

Minutes of the Meeting

27th Higher Education Research Committee

(HERC)

held on

29th September, 2020



Office of Research & Development/ORIC

Bahria University Head office

Islamabad

Table of Contents

Reference Designators & Terms	2
Acronyms & Abbreviations.....	3
Confirmation of the Minutes of 26th HERCM held on 26th September, 2019	6
Review Items	6
Item No. 2313: Measures to Improve Quality of PhD Research Work	6
Item No. 2402: Ratification of Proposal for Improving Research Incentive	8
Item No. 2601: Progress Review of ORIC Activities.....	9
Item No. 2602: Revision of Travel Grant Policy of BU	10
Item No. 2604: Cancellation of PhD Student Candidacies – Dept of MS – KC.....	10
Item No. 2605: Cancellation of PhD Student Candidacy – Mr. Bilal Haider– Dept of CS – IC.....	11
Item No. 2606: Cancellation of PhD Student Candidacy – Engr. Muneeb Yaqoob – Dept of EE – IC.....	12
Item No. 2607: Cancellation of PhD Student Candidacy – Mr. Muhammad Irfan – Dept of E&ES – KC.....	12
Item No. 2608: Cancellation of PhD Student Candidacy – Mr. Humayoun Awan – Dept of MS – IC.....	12
New Items	13
Item No. 2701: Progress Review of ORIC	13
Item No. 2702: Ratification of BU Policy on HEC Travel Grant Funding Mechanism	14
Item No. 2703: Amendment in PhD Rules – 2017: Assessment Time Taken for PhD Thesis Towards Maximum Duration of PhD Programme.....	15
Item No. 2704: Updation of Clause 35.3 of MS/ MPHIL Rules 2017 - Honors & Awards	17
Item No. 2705: Charge of Fee after Three Years from PhD Scholars.....	18
Item No. 2706: Change of Nomenclature of PGP Dte to Director Academic Dte and Respective ToRs in PG Rules 2017 after Restructuring of BUHO	20
Item No. 2707: BU Policy for Funding of Applied Research Projects.....	20
Item No. 2708: Ratification of Multiple R&D Policies	21
Item No. 2709: Ratification for Award of PhD Degrees.....	24
Item No. 2710: Cancellation of PhD Student Candidacies – Dept of CS – IC.....	25
Item No. 2711: Cancellation of PhD Student Candidacy – Qazi Zia Ullah – Dept of CE – IC	26
Item No. 2712: Cancellation of PhD Student Candidacy – Badar Ali – Dept of EE – IC	26
Item No. 2713: Cancellation of PhD Student Candidacies – IPP, KC.....	27
Item No. 2714: Cancellation of PhD Student Candidacies – Dept of MS – KC.....	28
Item No. 2715: Cancellation of PhD Student Candidacy – Azmat Khan – Dept of CS – KC.....	29
Item No. 2716: Cancellation of PhD Student Candidacy – Naeem Ahmad Mughal – Dept of E&ES – KC	29
Item No. 2717: Approval of Adding New Names in the List of Foreign External Examiners for ES – IC	30
Item No. 2718: Approval of Adding New Names in the List of Foreign External Examiners for MS – IC.....	31
Item No. 2719: Approval of Adding New Names in the List of Foreign External Examiners for Media Studies – IC	33
Item No. 2720: Approval of Adding New Names in the List of Foreign External Examiners for EE – KC	35
Item No. 2721: Approval of Adding New Names in the List of Local External Examiners for MS– KC	36
Closing of the Meeting.....	37
Appendages	38
Appendage 2313	38
Appendage 2602	138
Appendage 2702	147
Appendage 2707	157
Appendage 2708	174
BUORIC-P01 – Cash Award on Research Publications	174
BUORIC-P02 – Best Faculty Researcher Award	185
BUORIC-P03 – Best Student Researcher Award	193
BUORIC-P04 – Payment of Publication Fee for Journal Publications	199
BUORIC-P10 – Course Load Reduction Policy	209

Reference Designators & Terms

These designators/terms are meant to introduce clarity, standardization and ease of reference while consulting or referring to this document.

Item Number Item oonn

Where

oo = ordinal sequence of HERC Meeting

nn= serial number of item in that HERC Meeting

Example:

Item 1712 means Item No. 12 of 17 HERC Meeting

Decision on a Decision oonn

New Item

Example:

Decision 1712 means Decision on Item 1712

Example:

Decision 1712.b means Decision 1712, Clause 'b'

Example:

Decision 1712.b.2 means Decision 1712, Clause 'b', sub-clause '2'

Decision on a Decision o₂o₂ (oonn)

Previous Item

Example:

Decision 17 (1512) means decision taken by 17 HERC Meeting on the prevision review item 1512

Example:

Decision 17 (1512).b means decision taken by 17 HERC Meeting on the prevision review item 1512 clause 'b'

Example:

Decision 17 (1512).b.3 means decision taken by 17 HERC Meeting on the prevision review item 1512 clause 'b' sub clause '3'

Action

Authority, Entity, Official, Person, Unit, Dept, Office, etc. required to implement the decision

Responsibility

The supra single Authority, Entity, Official, Person, etc required to:

- a. Coordinate the actions taken by the Authorities, Entities, Officials, Persons, Units, Depts., Offices listed against the action
- b. Report to the Council the progress on the matter, through periodic progress reports and at the meeting of the Council.
- c. Be overall responsible to the Competent Authority, and the Council, for the case/issue/point/item he or she has been made responsible for.

Deadlines

Any time period deadlines shall count from the date of issue of the minutes. Time period in days shall imply working days.

Acronyms & Abbreviations

AAI	Additional Agenda Item
BBS	Bahria Business School
BSEAS	Bahria School of Engineering & Applied Sciences
CE	Computer Engineering
CS	Computer Sciences
CSE	Computer & Software Engineering
DIC	Director Islamabad Campus
DIPP	Director Institute of Professional Psychology
DKC	Director Karachi Campus
DLC	Director Lahore Campus
DNCMPR	Director National Centre for Maritime Policy Research
DS	Dental Section Bahria University Medical & Dental College
EDC	Estimated Date of Completion
EE	Electrical Engineering
E&ES	Earth & Environmental Sciences
ES	Engineering Sciences
H&NS	Humanities & Natural Sciences
HS	Health Sciences
HO	Head Office
H&SS	Humanities & Social Sciences
IC	Islamabad Campus
IO	International Office
KC	Karachi Campus
LC	Lahore Campus
MS	Management Sciences
SE	Software Engineering
PP	Professional Psychology

Bahria University Head Office			
1.	Vice Admiral Kaleem Shaukat HI (M)	Rector	In Chair
2.	R/Adm Nasir Mahmood (HI) M (Retd)	Pro-Rector (RIC)	Member
3.	Surg. R/Adm Najam Ul Saqib HI(M) TBt (Retd)	Pro-Rector (Health Sciences)	Member
4.	R/Adm Habib-ur-Rehman HI (M) (Retd)	Pro-Rector (Academics)	Member
5.	R/Adm Naveed Ahmed Rizvi HI(M)	Pro-Rector (Admin)/DG IC	Member
6.	Prof. Dr. Shehzad Khalid	Director R&D/ORIC	Member/Secy
7.	Dr. Atif Raza Jafri	Dean/Principal BES	Member
8.	Dr. Ali Imtiaz	Dean /Principal BBS	Member
9.	Dr. Adam Saud	Dean /Principal H&SS	Member
10.	Cdre. Asim Raza SI (M) (Retd)	Controller Examinations	Member
11.	Cdre. M. Aslam Khan SI (M) (Retd)	Treasurer	Member
12.	Captain (Retd) Tariq Rashid PN	Director Health Sciences	Member
13.	Cdre. M. Mateen-ur-Rehman SI (M) (Retd)	Director Admissions	Member
14.	Dr. Riaz Ahmed	Director Academics	Member
15.	Mr. Fazal Wahab	Director QA	Member
Bahria University Islamabad Campus			
16.	Dr. Samreen Faheem Babar	HOD, Dept. of MS	Member
17.	Dr. Ali Saeed	HOD, Dept. of BS	Member
18.	Dr. Khalid Javed	HOD, Dept. of CE	Member
19.	Dr. Junaid Imtiaz	HOD, Dept. of EE	Member
20.	Dr. Muhammad Muzammal	HOD, Dept. of CS	Member
21.	Dr. Said Akbar Khan	HOD, Dept. of E&ES	Member
22.	Dr. Muhammad Umer Hayat	HOD, Dept. of H&SS	Member
23.	Dr. Noshi Iram Zaman	HOD, Dept. of PP	Member
24.	Ms. Malika Farah Deebea	HOD, Dept. of Law	Member
Bahria University Karachi Campus			
25.	Cdre. Muzammil Hussain SI (M) SE	Director Campus	Member
26.	Prof. Dr. Zainab Hussain Bhutto	Dean, Professional Psychology	Member
27.	Prof. Dr. Bashir Ahmad	Principal – BBS	Member
28.	Dr. Sohaib Ahmed	Principal – BSEAS	Member
29.	Dr. Oyoon Abdul Razzaq	Principal – H&SS	Member
30.	Prof. Syed Shahid Ali	HOD, Dept. of E&ES	Member
31.	Dr. Osama Rehman	HOD, Dept. of SE	Member
32.	Dr. Najam Muhammad Amin	HOD, Dept. of EE	Member
33.	Dr. Syed Safdar Ali	HOD, Dept. of CS	Member
34.	Dr. Shoaib Mughal	HOD, Dept. of CE	Member
35.	Dr. Haris Ahmad	HOD, Dept. of E&ES	Member

36.	Dr. Kiran Bashir Ahmad	HOD, Dept. of PP	Member
37.	Dr. Talat Sharafat Rehmani	HOD, Dept. of H&SS	Member
38.	Dr. Asif Inam	HOD, Dept. of Maritime	Member
39.	Dr. Sayma Ziad	HOD, Dept. of BS	Member
40.	Ms. Mah-e-Darakshah	HOD, Dept. of Media Std	Member
41.	Dr. Mehrab Khan	PGP Cord. – Dept. of E&ES	Member
42.	Dr. Tahira Yousaf	PGP Cord. – Dept. of PP	Member
43.	Dr. Slahuddin	PGP Cord. – Dept. of SE	Member

Bahria University Lahore Campus

44.	Cdre. Shahid Azmat Wain SI (M)	Director Campus	Member
45.	Dr. Muhammad Ahmed	HOD, Dept. of MS	Member
46.	Dr. Khawaja Qasim Maqbool	HOD, Dept. of CS	Member
47.	Dr. Urooj Sadiq	HOD, Dept. of PP	Member

Bahria University Medical & Dental College, Karachi

48.	Rear Adm. (R) Imtiaz Ahmad HI (M)	DG	Member
49.	Dr. Ambreen Usmani	Principal/Dean HS	Member
50.	Dr. Wahab Buksh Qadri	Principal Dental Section	Member
51.	Dr. Nasim Karim	HoD, Pharmacology	Member
52.	Dr. Mehreen Lateef	HoD, MDRL	Member
53.	Dr. Daud Mirza	HoD, Oral Pathology	Member

In Attendance

54.	Dr. M. Awais Mehmood	Director IO	
55.	Dr. Yasmin Nergis	HOD, ERC – KC	
56.	Dr. Khalid Mustafa	VP – BUM&DC	
57.	Dr. Khalid Aziz	VP – BUCPT	
58.	Cdr. (R) Muhammad Ahmad Sheikh	Dy Director – Regulations	
59.	Dr. Waqar-ud-Din	Dy. Director ORIC – KC	
60.	Mr. Adeel Ahmad	Asst. Director ORIC – HO	
61.	Ms. Erum Shafiq	Asst. Director QA – KC	

Proceedings

1. The proceedings commenced at 1000hrs on 29th September, 2020 with recitation of few verses from the Holy Quran. The meeting commenced till 1700hrs.
2. The Honorable Rector/Chairperson HERC in his opening remarks welcomed all the members of HERC from IC, KC, LC and BUM&DC and highlighted the importance of HERC to undertake important policy decision for the promotion of applied research at BU.

Confirmation of the Minutes of 26th HERCM held on 26th September, 2019

3. After soliciting the approval of the Chairperson HERC, Minutes of the 26th HERCM were communicated to all members and non-member participants. There have been no observations on the approved minutes received till date.
4. The minutes of the 26th HERCM were confirmed by the HERC.

Review Items

Item No. 2313: Measures to Improve Quality of PhD Research Work

Responsibility: a. Director General IC

b. Director – PGP

c. All Deans

d. Committee Members

Decision 26 (2313 - a): Study 1: Time Frame for Development of Research Proposal at the Time of Admission by PhD Candidates:

Pre-Meeting Progress Reported (Director – PGP):

5. The requirement of initial research proposal at the time of admission, has already been included in PhD eligibility criteria/documents requirement and made available on BU website relating to admissions in PhD programs w.e.f. Fall 2019. Moreover, admit slip generated by the CMS during applying for admission in PhD by potential candidate, highlight the requirement of initial research proposal at the time of interview with Departmental Admission Committee.
6. In addition to above, the committee reviewed two practical scenarios of potential candidates who applied for PhD admission during Fall 2019/Spring 2020, where 2-3 months' time was available to the potential candidates for development of initial research proposal. The committee shown satisfaction that 2-3 months is sufficient time to develop initial research proposal. However, the committee proposed that Admission procedure be more simplified.

Discussion:

7. Director Academics briefed the house that the major objective of the requirement of submission of initial research proposal at the time of admission is to verify the availability of research supervisor in the relevant domain. He further illustrated that ample time is available during admission for both Spring and Fall semester enabling the PhD applicant to develop research proposal in consultation with the potential Supervisor. *Status Quo* is recommended by the Committee.

Decision 27 (2313-a (Study-1)):

8. *Status Quo* to be maintained. Point dropped.

Decision 26 (2313 - a): Study 2: Review and Improvement of PhD Thesis Evaluation / Assessment Format of Foreign Evaluation and Final Defense

Pre-Meeting Progress Reported (Director – PGP):

9. Amendment of revised Thesis Evaluation Forms MS-17, PhD-20 and PhD-21 in relevant Rules have been notified for implementation and progress already reported vide PGP Dte letter BU-PGP/HERC/26/3/2019/898 dated 19 December 2019.

Decision 27 (2313-a (Study-2))

10. Needful has been done. Point dropped

Decision 26 (2313 – a): Study 3: Identification of Research Areas for PhD/MS Programs

The Research Areas stands approved by the HERC. The research areas shall be updated on regular intervals based on the availability of research expertise at BU and evolving dynamics of the research domains. Relevant web pages of BU official website shall be updated on regular intervals for ensuring better visibility to prospective PhD scholars at BU.

Pre-Meeting Progress Reported (All Deans):

11. The research themes approved in the 26th HERCM has been incorporated in the admission portal where the research themes are visible to PhD candidates while applying for various PhD programs. The same has also been uploaded on the official BU website for the information of the prospective PhD Scholars. Further, these research themes will be updated by the relevant Deans on yearly basis to incorporate the newly identified areas of research and inhouse BU capacity.

Decision 27 (2313-a (Study-3))

12. Needful has been done. Point dropped

Decision 26 (2313 - a): Study 4: Standard Manual for Writing Research Proposal and Thesis (MS/MPhil and PhD) at BU

Pre-Meeting Progress Reported (Director – PGP):

13. Soft copy of the BU Thesis Manual has been uploaded on CMS for access of all concerned and progress already reported vide PGP Dte letter BU-PGP/HERC/26/3/2019/898 dated 19 December 2019.
14. Printing of BU Thesis Writing Manual in book form is under process and copies will be distributed among all concerned.
15. Moreover, the committee decided that a separate template for MS/ MPhil and PhD 's research proposal and thesis be submitted by each faculty by 28th Feb 2020. In this regard templates from following faculties have been received and will be presented in 27th HERC for approval:
 - a. Management & Social Sciences (except PhD Thesis template)
 - b. Engineering Sciences
 - c. Psychology
 - d. BUM&DC

Discussion:

16. Director Academics briefed the house that the Directorate of Academics have developed and printed a standard thesis formatting manual of BU to standardize the content and implement distinctive outlook of the thesis produced by the post graduate programs of BU. He further said that separate research proposal and thesis templates (except PhD (MS) have been developed by the respective faculties.

17. Dean Management Sciences expressed that the faculty of management sciences is in process of developing a standard Thesis Template (content wise) for the PhD Scholars of the faculty of management sciences. The same will be tabulated in the DRC and FRC meetings of the faculty of management sciences and will be presented in the 28th HERCM for approval.

Decision 27 (2313-a (Study-4))

18. Following decision were undertaken:

- a. Templates for MS/ MPhil and PhD 's research proposal and thesis of the following faculties (placed at **Appendage – 2313**) are approved by the HERC.
 - i. Management Sciences (except PhD Thesis template)
 - ii. Engineering Sciences
 - iii. Psychology
 - iv. BUM&DC
- b. Dean Management Sciences will present the research proposal and Thesis Template for the PhD Program of the Faculty of Management Sciences duly recommended by the FRC in 28th HERCM.
- c. Dean Humanities & Social Sciences shall review the research proposal and Thesis Template of other faculties and present the Proposal/Thesis Template for the MS and PhD Programs of the Faculty of Humanities and Social Sciences duly recommended by the FRC in 28th HERCM.

Action Required	Action By	Responsibility
Implementation of Decision – a	All HODs/Principals	All Deans
Implementation of Decision – b	Dean – MS	Dean – MS
Implementation of Decision – c	Dean – H&SS	Dean – H&SS

Decision 26 (2313-b): Printing of R&D Booklet of BU

Pre-Meeting Progress Reported:

19. R&D Profile booklet has been printed and circulated to all the internal/external stakeholders of BU. The same will be updated on yearly basis.

Decision 27 (2313-b)

20. Needful has been done. Point dropped

Item No. 2402: Ratification of Proposal for Improving Research Incentive

Responsibility: **Director – ORIC**

Decision 26 (2402-F): Full Time Support for Patent Filing

21. HERC decided that a holistic proposal be prepared by Director – ORIC encompassing all the dimensions along with the benefits to be acquired by BU through establishment of Patent Office with dedicated IP Attorney at BU and process on file for approval of Chairperson HERC.

Pre-Meeting Progress Reported:

22. A comprehensive proposal was prepared by the Dte. of ORIC in close consultation with Dept. of Law – IC. The same was processed on file for soliciting the approval of the Competent Authority.
23. The Competent Authority has approved the formulation of standing committee constituting the following members to assess the type of patents to be filed by BU:

Item No. 2602: Revision of Travel Grant Policy of BUAction By: **All Deans**Responsibility: **5th Deans' Committee****Decision 2602:**

31. The proposed travel grant policy of BU is referred to Deans' Committee for incorporating the input of all Deans. The revised policy duly vetted by the Deans' Committee be tabled in the 27th HERCM for approval.

Pre-Meeting Progress Reported:

32. The proposed Travel Grant Policy was tabulated in the Fifth Deans' Committee Meeting held on 26th February, 2020. The following decision was undertaken by Fifth Deans' Committee Meeting:

"BU Travel Grant Policy is recommended to be clubbed with the already approved BU Policy on HEC Travel Grant Funding Mechanism and the same shall be tabled in the forthcoming HERCM for needful approval"

33. The approval mechanism of BU Travel Grant Policy has been clubbed with BU Policy on HEC Travel Grant Funding Mechanism and is placed at **Appendage 2602** of this document for the approval of the HERC.

