. **Board of Advance Studies and Research (BASR)** means Board of Advance Studies and Research of the University, constituted under the Charter.

i. **Supervisor** means a member of academic and research staff of the University or a person from outside the University who has expertise in the field of study of the Candidate and approved by the VC to supervise the research work.

j. **Program** means Master/Equivalent program of study or such other programs which are considered as equivalent to it.

k. **Research** means the process leading to the production of original scholarly work in the form of a thesis for the purpose of obtaining Masters' degree.

l. **Thesis** means the written description of results of original research undertaken for the purpose of obtaining Masters' degree.

m. **Master Programs** means eighteen years qualification and Equivalent Degree Programs.

Committees for PGP Program: In addition to BASR, following committees have been constituted and their functional domains range from procedures developments to their implementing and facilitating the conduct of Masters programs of the university.

1.5 Doctoral Committee

Doctoral Committee shall deal all cases referred by the HoDs and Deans for their resolutions at university level. It shall resolve all urgent cases, if BASR is not due in one month through the on-minute sheet approval processes of the competent authorities.

1.5.1 Composition of Doctoral Committee

a.	VC / Appointee of the VC DSU	Chair
b.	Deans	Members
c.	Registrar	Member
d.	Director PGP	Member
e.	Director QEC	Member
f.	Director ORIC	Member
g.	HoDs	Members
h.	PGPCs .	Members
i.	Deputy Director PGP	Secretary
j.	Any other person with the approval of the Chair	

1.5.2 Terms of Reference

a. Scrutinize the agenda items being forwarded to BASR.

b. Appraise research efforts of DSU with emphasis on quality and usefulness.

c. Monitor the practices of HEC and DSU polices.

d. Overview supervisor's appointment is in line with the HEC guidelines

e. Advise on the selection of examiners where required.

f. Review the time bar cases for their decision in BASR.

g. Any other agenda item raised by departments.

1.6 Departmental Research Committee (DRC)

1.6.1 **Composition**: DRC shall be constituted by Dean of the Faculty and headed by the HOD. PGP Coordinator shall act as the Secretary of the DRC. All regular/adjunct PhD qualified faculty members of department and at least two members including from non-teaching departments of the DSU or from other Higher Education Institutions. DRCs shall be established in those departments where numbers of PGP students warrant its need with the approval of the VC. Until such committees are created, the related points shall be discussed

in the Doctoral Committee.

1.6.2 **Terms of Reference**

a. Propose Supervisor(s) and Examiners/Evaluators to BASR.

b. Evaluate bi-annual progress reports of scholars.

c. Review the time bar cases of students who have extended beyond maximum duration of programs under force majeure events in the light of HEC policy.

d. Undertake any other research related responsibility assigned by the Dean.

e. DRC shall meet at least twice a year; however special DRC could be held whenever needed. The quorum for a meeting of the DRC shall be half of the total numbers, a fraction being counted as one. DRC shall maintain the minutes of its meetings and forward copy to the PGP Directorate.

f. Decisions of the committee shall be made by consensus as DSU policy parameters.

1.7 **Admissions Committee**

1.7.1 **Composition**: The Admissions Committee shall be constituted by the Dean comprising at least three regular/adjunct faculty members/research staff holding a degree not lower than that program. The committee shall be headed by the HOD.

1.7.2 **Terms of Reference**

a. Determine/assess the suitability of candidates through written test/interviews and courses undertaken. It will also assess the eligibility of candidates' intradisciplinary admissions and accordingly recommend the deficiency courses of 6-9 credits of level 6 for Master programs.

b. Scrutinize the documents according to eligibility criteria required for admission in respective program including the GRE/HAT General/Equivalent admission test results and equivalency certificate of all foreign degrees/certificates issued by the HEC.

c. The Admissions Committee shall prepare the admissions test as per the latest HEC guidelines.

d. The Admissions Committee may interview the applicants to assess their suitability for the program applied for.

e. The Admissions Committee shall recommend suitable candidates for approval to the Vice Chancellor through Dean of the Faculty, Director PGP for admissions.

f. The Admission Office shall send offer letters to selected candidates. The selected candidates shall be required to register on or before the date given in the offer letter; failure to do so shall result in the withdrawal of admission offer.

1.8 Ethical Review Committee (ERC)

1.8.1 Composition: Three or more suitable members selected by the Dean from within or outside DSU depending upon kinds of expert opinion needed in the research work as per HEC guidelines. The committee shall be shared by HoD/nominee by Dean.

1.8.2 **Terms of Reference**

a. Review the research proposals involving human or other living subjects, whether individuals or communities, before the study begins, and ensure that the conditions that could affect the rights of subjects during a study are approved for the study to begin.

b. Identify ethical issues or concerns posed by research involving human subjects and undertake sufficient assessment of proportionality of risks and benefits for the individuals and community involved by those issues in order to secure the individuals'/community well-being by maximizing possible benefits while minimizing risks.

c. Ensure the subjects of research are clearly aware of the nature of the research work and their position in respect of it.

d. Protect potential participants in the research from being coerced or manipulated to participate in the research work especially those whose capacity is impaired, not capable of giving voluntary consent, or who are in some way dependent or vulnerable to the research revealing. And ensure that the consent being secured is valid, preferably in writing, and the participants are sufficiently informed and have adequate time to decide without pressure.

e. Ensure subjects shall be able to easily withdraw from a research protocol without giving reasons and without suffering any penalty or alteration in their relationship with providers of services, if any.

f. Ensure respect for the research participants through protecting their individual autonomy, especially those who are not capable of taking autonomous decisions and maintaining confidentiality of the data and information collected.

g. Ensure protection of the research subject against any possible serious bodily harm.

h. Examine and evaluate the process, printed documents and other tools that shall be employed for collecting data.

i. Assess the incentives that shall be given to the participants to ensure that no unethical consideration is involved in the incentives being offered.

j. Attempt to reduce and resolve the ethical issues involved in the research as much as possible.

k. Ensure the integrity of academic research ethics in the thesis.

l. Provide guidance to the Supervisor/Co-Supervisor and Students/Scholars on academic misconduct, where necessary.

m. Promote data privacy and forbid unauthorized access to private and sensitive data.

n. Ensure that the plagiarism has been tested by the licensed software and HEC guidelines in vogue are followed in true spirit.

o. Conduct periodic appraisal of the research being undertaken to ensure subjects of research are protected from harm, their confidentiality is maintained, and their rights are respected.

p. The ERC may withdraw approval of the research work if it is not satisfied with the level of adherence to the basic ethical guidelines by the student.

q. Confidentiality of the ERC's proceedings shall be preserved.

1.9 **Grievance Management Committee**

1.9.1 **Composition**: Three PhD faculty members excluding supervisor appointed by the Dean for all the scholars. The committee will be fully aware of grievance processes and appropriately competent to ensure that the processes are consistently applied.

1.9.2 **Terms of Reference**

a. Assist the students or potential students to launch complaints without fear of discrimination.

b. Respect the behavior of all parties when handling grievances.

c. Communicate effectively in a timely manner to keep all parties up to date with the progress of grievances.

d. Ensure that all information is held at the utmost confidence.

e. Ensure that the principles of natural justice are applied.

f. Ensure that grievances are resolved to the satisfaction of all parties.

g. Ensure the compliance with the grievance management system as attached.

1.10 **Board of Advanced Studies and Research (BASR)**: It is applicable as available at Chapter 7 of DSU Statutes.

1.11 **Postgraduate Programs (PGP) Directorate (PGPD)**: PGP Directorate ensures smooth and efficient implementation and progression of PG Programs at DSU in line with HEC instructions and DSU Statutes/Rules and policies.

1.11.1 **Composition of PGPD**

a. Director (As per HEC GEP 2023, amended from time to time).

b. Deputy Director

c. Research Assistant (as required)

d. Naib Qasid (exclusive or sharing arrangement, as per DSU policy)

1.13.2 **Terms of Reference (Functional Domains of PGPD)**

    a.   Directorate of PGP shall serve as a monitoring and reporting mechanism responsible to the VC on the said programs being conducted as per HEC guidelines.

    b.   It shall act as the secretariat of the Board of Advanced Studies and Research (BASR) for preparing and channelizing the agenda items till issuance of minutes.

    c.   The Directorate shall be responsible for attaining and maintaining the quality of all PGPs being offered in the University as well as the research that is going to be conducted under these programs.

    d.   The Directorate shall prepare and maintain operating procedures, describe the complete process for award of a graduate degree and ensure that it remains updated and available for guidance of all the students.

    e.   Responsible for the quality of graduate degree programs and research conducted under these programs at DSU.

    f.   Develop policies and Rules for PG programs and ensure their effective implementation.

    g.   Plan measures/strategies to continuously enhance enrolment in PGprograms in line with practices followed by research-led universities.

    h.   Ensure induction/admission of quality PG scholars by working proactively through the Deans and the HODs.

    i.   Ensure all changes suggested by the statutory and regulatory bodies(HEC, etc.) are incorporated in the PG Rules.

    j.   Formally responsible for the monitoring of the progress of PG scholars throughout the academic program, to deal with any issues arising, whether academic or personal.

    k.   Ensure the development of a framework and mechanism for evaluating the effectiveness of PG programs.

    l.   Create database of bi-annually progress reports of PG scholars in consultation with their supervisors.

    m.   Develop and maintain records of current and planned PG programs in all the departments

1.11.3 **Responsibilities of the Director PGP Directorate**: He shall be responsible for complete functioning of the Directorate in the light of DSU policies and HEC guidelines as outlined in the HEC GEP 2023 and amended from time to time:-

    a.   To monitor that the PGPs are developed and run by the departments as per HEC criteria while ensuring quality of research.

    b.   To undertake annual review of the programs to see the maintenance of documents and other records as per HEC review requirements.

    c.   To develop policies and regulations for PGP programs and ensure their effective

implementations in the University.

d. To suggest measures and develop strategies to continuously enhance enrolment in PGP in line with practices followed by the leading universities.

e. To monitor the progress of PGP scholars throughout the academic programs, to deal with any issues arising, whether academic or personal, and to keep record of BASR meetings.

f. To create database of progress reports of PGP scholars in coordination with their supervisors and HoDs as per DSU guidelines.

g. To schedule and organize Doctoral Committee meetings; linked with the same, shall also plan and conduct BASR as its secretary.

h. Director PGP shall also be performing any other task assigned by the VC for the growth of the programs and building reputation of the university.

1.11.4 **Responsibilities of the Deputy Director PGP**

a. To remain understudy to Director PGP and assist in implementing the HEC and DSU policies by the respective department running the PG Programs.

b. To maintain complete record of research scholars undergoing PG programs as per the check list already issued.

c. To interact with the research scholars and their supervisor for updating records.

d. To maintain academic records as per guidelines of Director PGP, HEC requirements and check list issued at the University level.

e. To maintain working relations with the departmental PGPCs and respective HoDs for overall growth of the PG Programs as per HEC guidelines.

f. To maintain and develop records of current and planned PG programs in all the departments of DSU.

g. To search and disseminate information concerning funding and scholarship opportunities relevant to PG programs.

1.12 **PGP Coordinators (PGPC)**: The existing arrangements at the departments' levels in the given format of PGPC or Program Coordinators or Program Managers have been reorganized in vertical and horizontal linkages and functioning. Vertically, they would continue to be responsible and reporting to their respective HoDs. Horizontally, they shall be coordinating and adhering to the HEC and DSU policy guidelines from the PGP Directorate.

1.12.1 **Appointment Requirements**

a. Preferably a PhD faculty to hold this appointment initially for 2 years, may be extended as per the requirements of the respective department.

b. PGPC shall be fully acquainted with the HEC policies on PGP, DSU guidelines and best practices being followed in the leading universities.