Discussion:

34. Director ORIC presented the overall policy along with the proposed amendment in the Travel Grant Policy of BU to the house as recommended by Deans Committee in its 5th meeting.

Decision 27 (2602):

35. BU Travel Grant Policy (placed at **Appendage 2602**) stands approved. R&D Policy Handbook of BU to be updated.

Action Required	Action By	Responsibility
Implementation of Decision	Director – ORIC	Director – ORIC

Item No. 2604: Cancellation of PhD Student Candidacies – Dept of MS – KC

Action By: **a – HoD, Dept. of MS, KC**
b – HoD, Dept. of MS, KC

Responsibility: **Controller Examinations**
HoD, Dept. of MS, KC

Decision 2604:

36. Following decisions were undertaken by the HERC:

- a. Following **FIVE** students have been **Dropped** from the PhD Management Sciences Program of BU and transcript be issued depicting the degree status as **"INCOMPLETE"**.
 - i. Ms. Asma Khan (02-280172-005)
 - ii. Ms. Uzma Fayyaz (02-280162-004)
 - iii. Mr. Vijay Kumar (02-280152-004)
 - iv. Ms. Salma Rahman (02-280152-005)
 - v. Ms. Maheen Iqbal Awan (02-280161-002)
- b. The case for termination of following two PhD scholars after their inability to complete their course work in two years be presented by HoD, Dept. of MS – KC in the 27th HERCM.
 - i. Ms. Arifa Sami (02-280181-003)
 - ii. Mr. Ejaz-Ur-Rehman (02-280181-002)

Pre- Meeting Progress Reported:

37. Following progress was reported.

- a. The status of Dropped students have been incorporated in the Database system by the Controller Examinations – BUHO. Program Interim Transcript will be issued on demand, with status as 'Incomplete'.
- b. Following progress is reported by the Dept. of MS – KC

Name	Status
Ms. Arifa Sami (02-280181-003)	The candidate gave her inability to continue PhD program in writing to BU via email. The student is recommended to be dropped from PhD – MS Program of KC.
Mr. Ejaz-Ur-Rehman (02-280181-002)	The candidate applied for the extension for continuation of his PhD studies, however, the application was regretted by BUHO, based on the clause 15.2 of PhD Rules 2017. .

Decision 27 (2604):

38. Based on departmental recommendation and BU PhD Rules, HERC DROPPED the following TWO PhD Candidates of PhD in Management Sciences at BUKC and transcript be issued clearly depicting the degree status as "INCOMPLETE".

- i. Ms. Arifa Sami (Enroll No: 02-280181-003)
- ii. Mr. Ejaz-Ur-Rehman (Enroll No: 02-280181-002)

Action Required	Action By	Responsibility
Implementation of Decision	HoD, Dept. of MS – KC	Controller Examinations

Item No. 2605: Cancellation of PhD Student Candidacy – Mr. Bilal Haider– Dept of CS – IC

Action By: HoD, Dept. of CS, IC

Responsibility: Controller Examinations

Decision 2605:

39. Mr. Bilal Haider (01-281131-005) is DROPPED from the PhD Computer Sciences Program of BU and transcript be issued depicting the degree status as "INCOMPLETE".

Pre-Meeting Progress Reported:

40. The status of Dropped student has been incorporated in the Database system by the Controller Examinations. Program Interim Transcript will be issued on demand, with status as 'Incomplete'.

Decision 27 (2605):

41. Needful has been done. Point dropped.

Item No. 2606: Cancellation of PhD Student Candidacy – Engr. Muneeb Yaqoob – Dept of EE – IC

Action By: **HoD, Dept. of EE, IC**

Responsibility: **Controller Examinations**

Decision 2606:

42. Engr. Muneeb Yaqoob (01-281171-001) is DROPPED from the PhD Electrical Engineering Program of BU and transcript be issued depicting the degree status as “INCOMPLETE”.

Pre-Meeting Progress Reported:

43. The status of Dropped student has been incorporated in the Database system by the Controller Examinations. Program Interim Transcript will be issued on demand, with status as ‘Incomplete’.

Decision 27 (2606):

44. Needful has been done. Point dropped.

Item No. 2607: Cancellation of PhD Student Candidacy – Mr. Muhammad Irfan – Dept of E&ES – KC

Action By: **HoD, Dept. of E&ES, KC**

Responsibility: **Director – PGP**

Decision 2607:

45. It was decided by the HERC that Mr. Muhammad Irfan (02-283161-004) be given one more chance and he should successfully defend the research proposal before commencement of Spring 2020 Semester.

46. Progress be reported in 27th HERCM.

Pre-Meeting Progress Reported:

47. The Proposal Defense of Mr. Muhammad Irfan (02-283161-004) was conducted on Dec. 11' 2019. He passed the proposal defense in presence of Internals/Externals and the scholar is in Thesis Writing Stage.

Decision 27 (2607):

48. The scholar has re-embarked on the PhD research journey and will be following the timelines mentioned in relevant PhD Rules. Point dropped.

Item No. 2608: Cancellation of PhD Student Candidacy – Mr. Humayoun Awan – Dept of MS – IC

Action By: **HoD, Dept. of MS, IC**

Responsibility: **Dean M&SS**

Decision 2608:

49. The case is referred back to Faculty Research Committee of Management and Social Sciences for further deliberations and ascertainment of relevant PhD Rules on the candidacy of Mr. Humayoun Awan (Enroll No: 01-280152-003).

50. Progress be reported in 27th HERCM.

Pre-Meeting Progress Reported:

51. The Ph.D. Scholar-Mr. Humayoun has been contacted several times through emails and letter, but he failed to submit the proposal for re-defense. As thus the student candidacy may please be cancelled.

Decision 27 (2607):

52. Based on departmental recommendation and BU PhD Rules, HERC DROPPED Mr. Humayoun Awan (Enroll No: 01-280152-003) from the PhD-Management Sciences Program of IC and transcript be issued clearly depicting the degree status as "INCOMPLETE".

Action Required	Action By	Responsibility
Implementation of Decision	HoD, Dept. of MS – IC	Controller Examinations

New Items**Item No. 2701: Progress Review of ORIC**Sponsor: **Director ORIC**Referral Authority: **15th HERCM****Summary of the Case Presented:**

53. Like all previous HERCMs, the progress review of Key Performance Indicators of ORIC set by the worthy Board of Governors in light of Strategic Goals of BU is hereby presented before the HERC for information.

Discussion:

54. Director – ORIC presented the achievements of Research, Innovation and Commercialization ecosystem of BU. He apprised the house that ORIC-BU has been ranked amongst top 4 ORICs amongst the 69 ORICs established by HEC across Pakistan. ORIC – BU has acquired the W-Category which is the Top Performing Category of ORICs by HEC. BU is now eligible to get 15% additional ORIC overhead under HEC competitive grants due to the highest ranking achieved by BU.
55. The Chair appraised the achievements of ORIC – BU and appreciated the efforts of active researchers and ORIC officials. He reiterated that further efforts shall be undertaken to categorize BU in the renowned ranking matrices of the world including QS and TIMES Higher Education Ranking.
56. Director – ORIC apprised the house about the achievement of Incubation component of Bahria Innovation Center (BIC). The incubator at BIC has been ranked amongst top 3 University Incubators of Pakistan by World Bank in its Pakistan Startup Ecosystem Report 2019-20. The house appreciated the BIC achievement to bring the entrepreneurial support services provided by BU at par with the highest standards in Pakistan.
57. Director – ORIC later presented the progress achieved by BU against different Key Performance Indicators assigned in the BU Strategic Plan 2025. He highlighted that the R&D budget has been decreased by 4 million in FY 2020-2021 as compared to FY 2019-20. The Chair inquired from the Treasurer about the decrease in R&D Budget for the current FY 2020-21. Treasurer briefed the house that due to COVID-19, the fee structure has not been increased resulting in minimal increase in BU earnings. The increase in R&D budget is therefore not possible. The R&D budget allocation has been done keeping in view the previous allocations and utilization of budget. The Chair directed that the Budget for R&D shall be enhanced and shall at least be increased to match the R&D budget allocation of FY 2019-20. He further said that the R&D Budget of BU shall be enhanced at least 10% per year as mentioned in revised BU Strategic Vision 2030.

58. The Chair stressed on the importance to enhance the Intellectual Property profile of BU. He said that Researchers shall be encouraged to file patents at IPO which should be properly followed up at IPO for timely processing. Further, only those patents with commercialization potential shall be financially supported for patent filing by BU.
59. Director ORIC apprised the house that a committee comprising of Pro-Rector(RIC), Director ORIC, Dean(ES) and Incharge TISC has already been constituted to evaluate the patent on the basis of its commercialization potential and submit its recommendations to Competent Authority for soliciting the competent financial approval.
60. Director – ORIC briefed the house regarding the scope of collaboration between BU and multiple external organizations. The Chair directed relevant departments to develop collaborative relationship with NECOP and NRTC. Dean – ES added that coordination is underway to sign MoU with NIE.
61. Director – ORIC also presented the publication output of BU. He stated that the increasing trend of I.F. journal publications is due to the conducive incentives and policies that are implemented at BU. He briefed the house that the publication targets shall be increased to make BU eligible for ranking criteria of different world-renowned ranking matrices. He highlighted that eligibility criteria of QS to be ranked in the category of R&D is to have 1000 publications in last 5 years. The conducive R&D policies shall be continued to ensure meeting of eligibility criterion for research to ensure improvement in QS Ranking of BU.
62. The Chairperson appreciated the overall encouraging trends against various KPIs of research. He reiterated that BU should pursue achievement of different KPIs required for establishing its forte on the world ranking platform. He further added that all the efforts shall be made to achieve the targets defined in the recently notified BU Strategic Plan 2030.

Decision – 2701:

63. Following decisions were undertaken:

- a. R&D Budget of BU shall be increased to match the R&D budget allocation of FY 2019-20. Furthermore, R&D Budget of BU shall be enhanced 10% per year.
- b. MoUs to be signed with NECOP and NRTC.

Action Required	Action By	Responsibility
Implementation of Decision – a	Treasurer	Treasurer
Implementation of Decision – b	Director – ORIC	Pro – Rector (RIC)

Item No. 2702: Ratification of BU Policy on HEC Travel Grant Funding Mechanism

Sponsor: **Director ORIC**

Referral Authority: **Case File**

Summary of the Case Presented:

64. HEC has announced new Travel Grant Policy for faculty members/researchers from HEC recognized universities to provide financial funding to attend international conference to be held within and outside Pakistan.
65. Consequent to the announcement of new travel grant policy, HEC has sanctioned Rs. 1.232 Million in the Financial Year 2019-20 to BU to be utilized under the ambit of new Travel Grant Funding Mechanism of HEC along with allocation of Rs. 0.616 Million under the subhead of

Organizing Conferences, Seminars & Workshops which can be re-appropriated if required by BU.

66. Directorate of ORIC in close consultation with Deans of respective faculties has devised a comprehensive policy for the efficient utilization of the funding approved by HEC. The policy was approved by the Honorable Rector on file and directed to ratify the same from 27th HERCM.
67. The first meeting of BU Travel Grant Standing committee was organized on 13 March, 2020 in which 13 cases of BU FMs were presented. The committee recommended 05 cases for the approval of Honorable Rector which were approved, and sanction letters were issued to the awardees. However, due to COVID-19 restrictions, no faculty member was able to avail the funding and the grant remained unutilized.
68. The detailed policy with requisite application forms (placed at **Appendage 2702**) is hereby tabled before the HERCM for ratification.

Decision – 2702:

69. BU Policy on HEC Travel Grant Funding Mechanism (placed at **Appendage 2702**) stands ratified by the HERC. R&D Policy Handbook to be updated.

Action Required	Action By	Responsibility
Implementation of Decision	Director – ORIC	Director – ORIC

Item No. 2703: Amendment in PhD Rules – 2017: Assessment Time Taken for PhD Thesis Towards Maximum Duration of PhD Programme

Sponsor: **Director Academics**

Referral Authority: **5th Deans' Committee Meeting**

Summary of the Case Presented:

70. As per clause 15.4 of PhD Rules 2017, program duration of a PhD program is counted from date of registration in the programme up to submission of thesis and time taken by the thesis evaluation process after the thesis submission shall not be counted into the programme duration. The scholars shall not be charged any additional fee during the extended period.
71. However, as per clause 15.5, registration in every semester is mandatory for Scholars even after completion of minimum duration and completion of research credit hours.
72. In case of non-counting of evaluation/ assessment time, degree completion within maximum duration becomes complicated and several implications arise at the time of HEC's attestation of degree (within maximum PhD time period).
73. The issue was discussed in 5th Meeting of Dean's Committee held on 26 Feb 2020 and the committee recommended that:
- The time taken by the thesis evaluation process after PhD thesis submission should be counted into the programme duration.
 - PhD Thesis should be considered submitted for foreign assessment once the scholar clears the Internal PhD Thesis Defence and the case received at BUHO for Foreign Evaluation of PhD thesis.

74. Clause 15.4 of PhD Rules 2017 may be amended, as under:

ORIGINAL

15.4. Programme duration shall be counted from the date of registration in the programme up to submission of the thesis. Time taken by the thesis evaluation process after the thesis submission shall not be counted into the programme duration. The scholars shall not be charged any additional fee during the extended period.

AMENDED

15.4. Programme duration shall be counted from the date of registration in the programme up to acceptance of the thesis after Internal Defense for foreign Evaluation. Time taken by the thesis evaluation process after the thesis submission shall be counted into the programme duration. The scholars shall not be charged nay additional fee during the extended period.

Discussion:

- 75.** Director – QA said that the amended clause does not incorporate the delay caused due to the internal protocols of BU. Director Academics said that the internal defense process shall be completed within SIX years and BU scholars will have time to complete the other degree’s requirements including foreign evaluation and final thesis defence etc. in the TWO years’ extended timeframe. He further briefed the house regarding the program bifurcation on the basis of different stages of PhD Program. He opined that the maximum duration for submission of final thesis shall be capped to complete the program within the stipulated timeframe.
- 76.** Controller Examinations expressed that the clause shall be amended, and time duration shall be considered from point where the thesis is accepted at BUHO for Foreign Evaluation. Director ORIC seconded that the submission shall be considered final when the BUHO receives the final draft of the Thesis for Foreign Evaluation. He further said the HEC has also capped the maximum duration to complete PhD within EIGHT years’ time.
- 77.** Associate Dean MS – Karachi said that the timeline shall be identified in PhD Rules for the final thesis submission after internal defense. He expressed that time taken by the internal processes shall also be reduced to facilitate the PhD scholars for the completion of PhD Degree within the maximum duration.
- 78.** The Chair in his viewpoint expressed that BU Rules shall be implemented in true letter and spirit by all concerned. He further said that BU should clearly mention the timelines for all the normal, maximum, and extended durations in the PhD rules of BU for depicting clear picture to the PhD Scholars and FMs.
- 79.** Director – Academics said that with the establishment of Dte. of PGP, the Post-Thesis submission timelines are strictly being followed. He further said that the successful defense means incorporation of all the viewpoint/comments of external/internal evaluators and submission of the approved thesis to BUHO.
- 80.** Controller Examination clarified that the date of approval of award of degree to PhD scholar is considered as the completion date of PhD which in turn was added in the notification of PhD award by the Controller Examination.

Decision – 2703:

81. The committee decided the following:

- a. The time taken by the thesis evaluation process after the thesis submission shall be counted into the programme duration.
- b. Thesis shall be considered submitted for foreign assessment once the scholar clears the Internal PhD thesis defence and the case is received at BUHO for foreign Evaluation of PhD thesis
- c. Time bar extension beyond maximum duration of 6 years would be considered only if the scholar has successfully defended his/her thesis in the internal thesis defence within 6 years of enrollment for PhD Program.
- d. The cases of PhD scholars who are in 6th Year (or above) of PhD studies, be reviewed by the respective Principals/HODs and corrective measures be taken to ensure completion of their PhD degrees within stipulated timeframe.
- e. Relevant clauses of PhD Rules be amended accordingly (81a-c).

Action Required	Action By	Responsibility
Implementation of Decision	All HODs/All Principals	Director – Academics All concerned Deans

Item No. 2704: Updation of Clause 35.3 of MS/ MPHIL Rules 2017 - Honors & Awards

Sponsor: **Director Academics**

Referral Authority: **Case File**

Summary of the Case Presented:

82. CGPA criteria of academic honors & awards depicted on MPhil transcripts conforms to the BU Academic Rule 9.4.1, which is also mentioned in student's Handbook 2019-2020. However, CGPA criteria given in clause 35.3 of MS/MPhil Rules 2017 has variation and is given as under:

CGPA	Honor
> 3.9	Summa Cum Laude
> 3.8 to 3.9	Magna Cum Laude
> 3.7 to 3.8	Cum Laude

83. In order to streamline the criteria across all official documents, clause 35.3 of MS/MPhil Rules 2017 needs to be updated.

84. Clause 35.3 of MS/ MPhil Rules 2017 regarding CGPA criteria for Honors & Awards be updated as per Clause 9.4.1 of BU Academic Rules 2016 as under:

ORIGINAL CLAUSE 35.3 OF MS/MPHIL RULES 2017

CGPA	Honor
> 3.9	Summa Cum Laude
> 3.8 to 3.9	Magna Cum Laude
> 3.7 to 3.8	Cum Laude

AMENDED CLAUSE 35.3 OF MS/MPHIL RULES 2017

Honor	CGPA
Summa Cum Laude	≥ 3.90
Magna Cum Laude	≥ 3.80 to < 3.90

Cum Laude ≥ 3.60 to < 3.80

Decision – 2704:

85. HERC approved the following amendment in Clause 35.3 of MS/ MPhil Rules 2017 regarding CGPA criteria for Honors & Awards be updated as per Clause 9.4.1 of BU Academic Rules 2016 as under:

ORIGINAL CLAUSE 35.3 OF MS/MPHIL RULES		AMENDED CLAUSE 35.3 OF MS/MPHIL RULES	
CGPA	Honor	CGPA	Honor
> 3.9	Summa Cum Laude	≥ 3.9	Summa Cum Laude
> 3.8 to 3.9	Magna Cum Laude	≥ 3.8 to < 3.9	Magna Cum Laude
> 3.7 to 3.8	Cum Laude	≥ 3.6 to < 3.8	Cum Laude

Action Required	Action By	Responsibility
Implementation of Decision	Director – Academics	Director – Academics

Item No. 2705: Charge of Fee after Three Years from PhD Scholars

Sponsor: **Director Academics**

Referral Authority: **Case File**

Summary of the Case Presented:

86. PhD programs offered at BU have a minimum duration of 03 years and maximum duration of 06 years which can further be extended to 08 years by granting 01-year time-bar waiver by FRC and another 01 year after the approval of Competent Authority.
87. Currently, a PhD scholar has to pay tuition fee for minimum duration of 3 years (54 Cr Hr.). If the PhD scholars need more time to complete, he/she can continue without paying any fees for the extended period. This PhD fee payment structure was approved in 22nd meeting of ACM vide agenda item 2219, which states in the decision:
“PhD candidates shall not be charged extra fee during the research phase even if it extended beyond normal time frame which stays with the time bar limit”.
88. A number of issues are arising including non-completion of PhD in stipulated timeframe, non-seriousness of scholars toward completion of research work/degree, occupying supervisor slot for longer time, due to no charge of fee after 3 years in a PhD program at BU.
89. Moreover, foreign evaluation of a PhD thesis is conducted on submission of thesis generally after 3 years, but no foreign evaluation fee is charged from the PhD scholars. An amount of US\$ 1,000 is paid to Two foreign evaluators (@US\$500 each) by BU for thesis foreign evaluation of each PhD scholar.
90. Following semester fee is proposed to be charged from a PhD scholar after 3 years in PhD program till submission of thesis hard bound after successful Final PhD Thesis Defense.