1.12.2 **Term of Reference of PGPCs**

a. To develop and run the programs as well as build the image of university for

enhancing intake without compromising the quality.

b. To undertake review of the programs at the end of each semester including roadmap, faculty and infrastructural needs in accordance with guidelines of DSU QEC and HEC Quality Assurance Manual.

c. To be responsible for maintenance of documents and other records as per HEC review requirements and be ready to undertake academic audits.

d. To prepare semester schedule and timetable as per HEC and DSU legal requirements and communicate with the students as per defined timelines.

e. To prepare faculty and classroom allocation plan in consultation with the HoD well before the start of the semester.

f. To supervise teaching by the faculty members, listen to students' problems and initiate teachers' performance reports to the HoD.

g. To keep record and track of student's attendance and communicate shortfalls to the students' guardians.

h. To ensure that all examination papers are up-to the mark in standard, prepared in time by respective faculty members and conducted as per DSU rules.

i. To ensure timely conduct of quizzes and assignments and marking of the papers for compilation of final results including necessary co-ordination with the examination department.

j. To be responsible to the HoD for ensuring proper use of the equipment and facilities as well as growth of the program.

k. To plan educational visits for the students outside the DRC after necessary coordination with all concerned as and when needed.

l. To provide counseling to the students in their academic as well as administrative matters.

m. To raise requirement of funds for the program and seek new avenues for its growth and benefit to the community.

n. To undertake feasibility studies of launching new programs including skills developments in respective domains and launch them as per DSU and HEC guidelines in consultation with respective HoDs and Deans.

o. To ensure that each student has research supervisor as per latest HEC policy and get approval of advisory committees from BASR. Also, to initiate and maintain research progress reports.

p. To arrange comprehensive exam, proposal defense, plagiarism check, thesis seminar, evaluation and thesis defense as per policy and keep records.

q. To facilitate admission process and see that admission test is in line with HEC guidelines.

r. To prepare agenda and working paper for BASR and Doctoral Committee for Master and PhD cases and submit to Dean through HoD.

s. To perform any other task as assigned by the academic management for the growth of the program and building reputation of the university.

t. To coordinate the affairs of Graduate Admission Committee as already in vogue and continue creating awareness for better intakes.

1.13 Teaching and Research Assistantships to Graduate Students

1.13.1 A graduate student may be employed as Teaching Assistant (TA) or Research Assistant (RA) during the course of his/her studies at DSU subject to the following rules:
1.13.2 The appointment of TA/RA is purely temporary and shall be made by the Vice Chancellor for up to six months at a time.

1.13.3 Teaching Assistant can only be employed to work under the supervision of an Associate Professor or Professor.

1.13.4 A Research Assistant can only be employed to work under the supervision of a faculty member (Assistant Professor/Associate Professor/Professor) who has an active funded research project. The salary of the Research Assistant is to be paid out of funds of the research project.

1.13.5 The workload of a Teaching Assistant shall include grading of homework assignments and quizzes, teaching in the laboratory, conducting extra help sessions for students beyond the regular/scheduled lectures, preparing material for use in the course, etc.

1.13.6 Regular/scheduled lectures are not to be conducted by a Teaching Assistant. The work of a Teaching Assistant is to be closely supervised by the faculty member to whom the Teaching Assistant is assigned.

1.13.7 The workload of a Research Assistant shall be determined by the faculty member whose research project is being used to pay RA's salary.
1.13.8 The salary of a TA/RA may range between 50% to 100% of the Basic Pay of a Lecturer (without any allowances). The salary of a TA/RA shall be recommended by the HOD, rationalized by the Dean of the Faculty and approved by the Vice Chancellor. The factors used in determining the salary of a TA/RA shall be his/her academic qualifications and the potential to perform with excellence in the tasks to be assigned to him/her.
1.13.9 The TA/RA must maintain the required CGPA to avoid academic probation or deficiency. A graduate student who is currently on academic probation cannot be appointed as TA/RA.
1.13.10 The TA/RA must observe the DSU Faculty Code of Conduct as specified in the Statutes.

Chapter-2: Admissions

2.1 Eligibility

2.1.1 Academic Qualification

Sixteen years of schooling or 4-year education (minimum 120 credit hours) after HSSC/FA/F.Sc/Grade 12 or Equivalent shall be required for admission in the MPhil/MS/Equivalent program.

The CGPA shall not be less than 2.0 for admissions in Master programs.

For *intra-disciplinary admissions, the applicant has a strong interest in pursuing an MS/MPhil/Equivalent degree in a different discipline. He/she has passed GRE-Subject/equivalent test with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6. Deficiency courses shall be recommended by Admissions Committee.

*Intradisciplinary refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).

2.1.2 Admissions Test

> a. Rigorous admission test as an eligibility condition for admission to MS/MPhil/Equivalent programs, with a passing score of 50%.
>
> OR
>
> b. Accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.

2.1.3 HEC attestation/Equivalency

Candidates are also required to submit the HEC attested termination degree and equivalence in case of foreign degree. The admissions committee may grant an extension for the submission it as applicable.

2.2 Selection, Admission & Registration Procedure

2.2.1 The application for admission in the MS/MPhil/Equivalent program on the prescribed form, supported with relevant documents mentioned in the application form, shall be submitted to the Admission Office.

2.2.2 Applications shall be scrutinized by the Admission Committee of the Department along with all documents including equivalence certificate for the foreign certificates/degrees issued by the HEC, to determine the eligibility for admission.

2.2.3 The Admission Committee may interview the eligible applicants and assess their

suitability for the MS/MPhil Equivalent/ program. Any further selection procedure, including test, may also be used to assess the suitability of the candidates. Admission interview evaluation shall be carried out on prescribed format. For intradisciplinary admission the candidate must ensure that the admission committee is satisfied that his/her knowledge of primary area (level 6) has sufficiently prepared him/her to undertake the course of studies of the MS/MPhil/Equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

2.2.4 Admission merit shall be determined as for selection of best candidate by the admission committee, if needed:
- Academic performance (terminal degree only) 50%
- Admission test conducted by the University or any other body authorized by HEC 50%.
- Interview satisfactory / unsatisfactory, if conducted by Admissions Committee.