Year in PhD Program	Recommended Fee Per Semester
---------------------	------------------------------

4	Rs.20,000/-
5	Rs.25,000/-
6	Rs.30,000/-
7-8 (in case of time-bar waiver)	Rs.40,000/-

Discussion:

91. Treasurer briefed the house regarding the honorarium paid by BU for the complete PhD Program at BU. He stated that considering the fee structure of PhD programs and various expenditures incurred on the scholar, only marginal earning from the program is possible. He proposed that the foreign evaluation fee shall be charged to the PhD scholars to mitigate the financial burden.
92. Director – Academics said BU is currently not charging any fee during the Thesis Phase of PhD studies if it exceeds the minimal PhD duration (3 years) and introduction of nominal fee during the thesis stage will compel the scholars to complete PhD at an earlier time.
93. The Chair expressed that the PhD program fee structure should be modified to meet the direct and indirect expenditure incurred by BU to run the program. He reiterated that the fee structure should cover the PhD Foreign Evaluation charges.
94. Dean – MS said that quality PhD scholars can give multiple benefits to the universities by producing different publications, playing role in execution of research projects which is far above than any financial gain to the university. He further added that BU should consider offering paid scholarship positions to PhD scholars for attracting dedicated students.
95. Controller Examinations proposed that per credit hour fee should be charged to the PhD scholars during their thesis stage in every semester. Dean – ES seconded the proposal and said that BU charges per credit hour fee to the failed students in other academic programs to retake the course in upcoming semesters.

Decision – 2705:

96. Following decisions were undertaken by the HERC:
 - a. It was decided by the HERC that per credit hour fee will be charged each semester (equivalent to thesis credit hours registered during the research phase) from PhD Scholars after the completion of minimum PhD duration. The charge of per semester credit hours fee will be effective from Spring 2021 and be notified across the campuses by the Treasurer.
 - b. No Foreign Evaluation Fee shall be charged from PhD Scholar.
 - c. The amendment in Fee structure of PhD Programs to be ratified in the forthcoming ACM. Accordingly, amendment in PhD rules be incorporated for implementation

Action Required	Action By	Responsibility
Implementation of Decision (a & b)	Treasurer All HODs/Principals Accounts Sections of CUs	Treasurer DGs/Directors CUs
Implementation of Decision (c)	Director – Academics All HODs/Principals	Director – Academics

Item No. 2706: Change of Nomenclature of PGP Dte to Director Academic Dte and Respective ToRs in PG Rules 2017 after Restructuring of BUHO

Sponsor: **Director Academics**

Referral Authority: **Case File**

Summary of the Case Presented:

97. With the restructuring of BUHO notified vide letter BU-HR/Policy/PF/BUHO/2020/590 dated 14 Feb, 2020, there is a need to amend nomenclature of Post Graduate Programs (PGP) Directorate to Academic Directorate and respective TORs in PhD Rules 2017 and MS/MPhil Rules 2017. PGP Directorate and Director PGP is occurring more than 40 times in PhD Rules 2017 and MS/MPhil Rules 2017 which needs Updation.
98. Approval is required for amendment in PhD Rules 2017 and MS/ MPhil Rules 2017 be approved for change of nomenclature (PGP Directorate to Academics Directorate) along with TORs notified vide Letter BU-HR/Policy/PF/BUHO/2020/590 dated 14 Feb 2020.

Decision – 2706:

99. The case to be pended till the decision of the re-organization of BUHO.

Item No. 2707: BU Policy for Funding of Applied Research Projects

Sponsor: **Director ORIC**

Referral Authority: **Case File**

Summary of the Case Presented:

100. In light of the directions of Honorable Rector, the office of undersigned devised a comprehensive policy for the provision financial funding to applied research projects of BU faculty members and researchers.
101. As per the proposed policy (placed at Appendage 2707), a committee will be constituted to assess the applied nature of the research projects to be funded by BU. The committee will consist of the following members:

Designation	Status
Pro-Rector – RIC	Chairperson
Dean Engineering Sciences	Member
Dean Management Sciences	Member
Dean Professional Psychology	Member
Dean Humanities & Social Sciences	Member
Dean Health Sciences	Member
Treasurer	Member
Director ORIC	Member/Secretary

102. The committee will meet twice a year (once in each semester) through Video Link Conference under the Chairmanship of Pro-Rector – RIC, BU. The committee will recommend/reject the funding proposals on the basis of BU's Strategic Orientation, Applied Nature of the Project, Commercial Viability and availability of funds. The cases recommended for provision of funding by the committee will be processed on file for soliciting the Competent Financial Approval from Honorable Rector.

- 103.** The committee will also review the progress made on the already approved applied research projects by the Principle Investigators (PI) in every meeting.
- 104.** The detailed policy with requisite application forms (placed at Appendage 2707) is hereby tabled before the HERCM for approval.

Discussion:

- 105.** Director – ORIC presented the proposed policy in detail before the HERC. The Chair opined that BU research paradigm should be shifted towards applied research. He further said that BU will provide needful financial and administrative support to the applied research endeavors of BU researchers and FMs.

Decision – 2707:

- 106.** BU Policy for Funding of Applied Research Projects (placed at **Appendage 2707**) was approved by the HERC. R&D Policy Handbook to be updated.

Action Required	Action By	Responsibility
Implementation of Decision	Director – ORIC	Director – ORIC

Item No. 2708: Ratification of Multiple R&D Policies

Sponsor: **Director QA**

Referral Authority: **Case File**

Summary of the Case Presented:

- 107.** The following committee was constituted by Competent Authority through Registrar's Notification to revise these policies:

- | | |
|-------------------------------|-----------|
| a. Pro-Rector (RIC) | President |
| b. Dean Engineering Sciences | Member |
| c. Dean Management Sciences | Member |
| d. Director Quality Assurance | Member |

- 108.** The committee thoroughly revised these policies to:

- Encourage genuine researchers
- Introduce competition amongst researchers
- Encourage FMs to publish research papers with its impact on technological, industrial and society.
- Further encourage researcher to publish high quality research papers to increase citation.
- Improve position of BU in international ranking.

- 109.** The Competent Authority approved following policies after presentation in front of Honorable Rector and all major stakeholders:

- | Policy Title | Effective Date |
|----------------------------------|---------------------------------|
| a. Cash Award Policy | 1 st September, 2020 |
| b. Publication Fee Policy | 1 st September, 2020 |
| c. Best Faculty Researcher Award | 1 st September, 2020 |
| d. Best Student Researcher Award | 1 st September, 2020 |
| e. Course Load Reduction | Spring 2021 Semester |

- 110.** After detailed deliberation, Competent Authority approved policies on 7 September 2020. The detailed policies with requisite application forms (placed at Appendage 2708) is hereby tabled before the HERCM for ratification.

Discussion:

- 111.** The chair opened the forum for comments/observations of HERC members on the R&D policies already disseminated through registrar notification. The house deliberated the policies at length.
- 112.** Dean – H&SS briefed the house that the elimination of X and Y category journal papers in the cash award criteria will de-motivate the researchers in Faculty of Humanities and Social Sciences as limited options for publication in I.F. Journals are available. He further added that maximum I.F. of H&SS journal is 5.1 and thousands of papers are submitted to I.F. journals in every issue. He requested the house to review the policies and include the HEC recognized X and Y category journals in cash award criteria of BU.
- 113.** Dean – PP seconded the viewpoint of Dean – H&SS and further reiterated that the social sciences requirements are completely different and HEC has also recognized this in its different policies by introducing different criteria for social sciences research.
- 114.** Director – ORIC presented comprehensive analysis pertaining to the new HEC Journal Recognition Criteria to the house. He proposed that cash award policy of BU should be aligned with the newly introduced HEC Journal Recognition System (HJRS) to provide uniform opportunities to the faculty members serving across different faculties of BU. He further said that the new categories introduced by HEC is recommended to be catered in the cash award policy of BU. He further recommended that instead of having higher awards for publication based on I.F. threshold which varies significantly across different disciplines, I.F. Journals falling in the PLATINUM Medallion (Top rated I.F. journals in a given subject category) can be incentivized with higher awards whilst catering for variation in I.F. across different disciplines.
- 115.** Pro-Rector (RIC) said that BU should seek excellence in research publications with the promotion of applied research. He further said that only top-quality research work should be rewarded by BU. Furthermore, the proposed policy will instigate the competition spirit among the faculty members to produce high quality research work. The research capability should be enhanced across BU campuses to make it broad-base.
- 116.** Director – Academics opined that citations are acquired through the quality of research work and the ranking of journals. He further reiterated that the citations are directly proportional to the number of publications produced by the researcher. The researcher has no control on the number of citations acquired by him. He should be rewarded on the basis of quality of research publications in first instance.
- 117.** Director – ORIC seconded the viewpoint of Director – Academics and further added that the award should be given to enhance the number of research publications due to which citations will automatically be increased. The reward on first 20 citations as proposed in the policies will not enhance the citation. Instead, award shall be given if a researcher manages good number of citations against a single publication such as 50 or more citations per paper published in last 5 years.
- 118.** Director – QA said that it is not humanly possible to produce quality research work and publish more than 5 I.F. papers per year. He further said that there is no cash award incentive for paper publication in COMSATS and QAU. Despite the introduction of research incentives for the past six years, BU is not able to enhance the research ranking. He further said that citations are recognized as the key performance indicator for the research ranking and BU is not managing good number of citations.

- 119.** Director – ORIC clarified that I.F. publications have increased manifold in last couple of years and has increased from 60 I.F. publications in 2016 to 220 I.F. publications in 2019. He further added that BU researchers are managing thousands of citations per year. However, BU cannot get marking against these citations in international rankings until it meets the minimum qualification/eligibility criteria of publishing 1000 publications in last 5 years.
- 120.** Director – Academics reiterated that dynamics of COMSATS and QAU are totally different as there is minimal course load for FMs at those universities with availability of maximum time for research. Some active researchers have zero course load and are contributing significantly towards enhancement of research output of these universities. QAU and AWKUM (Abdul Wali Khan University – Mardan) has been ranked amongst top 2 universities on the basis of their I.F. publications and associated citations.
- 121.** Dean – ES said that the research publication data of the previous years along with the overall I.F. is not available during the review process of the R&D policies. Director – ORIC said that all the data is available with the Dte. of ORIC which can be provided to the committee as and when desired.
- 122.** The Chair directed the committee to review the criteria of cash awards including incentives for citations and inclusion of X and Y category journals along with adjustment of monetary awards keeping in view the budgetary allocation.
- 123.** Director – ORIC opined that the new Best Faculty/Student Researcher award criteria needs to be reviewed. He further said that assigning weightage to research endeavors by having an upper limit on the marks attained gives equal credit to normal and extraordinary performance in a given domain. For instance, researcher producing 4 high-quality I.F. papers can acquire 10 marks as compared to researcher producing two high quality I.F. paper and two ordinary journal paper who can acquire 15 marks. Similarly, researcher with lesser but diversified research endeavors can attain more marks as compared to researcher producing better quality research output. Further, Patents, consultancy and commercialization have been clubbed together having 35% overall weightage. However, individual research endeavor of patent, consultancy and commercialization also have individual weightage of 35% which makes it inconsistency with the total marks. There can be a researcher who have registered patent against his name, provided consultancy and also have commercialized some research artifact but in the proposed new criterion, he/she have to select one of these three important components of research to be ranked against. Further, Patents, Consultancy and Commercialization have been wrongly placed under the category of publications. Similar issues exist with other parts of Best Faculty/Student Researcher Award.
- 124.** Director – Academics opined that exclusion of FMs/Researchers on Administrative position is not justified as there is no conflict of interest and the researcher is evaluated based on the research endeavors that they have done against the submitted proof. There is nothing on the discretion of any individual that can impact the decision of Best Researcher Award.
- 125.** The Chair supported the opinion and suggested a committee to be constituted at BUHO level to process the cases for Best Researcher Award. If any member of the committee is also a competitor in the award, he/she can leave the meeting when his case is being discussed in the committee meeting.
- 126.** Director – ORIC highlighted that the application form for course load waiver against consultancy endeavors is missing in the amended course load reduction policy.

Decision – 2708:

127. The policies stand ratified/approved with the following amendments:

- a. Cash Award for HEC recognized X and Y Category Journal Publications to be included in the purview of Cash Award Policy
- b. Review Cash Award for research publications by studying/considering HEC Journal Recognition System (HJRS)
- c. Withdraw Cash Award for number of citations
- d. A committee shall be constituted at BUHO level to evaluate and recommend all the applications of Best Faculty and Student Researcher Award of BU
- e. Application Form for Course Load Reduction against Consultancy Projects shall be included in the Course Load Reduction Policy
- f. All amended policies shall be converted on BU R&D Policy template prior to processing for soliciting the final approval of Chairperson HERC.

128. Updated policies are placed at **Appendage – 2708** for implementation.

Action Required	Action By	Responsibility
Implementation of Decision	Director QA	Director ORIC

Item No. 2709: Ratification for Award of PhD Degrees

Sponsor: Controller Examinations

Referral Authority: Case Files

Summary of the Case Presented

129. Undermentioned PhD Scholars of Management Sciences, Computer Engineering and Software Engineering pertaining to BBS Islamabad/Karachi and BSEAS Islamabad have completed all requirements for award of PhD Degrees.

- | | | | |
|-------|---------------------------|---|---------------------|
| i. | Mr. Muhammad Naeem Shahid | - | MS, BBS Islamabad |
| ii. | Mr. Muzammal Ilyas Sindhu | - | MS, BBS Islamabad |
| iii. | Mr. Muhammad Ashraf | - | MS, BBS Islamabad |
| iv. | Mr. Zia Ur Rehman | - | MS, BBS Islamabad |
| v. | Ms. Uzma Jamil | - | CE, BSEAS Islamabad |
| vi. | Ms. Saiqa Saddiqa Qureshi | - | MS, BBS Islamabad |
| vii. | Mr. Aftab Haider | - | MS, BBS Islamabad |
| viii. | Mr. Muhmmad Awais Mehmood | - | MS, BBS Islamabad |
| ix. | Ms. Tahimna Khalil | - | SE, BSEAS Islamabad |
| x. | Mr. Mohsin Raza | - | MS, BBS Islamabad |
| xi. | Mr. Syed Raza Ali Bokhari | - | MS, BBS Karachi |

130. Honorable Rector has approved the award of PhD Degrees to said scholars. As per BU PhD Rules 2017 Article 36, award of PhD Degree to each one of them is to be ratified by HERC.

Decision – 2709:

131. Award of PhD Degree in respect of the following candidates stands ratified by HERC.

- | | | | |
|------|---|---|-------------------|
| i. | Mr. Muhammad Naeem Shahid (Enroll: 01-280132-002) | - | MS, BBS Islamabad |
| ii. | Mr. Muzammal Ilyas Sindhu (Enroll: 01-280152-007) | - | MS, BBS Islamabad |
| iii. | Mr. Muhammad Ashraf (Enroll: 01-280122-008) | - | MS, BBS Islamabad |

- iv. Mr. Zia Ur Rehman (Enroll: 01-280122-014) - MS, BBS Islamabad
- v. Ms. Uzma Jamil (Enroll: 01-2801121-004) - CE, BSEAS Islamabad
- vi. Ms. Saiqa Saddiqa Qureshi (Enroll: 01-280102-004) - MS, BBS Islamabad
- vii. Mr. Aftab Haider (Enroll: 01-2801121-002) - MS, BBS Islamabad
- viii. Mr. Muhmmad Awais Mehmood (Enroll: 01-280142-009)- MS, BBS Islamabad
- ix. Ms. Tehmina Khalil (Enroll: 01-281121-003) - SE, BSEAS Islamabad
- x. Mr. Mohsin Raza (Enroll: 01-280112-009) - MS, BBS Islamabad
- xi. Mr. Syed Raza Ali Bokhari (Enroll: 01-280112-006) - MS, BBS Karachi

Action Required	Action By	Responsibility
Implementation of Decision	Controller Examinations	Controller Examinations

Item No. 2710: Cancellation of PhD Student Candidacies – Dept of CS – IC

Sponsor: **HoD, Dept. of CS, IC**

Referral Authority: **FRC – ES**

Summary of the Case Presented:

132. The following cases are recommended by the DRC and FRC after due debate for cancellation of their candidates.

Sr. #	Name	Enroll/Batch	Remarks
i.	Mr. Zuhaib Uddin Ahmad	01-284132-004	The extended duration of PhD program for Mr. Zuhaib is completed in Spring 2019. Warning letters have also been issued to the scholar; however, Mr. Zuhaib has not applied for extension so far and have shown his inability via email to continue with the PhD research.
ii.	Ms. Alyia Amir	01-284162-003	The candidate was unable to get approval of the research proposal within stipulated time. The candidate has also not requested for the extension and wanted to withdraw.

133. Based on FRC's recommendation and BU PhD Rules, HERC is requested to DROP the following TWO PhD Candidates of PhD in Computer Sciences at BUIC and transcript may kindly be issued clearly depicting the degree status as "INCOMPLETE".

- i. Mr. Zuhaib Uddin Ahmad (Enroll No: 01-284132-004)
- ii. Ms. Alyia Amir (Enroll No: 01-284162-003)

Decision – 2710:

134. Based on FRC's recommendation and BU PhD Rules, HERC DROPPED the following TWO PhD Candidates of PhD in Computer Sciences at BUIC and transcript be issued clearly depicting the degree status as "INCOMPLETE".

- i. Mr. Zuhaib Uddin Ahmad (Enroll No: 01-284132-004)
- ii. Ms. Alyia Amir (Enroll No: 01-284162-003)

Action Required	Action By	Responsibility
Implementation of Decision	HoD – Dept. of CS – IC	Controller Examinations

Item No. 2711: Cancellation of PhD Student Candidacy – Qazi Zia Ullah – Dept of CE – ICSponsor: **HoD, Dept. of CE, IC**Referral Authority: **FRC – ES****Summary of the Case Presented:**

- 135.** Mr. Qazi Zia Ullah (01-281131-007) was enrolled in the PhD (CE) program in Spring 2013 at BUIC. He was granted one-year extension in the 8th meeting of the FRC. The extended duration of PhD program for Mr. Qazi was completed in Fall 2019. The candidate applied for further extension in the program which was rejected by the Honorable Rector. Department recommended that the candidate may be dropped from the program.
- 136.** Based on FRC's recommendation and BU PhD Rules, HERC is requested to DROP Qazi Zia Ullah (Enroll No: 01-281131-007) from the PhD-Engineering Sciences Program of IC and transcript may kindly be issued clearly depicting the degree status as "INCOMPLETE".

Decision – 2711:

- 137.** The case for cancellation of PhD Student Candidacy of Mr. Qazi Zia Ullah (Enrollment: 01-281131-007) enrolled in the PhD (CE) program in Spring 2013 at BUIC has been withdrawn by the sponsor as ONE TIME extension has been accorded by the Chairperson HERC on file. Point Dropped.

Item No. 2712: Cancellation of PhD Student Candidacy – Badar Ali – Dept of EE – ICSponsor: **HoD, Dept. of EE, IC**Referral Authority: **FRC – ES****Summary of the Case Presented:**

- 138.** Mr. Badar Ali (01-281171-002) was enrolled in PhD EE program in Spring 2017 under the supervision of Dr. Asim Ali Shah, Sr. Assistant Prof, EE BUIC. His comprehensive exam was held on 02.08.2018 and he qualified it successfully on 11.09.2018.
- 139.** He had his PhD proposal defense on 05.09.2019, however, unfortunately he could not pass the proposal defense. Furthermore, his post comprehensive exam one-year deadline has also completed as per clause 25.7 of PhD Rules 2017.
- 140.** The case of his cancelation of his PhD candidacy was presented in 11th DRC dated 14.01.2020 and was recommended to be forwarded to 10th FRC dated 23.01.2020.
- 141.** Based on FRC's recommendation and BU PhD Rules, HERC is requested to DROP Mr. Badar Ali (Enroll No: 01-281171-002) from the PhD-Engineering Sciences Program of IC and transcript may kindly be issued clearly depicting the degree status as "INCOMPLETE".

Decision – 2712:

- 142.** Based on FRC's recommendation and BU PhD Rules, HERC DROPPED Mr. Badar Ali (Enroll No: 01-281171-002) from the PhD-Electrical Engineering Program of IC and transcript be issued clearly depicting the degree status as "INCOMPLETE".

Action Required	Action By	Responsibility
Implementation of Decision	HoD – Dept. of EE – IC	Controller Examinations

Item No. 2713: Cancellation of PhD Student Candidacies – IPP, KCSponsor: **HoD, IPP - KC**Referral Authority: **FRC – PP****Summary of the Case Presented:**

143. The following cases are recommended by the DRC and FRC after due debate for cancellation of their candidates.

Sr. #	Name	Enroll/ Batch	Supervis or	Status	Remarks
i.	Nida Iqbal Soomro	05- 174162- 001 Fall 2016	Dr. Tahira Yousuf	Completed coursework. Cleared comprehensive examination	The candidate could not clear the Proposal Defense and applied stating that she wants to quit the program due to personal reasons.
ii.	Sobia Shah	05- 174162- 003 Fall 2016	Dr. Kiran Bashir Ahmad	Completed coursework. Cleared comprehensive examination	The candidate has applied stating that she wants to quit the program due to personal reasons.
iii.	Hassan Jabeer Muhammad	05- 274171- 001 Spring 2017	Dr. Zainab Hussain Bhutto	Coursework Incomplete	The candidate was unable to complete the PhD coursework requirements within the stipulated time period. In Spring 2018 he was registered for two courses however he did not appear for his classes and subsequently remained absent in the next semester as well. A letter of Intimation was issued to the candidate following several attempts by the Supervisor and PG Coordinator to reach him.
iv.	Iqra Naz	05- 274172- 004 Fall 2017	Dr Tahira Yousuf	Completed coursework. Could not clear comprehensive examination	The candidate was unable to clear the comprehensive examination in the second attempt.

144. Based on FRC's recommendation and BU PhD Rules, HERC is requested to DROP the following FOUR PhD Candidates of PhD in Professional Psychology at IPP, BUKC and transcript may kindly be issued clearly depicting the degree status as "INCOMPLETE".

- i. Ms. Nida Iqbal Soomro (Enroll No: 05-174162-001)
- ii. Ms. Sobia Shah (Enroll No: 05-174162-003)
- iii. Mr. Hassan Jabeer Muhammad (Enroll No: 05-274171-001)
- iv. Ms. Iqra Naz (Enroll No: 05-274172-004)

Decision – 2713:

145. Based on FRC's recommendation and BU PhD Rules, HERC DROPPED the following FOUR PhD Candidates of PhD in Professional Psychology at IPP, BUKC and transcript be issued clearly depicting the degree status as "INCOMPLETE".

- i. Ms. Nida Iqbal Soomro (Enroll No: 05-174162-001)
- ii. Ms. Sobia Shah (Enroll No: 05-174162-003)
- iii. Mr. Hassan Jabeer Muhammad (Enroll No: 05-274171-001)
- iv. Ms. Iqra Naz (Enroll No: 05-274172-004)

Action Required	Action By	Responsibility
Implementation of Decision	Dean – IPP, KC	Controller Examinations

Item No. 2714: Cancellation of PhD Student Candidacies – Dept of MS – KC

Sponsor: HoD, Dept. of MS, KC

Referral Authority: FRC – MS

Summary of the Case Presented:

146. The following cases are recommended by the DRC and FRC after due debate for cancellation of their candidates.

Sr. #	Name	Enroll/Batch	Status	Remarks
i.	M. Shoaib Saleem	02-280172-003 Fall 2017	Cleared comprehensive examination on 20 th March 2019	Candidate informed the PGP office through email that he is unable to continue his PhD studies due to his personal reasons. He requested to issue incomplete transcript.
ii.	Ms Anum Nizar Ali Lalwani	02-280171-001 Spring 2017	Cleared comprehensive examination on 30 th March 2018	As per PhD Rules 2017, 25.7, she is required to defend and pass her PhD proposal within one year since having passed the comprehensive examination, which she cleared on 30 th March 2018. She failed to get the thesis proposal approved within the allotted time duration

147. Based on FRC's recommendation and BU PhD Rules, HERC is requested to DROP the following TWO PhD Candidates of PhD in Management Sciences at BUKC and transcript may kindly be issued clearly depicting the degree status as "INCOMPLETE".

- i. M. Shoaib Saleem (Enroll No: 02-280172-003)
- ii. Ms. Anum Nizar Ali Lalwani (Enroll No: 02-280171-001)

Decision – 2714:

148. Based on FRC's recommendation and BU PhD Rules, HERC DROPPED the following TWO PhD Candidates of PhD in Management Sciences at BUKC and transcript be issued clearly depicting the degree status as "INCOMPLETE".

- i. M. Shoaib Saleem (Enroll No: 02-280172-003)
- ii. Ms. Anum Nizar Ali Lalwani (Enroll No: 02-280171-001)

Action Required	Action By	Responsibility
Implementation of Decision	HoD, Dept. of MS – KC	Controller Examinations

Item No. 2715: Cancellation of PhD Student Candidacy – Azmat Khan – Dept of CS – KCSponsor: **HoD, Dept. of CS, KC**Referral Authority: **FRC – ES****Summary of the Case Presented:**

149. Mr. Azmat Khan (Enrolment No: 02-284152-001) was enrolled in the PhD (CS) program in the department of CS, BUKC. The candidate was initially working under the supervision of Dr. Humera Farooq. The candidate after receiving two unsatisfactory progress reports from the supervisor, changed his research topic in accordance with the PhD Rules and Dr. Sohaib Ahmed was appointed as the new supervisor.
150. The candidate was asked to defend his fresh research proposal. The research proposal, however, was never submitted to the department for evaluation. Furthermore, the new supervisor, Dr. Sohaib Ahmed, has also submitted two unsatisfactory progress reports of the candidate. The DRC has recommended the candidate to be dropped from the PhD program.
151. In accordance with the PhD Rules and on recommendations of the respective DRCs, FRC approved the cancelation of admission of the PhD candidate.
152. Based on FRC's recommendation and BU PhD Rules, HERC is requested to DROP Mr. Azmat Khan (Enrolment No: 02-284152-001) from the PhD-Engineering Sciences Program of KC and transcript may kindly be issued clearly depicting the degree status as "INCOMPLETE".

Decision – 2715:

153. Based on FRC's recommendation and BU PhD Rules, HERC DROPPED Mr. Azmat Khan (Enrolment No: 02-284152-001) from the PhD-Computer Sciences Program of KC and transcript be issued clearly depicting the degree status as "INCOMPLETE".

Action Required	Action By	Responsibility
Implementation of Decision	HoD, Dept. of CS – KC	Controller Examinations

Item No. 2716: Cancellation of PhD Student Candidacy – Naeem Ahmad Mughal – Dept of E&ES – KCSponsor: **HoD, Dept. of E&ES, KC**Referral Authority: **FRC – ES****Summary of the Case Presented:**

154. Mr. Naeem Ahmed Mughal (02-282101-001) enrolled as Ph.D. Student in spring 2010 at the Department of Earth & Environmental Sciences, Bahria University Karachi Campus. He submitted his first Thesis draft on July 2, 2017 (already time-barred under Ph.D. Rules' 2009) and until now the thesis had been reviewed several times by various Revised Internal Evaluation Committees formed between July' 2017 to July 2019. The last review committee was formed in June' 2019, comprised of Dr. Syed Shahid Ali & Dr. Haris Ahmed Khan (E&ES at BUKC) and Dr. Said Akbar Khan (E&ES at BUIC). According to the examiners, the submitted thesis was still found unsatisfactory for foreign review and major revisions were suggested by the examiners.
155. The examiners did not recommend for foreign evaluation as thesis requires major revision. It is pertinent to mention here that the Competent Authority had granted him extension of six months for completion of PhD and this was last and final time bar extension, but the

candidate failed to complete these requirements within the extended period. The matter was placed in DRC and FRC meetings. After detail discussion the FRC in accordance with PhD rules recommended to drop the candidate.

156. The Competent Authority has directed vide letter BU/D-Acad/2020/1151 dated 11 August 2020, that recommendation of respective FRC (10 FRC meeting) regarding cancellation of PhD Candidacy be processed for ratification in forthcoming meeting of HERC.
157. Based on FRC's recommendation and BU PhD Rules, HERC is requested to DROP Mr. Naeem Ahmad Mughal (02-282101-001) from the PhD-Earth & Environmental Sciences Program of KC and transcript may kindly be issued clearly depicting the degree status as "INCOMPLETE".

Discussion:

158. Based on FRC's recommendation and BU PhD Rules, HERC is requested to DROP Mr. Naeem Ahmad Mughal (02-282101-001) from the PhD-Earth & Environmental Sciences Program of KC and transcript may kindly be issued clearly depicting the degree status as "INCOMPLETE".

Decision – 2716:

159. Based on FRC's recommendation and BU PhD Rules, HERC DROPPED Mr. Naeem Ahmad Mughal (02-282101-001) from the PhD-Earth & Environmental Sciences Program of KC and transcript be issued clearly depicting the degree status as "INCOMPLETE".

Action Required	Action By	Responsibility
Implementation of Decision	HoD, Dept. of E&ES – KC	Controller Examinations

Item No. 2717: Approval of Adding New Names in the List of Foreign External Examiners for ES – IC

Sponsor: **HoD, Dept. of SE/CS, IC**

Referral Authority: **FRC – ES**

Summary of the Case Presented:

160. The names of following 02 Foreign External Examiners are submitted for inclusion in list of foreign external examiners for the PhD Program of the Engineering Sciences – IC.
161. The CVs of the recommended foreign external examiners have been submitted by the concerned department for needful inclusion in the HERC approved list of foreign examiners.

Foreign External Examiners				
S.No.	Name	Affiliation	Area of Specialization	Post-PhD Experience
a.	Prof. Angelo Marcelli	University of Salerno, Italy	Electronic and Computer Engineering	33 + years
b.	Dr. Imran Khan Niazi	New Zealand College of Chiropractic, New Zealand	Biomedical Science and Engineering	8 Years

162. Based on FRC's recommendation, HERC is requested to add new names in the list of foreign external examiners for PhD Programs of Faculty of Engineering Sciences.

Decision – 2717:

163. HERC unanimously approved inclusion of following 02 Foreign External Examiners in list of foreign examiners for the PhD Program of the Faculty of Engineering Sciences:

Foreign External Examiners				
S.No.	Name	Affiliation	Area of Specialization	Post-PhD Experience
a.	Prof. Angelo Marcelli	University of Salerno, Italy	Electronic and Computer Engineering	33 + years
b.	Dr. Imran Khan Niazi	New Zealand College of Chiropractic, New Zealand	Biomedical Science and Engineering	8 Years

Action Required	Action By	Responsibility
Implementation of Decision	HoD, Dept. of SE/CS – IC	Dean – ES

Item No. 2718: Approval of Adding New Names in the List of Foreign External Examiners for MS – IC

Sponsor: **HoD, Dept. of MS, IC**

Referral Authority: **FRC – MS**

Summary of the Case Presented:

164. Following local examiners/ foreign evaluators (recommended by DRC) are submitted for inclusion in list of local examiners/foreign evaluators.

Foreign External Examiners				
S.No.	Name	Affiliation	Area of Specialization	Post-PhD Experience
a.	Dr. Imtiaz Badshah	Østfold University College (HiØ) Norway	Financial accounting, managerial accounting, Finance management, Global markets	06 Years
b.	Dr. Farooq A Chaudhary	University of the West of England Frenchay, Bristol, UK	Marketing/Consumer Behavior	12 Years
c.	Dr. Khine Sandar (Sandy) Kyaw	Cardiff Metropolitan University United Kingdom	Economics	14 Years
d.	Marimon Viadiu, Frederic	Universitat Internacional de Catalunya, Spain	Quality management, Business Administration	16 Years
Local External Examiners				
a.	Dr. Younas Iqbal Qazi	University of Lahore	Finance	Finance

b.	Dr. Muhammad Jawad	FJWU	Financial and Development Economics	03 Years
c.	Muhammad Abbas	National University of Computer and emerging Sciences, Islamabad	Management and Organizational Behavior	05 Years
d.	Dr. Shams-Ur-Rahman	University of Agriculture - Peshawar	Finance	03 Years
e.	Tanweer Ul Islam	National University of Sciences & Technology (NUST), Islamabad	Econometrics, Statistics, & Macroeconomics	06 Years
f.	Dr. Khawaja Fawad Latif	COMSATS Attock Campus.	Management & HR	05 Years

165. Based on FRC's recommendation, HERC is requested to add new names in the list of local and foreign external examiners for PhD Programs of Faculty of Management Sciences.

Discussion:

166. Director – ORIC briefed the house that as per Clause 32.1 of PhD Rules – 2017, Faculty Research Committee (FRC) is the approving authority for inclusion of esteemed academicians in the list of Local External Examiners and there is no need to present these names in the HERC Meetings for soliciting the needful approval. However, as per Clause 30.1 of PhD Rules – 2017, the foreign evaluators shall be approved by the HERC before any kind of thesis examination. In future, HERC will only accord approvals in respect of addition/deletion of names in the list of Foreign External Evaluators.

167. Director – Academics proposed that all the relevant FRCs shall be directed to attach consent email from the foreign external examiners in future with their CVs for the information of the house.

Decision – 2718:

168. Following decision were undertaken by the HERC:

- a.** Consent Emails along with CVs of the foreign external examiners shall be submitted to HERC with all the working papers for soliciting the approval of HERC for addition/deletion in the list of Foreign External Examiners.
- b.** HERC unanimously approved inclusion of following 04 Foreign External Examiners in list of foreign examiners for the PhD Program of the Faculty of Management Sciences:

Foreign External Examiners				
S.No.	Name	Affiliation	Area of Specialization	Post-PhD Experience
a.	Dr. Imtiaz Badshah	Østfold University College (HiØ) Norway	Financial accounting, managerial accounting, Finance management	06 Years
b.	Dr. Farooq A Chaudhary	University of the West of England Frenchay, Bristol, UK	Marketing/Consumer Behavior	12 Years

c.	Dr. Khine Sandar (Sandy) Kyaw	Cardiff Metropolitan University United Kingdom	Economics	14 Years
d.	Marimon Viadiu, Frederic	Universitat Internacional de Catalunya, Spain	Quality management, Business Administration	16 Years

Action Required	Action By	Responsibility
Implementation of Decision – a	All Deans – All Faculties	Director – ORIC
Implementation of Decision – b	HoD, Dept. of MS – IC	Dean – MS

Item No. 2719: Approval of Adding New Names in the List of Foreign External Examiners for Media Studies – IC

Sponsor: **HoD, Dept. of Media Studies, IC**

Referral Authority: **FRC – MS**

Summary of the Case Presented:

169. Following local examiners/ foreign evaluators (recommended by DRC) are submitted for inclusion in list of local examiners/foreign evaluators.

Foreign External Examiners				
S.No.	Name	Affiliation	Area of Specialization	Post-PhD Experience
a.	Dr. Abdul Rezak	Ankara University Turkey	Political communication, Quantitative research	20 Years
b.	Dr. Shahira Fahmey	Arizona State University USA	Media effects, Conflict& visual communication	17 Years
c.	Dr. Yahya R. Kamalipour	North Carolina A&T State University USA	Media effects, International Communication	30 + Year
d.	Dr. Azmat Rasul	Florida State University USA	Communication theory and research, Political	11 Years
e.	Dr. Ramaprasad Jyotika	Miami University USA	Communication Research, Journalism Studies	25 Years
f.	Dr. James Kelly	Indiana university USA	Journalism Studies, media effects	30 Years
g.	Dr. Itir Erhart	Istanbul Bilge University Turkey	Social Media research, media	14 Years
h.	Dr. Deb Aikat	University of North Carolina at Chapel Hill USA	Media Culture and Communication, New Media	25 Years
i.	Dr. Rauf Arif	Texas at Austin University USA	Computer Mediated Communication, Mass Communication	6 Years

Local External Examiners				
S.No.	Name	Affiliation	Area of Specialization	Post-PhD Experience
a.	Dr. Khalid Sultan	NUML Islamabad	Communication Research, New Media	12 Years
b.	Dr. Masrur Alam Khan	Riphah International University, Islamabad	Media effects, political communication	30 Years
c.	Dr. Zafar Iqbal	International Islamic University, Islamabad	Strategic Communication	17 Years
d.	Prof. Dr. Sajjad Ahmad Paracha	Islamia University Bahawalpur	Peace Journalism	10 Years
e.	Dr. Faiz Ullah Jan	University of Peshawar	Discourse Analysis, Big Data Research	6 Years
f.	Dr. Moazam Naseer	Riphah International University, Islamabad	Media War and Conflict	6 Years
g.	Dr. Bakht Rawan	Allama Iqbal Open University, Islamabad	Media Effects, Agenda Setting Role of Media	12 Years
h.	Dr. Bushra Rehman	University of Punjab	Cultural Communication	12 Years
i.	Dr. Wajid Zulqurnain	SZABIST, Islamabad	Strategic Communication, Effect of Social Media	5 Years
j.	Dr. Ayesha Qammar	Fatima Jinnah Women University, Rawalpindi	Social Media, Populism	5 Years
k.	Dr. Najma Sadiq	NUST, Islamabad.	Media Theory and Research	9 Years
l.	Dr. Shahid Hussain	Allama Iqbal Open University, Islamabad	Social Media Effects, Television and New Media	5 Years

170. Based on FRC's recommendation, HERC is requested to add new names in the list of local and foreign external examiners for PhD Programs of Faculty of Humanities & Social Sciences.