2.2.5 Names of the candidates recommended by the Admission Committee for admission to the MS/MPhil/Equivalent program shall be forwarded by the HOD to the Admission Office through the Dean and PGP Directorate, for subsequent approval of the Vice Chancellor.

2.2.6 Admission letters to the selected candidates shall be issued by the Admissions Office. The selected candidates shall be required to register on or before the date given in the offer letter, the failure to do so shall result in cancellation of admission.

2.3 Migration, Exemption and Transfer of Credits
2.3.1 Scholars migrating from the other HEC recognized Universities (with Uniform Semester Examination System) shall be required to complete the residency requirements (minimum 50% time of the regular duration).

2.3.2 Scholars may also ask for migration to another University or termination of program at any stage. In such cases the scholars shall only be entitled to receive the transcript mentioning the courses completed and not mentioning any research work partially completed.

2.3.3 The VC, on the request of the HoD through Dean, may approve Transfer of Credits or Exemption of Courses in respect of any program course(s) provided that:

a.   The applicant must apply at least four weeks before the semester start date, fulfill the eligibility criteria, and appear in the admission test."

b.   The student must be active enroll student and has obtained a CGPA of 2.5/4.0 or 50% aggregate (where CGPA is not given) in the coursework at the time of migration into the DSU.

c.   TOCs and Exemptions will be considered on the basis of course contents, Credit Hours, basic eligibility criteria and a minimum of B grade according to the DSU grading system in the courses for which TOC or Exemption are being sought.

d.   The Exemptions/TOCs do not exceed 50% of the total credit hours of the Program offered at the DSU.

e.   Courses covered within three years shall only be considered for TOCs and exemption.

2.4.2 The final transcript of the Candidate shall indicate the exempted course(s) with credits and the name of the institution where the courses were originally taken. Transferred courses shall not be used in calculating Candidate's CGPA at DSU.

2.4.3 The student shall apply for TOC/Exemption on the prescribed format and pay the TOC/Exemption processing fee as per the DSU policy.

2.4.4 Dean shall constitute a three member Equivalence Committee from its own members to ascertain equivalence of the course(s) applied for TOC/Exemption with the course(s) applied against. The Equivalence Committee shall process the case and give its findings on the prescribed form. Based on the findings of the Equivalence Committee, the HoD shall make the recommendation to the VC for approval through Dean and Director PGP.

Chapter-3: Coursework and Semester Guidelines

3.1 Program Credit Hours

a. Program minimum requirement is 30 credit hours: Coursework – 24 credit hours and Research Work – 6 credit hours. The total program credit hours may exceed this minimum if required by the relevant regulatory bodies and approved by DSU's statutory bodies.

b. The student may opt 2 courses in lieu of research thesis (as per latest regulatory bodies guidelines).

c. A research thesis shall be mandatory for the program if required by the relevant regulatory bodies as well as approved by DSU's statutory bodies.

d. The courses shall be of 700 level. The deficiency courses for Master should be of level 6. The deficiency courses shall be additional and non-credit.

3.2 Duration of the Programs

3.2.1 Minimum Duration of the MS/MPhil/Equivalent programs shall be 1.5 years (3 semesters).

3.2.2 Maximum Duration of the MS/MPhil/Equivalent program shall be 4 years.

3.2.3 At/before the completion of 3rd year that student, who has yet to complete the MS/MPhil/Equivalent degree, must apply for a waiver/extension of one year. This waiver/extension will be granted by the VC, subject to the recommendation of the HoD and Dean. The waiver/extension request shall be initiated by the student on the prescribed form. If waiver/extension is granted, the student shall be required to pay the required fee(s) applicable to the additional semester.

3.2.4 Beyond the Maximum Duration, the scholar shall become Time-Barred. If a student is unable to complete the MS/MPhil/Equivalent degree with prescribed timeframe, waiver to the Time-Bar may be granted under force majeure events (i.e., delay on account of circumstance beyond the control of student). Under such circumstances, the waiver request shall be initiated by the student on the prescribed form. The case will be forwarded by the HoD through Dean and PGP Directorate to VC for approval. The same shall be reported in BASR for ratification by HoD. If the waiver is granted, the student shall be required to pay the required fee(s) applicable to the additional semester.

3.2.5 Program duration shall be counted from the date of registration/enrollment/start of enrolled academic session.   Time taken by the thesis evaluation process after the thesis submission for Thesis Defence shall be counted into the program duration.

3.2.6 The departments conducting MS/MPhil/Equivalent programs shall have to submit results of the thesis by the end of week-10 into the next semester after the final semester. The students completing their thesis within this time period shall be eligible for Honours and Awards and shall not be charged any fee for the said 8 weeks. However, students who are unable to complete the thesis by the end of week-8 into the next semester, and take more time to complete the thesis, shall be charged fee for semester(s) in which they have worked.

3.2.7 To ensure timely submission of result to Controller of Examination after thesis evaluation and conduct of viva-voce examination, the 10 weeks into the next semester provided for completion of thesis shall be divided as follows:

1	Submission of thesis by MS/MPhil/Equivalent student to department	By end of week 2
2	Evaluation and thesis defence by department	By end of week 6
3	Submission of result by department to Controller of Examination	Before end of week 8

3.2.8 Departments are bound to submit the result of thesis to Controller of Examination after conduct of thesis defence, viva-voce etc before the end of week 8 into next semester for all timely submitted thesis.

3.3 **Registration**

Registration in every semester is mandatory for Scholars even after completion of minimum duration and completion of research credit hours. After minimum duration the scholars shall be charged fee equivalent to 6 credit hours for each semester.