Decision – 2719:

171. HERC unanimously approved inclusion of following 09 Foreign External Examiners in list of foreign examiners for the PhD Program of the Faculty of Humanities & Social Sciences:

Foreign External Examiners				
S.No.	Name	Affiliation	Area of Specialization	Post-PhD Experience
a.	Dr. Abdul Rezak	Ankara University Turkey	Political communication, Quantitative research	20 Years
b.	Dr. Shahira Fahmey	Arizona State University USA	Media effects, Conflict & visual communication	17 Years
c.	Dr. Yahya R. Kamalipour	North Carolina A&T State University USA	Media effects, International Communication	30 + Year

d.	Dr. Azmat Rasul	Florida State University USA	Communication theory and research, Political	11 Years
e.	Dr. James Kelly	Indiana university USA	Journalism Studies, media effects	30 Years
f.	Dr. Itir Erhart	Istanbul Bilge University Turkey	Social Media research, media	14 Years
g.	Dr. Deb Aikat	University of North Carolina at Chapel Hill USA	Media Culture and Communication, New Media	25 Years
h.	Dr. Rauf Arif	Texas at Austin University USA	Computer Mediated Communication, Mass Communication	6 Years

Action Required	Action By	Responsibility
Implementation of Decision	HoD, Dept. of Media Stud. – IC	Dean – H&SS

Item No. 2720: Approval of Adding New Names in the List of Foreign External Examiners for EE – KC

Sponsor: **HoD, Dept. of EE, KC**

Referral Authority: **FRC – ES**

Summary of the Case Presented:

- 172.** The name of the following 03 Foreign External Examiners, approved in 11th FRC (item no. 11.6) are submitted for inclusion in the list of foreign examiners of PhD program of Electrical Engineering Sciences – BUKC. CVs of these foreign external examiners are also enclosed for further necessary action.

Foreign External Examiners				
S.No.	Name	Affiliation	Area of Specialization	Post-PhD Experience
a.	Prof. Hossam Gaber	University of Oshawa Ontario, Canada	Smart Grid, Renewable Energy, Micro Energy Grids Planning	18 Years
b.	Prof. Jeffrey Will	Valparaiso University, USA	Image Processing, software Design	18 Years
c.	Dr. Shuzheng XU	Tsinghua University, China	Digital Radio of AM/FM, Electronics Circuits	13 Years

- 173.** Based on FRC's recommendation, HERC is requested to add new names in the list of foreign external examiners for PhD Programs of Faculty of Engineering Sciences.

Decision – 2720:

- 174.** HERC unanimously approved inclusion of following 03 Foreign External Examiners in list of foreign examiners for the PhD Program of the Faculty of Engineering Sciences:

Foreign External Examiners				
S.No.	Name	Affiliation	Area of Specialization	Post-PhD Experience
a.	Prof. Hossam Gaber	University of Oshawa Ontario, Canada	Smart Grid, Renewable Energy, Micro Energy Grids Planning	18 Years
b.	Prof. Jeffrey Will	Valparaiso University, USA	Image Processing, software Design	18 Years
c.	Dr. Shuzheng XU	Tsinghua University, China	Digital Radio of AM/FM, Electronics Circuits	13 Years

Action Required	Action By	Responsibility
Implementation of Decision	HoD, Dept. of EE – KC	Dean – ES

Item No. 2721: Approval of Adding New Names in the List of Local External Examiners for MS– KC	
Sponsor: HoD, Dept. of MS, KC	Referral Authority: FRC – MS

Summary of the Case Presented:

175. For smooth and timely review of thesis, it is appropriate to have a large pool of external examiners from various specializations/backgrounds. Therefore, following names have been selected for the timely review of the thesis. All selected examiners/reviews have minimum of 3 years post PhD experience. CVs of these examiners/reviewers are enclosed.

Local External Examiners				
S.No.	Name	Affiliation	Area of Specialization	Post-PhD Experience
a.	Dr. Jameel Ahmed Khilji	State Bank of Pakistan, Karachi	PhD in Finance	5.5 Years
b.	Dr. Muhammad Kashif	SZABIST, Karachi	PhD in Finance	6.5 Years
c.	Dr. Sarfraz Ahmed Shaikh	Indus Global Consultancy, Karachi	PhD in Finance	4 Years
d.	Dr. Zubair Ali Shahid	Iqra University, Karachi	PhD in International Business	4 Years

176. Based on FRC's recommendation, HERC is requested to add new names in the list of local external examiners for PhD Programs of Faculty of Management Sciences.

Decision – 2721:

177. The case for approval of local external examiners is referred back to FRC being the approving authority of local external examiners for MS/MPhil & PhD Programs as mentioned in Clause 32.1 of PhD Rules – 2017.

Closing of the Meeting

- 178.** The Chairperson thanked all the participants of the meeting for having conclusive discussions.
The meeting concluded at 1700hrs.

___ October, 2020

Prof. Dr. Shehzad Khalid
Secretary HERC
Director R&D/ORIC

**Format of Proposal Writing
for MS/MPhil Thesis
Faculty of Management Sciences**

Title page: It should include:

- The topic
- Name & ID of the student
- Name of the University
- University Logo
- Date of Submission

Table of Contents: List the important headings and sub-headings used in the project proposal with page numbers.

1. Introduction of the Project: It should include:

Introductory paragraph

Descriptions of the project title i.e. what this project is all about?

1.1. Background: Background of the research shows the impact and implication of the topic on the environment (the specific set up in which you are studying the issue). It should be well elaborated. It is advised to include current facts and figures in the background. You should also explain it in the context with the work already done on the topic. It should provide all the necessary initial information so that the reader can better understand the situation under study.

1.2. Research Gap/ Rationale – Why this research is needed?

1.3. Research Questions-What are the question needs to be addressed?

1.4 Objectives: The objective of a certain research summarizes what to be achieved by the study. Student should consider following points on stating research objectives:

These should state the purpose of the project

These must be based on logical facts and figures

These must be achievable within a specified timeframe and parameters • These objectives should be presented such that these should facilitate the reader to locate various important points in the research work

The specified objectives should be clearly phrased in operational terms specifying exactly what you are going to do, where and for what purpose

At the end of the study, objectives must be assessed to see if they have been met/achieved or not

1.5 Significance: It lays down the importance or potential benefits of the project. It specifies how your study will improve, modify or broaden presented facts in the field under exploration. Make a note that such improvements/ modifications may have significant implications also. When you are taking into account the importance of your study, pose yourself the following questions.

What will be the outcomes of this research study?

Will the results of this research contribute to the solution or development of anything related to it?

What will be improved or changed as a result of the proposed research?

How will results of the study be implemented and what innovations will come out.

1.6 Theoretical/conceptual framework- The flow diagram of the research model be given and explained within the context of theory or concept.

1.7 Hypothesis of Study-The relevant theoretical/conceptual relationship be identified and supported by previous literature.

2. RESEARCH METHODOLOGY-Explain methodology of your research and provide justification.

2.1 Type of Research: Determine whether the study is quantitative or qualitative and give rationale.

2.2 Data Collection Sources: Describe the sources (primary and/or secondary)

2.3 Data Collection Tools/Instruments: Which tools will be used for data collection (i.e. Questionnaire, Structured Interviews, Observations, etc.) According to the need of the research project? Why a particular tool is selected? If you have used the questionnaire which scale have you used for that? Have you used multiple tools? If yes provide justification.

2.4 Sample/Participants: What is the target population? Which level of the employees will you select? - What is the unit of analysis? (individual, group or organization) - From which level of the organization you have collected the data.

What is the sample size?

What sampling frame will be used?

What type of sampling technique will be used? And why?

2.5 Fieldwork/Data Collection:

How will the data be collected?

How will the quality control be assured during data collection?

How will the answers about practical issues be answered? For example, if you are going to carry out survey, then think about where and for how long this survey will be carried out? Will organizations (specify names) provide you access (physical, time, documents) to what you need for your project?

2.6 Data Processing & Analysis: Methods you will use to extract and process the information you will gather.

How will the analysis be carried out?

Which software package (MS Excel, SPSS, Eviews etc.) will be used for data entry and analysis?

Which statistical technique will you apply for the analysis (Refer to your objectives for the selection of the appropriate technique)

3 Organization of the study- It lays down the thesis description in terms of its different chapters.

References

References are a list of source materials on a particular subject. In a formal report, it includes books and other library materials which have been consulted in the preparation of the project. As a part of the reference matter, it follows the appendices.

**Format of Writing
for MS/MPhil Thesis
Faculty of Management Sciences**

Note: The initial pages of the thesis be followed as per the format of BU-Thesis manual given on BU website. It is then followed as below.

CHAPTER 1

INTRODUCTION

In this part, a brief and comprehensive introduction of the topic under study is given. It includes:

Introductory paragraph

Description of the project title i.e. what this thesis is all about?

Rationale – Why this research is needed?

Background of the project:

Describe briefly the background i.e. the impact and implication of the topic on the environment (the specific set up in which you are studying the issue). It should be well elaborated. It is advised to include current facts and figures in background. You can also explain it in context with the work already done on the topic. It should provide all the necessary initial information so that the reader can better understand the situation under study.

1.2. Research Gap/ Rationale – Why this research is needed?

1.3. Research Questions-What are the question needs to be addressed?

Objectives: State the objectives/goals of your project, keeping in mind the following points: • These should state the purpose of the project

These must be achievable within specified timeframe and parameters

These should clearly indicate and encompass the issues under study.

The specified objectives should be clearly phrased in operational terms specifying exactly what you are going to do, where and for what purpose

Note: At the end of the study, objectives must be assessed to see if they have been achieved or not.

Significance: It lays down the importance or potential benefits of your thesis. Describe the importance of the project to various stake holders. It specifies how your study has improved, modified or broadened presented facts in the field under study. Make a note that such improvements/ modifications may have significant implications also.

When you are taking into account the importance of your study, pose yourself the following questions.

What will be the outcomes of this research study?

Will the results of this research contribute to the solution or development of anything related to it?

How will results of the study be implemented and what innovations will come out?

CHAPTER 2

LITERATURE REVIEW

2.1 Literature review is the systematic account of what has already been researched and published on the topic at hand. It basically assesses the existing level of knowledge at the subject matter.

Literature review is based on the funnel technique that narrow down the topic from a general perspective to the specific one. It should be written in either hypothesis wise or variable wise depending on the study.

It sets the stage for the study and provides rationale for proving or refuting the arguments our results generate. For detailed guidelines about the literature review do visit the following link: <http://www.writing.utoronto.ca/images/stories/Documents/literaturereview.pdf>

2.2. Theoretical/conceptual framework- The flow diagram of the research model be given and explained within the context of theory or concept.

2.3 Hypothesis of Study-The study hypothesis deriving from the theoretical framework be given in this section.

The relevant theoretical/conceptual relationship be identified and supported by previous literature.

The study hypothesis should be aligned with the study objectives.

CHAPTER 3

RESEARCH METHODOLOGY

This section should provide solid or concrete foundations to the study. Quality and value of the research report depends upon how precisely and accurately the data is collected, processed, analyzed and interpreted so that fruitful conclusions may be drawn out of it. It includes:

3.1 Data Collection Sources: (Describe all the primary and secondary sources used for data collection)

3.2 Data Collection Tools/Instruments:

Which tools are used for data collection (i.e. Questionnaire, Structured Interviews, Observations, etc.)?

Why a particular tool is selected?

Will you use multiple tools for data collection? If yes, provide justification.

3.3 Subjects/Participants:

What is the target population? What is the sample size?

What type of sampling technique is used? And Why?

3.4 Data Processing, Analysis Techniques and Interpretation:

Mention the methods used to extract and process the information gathered

Codification of the data • Software used to process the data (Excel, SPSS, EVIEWS, AMOS, Stata etc.)

Statistical technique (percentage, mean, median, or any other)

CHAPTER 4

DATA ANALYSIS

Provide the complete analysis along with its interpretation.

Provide the graphs and tables and provide detailed interpretation logically.

Keep the sequence of the analysis as of the objectives in section 1.4

Note: You are also required to attach the raw data files in appendices supporting your data analysis along with the project.

4.1 Summary-Summarize the findings/results of your data analysis and state how the outcomes of your research relate to the thesis objectives. It may range from 2-4 pages. Do not include examples/ illustrations or your own opinion in this part of the report.

(Hint: Provide gist of the report by relating sub-section 1.4 with 3.4)

Note: "Abstract" provides an overview of the complete report whereas 'Summary' provides a brief account of the findings/results and objectives of the report.

CHAPTER 5

ONCLUSION, RECOMMENDATIONS & LIMITATIONS

5.1 Conclusion Precisely state the final outcomes of the work. It is the ultimate result of the inquiry conducted under the given context and circumstances. Conclusion/findings should be in short yet comprehensive sentences/paragraphs. Each sentence/paragraph describing new idea should be bulleted.

5.2 Recommendations This section deals with your proposed solutions or plans to cover and remove all the flaws and deficiencies that you think (in light of data processing and analysis) needs to be removed or improved. Recommendations should be clear, specific and based on your findings. They must be logical and applicable.

5.3 Limitations Limitations of a project refer to limiting conditions or restrictive factors that may have an effect on the project. Project should be critically analyzed after its completion. A precise list of all the limitations of the study is to be illustrated under this heading. You may consider following points while writing limitations of the study:

- Access to the concerned participants/respondents
- Access to the required information
- Timescale
- Reluctance or hesitation of participants to participate in the study
- Budget constraint
- Scope of study
- Any other limitation

The discussion of limitations should avoid overemphasizing the weaknesses. Its aim should be to provide realistic basis for assessing the results.

References

This section of the project includes a list of source materials on a particular subject. In a formal report it shows what books and other library materials were consulted. As part of the reference matter, it follows the appendix or appendices. APA format should be used for citing the references. Kindly visit the following link to quote the references in the required manner <http://www.waikato.ac.nz/library/study/guides/apa.shtml>

**Format of Proposal Writing
for PhD Thesis
Faculty of Engineering Sciences**

ANALYSIS OF DATA COMPRESSION TECHNIQUES SOME THING ELSE HERE
FDFFDGFDFG DFG FG FGHGFH GFHFGH DFHFGHGFH



Muhammad Amin

Enrollment No: 01-xxxxxxxx-111

A thesis proposal submitted to the Department of Software Engineering, Faculty of Engineering Sciences, Bahria University, Islamabad in the partial fulfillment for the requirements of a Master degree in Software Engineering

Feb 2020

← 1.67" →

Abstract

Abstract comes here.

Table of Contents

Abstract	50
1.1. Introduction	53
1.2. Motivation	53
1.3. Problem statement/Hypothesis or research questions	53
1.4. Research objectives	53
1.5. Literature Review / State of the Art	53
1.6. Research Methodology	53
1.7. Proposed Solution	53
1.8. Conclusion	53
References	53
Appendices	53
Appendix A	54
Appendix B	55

Introduction

Introduction of domain, problem area setting up the context.

Motivation

Describes your motivation of doing this research. Develop a context of the problem domain, and issues you are trying to solve.

Problem Statement/Hypothesis or Research Questions

Based on the nature of result either a well elaborated and focused problem statement and research questions or hypothesis is defined in this section.

Research Objectives

Aims and objectives of your research.

To this end the main objectives of our work are:

One.

Two.

Three.

Literature Review / State of the Art

Discuss the relevant literature /existing work in the domain. Identify gaps/shortcomings. The section covers the state of the art in the relevant domain.

Research Methodology

Discuss the proposed research methodology and research design with rationale.

Proposed Solution

A proposed solution explaining how it can answer the research questions identified earlier or the problem statement identified in section 1.5.

Timelines and Deliverables

Details of milestones and their timeline is as follows:

Conclusion

Conclusion discussing potential contributions.

References

References in IEEE style for computing and Engineering Disciplines and departmental approved style for other disciplines (Environmental sciences and Engineering Management).

Appendices

Appendices (if you have more than 1, otherwise Appendix A)

Appendix A

Some thing here.

Appendix B

Something here.

**Format of Writing
for MS/PhD Thesis
Faculty of Engineering Sciences**

Approval Sheet

Thesis Completion Certificate

Scholar's Name: _____ **Registration No:** _____
Programme of _____
Study: _____
Thesis Title: _____

It is to certify that the above student's thesis has been completed to my satisfaction and, to my belief, its standard is appropriate for submission for Evaluation. I have also conducted plagiarism test of this thesis using HEC prescribed software and found similarity index at _____ that is within the permissible limit set by the HEC for the MS/MPhil degree thesis. I have also found the thesis in a format recognized by the BU for the MS/MPhil thesis.

Principal Supervisor's Signature: _____

Date: _____ Name: _____

Certificate of Originality

This is certify that the intellectual contents of the thesis

are the product of my own research work except, as cited property and accurately in the acknowledgements and references, the material taken from such sources as research journals, books, internet, etc. solely to support, elaborate, compare and extend the earlier work. Further, this work has not been submitted by me previously for any degree, nor it shall be submitted by me in the future for obtaining any degree from this University, or any other university or institution. The incorrectness of this information, if proved at any stage, shall authorities the University to cancel my degree.

Signature: _____ Date: _____

Name of the Research Student: _____

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Scelerisque fermentum dui faucibus in ornare quam. Integer vitae justo eget magna fermentum iaculis. Semper auctor neque vitae tempus. Et netus et malesuada fames ac. Rutrum quisque non tellus orci ac auctor augue. Ac felis donec et odio pellentesque diam volutpat commodo. Dui sapien eget mi proin sed libero enim sed faucibus. Urna id volutpat lacus laoreet non curabitur gravida. Pellentesque habitant morbi tristique senectus et. Nisi lacus sed viverra tellus in hac. Rutrum tellus pellentesque eu tincidunt tortor aliquam nulla. Consequat nisl vel pretium lectus. A diam maecenas sed enim ut sem viverra. Venenatis a condimentum vitae sapien. Ut consequat semper viverra nam libero justo laoreet sit. Porttitor eget dolor morbi non arcu. Turpis massa tincidunt dui ut ornare lectus sit. Tristique senectus et netus et. Rutrum quisque non tellus orci ac auctor augue. Non consectetur a erat nam at lectus urna. Sit amet commodo nulla facilisi nullam vehicula ipsum a arcu. Tortor at risus viverra adipiscing at in tellus integer. Phasellus vestibulum lorem sed risus ultricies tristique nulla aliquet enim. Convallis a cras semper auctor neque vitae tempus quam. Viverra justo nec ultrices dui sapien. Risus nullam eget felis eget nunc lobortis mattis aliquam. Nisi est sit amet facilisis magna etiam. Tellus mauris a diam maecenas sed. Lacus viverra vitae congue eu consequat ac felis. Porttitor massa id neque aliquam vestibulum morbi blandit cursus risus. Non sodales neque sodales ut etiam sit amet nisl purus. Laoreet id donec ultrices tincidunt arcu non sodales neque sodales. Potenti nullam ac tortor vitae purus faucibus ornare suspendisse. Ut sem nulla pharetra diam sit amet nisl suscipit. Mattis nunc sed blandit libero. Et ultrices neque ornare aenean euismod elementum nisi quis eleifend. Morbi tempus iaculis urna id volutpat. Egestas tellus rutrum tellus pellentesque eu tincidunt. Dui vivamus arcu felis bibendum ut tristique et. Dictum at tempor commodo ullamcorper a lacus vestibulum sed. Vel quam elementum pulvinar etiam non quam lacus suspendisse. Auctor urna nunc id cursus. Pretium lectus quam id leo in vitae turpis massa. Netus et malesuada fames ac turpis egestas. Cras tincidunt lobortis feugiat vivamus at augue eget arcu dictum. Tristique et egestas quis ipsum suspendisse ultrices. Urna nec tincidunt praesent semper feugiat. Suspendisse in est ante in nibh mauris cursus. Quam adipiscing vitae proin sagittis nisl. Tincidunt ornare massa eget egestas purus.

Keywords: Process Modelling, System Dynamics, Process Mining, Business Analytics, Business Process Management

Dedication

To my parents for their love and support

Acknowledgments

Goes here...