3.4 **Course Withdrawal**

a. Scholars may withdraw from a registered course during 4-6 week of the semester. To withdraw from a registered course, the scholar shall have to apply to the HOD through the PGP Coordinator on the prescribed format.

b. If the course is withdrawn within two weeks after commencement of classes, the course withdrawn shall not be recorded on the transcript. However, in case the course is withdrawn between the third and the seventh week of the semester the letter "W" shall be recorded on the transcript against the course withdrawn.

c. A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.

3.5 **Semester Freeze**

a. Scholars are allowed to freeze their semester due to illness or circumstances beyond their control by giving a written application to the HOD on prescribed format.

b. Scholars can apply for semester freeze before commencement of classes. No semester freeze shall be allowed during the semester.

c. Scholars can freeze two semesters either consecutively or staggered, while remaining within the Maximum program duration.

d. Freezing of first semester or any of research semester (s) is not allowed. However, under special *hardship circumstances freezing of first semester can be considered by the approval of competent authority. (Iddat, Maternity/Delivery, Death in the immediate family or any other subject to acceptance on justified rationale).

3.6 **Refund/Adjustment of Fees for Course Withdrawal, Semester Freeze**

a. It will applicable as per DSU General Rules.

b. In case of any conflict or interpretation of the aforementioned rules on refund of fee and other charges, the matter shall be referred to the VC through the Registrar whose decision shall be final.

3.7 **Probation, Chance, Dropout and Course Repeat**

a. The student shall be placed on Probation if his/her CGPA falls below 2.5/4.0 (GPA if it is the first semester) for the first time. After each Probation, a formal warning letter is to be issued to the student by the concerned HOD and a copy of the same – duly signed/ acknowledged by the student – is to be retained in the respective HOD office for record purposes.

b. The student shall be placed on another Probation if his/her CGPA falls below 2.5/4.0 for the second time.

c. The student shall be dropped from the program if his/her CGPA falls below 2.5/4.0 after two consecutive Probations.

d. If dropped from the program, a transcript mentioning courses completed with the status endorsed as "Incomplete" may be issued by the Controller of Examination to the

student. Migration letter may also be issued to the student by the Controller of Examination, on request.

e. Candidate with less than the CGPA required for the coursework of the degree may repeat a maximum of three courses in which he/she has received a grade less than 'C+', to improve his/her CGPA. Candidate shall apply to the HOD for permission to repeat a course and pay the fee.

3.8 **Assessment Modalities for Coursework**

3.8.1 **Credited Work**: Below is the suggested weightage. The course instructor may have the liberty to change it as per the need of course.

Assessment Head & Mode	Weightage	Timeframe
Subjective Quizzes from Course Contents, Home/Classroom Assignments and Presentations	30 - 40%	Through-out Semester
Mid-Term Examination, a subjective examination from Course Contents/Case Study/Book Review/Critical Review of Journal Articles/Literature review for research paper(s)	20 - 30%	Mid-Semester
Final Examination, a subjective examination from Course Contents	40%	End of Semester

3.8.2 **GPA**

a. The Grade Point Average (GPA) will be worked out by awarding letter grades and corresponding grade points on a scale of 4.00 – 0.00.

Marks	Letter Grade	Point
86-100	A	4.00
80-85	A-	3.67
76-79	B+	3.33
72-75	B	3.00
68-71	B-	2.67
64-67	C+	2.50
60-63	C	2.00
57-59	C-	1.67
54-56	D+	1.33
50-53	D	1.00
Less than 50	F	0.00
-	W	Withdrawn
-	I	Incomplete

b. addition to 'F' grade awarded on the basis of academic failure, a student shall not

be allowed to appear in final examination of a subject in which his/her attendance is less than 75%, and he/she shall be awarded 'F' grade in that subject. The 'F' grade so obtained shall only be cleared by repetition of the course whenever offered.

c. The policies related to Examination Regulations, letter grades, award of Grade Points on the basis of letter grades, the Absolute/Relative Grading System and the calculation of the CGPA for Master programs shall be the same as specified in the General and Undergraduate Academic Regulations.

Chapter-4: Thesis Write-up and Evaluation

4.1 Research Proposal Defence

4.1.1 The student shall prepare a research proposal under guidance of the Supervisor and submit it to the HOD/PG Coordinator, within two months of having registered for the Research Work/Thesis.

4.1.2 The research proposal shall be submitted as per the prescribed format of the faculty. It must be specific to community needs at regional and local levels. It must be aligned with UN's sustainable development goals (SDGs).

4.1.3 The student shall also submit the Ethical Review Form, duly filled in, along with the proposal for evaluation, if the student has declared that his/her research work shall involve human subjects. The Ethical Review Committee shall review the proposal before conducting the research proposal defence, if the student has declared that his/her research work shall involve human subjects. ERC may invite the student to attend meetings of the ERC when his/her study is being reviewed.

4.1.4 Proposal shall be chaired by Dean or neutral person. Proposal shall be evaluated by a committee consisting of supervisor, one internal and one external examiner. The Dean shall appoint internal and external Examiners to conduct the thesis proposal defense of the student. The external and Internal Examiner shall be a PhD from the relevant research area.

4.1.5 PGP Coordinator with the consent of HOD shall announce and circulate the schedule of the thesis proposal defence and make necessary arrangements. A copy of the schedule shall also be sent to the Faculty Dean and the PGP Directorate.

4.1.6 The student shall defend the proposal by giving a multimedia presentation before the Examiners. The Examiners shall assess the proposal on a prescribed Research Proposal Evaluation format. If the proposal is approved, the student shall be allowed to continue research work under the Supervisor, through a formal letter from the HOD. If rejected, the examiner may ask the student to improve the existing proposal or submit a fresh one. In such a case, the PGP Coordinator shall communicate the reasons of rejection given by the Examiners to the student. In case the student does not appear in the defence without prior authorization, the proposal shall be considered rejected.

4.1.7 The student shall be given two chances to get the research proposal approved within a

maximum period of two semesters from the date of having registered in the thesis. If the proposal is rejected twice, or if the student fails to get the thesis proposal accepted within two semesters since registration of the thesis, candidacy of the student shall be decided as under:

> **a. MS/MPhil/Equivalent (Optional Research Work) Student**. The student may be asked by the HoD to take elective courses in lieu of the research work as per the roadmap of the given program. In such a case, MS/MPhil/Equivalent (Research Work) shall be converted into the MS/ MPhil/Equivalent (Coursework) degree. However, if the student does not want the degree to be converted into MS/MPhil/Equivalent (Coursework), the program shall be considered as "Terminated". The PGPC shall report the case to VC for final approval of termination. If termination of the candidacy of the student is approved, the HoD shall inform the PGP Directorate for cancellation of admission. The Controller of Examination shall issue the transcript mentioning the courses completed with the status endorsed as "MS/MPhil/Equivalent Incomplete". Migration letter may be issued to the student by the Controller of Examination, on request.

> **b. MS/MPhil/Equivalent (Compulsory Research Work)Student**. The candidacy of the student shall be considered as "Terminated". The PGPC shall report the case to VC through HoD and Dean for final approval of termination. If termination of the candidacy of the student is approved, the HoD shall inform the PGP Directorate for cancellation of admission. The Controller of Examination shall issue the transcript mentioning the courses completed with the status endorsed as "MS/MPhil/Equivalent Incomplete". Migration letter may be issued to the student by the Controller of Examination, on request.

4.2 Supervisors

4.2.1 The Principal Supervisor and Co-Supervisor (if needed) shall be approved by the Vice Chancellor for each MS/MPhil/Equivalent research student. The Principal Supervisor/Co-Supervisor preferably be a faculty member or a professional in the relevant field. A faculty member with at least four years of post-Masters experience and who has co-supervised two Master-level theses is also eligible to supervise. However, PhD faculty members are encouraged to supervisor. The HOD shall issue a letter of appointment to the Principal Supervisor and Co-supervisor after the approval of VC.

4.2.2 If the Principal Supervisor is not available temporarily, the Co- Supervisor, or the Head of Department (HOD), may act as a Principal Supervisor.

4.2.3 The Principal Supervisor/Co-Supervisor shall not be changed except under extraordinary circumstances. In case of a serious problem between a student and the Principal Supervisor, the student may request the HOD to change the Principal Supervisor.

The HOD shall investigate the matter and bring it before the Dean and VC. The VC shall take the final decision on the matter.

4.3 Research Work Progress Report

4.3.1 The Supervisor shall submit to the Dean, through the HOD, six monthly progress report of a scholar on the prescribed format by 30th June and 31st December each year. In case of an unsatisfactory progress report, the Dean will hold a meeting to find out the reasons for the lack of progress in the research work of the Candidate. The Dean may interview the Candidate, suggest remedial measures and require the Candidate to demonstrate satisfactory progress in research work within the stipulated time period.

4.3.2 If a scholar has received two (2) consecutive unsatisfactory reports, the BASR, on the recommendations of the Dean through HoD may terminate the Candidate's program candidature. The decision shall be communicated in writing to the Candidate within thirty (30) days of the date of decision. If the BASR is not due to meet within one month, the recommendation of termination of scholar's candidacy shall be forwarded to the VC through Dean and the PGP Directorate for approval; the BASR shall subsequently ratify the VC's decision.

4.3.3 The first report shall be submitted after the approval of Research Proposal.

4.3.4 If termination of the candidacy is approved, transcript mentioning courses completed with the status endorsed as "Incomplete" may be issued by the Examination Department. Migration letter may also be issued to the scholar by the Examination Department, on request.

4.4 Thesis Submission Requirements

4.4.1 The thesis shall be developed on the prescribed format. The thesis must reflect relevance, credibility, effectiveness, and legitimacy of the research. The thesis must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems. The thesis should correspond to the community needs at regional and local levels and comply with the priority national research agenda. It should reflect the basic and pure research. It must signify emerging areas of research that coincide preferably with sustainable development goals (SDGs).

4.4.2 Plagiarism test shall be conducted through HEC recognized plagiarism testing software

(as per HEC policy in vogue) by the PGP Coordinator and verified by QEC and report must be placed in the outset of the thesis. The overall similarity index and the similarity from a single source must conform to HEC's Plagiarism Policy in vogue. The student's own publication produced from the MS/MPhil/Equivalent Research Work shall be excluded while generating the similarity index report, if published work is properly cited by the student in his/her thesis. Furthermore, DSU Plagiarism Rules are subject to HEC Plagiarism Rules. Any changes in HEC Plagiarism Rules shall be applicable to DSU Plagiarism Rules.

4.4.3 Any minor change in the topic of the thesis, if made without changing the main theme, shall be approved/ratified by the BASR on the recommendation of the Advisory Committee. If due to this change, the research is to be conducted in an entirely new area, the Advisory Committee shall treat it as a new research proposal and follow the course applicable to a new research proposal.

4.4.4 Certificate of Thesis Completion by the Principal Supervisor, Author's Declaration and Plagiarism Undertaking shall be placed at the outset of the thesis.

4.4.5 Dues clearance letter from the Accounts Department of the DSU shall be submitted separately.

4.5 Thesis Submission

4.5.1 The student shall submit two spiral bound hard copies of the thesis and one digital copy (CD) to the PGP Coordinator. The PGP Coordinator shall issue acknowledgement on the prescribed form and forward the copies to the evaluators for evaluation.

4.5.2 After successful thesis evaluation and defence, the student shall submit three hardbound copies and a CD of the thesis to the HOD through PGP Coordinator who will forward one copy each to the PGP and Examination Directorates and the library for record.

4.5.3 The Library shall keep record of thesis in soft as well hard form. Library shall also be responsible to submit the final thesis in HEC repository and give the clearance accordingly.