Table of Contents

Approval Sheet	56
Certificate of Originality	58
Abstract	59
Dedication	60
Acknowledgments	61
Table of Contents	62
List of Figures	64
List of Tables	65
Chapter 1	66
Introduction	66
1.1. Motivation	66
1.2. Problem statement or research questions	66
1.3. The aims and objectives	66
1.4. Main contributions	66
1.5. Thesis organisation	66
Chapter 2	68
Literature Review	68
2.1. Key Concepts	68
2.1.1. Subsection	68
2.2. Virtual organisation planning activities	69
2.2.1. Virtual organisation partner selection	69
Chapter 3	70
Proposed Work/Methodology/Model	70
3.1. My section for chapter 3	70
3.2. Another section	70
3.3. Conclusion	70
Chapter 4	71
Implementation/Case study/Models	71
4.1. Your section	71
4.2. Another section	71

4.2.1. Some sub-sections.	71
4.3. Conclusion	71
Chapter 5	72
Results and evaluation	72
5.1. Section	72
5.1.1. Result set 1	72
5.1.2. Result set 2	72
5.2. Evaluation	72
5.3. Conclusion	72
Chapter 6	73
Conclusion and future work	73
6.1. Contributions	73
6.2. Reflections	73
6.3. Future work	73
References	74
Appendices	75
Appendix A	76
Appendix B	77

List of Figures

[Figure 1.1: Thesis organisation](#) 67

[Figure 2.1: Relationship between the enterprise integration concepts](#) 68

List of Tables

<u>Table 2.1: Differences and similarities between EE and VO</u>	69
--	----

S

Introduction

Introduction of chapter.

Motivation

Describes your motivation of doing this research. Develop a context of the problem domain, and issues you are trying to solve.

Problem statement or research questions

Problem statement.

Research objectives

Aims and objectives of your research.

To this end the main objectives of thesis are:

One.

Two.

Three.

Main contributions

The main contributions of the thesis can be summarised as follows:

One.

Two.

Thesis organisation

The structure of the thesis is illustrated in figure 1.1. **Chapter 2** discusses the current state of the art in virtual organisations. The work in chapter 2 reflects the foundations of VOs in the enterprise integration movement. It also explains various concepts, methodologies and frameworks related to VOs. Finally the problem of partner selection in VOs is discussed in detail with an overview and critique of existing work.

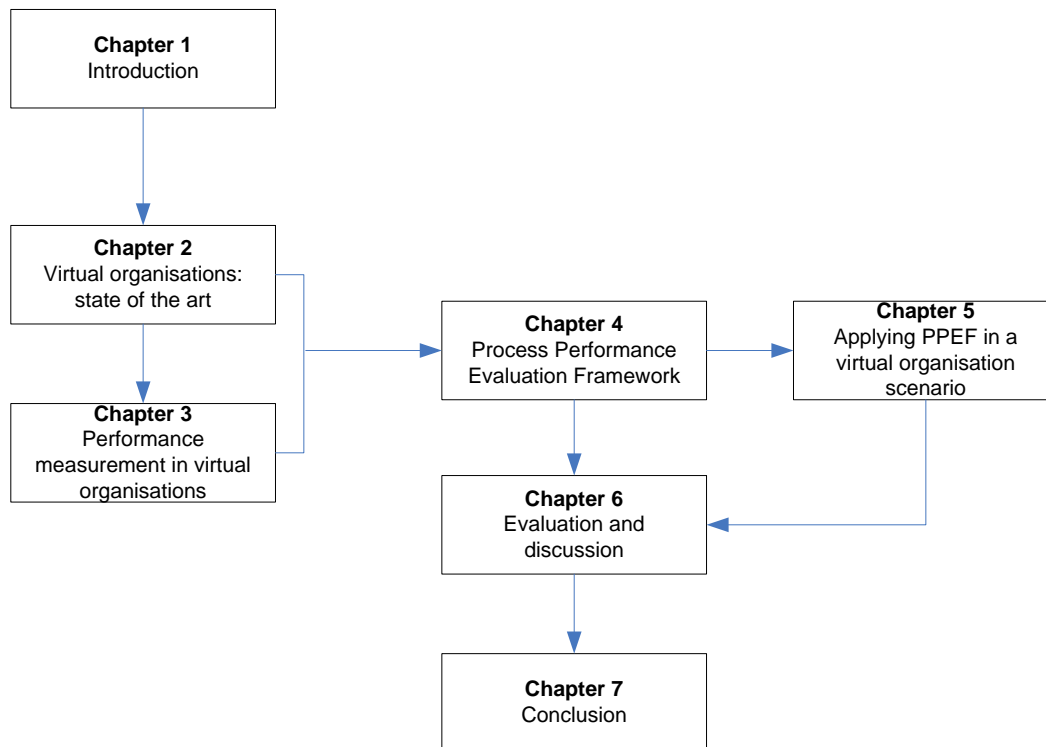
Chapter 3 focuses on something.

Chapter 4 starts discusses few more things.

Chapter 5 discusses the applicability of the PPEF in a case study of surgical instrument manufacturing.

Chapter 6 consists of discussion related to the evaluation of the PPEF with respect to existing partner

selection techniques. Contributions of the current work and further developments to the work are also proposed in this chapter. **Chapter 7** concludes the thesis by summarising different aspects of the work.



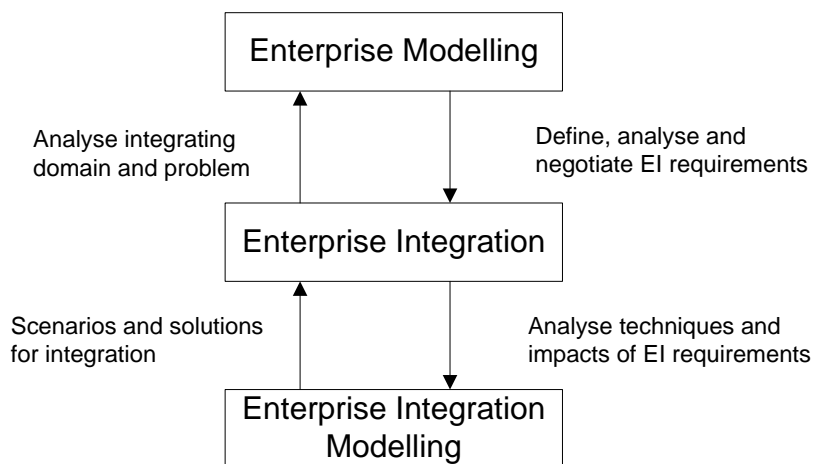
Thesis organisation

Literature Review

In today's highly competitive world, enterprises are trying to achieve an edge by redesigning their processes, improving product quality and providing high quality services to their customers. The early industrial and process automation efforts were concerned with the improvement of product/service quality, reduction in production time and operational costs at the level of an individual enterprise. Further developments were made when concepts of enterprise modelling and integration (EMI) were developed. However, it was realised that the competitiveness and efficiency of an enterprise lies in its agility to respond to change and its capability to cooperate with other enterprises to compete in the market. Thus, focus of enterprise integration movement changed from intra-organisational integration to inter-organisation integration. To respond to the new challenges, concepts of collaborative networks, virtual organisations and extended enterprises were developed and improved. The following sections give an overview of the literature on foundations and related issues of virtual organisations from the perspective of enterprise integration.

Key Concepts

Some key concepts here.



Relationship between the enterprise integration concepts

Subsection

Some sub section here.

Differences and similarities between EE and VO

Characteristics	The Extended Enterprise	Virtual Organisation/Enterprise
Strategic issue	Long-term objectives	Short-term objectives
Partnerships purpose	Long-term business co-operation	Temporary working together for projects or products
Organisation stability	Stable organisation of companies across the product value chain	Dynamic organisation of companies with core competences
Partner relationships	Trust and mutual dependence for long term	Temporary and dynamic
Boundaries	Full blurring for long term	Partly blurring for short term
Organisation type	Product value-chain based	Frequently project or niche market based
Co-ordination of partnership	Usually the manufacturer manages the partnership	Frequently a broker manages the co-operation
Information and communication technology (ICT)	Facilitated and enabled by often complete ICT solutions	Restricted and often incomplete electronic and information sharing
Trust	High level of trust	Medium-high level of trust

Virtual organisation planning activities

Some examples.

Virtual organisation partner selection

Finding and selecting partners for the missing competencies and resources to complete a certain project is an important issue in the creation of a VO. Criteria identification for partner selection

Examples of equation numbers:

$$(e_1, e_2, \wedge, e_n) = (w_1, w_2, \wedge, w_m) \bullet \begin{bmatrix} r_{11} & r_{12} & \wedge & r_{1n} \\ r_{21} & r_{22} & \wedge & r_{2n} \\ \wedge & \wedge & \wedge & \wedge \\ r_{m1} & r_{m2} & \wedge & r_{mn} \end{bmatrix} \quad (2.1)$$

Mathematical programming approaches

Wu and Su have proposed an integer programming approach for partner selection in a manufacturing scenario [1].

Proposed Work/Methodology/Model

Virtual organisations were discussed in detail in the previous chapter. Research gaps have been identified in the area of partner selection for VOs. A proposal for further research was also made, in which the impact of a potential partner on the overall VO performance should be considered when selecting a partner. Further study therefore needs to be made to explore the existing approaches towards performance measurement and management in VOs. In this chapter, a review of existing performance measurement approaches in the area of networked enterprises or collaborative networks is carried out. This review helps in the identification of important performance dimensions and indicators that can be used for performance evaluation of VOs while selecting potential partners.

My section for chapter 3

New section.

Another section

See the consistency in the heading titles.

Conclusion

Existing work on performance measurement in the context of virtual organisations has been discussed in this chapter. In the next chapter, the proposed performance evaluation framework is discussed to improve the partner selection process in the VO creation phase.

Implementation/Case study/Models

Introductory remarks.

Your section

Your text for this section.

Another section

Something here.

Some sub-sections.

Some text for subsection.

What about adding a sub-subsection?

Sub-subsection

Some text comes here.

Conclusion

Finally conclusion here. Wind up this chapter and link to the next one.

A process-based performance evaluation framework for partner selection in a VO has been proposed in this chapter. Important tools and techniques for modelling the future VO have also been proposed. Various dimensions and performance attributes have been suggested that may affect the overall performance of the VO. These performance indicators are presented as a performance model. In the next chapter, application of the performance framework is illustrated with the help of a case example.

Results and evaluation

Link up with previous chapter and tell what's in this chapter.

Section

Some details how you got these results.

Result set 1

What are the results. Show them using tables, graphs, images etc.

Discuss tables, graphs etc. and any insight.

Result set 2

What are the results. Show them using tables, graphs, images etc.

Discuss tables, graphs etc. and any insight.

Evaluation

Which is the best approach? How your approach is better than others etc.

Conclusion

Conclude this chapter.

Conclusion and future work

Introduce the chapter.

Contributions

Discuss your contribution by linking them with your research questions or objectives.

Reflections

Discuss your reflections/thoughts about the work you have carried down. What are its strengths, weaknesses or shortcoming, impact of society/body of knowledge or problem domain.

Future work

Finally discuss how this work can be extended in future work. This will normally include linking back to weaknesses, shortcomings or any open research questions that still need to be addressed.

References

Add your reference here as per approved referencing style.

Appendices

Appendices (if you have more than 1, otherwise Appendix A)

Appendix A

Some thing here.

Appendix B

Something here.

**Format of Proposal Writing
for MS/MPhil Thesis
Faculty of Professional Psychology**

Template for MS/PhD proposal for Quantitative Research Only

(This Template is taken from APA Publication Manual, 2020)

This template focused on what should be addressed in different sections as per discussed in APA publication Manual's chapter 3 (APA, 2020). However, for formatting of the thesis in terms initial pages, table of contents, Margins, Font style and Font Size etc... should be followed from BU thesis writing Manual. Moreover, citation (Reference writing style) either in text or in bibliography should followed APA publication Manual, 2020 (See Chapter, 8 9 & 10).

Title Page

Table of Contents

Abstract

Objective

State the problem under investigation

Participants

Describe subjects or participants, specifying their pertinent characteristics for the study

Study methods

Describe study methods including

Research design

Sample size

Material used

Outcome measures

Data gathering procedures

Introduction

Problem

State the importance of the problem, including theoretical and practical implication

Review of literature

Provide a succinct review of relevant literature including

Relation to previous work

Difference between the current report and earlier reports if some aspect of the study have been reported on previously

Theoretical framework

Theories or other means used to drive hypothesis

Hypothesis, Aims & Objectives

State specific hypothesis, aims and objectives

State how hypotheses and research design relate to one another

Method

Participants

Report Inclusion and exclusion criteria, including any restrictions based on demographic characteristics

Report major demographic characteristics (e.g. age, gender, ethnicity, Socio-economic status) and important topic-specific characteristics (e.g. Achievement level in studies of educational interventions)

Sampling procedure

Describe procedure for selecting participants, including

Sampling method if a systematic sampling plan was implemented

Percentage of the sample approached that actually participated

Whether self-selection into the study occurred (either by individuals or by units, such as schools or clinics)

Describe settings and locations where data were collected as well as dates of data collection.

Describe agreements and payments made to participants.

Describe institutional review board agreements, ethical standards met, and safety monitoring.

Sample Size, Power & precision

Describe the sample size, power, and precision, including

Intended sample size

Achieved sample size, if different from the intended sample size

Determination of sample size, including

Power analysis, or methods used to determine precision of parameter estimates

Explanation of any interim analyses and stopping rules employed

Measures & Covariates

Define all primary and secondary measures and covariates, including measures collected but not included in the report.

Data Collection

Describe methods used to collect data

Instruments

Provide information on validated or ad hoc instruments created for individual studies (e.g., psychometric and biometric properties).

Masking

Report whether participants, those administering the experimental manipulations, and those assessing the outcomes were aware of condition assignments.

If masking took place, provide a statement regarding how it was accomplished and whether and how the success of masking was evaluated

Condition & Design

State whether conditions were manipulated or naturally observed. Report the type of design as per the JARS–Quant tables:

Experimental manipulation with participants randomized

Table 2 and Module A

Experimental manipulation without randomization

Table 2 and Module B

Clinical trial with randomization

Table 2 and Modules A and C

Clinical trial without randomization

Table 2 and Modules B and C

Nonexperimental design (i.e., no experimental manipulation): observational design, epidemiological design, natural history, and so forth (single-group designs or multiple-group comparisons)

Table 3

Longitudinal design

Table 4

N-of-1 studies

Table 5

Replications

Table 6

Report the common name given to designs not currently covered in JARS–Quant.

Analytic strategy

Describe the analytic strategy for inferential statistics and protection against experiment-wise error for

Primary hypotheses

Secondary hypotheses

Exploratory hypotheses

**Format of Writing
for MS/MPhil Thesis
Faculty of Professional Psychology**

Introduction

MS/MPhil research thesis is a mandatory requirement for the completion of the degree. This thesis is a part of individual research, which would contribute to the field of knowledge. This thesis is comprised of six chapters i.e. Introduction, Literature Review, Theoretical Framework, Method, Results and Discussion. Other than the main chapters a few additional components are also very important as without comprehension and validation, the research is incomplete i.e. abstract, references and appendices. Some other official requirements that are also part of the manuscript are its title pages, approval sheet, declaration of authentication, acknowledgement, dedication, table of contents, list of tables, list of figures, and list of appendices. These chapters are written in APA 7 (2020) / latest APA format. The details of these chapters are discussed separately.

Abstract

The abstract is the summary of the current study, which gives an overview to the reader about the study. It generally begins with the brief description of study utilizing the objectives of the current study with reference to the theoretical framework. This is followed by the research design, the hypothesis of the study, the brief description of the study with the sampling technique, brief description of the measures, procedure, key findings, conclusion and implications. Generally, the abstract is one page long. It is very critical to note that the abstract should be written in a manner that the information about the study is described in a few words. It is important that all the key elements must be covered briefly in writing that grasps the reader's attention and summarizes the salient features of the study.

Chapter I

Introduction

In this chapter the researcher begins with the background of the study in which he narrates how the idea of current research emerged in the light of prior literature or current social or cultural scenarios. Then the researcher begins to define the variables. Each variable is defined and then described in the light of theories. Briefly literature is narrated in context of that variable and from that literature a link is developed to the next variable. Each variable is explained in the same manner and linked with each other. In this section the researcher not only sets the background of the study but also links all the variables. Each variable can be discussed in separate heading as well. In the end the research concludes the links among variables and develops the argument for the need for the current study.

Problem statement

In this heading the researcher briefly explains the issue and defines its approach to address the issue. In other words, the researcher in simple words briefly describes the issue and how this issue is being catered to in this study.

Significance and rationale of the study

In this section the researcher highlights the need of the study by identifying the literature gap in prior research work. The researcher identifies the theoretical significance of the study variables by describing why they need to be studied. It is also important that the social and cultural value of the current study is highlighted. The need for the study for contemporary population groups is addressed as well. The researcher needs to provide the rationale for the selection of variable, population, methodology and design that he has opted for the study.

Research objectives

In the light of the above-mentioned introduction the researcher creates his research objectives. These objectives define the scope, methodology and design of the study. There can be multiple research objectives in a study. The research objective should be very clear and specific. Avoid unnecessary splitting or repetition in research objectives.

Research questions

The research objectives are given further direction in the research question. This question specifies how these objectives can be obtained.

Definitions of key terms

In the section the researcher provides a conceptual and operational definition of each variable.

Structure of thesis

In this heading the researcher provides brief description of each chapter in a paragraph.

Chapter II

Literature Review

In this section the researcher provides literature based foundation to his proposed research topic. The researcher not only narrates the literature with respect to each variable but also develops the links among variables with the help of prior literature directly or indirectly. With the help of the literature review, the researcher provides directions to the given variables (identification of independent & dependent variable or predictor & criterion variables). It is also recommended that the literature review should add literature based on demographic variables as well. It is important that the literature review should be unbiased and incorporate supporting and contradictory literature as well. The researcher should also highlight the literature gap while writing the literature and develop the argument for the need to fill that gap.

Chapter III

Theoretical Framework

In this chapter the researcher links the variables of the study in the light of theories. It begins with the conceptualization of each variable in the light of a theory. The researcher can use multiple theoretical perspectives to explain variables. After that the researcher links all the variables of the study in the light of different theories and proposes his own theoretical framework. Similar to the conceptualization of variables the proposed theoretical framework can also be based on multiple theories. It is preferred that the proposed theoretical framework be presented in a diagram and the explanation of the diagrammatic conceptualization is provided beneath it. The diagram should have a figure number, title and interpretation as per APA 7 (2020) / latest APA format. For a qualitative study it recommended that the term conceptual framework is used rather than theoretical framework.

Research hypothesis

The formulation of the proposed theoretical framework, research objectives and questions leads toward the development of the research hypothesis. There can be multiple hypotheses in a research. APA 7 (2020) recommends that the hypothesis should be very clear and specific. It also forbade unnecessary splitting or repetition of hypotheses. The hypotheses should be empirically and statistically testable. In qualitative researches the hypotheses are not formulated.

Chapter IV

Method

This chapter is covered in several sub-headings i.e. research design, participants, measures, procedure, and ethical considerations. This section establishes the validity of the study.

Research design

The researcher describes the research design that has been used with the methodology. The researcher explains the approach (methodology) that has been applied with the rationale of its usage.