4.6 Thesis Evaluators

4.6.1 Thesis shall be evaluated by two PhD Evaluators, internal and external.

4.6.2 The HoD, in consultation with the Principal Supervisor, shall recommend two names for Internal and External Evaluators each, after having secured their consent, to the VC for approval. The VC shall select one person from each category.

4.6.3 The PGP Coordinator shall send a copy of the thesis to each Evaluator on a prescribed form along with the prescribed Thesis Evaluation Report Form. The Evaluators shall be requested to evaluate the thesis and send their evaluation report within four (4) weeks of receipt of the thesis. Where an Evaluator is unable to meet the original or a revised deadline, the VC may appoint another Evaluator out of the BASR approved list of External Evaluators.

4.6.4 All communication with the Evaluators shall be carried out by the PGP Coordinator. A copy of approval and examiners profiles must be submitted to examination department and PGP Directorate.

4.7 Thesis Evaluation

4.7.1 The evaluation reports shall be received by the PGP Coordinator which, shall handover the reports to the student with information to HOD and Dean. A copy of reports received from examiners must be submitted to examination department and PGP Directorate.

4.7.2 The Evaluators can evaluate thesis and make recommendations there on in any one of the following ways:

    a.   "*The thesis meets all the requirements of international standards. No changes are required. The candidate may proceed for thesis defence.*" This shall be construed as Thesis **Approved**.

    b.   *"The thesis requires major/minor changes, as pointed out in the detailed report. These changes be incorporated into the thesis. There is no need to send the thesis to me for reassessment; I authorize DSU to ascertain the compliance and carry out reassessment through its own system before the thesis defence."* This shall be construed as Thesis **Conditionally Approved (A)**.

c. *"The thesis requires major/minor changes, as pointed out in the detailed report. These changes be incorporated and the revised thesis be sent to me, along with a compliance report, within ____weeks for reassessment.* This shall also be construed as Thesis **Conditionally Approved (B)**.

d. *"The thesis is unacceptable. Detailed analysis is given on a separate sheet."* This shall be construed as Thesis **Not Approved**.

4.7.3 The "Approved", "Not Approved" or "Conditionally Approved" evaluations will result in a number of scenarios as tabulated, and shall be addressed as elucidated in the ensuing articles:

Case #		
	Evaluator 1	Evaluator 2
1	Approved	Approved
2	Approved	Conditionally Approved(A)
3	Approved	Conditionally Approved(B)
4	Conditionally Approved	Conditionally Approved
5	Conditionally Approved	Not Approved
6	Approved	Not Approved
7	Not Approved	Not Approved

4.7.4 Case 1: Approved+Approved
The Student shall qualify for the thesis defence & viva voce examination.

4.7.5 Case 2: Approved + Conditionally Approved(A)
The Student shall make the suggested changes and have them endorsed by the Principal Supervisor on behalf of the Evaluator. The thesis shall then be deemedto be "Approved", and the student will qualify for the thesis defence & viva voceexamination.

4.7.6 Case 3: Approved+Conditionally Approved (B)
The student shall make the suggested changes and have them endorsed by the Principal Supervisor. The PGPC will send the amended thesis back tothe Evaluator. This process shall continue until 'Approved' or 'Conditionally Approved (A)'reports are received from the Evaluator. Subsequent actions shall be as per articles 4.7.4 or 4.7.5 depending on the re-evaluation report.

4.7.7 Case 4: Conditionally Approved+Conditionally Approved
a. Actions shall be as per articles 4.7.5 and/or 4.7.6, as the case(s)may be.
b. If both the Evaluators ask for changes which are mutually conflicting, the Principal Supervisor shall provide the

necessary guidance to the student. If either or both Evaluators have asked for resubmission of thesis (Case B), a separate "Compliance Report" shall be sent to the Evaluators(s) who asked for resubmission along with the revised thesis, clearly identifying the conflicting changes/requirements.

4.7.8   Case 5: Conditionally Approved+Not Approved

The thesis shall be sent to a third Evaluator for evaluation and subsequent actions shall depend on the report of the third evaluator:

a. If the third Evaluator evaluates the thesis as "Approved", it becomes an "Approved+Conditionally Approved" case, in which case articles 4.7.5 and/or 4.7.6 shall apply, as applicable.

b. If the third Evaluator evaluates ''Conditionally Approved", it becomes a "Conditionally Approved+Conditionally Approved" case. Article 4.7.7 shall apply.

c. If the third Evaluator evaluates ''Not Approved", two of the three evaluators would have evaluated the report "Not Approved". It thus becomes the "Not Approved+Not Approved" Case. Article 4.7.10 shall apply.

4.7.9 Case 6: Approved+Not Approved

The thesis shall be sent to a third Evaluator for evaluation. The report of the third Evaluator shall be considered as final. Action shall be as follows:

a. If the third Evaluator reports "Approved", the student shall qualify for the thesis defence and viva voce examination.

b. If the third Evaluator evaluates ''Conditionally Approved", it becomes "Approved+Conditionally Approved" case; actions shall be per paras 4.7.5 and/or 4.7.6 , as applicable.

c. If the third Evaluator reports "Not Approved", the situation will become tantamount to both reports evaluated "Not Approved".Article 4.7.10 shall apply.

4.7.10 Case 7: Not Approved+Not Approved

It shall be construed that the student has failed in producing an acceptable thesis. Candidature of the student shall be decided as below:

i. MS/MPhil/Equivalent (Optional Research Work) Student.

a.   The Dean may ask the student to terminate research work and take elective courses in lieu of research work as per the programme requirement. In such a case, the student shall be eligible for the award of MS/MPhil/Equivalent (Coursework) degree, on successful completion of the degree requirements.

b.   If the student does not want the degree to be converted into MS/MPhil/Equivalent (Coursework), the program shall be considered as "Terminated". The PGP Directorate shall be informed and the Controller of Examination shall issue the transcript mentioning the courses completed with the status endorsed as "MS Incomplete". Migration letter may be issued by the Examination Department, on request.

ii. MS/MPhil/Equivalent (Compulsory Research Work) Student.

c.   The Dean may ask the student to re-register in the Program and carry out the research work on a newtopic from the scratch. However, coursework shall not be required in such a case.

d.   If the student does not want to re-register in the program, the program shall be considered as "Terminated". Controller of Examination shall issue the transcript mentioning the courses completed with the status endorsed as "MS/MPhil Incomplete". Migration letter may be issued by the Examination Department, on request.

4.8 Thesis Defence Examiners

4.8.1 A panel of two PhD Examiners shall be constituted. Preferably, the same panel that evaluated the thesis shall conduct the thesis defence and viva voce examination of the student. If thesis Evaluators are not available to conduct thesis defence and viva voce, two separate Examiners, internal and external, shall be appointed for this purpose. The HoD in consultation with supervisor shall recommend two names of the Internal and External Examiners each, after having secured their consent, to the VC for approval. The VC shall select one person from each category.

4.8.2 The PGP Coordinator shall send a copy of the thesis to each Examiner along with the prescribed Thesis Defence Evaluation Report Forms. All communication with the Thesis Defence Examiners shall be undertaken by the PGP Coordinator.

4.9 Thesis Defence & Viva Voce Examination

4.9.1 PGPC shall submit all records of proposal defence and thesis evaluation forms alongwith approval of examiners to PGP Directorate and Examination Office. The Examination department shall notify the schedule for Thesis Defence. PGP Coordinator shall hall ensure necessary arrangements to conduct the thesis defence. A copy of the schedule shall also be sent to the Faculty Dean, and the PGP Directorate.

4.9.2 The thesis defence shall be in the form of a multimedia presentation by the student, followed by a Viva Voce Examination/QA session before the panel of Examiners.

4.9.3 The Principal Supervisor/Co-Supervisor shall remain present throughout the thesis defence. The presentation part of the thesis defence shall be open to all those interested, but the Viva voce Examination shall be conducted by the panel of Examiners in the presence of the Principal/Co-supervisor.

4.9.4 In the case of a handicapped student, thesis-work may be presented through a third person with the consent of the Dean and the PGP Directorate.

4.9.5 The Examiners shall evaluate the thesis defence of the student on the Thesis Defence Evaluation Report Form against the following assessment weightage:
        a.   Thesis write-up and its quality: 50%
        b.   Presentation of work: 25%
        c.   Viva Voce Examination: 25%

4.9.6 To be able to pass the thesis defence, the student must obtain at least 50% marks from both the Examiners on the panel.

4.9.7 The thesis defence evaluation reports shall be received by the HOD who shall pass them over, to the Dean/Director for onward submission to the Examination Department under information and copy to the PGP Directorate

4.9.8 If one evaluation report is "Approved" and the other is "Not Approved", then a third Examiner shall be appointed. The report of the third Examiner shall be considered as final. If the third Examiner reports "Approved", the student shall qualify for the degree. If the third Examiner reports "Not Approved", the situation will become tantamount to both reports evaluated "Not Approved" which means the student has failed in producing an acceptable defence.

4.9.9 The student shall be given three chances to defend the thesis successfully. After a failed attempt, the panel of Examiners shall specify the time period within which the student shall be required to defend the thesis again. If

the student is not able to defend the thesis in the third attempt even, the candidature of the student shall be decided in accordance with Article 4.7.10.

4.10 Submission of Thesis Revision

4.10.1 Time Lines for Minor Corrections
All minor corrections recommended by the Examiners during the Thesis evaluation or Thesis Defense/Viva Voce Examination shall be incorporated and submitted to the PGP Coordinator within one month of receiving the evaluation/examination report. Principal Supervisor shall verify the desired corrections in the form of written report within this time period.

4.10.2 Time Lines for Major Corrections
All major corrections recommended by the Examiners during the Thesis evaluation or Thesis Defense/Viva Voce Examination shall be incorporated and submitted to the PGP Coordinator within two months of receiving the evaluation/examination report. Principal Supervisor shall verify the desired corrections in the form of written report within this time period.

4.10.3 Failure to incorporate the changes and submit revised thesis
If a student fails to incorporate and submit the changes within the time period, following rules will be applied:

   a. Students that are not time-bared can apply for an extension in the submission deadline on the prescribed form. Dean may approve the extension of maximum two month from the last given deadlines as mentioned in policy.
   b. Students that have completed the maximum duration of MS/MPhil/Equivalent program shall request for extension in accordance with Article 3.2.4.
   c. If a student is not able to submit the revised version of the thesis with a dully approved compliance report within a timeframe as specified, the student shall be required to pay the complete fee against the thesis credit hours for the ongoing semester and upcoming semesters till the revision is submitted.

4.11 Honorarium for Examiners
Suitable honorarium is to be paid to the thesis Evaluators and Examiners (Internal, External) for proposal and thesis defence, as decided by the University from time to time.

4.12 Award of the Degree

4.12.1 The student shall be entitled to the degree after fulfilment of all the requirements, as laid down in these Rules, and the academic roadmaps and curricula. The Examinations Department shall complete all the degree formalities.

4.12.2 The minimum CGPA requirement is 2.5 for the award of MS/MPhil/Equivalent degree.

4.13 Honors and Awards

4.13.1 Minimum batch size must be 5 for award of gold medal. Top performers shall be eligible for University awards, if he/she does not have any of the following ineligibilities:

    a. CGPA less than 3.5 (for medals)/3.6 (for Cum Laude Honour);
    b. Not a regular student of the same batch;
    c. Used any of the following options/relaxations:
        (1) Semester Freeze/Withdrawal;
        (2) Course Repetition;
        (3) Any Mid-Term or Final Examination Retake; or
        (4) Any course taken in a Summer Session.
    d. 'F' or 'I' grade in any course;
    e. Dropped from the Program;
    f. Disciplinary case; or
    g. Credit transfer case.