Participants

In this heading the researcher explains details regarding the characteristics of the participants like their age, gender, birth order, profession etc. It also contains the inclusion and exclusion criteria of the participants. Moreover, the sampling technique (random, purposive etc) is also explained with the rationale of using it. After that the descriptive details (Mean & Standard deviation or frequency & percentages) of the demographic variables would also be explained in this section. It can be mentioned in the form of a table or in text only.

Measure(s)

Under this heading the researcher explains the measure(s), tools or instruments that were used to measure certain variables. It is recommended that separate sub-heading is being used to explain each measure. The measure also includes the informed consent and demographic information sheet. Generally in psychological research, standardized scales are used. The names of the scales, year, with number of items, details of sub-scales, scoring, reverse scoring and other psychometric details are mentioned. For local adaptations and/or translations of scales, information related to the changes in adaptations should also be mentioned.

Procedure

In this section the researcher explains each and every step that is being taken during this course of research. This section begins with taking permission for measures and data collection from the institutes from where data was collected. It also includes the procedure that is being used to finalize the sample size, the identification of cities from where data was collected and permission from there. It is also important to mention the order in which the instruments or measures were presented to the participants. All the possible observations that have been made during data collection need to be mentioned here. Moreover, the number of participants who were approached and the number of participants who agreed to participate in the research also needs to be mentioned. In studies involving psychotherapeutic interventions, the

complete session plan and relevant theoretical framework of the intervention must be mentioned in the following sequence:

Session (number)

Objective

Check in, Description including details of activities linking it with the theoretical framework, check out

Outcome

It ends with the debriefing procedure.

Ethical considerations

In this heading the researcher explains all the ethical considerations that were practiced during the research procedure. APA 7 has provided the ethical guidelines that need to be considered during the research procedure.

Chapter V

Results

In this section the researcher explains his results preferably in the forms of tables. The results section begins with identification of the statistical analysis or qualitative analysis that has been applied with the rationale and procedure for how it was applied. The results are then discussed in the form of tables. Each table has a table number with the title. The title should include the name of the analysis that has been applied with the names of variables and the respective sample size. Under each table, there is an interpretation of the results. It is also recommended that the interpretation criterion should be mentioned as well. This criterion can be mentioned with the description of analysis in the beginning. Overall the results section is formulated in the light of the guidelines given by APA 7 (2020) / latest APA manual.

After the explanation of analysis that has been applied, in quantitative researches the researcher will start mentioning the results with the descriptive statistics, to discuss the normality of the data. Then the analysis of psychometric properties are mentioned. After that the results would be discussed in the same order in which the hypotheses have been made. If the researcher feels that there is additional analysis needed to be done it can come after that. The results can be mentioned in the form of text, table, figures or graphs. As per APA 7 (2020) / latest APA manual if the content is repeated in tables and figures then mention either in tabular or figure related format. Each table, figure or graph should have some unique added information. Every table, figure and graph has number with title and interpretation. Moreover, each analysis be interpreted in the light of the effect size. For example R^2 change for regression, Cohen's d or Hedge's g , and η^2 for ANOVA.

In qualitative researches the results can begin with the coding procedure and the validity of the data analysis procedure. After that the results are mentioned in the same order in which the objectives of the study are mentioned. Same rules are applied for table formatting as for quantitative researches.

Chapter VI

Discussion

In this section the researcher interprets the findings of the study in the light of the hypotheses. The researcher provides evidences for the findings. This support can be provided from prior literature, data collection observation, findings of additional analysis, and cultural relevance. The researcher builds arguments in the support of the findings with reference to the proposed theoretical framework. It is recommended that each finding be discussed in separate paragraphs and support is provided as mentioned above. At the end of the discussion the researcher summarizes his findings.

Conclusion

In conclusion the researcher mentions what he has extracted from the study. Generally, the researcher summarizes the findings in this section but the researcher should only mention his inferences from the findings.

Limitations of the study

There is no study that is perfect. There are certain limitations about the study. The researcher needs to be retrospective and not biased while mentioning his limitations. Limitations also address the confounding variables that one may come across in the study.

Future recommendations

In the light of the limitations of the study, future recommendations are also given. It can give future directions to the other researchers in which they can address the limitations. The future recommendations not only give methodological suggestions but also give theoretical suggestions as well. New directions of population and evidence based avenues can be suggested for future researches in this section.

Implications of the study

This is another important section of the manuscript; in this section the researcher identifies the areas in which the findings of current study can be applied. The researcher identifies the ways through which these can be utilized. It also give directions to multiple professionals how they can benefit from the findings of the study. The researcher clearly addresses implications for each of the findings even for additional findings.

References

All the references cited in the text should be listed down here in this section. The references should be listed in the alphabetical order. The formatting of the references should be done according to APA 7 (2020) / latest APA format. The researcher ascertains that all the cited references of any kind like research articles, books, manuals, instruments, blogs, videos, etc are listed here.

Appendices

In appendices the researcher provides all the relevant evidences for the conducted research like measures, permission letter or other relevant details (photocopies). Moreover, if the tables are too long and cannot be stated in the text, they can also be mentioned in this section. In clinical studies involving psychotherapeutic interventions with individuals or groups, a profile stating demographic information and relevant case history or clinical history must be mentioned for each participant. Each Appendix is labeled for example Appendix A. The list of appendices is also given in the beginning.

Official Requirements

Some of the basic official requirements are for title pages (see Sample), approval sheet (see Sample), declaration of authentication (see Sample), table of contents (see Sample), list of tables (see Sample), list of figures (see Sample), and list of appendices (see Sample). A general format is being followed to formulate these. While a brief description of acknowledgment and dedication is given below:

Acknowledgement

In this section the researcher acknowledges the contributions of all the people who have contributed in the process of the research from idea formulation till manuscript writing. Acknowledgements can be a detailed account of the gratitude that researcher wants to mention to the professionals, institutions or co-workers who have helped in conducting the study.

Dedication. The researchers attribute their work to some significant people in their lives. This dedication should be very brief and concise.

Formatting

The manuscript should be written in Times New Roman, 12 point font-size and double spaced, with margins of at least 3.5cm on the binding edge, 1.5cm on the opposite edge and 2cm at the top and bottom formatting using justification for all content. End each line of text with a complete word; no hyphens. Double-space after end punctuation (except in references); single-space after all other punctuation. Double-space all lines including references. Number all pages, use Roman numerals (eg. i, ii, iii) for abstract, dedication, list of contents, tables or figures and Arabic numerals (eg. 1, 2, 3,) for the chapters. Page numbers are flushed on the bottom center of the page.

Different chapters of the manuscript require headings when changing from one topic to another. Headings should be as brief as possible. The chapter number (eg. **Chapter I**) and full title of the chapter (eg. **Introduction**) is used as a Level 1 heading, bold and center. There are five levels of headings used in APA style manuscripts. Some chapters use one or two levels of headings; most manuscripts require no more than three or four levels of headings. If only one heading level is needed, it should be Level 1. Level 1 headings consist of centered words that are capitalized (except for articles, prepositions, and conjunctions) and in bold. Chapters needing two levels of headings should use Levels 1 and 2; those requiring three levels should use 1, 2, and 3. Level 2 headings are left-justified, with each word capitalized, in bold print. Text following level 1 and 2 headings begins on the next line. Level 3 headings are indented and in bold. Only the initial letter of the first word is capitalized and the heading ends with a period. Text following a level 3 heading begins on the same line as the heading. All headings should be

brief (i.e., 2 or 3 words) and describe the section being introduced. Examples of levels 1, 2, and 3 are presented below.

Level One

Centered, Boldface, Uppercase and Lowercase Headings

Level Two

Left-aligned, Boldface, Uppercase and Lowercase Heading

Level three. Start the paragraph from here.

Indented, boldface, lowercase heading with a period.

Level four. Start the paragraph from here.

Indented, boldface, italicized, lowercase heading with a period.

Level five. Start paragraph from here.

Indented, italicized, lowercase heading with a period.

SAMPLE TITLE PAGE

TITLE OF THE RESEARCH

By

First Name-Middle Name-Last Name

A Thesis

Presented to the Bahria University, Islamabad

in partial fulfilment of the requirements

for the degree of

Masters of Science in Clinical Psychology

SAMPLE OF COPYRIGHT PAGE

Copyright © 2020 (insert appropriate year) by XYZ (student name)

All rights reserved

SAMPLE OF APPROVAL SHEET

BAHRIA UNIVERSITY, ISLAMABAD

APPROVAL SHEET

SUBMISSION FOR HIGHER RESEARCH DEGREE THESIS

Candidate's names:

Discipline:

Faculty/Department:

I hereby certify that the above mentioned group member's work including the thesis has been completed to my satisfaction and that the thesis in a format of an editorial standard recognized by the faculty/department as appropriate for examination.

Signature(s):

Supervisor: _____

Date: _____

Co-Supervisor: _____

(if any)

Date: _____

The undersigned signifies that:

The candidate presented at a pre-completion seminar, an overview and synthesis of major findings of the thesis, and that the research is of a standard and extent appropriate for submission as a thesis.

I have checked the candidate's thesis and its scope, format and editorial standards are recognized by the faculty/department as appropriate.

Signature (s):

Dean / Head of Faculty / Department: _____

Date: _____

SAMPLE OF DECLARATION SHEET

DECLARATION OF AUTHENTICATION

I certify that the research work presented in this thesis is to the best of my knowledge my own. All sources used and any help received in the preparation of this thesis has been acknowledged. I hereby declare that I have not submitted this material, either in whole or in part, for any other degree at this or any other institution.

Signature_____

SAMPLE ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

In this section the researcher acknowledges the contributions of all the people who have contributed in the process of the research from idea formulation till manuscript writing. Acknowledgements can be a detailed account of the gratitude that researcher wants to mention to the professionals, institutions or co-workers who have helped in conducting the study.

SAMPLE DEDICATION

DEDICATION

The researchers attribute their work to some significant people in their lives. This dedication should be very brief and concise.

SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS

COPYRIGHT	i
APPROVAL SHEET	ii
AUTHENTICATION	iii
ACKNOWLEDGEMENT	iv
DEDICATION	v
TABLE OF CONTENTS	vi
LIST OF TABLES	vii
LIST OF FIGURES	viii
ABSTRACT	ix

CHAPTERS

I.INTRODUCTION	1
Background of the Study.....	2
Problem Statement	3
Significance of the Research	4
Research Objective	5
Research Question	6
Definitions of Key Terms	7
Structure of Thesis	8
II. LITERATURE REVIEW	9
III. THEORETICAL FRAMEWORK	10
Hypotheses	11
IV. METHOD	12
Research Design	13

Participants	14
Inclusion Criteria	15
Exclusion Criteria.....	16
Measures.....	17
Consent Form.....	18
Demographic Information Form	19
Measure(s)	20
Procedure.....	21
Ethical Considerations.....	22
V. RESULTS	23
Demographic Information of Sample	24
Statistical Analysis of Variables	25
VI. DISCUSSION	26
Conclusion.....	27
Limitations.....	28
Recommendations	29
Implications of the Study	30
REFERENCES	31
APPENDICES	
Appendix A: Informed Consent Form	32
Appendix B: Demographic Information Form	33
Appendix C: Permission to Use Scale	34
Appendix D: Scale	35

SAMPLE LIST OF TABLES

LIST OF TABLES

TABLES

Table 1	10
Table 2	11
Table 3	12

SAMPLE LIST OF FIGURES

LIST OF FIGURES

Figure 1 20

Figure 2 30

Format of Writing
PhD Thesis
Faculty of Professional Psychology

Introduction

PhD research dissertation is a mandatory requirement for the completion of the degree. This dissertation is a part of individual research, which would contribute to the field of knowledge. This dissertation is comprised of six chapters i.e. Introduction, Literature Review, Theoretical Framework, Method, Results and Discussion. Other than the main chapters a few additional components are also very important as without comprehension and validation, the research is incomplete i.e. abstract, references and appendices. Some other official requirements that are also part of the manuscript are its title pages, approval sheet, declaration of authentication, acknowledgement, dedication, table of contents, list of tables, list of figures, and list of appendices. These chapters are written in APA 7 (2020) / latest APA format. The details of these chapters are discussed separately. The PhD thesis may be comprised of different mini studies, hence it is recommended that separate chapters are written for each study including methods, results and discussion. This can be followed by a general discussion related to the need for the study of the given variables in the field / population.

Abstract

The abstract is the summary of the current study, which gives an overview to the reader about the study. It generally begins with the brief description of study utilizing the objectives of the current study with reference to the theoretical framework. This is followed by the research design, the hypothesis of the study, the brief description of the study with the sampling technique, brief description of the measures, procedure, key findings, conclusion and implications. Generally, the abstract is one page long. It is very critical to note that the abstract should be written in a manner that the information about the study is described in a few words. It is important that all the key elements must be covered briefly in writing that grasps the reader's attention and summarizes the salient features of the study

Chapter I

Introduction

In this chapter the researcher begins with the background of the study in which he narrates how the idea of current research emerged in the light of prior literature or current social or cultural scenarios. Then the researcher begins to define the variables. Each variable is defined and then described in the light of theories. Briefly literature is narrated in context of that variable and from that literature a link is developed to the next variable. Each variable is explained in the same manner and linked with each other. In this section the researcher not only sets the background of the study but also links all the variables. Each variable can be discussed in separate heading as well. In the end the research concludes the links among variables and develops the argument for the need for the current study. It should be kept in consideration that the introduction should support the planned scope and methodology of the study.

Problem statement

In this heading the researcher briefly explains the issue and defines its approach to address the issue. In other words, the researcher in simple words briefly describes the issue and how this issue is being catered to in this study.

Significance and rationale of the study

In this section the researcher highlights the need of the study by identifying the literature gap in prior research work. The researcher identifies the theoretical significance of the study variables by describing why they need to be studied. It is also important that the social and cultural value of the current study is highlighted. The need for the study for contemporary population groups is addressed as well. The researcher needs to provide the rationale for the selection of variable, population, methodology and design that he has opted for the study.

Research objectives

In the light of the above-mentioned introduction the researcher creates his research objectives. These objectives define the scope, methodology and design of the study. There can be multiple research objectives in a study. The research objective should be very clear and specific. Avoid unnecessary splitting or repetition in research objectives.

Research questions

The research objectives are given further direction in the research question. This question specifies how these objectives can be obtained.

Definitions of key terms

In this heading the researcher provides a conceptual and operational definition of each variable.

Structure of thesis

In this heading the researcher provides brief description of each chapter in a paragraph.

Chapter II

Literature Review

In this section the researcher provides literature based foundation to his proposed research topic. The researcher not only narrates the literature with respect to each variable but also develops the links among variables with the help of prior literature directly or indirectly. With the help of the literature review, the researcher provides directions to the given variables (identification of independent & dependent variable or predictor & criterion variables). It is also recommended that the literature review should add literature based on demographic variables as well. It is important that the literature review should be unbiased and incorporate supporting and contradictory literature as well. The researcher should also highlight the literature gap while writing the literature and develop the argument for the need to fill that gap.

Chapter III

Theoretical Framework

In this chapter the researcher links the variables of the study in the light of theories. It begins with the conceptualization of each variable in the light of a theory. The researcher can use multiple theoretical perspectives to explain variables. After that the researcher links all the variables of the study in the light of different theories and proposes his own theoretical framework. Similar to the conceptualization of variables the proposed theoretical framework can also be based on multiple theories. It is preferred that the proposed theoretical framework be presented in a diagram and the explanation of the diagrammatic conceptualization is provided beneath it. The diagram should have a figure number, title and interpretation as per APA 7 (2020) / latest APA format. For a qualitative study it recommended that the term conceptual framework is used rather than theoretical framework.

Research hypothesis

The formulation of the proposed theoretical framework, research objectives and questions leads toward the development of the, research hypothesis. There can be multiple hypotheses in a research. APA 7 (2020) recommends that the hypothesis should be very clear and specific. It also forbade unnecessary splitting or repetition of hypotheses. The hypotheses should be empirically and statistically testable. In qualitative researches the hypotheses are not formulated.

Chapter IV

Method

This chapter is covered in several sub-headings i.e. research design, participants, measures, procedure, and ethical considerations. This section establishes the validity of the study.

Research design

The researcher describes the research design that has been used with the methodology. The researcher explains the approach (methodology) that has been applied with the rationale of its usage.

Participants

In this heading the researcher explains details regarding the characteristics of the participants like their age, gender, birth order, profession etc. It also contains the inclusion and exclusion criteria of the participants. Moreover, the sampling technique (random, purposive etc) is also explained with the rationale of using it. After that the descriptive details (Mean & Standard deviation or frequency & percentages) of the demographic variables would also be explained in this section. It can be mentioned in the form of a table or in text only. The targeted and minimum number of participants required for the research should also be mentioned here.

Measure(s)

Under this heading the researcher explains the measure(s), tools or instruments that were used to measure certain variables. It is recommended that separate sub-heading is being used to explain each measure. The measure also includes the informed consent and demographic information sheet. Generally in psychological research, standardized scales are used. The names of the scales, year, with number of items, details of sub-scales, scoring, reverse scoring and other psychometric details are mentioned. For local adaptations and/or translations of scales, information related to the changes in adaptations should also be mentioned.

Procedure

In this section the researcher explains each and every step that is being taken during this course of research. This section begins with taking permission for measures and data collection from the institutes from where data was collected. It also includes the procedure that is being used to finalize the sample size, the identification of cities from where data was collected and permission from there. It is also important to mention the order in which the instruments or measures were presented to the participants. All the possible observations that have been made during data collection need to be mentioned here. Moreover, the number of participants who were approached and the number of participants who agreed to participate in the research also needs to be mentioned. In studies involving psychotherapeutic interventions, the

complete session plan and relevant theoretical framework of the intervention must be mentioned in the following sequence:

Session (number)

Objective

Check in, Description including details of activities linking it with the theoretical framework, check out

Outcome

It ends with the debriefing procedure.

Ethical considerations

In this heading the researcher explains all the ethical considerations that were practiced during the research procedure. APA 7 has provided the ethical guidelines that need to be considered during the research procedure.

Separate sample mini-study chapter

If the researcher has conducted any pilot study, validation and adaptation of instruments or some other mini-studies then the researcher should mention it in a separate chapter. Each chapter of this kind should include its own specific research objectives, questions, hypotheses, method, results and discussion.

Chapter V

Results

In this section the researcher explains his results preferably in the forms of tables. The results section begins with identification of the statistical analysis or qualitative analysis that has been applied with the rationale and procedure for how it was applied. The results are then discussed in the form of tables. Each table has a table number with the title. The title should include the name of the analysis that has been applied with the names of variables and the respective sample size. Under each table, there is an interpretation of the results. It is also recommended that the interpretation criterion should be mentioned as well. This criterion can be mentioned with the description of analysis in the beginning. Overall the results section is formulated in the light of the guidelines given by APA 7 (2020) / latest APA manual.

After the explanation of analysis that has been applied, in quantitative researches the researcher will start mentioning the results with the descriptive statistics, to discuss the normality of the data. Then the analysis of psychometric properties are mentioned. After that the results would be discussed in the same order in which the hypotheses have been made. If the researcher feels that there is additional analysis needed to be done it can come after that. The results can be mentioned in the form of text, table, figures or graphs. As per APA 7 (2020) if the content is repeated in tables and figures then mention either in tabular or figure related format. Each table, figure or graph should have some unique added information. Every table, figure and graph has number with title and interpretation. Moreover, each analysis be interpreted in the light of the effect size. For example R^2 change for regression, Cohen's d or Hedge's g , and η^2 for ANOVA.

In qualitative researches the results can begin with the coding procedure and the validity of the data analysis procedure. After that the results are mentioned in the same order in which the objectives of the study are mentioned. Same rules are applied for table formatting as for quantitative researches.

Chapter VI

Discussion

In this section the researcher interprets the findings of the study in the light of the hypotheses. The researcher provides evidences for the findings. This support can be provided from prior literature, data collection observation, findings of additional analysis, and cultural relevance. The researcher builds arguments in the support of the findings with reference to the proposed theoretical framework. It is recommended that each finding be discussed in separate paragraphs and support is provided as mentioned above. At the end of the discussion the researcher summarizes his findings.

Conclusion

In conclusion the researcher mentions what he has extracted from the study. Generally, the researcher summarizes the findings in this section but the researcher should only mention his inferences from the findings.

Limitations of the study

There is no study that is perfect. There are certain limitations about the study. The researcher needs to be retrospective and not biased while mentioning his limitations. Limitations also address the confounding variables that one may come across in the study.

Future recommendations

In the light of the limitations of the study, future recommendations are also given. It can give future directions to the other researchers in which they can address the limitations. The future recommendations not only give methodological suggestions but also give theoretical suggestions as well. New directions of population and evidence based avenues can be suggested for future researches in this section.

Implications of the study

This is another important section of the manuscript; in this section the researcher identifies the areas in which the findings of current study can be applied. The researcher identifies the ways through which these can be utilized. It also give directions to multiple professionals how they can benefit from the findings of the study. The researcher clearly addresses implications for each of the findings even for additional findings.

References

All the references cited in the text should be listed down here in this section. The references should be listed in the alphabetical order. The formatting of the references should be done according to APA 7 (2020) / latest APA format. The researcher ascertains that all the cited references on any kind like research articles, books, manuals, instruments, blogs, videos, etc are listed here.

Appendices

In appendices the researcher provides all the relevant evidences for the conducted research like measures, permission letter or other relevant details (photocopies). Moreover, if the tables are too long and can not be stated in the text, they can also be mentioned in this section. In clinical studies involving psychotherapeutic interventions with individuals or groups, a profile stating demographic information and relevant case history or clinical history must be mentioned for each participant. Each Appendix is labeled for example Appendix A. The list of appendices is also given in the beginning.

Official Requirements

Some of the basic official requirements are for title pages (see Sample), approval sheet (see sample), declaration of authentication (see Sample), table of contents (see Sample), list of tables (see Sample), list of figures (see Sample), and list of appendices (see Sample). A general format is being followed to formulate these. While a brief description of acknowledgment and dedication is given below:

Acknowledgement

In this section the researcher acknowledges the contributions of all the people who have contributed in the process of the research from idea formulation till manuscript writing. Acknowledgements can be a detailed account of the gratitude that researcher wants to mention to the professionals, institutions or co-workers who have helped in conducting the study.

Dedication. The researchers attribute their work to some significant people in their lives. This dedication should be very brief and concise.

Formatting

The manuscript should be written in Times New Roman, 12 point font-size and double spaced, with margins of at least 3.5cm on the binding edge, 1.5cm on the opposite edge and 2cm at the top and bottom formatting using justification for all content. End each line of text with a complete word; no hyphens. Double-space after end punctuation (except in references); single-space after all other punctuation. Double-space all lines including references. Number all pages, use Roman numerals (eg. i, ii, iii) for abstract, dedication, list of contents, tables or figures and Arabic numerals (eg. 1, 2, 3,) for the chapters. Page numbers are flushed on the bottom center of the page.

Different chapters of the manuscript require headings when changing from one topic to another. Headings should be as brief as possible. The chapter number (eg. **Chapter I**) and full title of the chapter (eg. **Introduction**) is used as a Level 1 heading, bold and center. There are five levels of headings used in APA style manuscripts. Some chapters use one or two levels of headings; most manuscripts require no more than three or four levels of headings. If only one heading level is needed, it should be Level 1. Level 1 headings consist of centered words that are capitalized (except for articles, prepositions, and conjunctions) and in bold. Chapters needing two levels of headings should use Levels 1 and 2; those requiring three levels should use 1, 2, and 3. Level 2 headings are left-justified, with each word capitalized, in bold print. Text following level 1 and 2 headings begins on the next line. Level 3 headings are indented and in bold. Only the initial letter of the first word is capitalized and the heading ends with a period. Text following a level 3 heading begins on the same line as the heading. All headings should be

brief (i.e., 2 or 3 words) and describe the section being introduced. Examples of levels 1, 2, and 3 are presented below.

Level One

Centered, Boldface, Uppercase and Lowercase Headings

Level Two

Left-aligned, Boldface, Uppercase and Lowercase Heading

Level three. Start the paragraph from here.

Indented, boldface, lowercase heading with a period.

Level four. Start the paragraph from here.

Indented, boldface, italicized, lowercase heading with a period.

Level five. Start paragraph from here.

Indented, italicized, lowercase heading with a period.

SAMPLE TITLE PAGE

TITLE OF THE RESEARCH

By

First Name-Middle Name-Last Name

A Thesis

Presented to the Bahria University, Islamabad

in partial fulfilment of the requirements

for the degree of

Doctor of Philosophy

SAMPLE OF COPYRIGHT PAGE

Copyright © 2020 (insert appropriate year) by XYZ (student name)

All rights reserved

SAMPLE OF APPROVAL SHEET

BAHRIA UNIVERSITY, ISLAMABAD

APPROVAL SHEET

SUBMISSION FOR HIGHER RESEARCH DEGREE THESIS

Candidate's names:

Discipline:

Faculty/Department:

I hereby certify that the above mentioned group member's work including the thesis has been completed to my satisfaction and that the thesis in a format of an editorial standard recognized by the faculty/department as appropriate for examination.

Signature(s):

Supervisor: _____

Date: _____

Co-Supervisor: _____

(if any)

Date: _____

The undersigned signifies that:

The candidate presented at a pre-completion seminar, an overview and synthesis of major findings of the thesis, and that the research is of a standard and extent appropriate for submission as a thesis.

I have checked the candidate's thesis and its scope, format and editorial standards are recognized by the faculty/department as appropriate.

Signature (s):

Dean / Head of Faculty / Department: _____

Date: _____

SAMPLE OF DECLARATION SHEET

DECLARATION OF AUTHENTICATION

I certify that the research work presented in this thesis is to the best of my knowledge my own. All sources used and any help received in the preparation of this thesis has been acknowledged. I hereby declare that I have not submitted this material, either in whole or in part, for any other degree at this or any other institution.

Signature_____

SAMPLE ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

In this section the researcher acknowledges the contributions of all the people who have contributed in the process of the research from idea formulation till manuscript writing. Acknowledgements can be a detailed account of the gratitude that researcher wants to mention to the professionals, institutions or co-workers who have helped in conducting the study.

SAMPLE DEDICATION

DEDICATION

The researchers attribute their work to some significant people in their lives. This dedication should be very brief and concise.

SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS

COPYRIGHT	i
APPROVAL SHEET	ii
AUTHENTICATION	iii
ACKNOWLEDGEMENT	iv
DEDICATION	v
TABLE OF CONTENTS	vi
LIST OF TABLES	vii
LIST OF FIGURES	viii
ABSTRACT	ix

CHAPTERS

I.INTRODUCTION	1
Background of the Study.....	2
Problem Statement	3
Significance of the Research	4
Research Objective	5
Research Question	6
Definitions of Key Terms	7
Structure of Thesis	8
II. LITERATURE REVIEW	9
III. THEORETICAL FRAMEWORK	10
Hypotheses	11
IV. METHOD	12
Research Design	13
Participants	14

Inclusion Criteria	15
Exclusion Criteria.....	16
Measures.....	17
Consent Form.....	18
Demographic Information Form	19
Measure(s)	20
Procedure.....	21
Ethical Considerations.....	22
V. RESULTS	23
Demographic Information of Sample	24
Statistical Analysis of Variables	25
VI. DISCUSSION	26
Conclusion.....	27
Limitations.....	28
Recommendations	29
Implications of the Study	30
REFERENCES	31
APPENDICES	
Appendix A: Informed Consent Form	32
Appendix B: Demographic Information Form	33
Appendix C: Permission to Use Scale	34
Appendix D: Scale	35

SAMPLE LIST OF TABLES

LIST OF TABLES

TABLES

Table 1	10
Table 2	11
Table 3	12

SAMPLE LIST OF FIGURES

LIST OF FIGURES

Figure 1	20
Figure 2	30

**Format of Writing
for MS/MPhil Thesis
Bahria Unviersity Medical & Dental College**

BU-BUMDC THESIS WRITING

PGP-TM 27th December 2019

N.B: Please note following points for incorporation in the write up of MPhil thesis in addition to the guidelines mentioned in BU-Thesis Writing Manual

ABSTRACT:

Un-structured, in continuous paragraph with maximum 500 words. Keywords 5 -7 in separate line at the end of abstract.

ACKNOWLEDGEMENTS:

One page only

OPERATIONAL DEFINITIONS:

Two - three pages

MAIN BODY/ CHAPTER TEXT

CHAPTER 1	INTRODUCTION	
1.1	Introduction	Maximum 30 pages
1.2	Hypothesis	Maximum 3 pages
1.3	Objective(s) of study	
1.4	Problem statement/ Problem of study	
1.5	Significance of study	
1.6	Operational definitions	Maximum 3 pages
CHAPTER 2	LITERATURE REVIEW	Maximum 20 pages
CHAPTER 3	METHODOLOGY	Maximum 25 pages
3.1	Study design	
3.2	Subjects / Animals	
3.3	Setting	

3.4	Inclusion criteria	
3.5	Exclusion criteria	
3.6	Duration of study	
3.7	Sample size estimation	
3.8	Sampling technique	
3.9	Human subjects and consent	
3.10	Materials used (Drugs/ Chemicals/ Proforma /Questionnaire/any other)	
3.11	Parameters of study	
3.12	Protocol of study	
3.13	Algorithm of study	
3.14	Statistical analysis	
CHAPTER 4	RESULTS	Maximum 50 pages
CHAPTER 5	DISCUSSION	Maximum 20 pages
CHAPTER 6	CONCLUSION	Maximum 5 pages
6.1	Conclusion of study	
6.2	Recommendations	
6.3	Strengths of study	
6.4	Limitations of study	
CHAPTER 7	REFERENCES	pages to type 140-180 APA style references
CHAPTER 8	APPENDICES	Maximum 8 pages

TABLES:

Make table on separate page and not within the text. Make more than one table on a page in case of a small table. Table caption sample:

Table 4.1: Cyclical Characteristics, Group B, Day 0 v/s Day 90, N= 40

Write key in continuous line below each table. Sample is:

Group B: males with short neck length, P value < 0.05: significant,

***: statistically significant, Test applied: Fisher exact**

FIGURES:

Draw figure on separate page and not within the text. Draw more than one figure on a page in case of a small figure. Figure caption sample:

Figure 4.1: Cyclical Characteristics, Group B, Day 0 v/s Day 90, N= 40

Write key in continuous line below each figure. Sample is:

Group B: males with short neck length, P value < 0.05: significant,

***: statistically significant, Test applied: Fisher exact**

REFERENCE STYLE:

APA for citations in the text and at the end in the reference section alphabetically with an hanging indent.

REFERENCE SECTION:

Total number of references should be 140-180

THESIS PAGES:

Minimum: 120 and Maximum: 200

APPENDICES:

BUMDC- FRC Approval letter

BUMDC –ERC Approval letter

Consent Form (English version & Urdu version on separate page)

Subject Evaluation Proforma / Questionnaire

Hospital / Institute Card

Turnitin Plagiarism Check report (coloured first page only)

BUORIC-P14 – BU Travel Grant Policy

Policy Number: BUORIC-P14
Effective Date: 6th October, 2015
Amendment Date: -----
Policy Title: BU Travel Grant Policy
Approval Authority: Rector – Bahria University
 Higher Education Research Committee (HERC)

1. Responsible Party:

- Office of Research, Innovation & Commercialization

2. Purpose

- To extend financial support to faculty members of BU to present their research work at reputed international conferences.
- To share academic and research experiences and achievements at international level.
- To share scientific ideas with international research community and get exposure to latest trend and techniques in research.
- To explore opportunities for national academic and research collaborations.

3. Scope:

- All regular Faculty Members who have not availed any travel grant from HEC or BU in the past One Year can apply for availing travel grant funding for attending qualifying international conferences from BU.
- BU will provide maximum of **Rs. 200,000/-** to qualifying FM for attending qualifying international conferences once in a year till the exhaustion of funds.

4. Criterion

- BU will consider providing funding support to its FMs whose research papers were accepted in ***Top International Conferences*** directly organized OR supported by leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) and whose papers are peer reviewed, archived AND have an **acceptance ratio of less than 40%**

5. Procedure

5.1 Committee Formulation

A committee is constituted to assess and recommend the travel grant applications of the qualifying FMs in light of criterion mentioned in Para-4 to the Honorable Rector for soliciting Competent Financial Approval.

5.2 Committee Composition

Designation	Status
Pro-Rector – RIC	Chairperson
All Deans	Members
Treasurer	Member
Director ORIC	Member/Secretary

5.3 Committee Mandate

- The committee will meet on First Wednesday of every month through Video Link Conference under the Chairmanship of Pro-Rector – RIC, BU.
- The committee will assess all travel grant applications strictly on the basis of criterion mentioned in Para-4
- The Minutes of the Meeting shall be properly recorded by the Secretary and the same be processed on file for soliciting the Competent Financial Approval from Honorable Rector.

5.4 Application Procedure

- FMs shall submit application for travel grant funding to attend international conference on prescribed application form at least 40 (forty) days before the conference date to the Directorate of ORIC – Bahria University Head Office, Islamabad through recommendation from the respective office of Head of Constituent Unit.

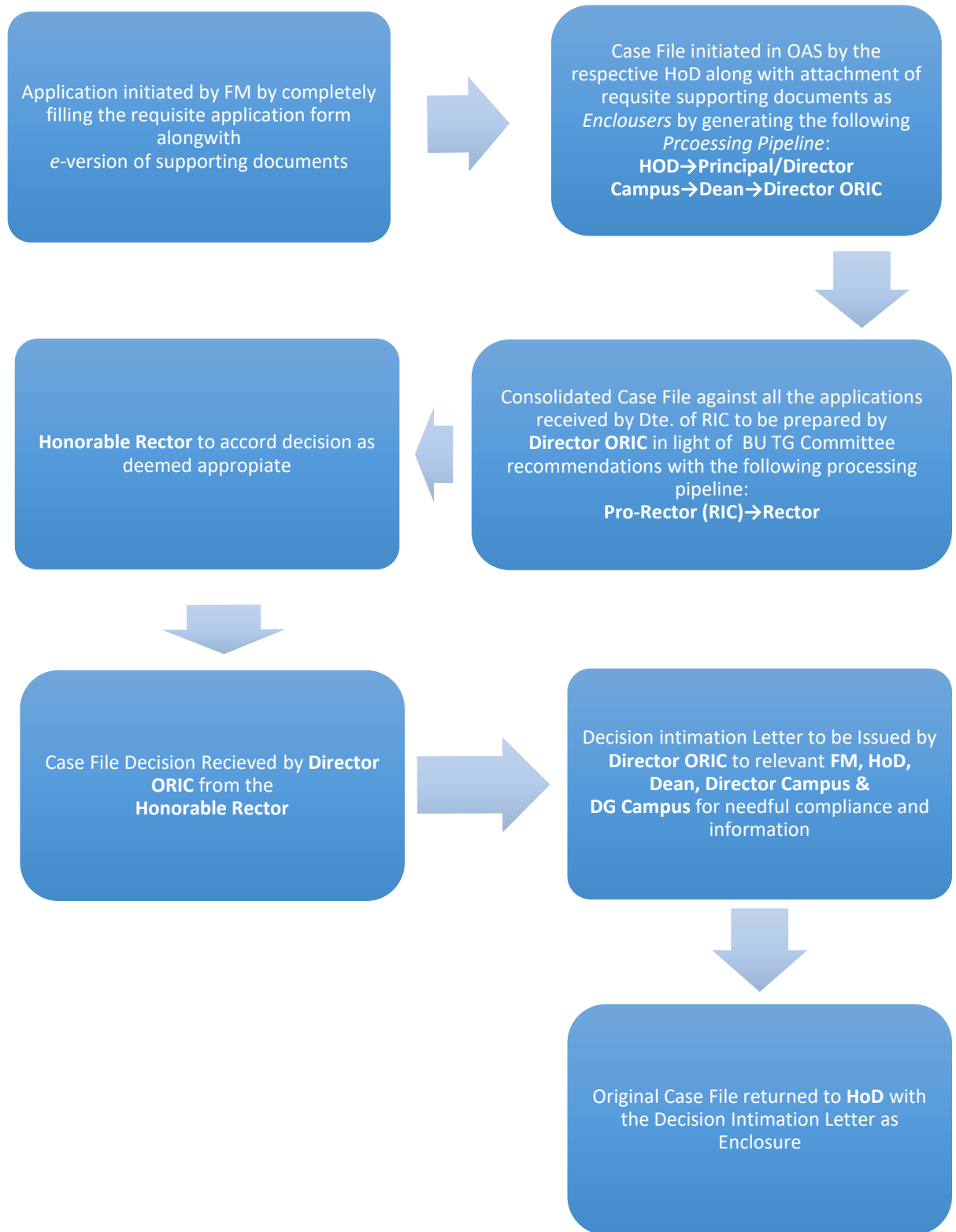
5.5 Approval Procedure

- Travel grant applications received from all Campuses of BU will be presented by Director ORIC to the committee for deliberations and decision.
- The committee will recommend acceptance/rejection of the travel grant applications to Honorable Rector on the basis of BU's policy at vogue, number of applications already funded in a given department/faculty and status of availability of funds.
- Upon approval by the Honorable Rector, Director ORIC will issue a sanction letter in the name of Head of CU for release of Travel Grant Advance in the name of FM.
- Upon rejection, Director ORIC will email the rejection intimation to the applicants for their information.

5.6 Advance Adjustment Procedure

- The faculty member who were awarded the funding shall submit the Post Conference Visit Report on the prescribed Application Forms along with Expenditure Reimbursement Form supported by all needful supporting documents (including conference proceedings, original boarding passes, copy of certificate etc.) duly endorsed from relevant offices within ONE MONTH of the conference to ORIC – BUHO.

5.7 Application Filing Procedure in OAS



3.23 Application Form for Funding of Travel Grant by BU (P14-A)

1	APPLICANT'S PROFILE <i>(please attach 2-3 page CV with the application form)</i>		
	Name		
	Highest Qualification		
	Designation		
	Department/Institute		
	CNIC		
Contact Details		Cell:	Email:
2	DETAILS OF CONFERENCE <i>(Intends to Attend)</i>		
	Title of the Event		
	Event Date(s)		
	Venue (City)		Country
	Organizer of the Event <i>(name of university/society)</i>		
	Website address of the event		
<i>Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event.</i>			
3	DETAILS OF PAPER <i>(Intends to Present)</i>		
	Title of the Research Paper <i>(both hard and soft copies of the paper are required)</i>		
	Mode of Presentation (please tick one) <i>(Letter of acceptance/invitation should clearly indicate the mode of presentation)</i>	Oral	Poster
	Has the abstract/paper been reviewed by the technical reviewers? <i>(Documentary evidence that paper has been peer-reviewed must be attached)</i>	Yes	No
	Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.? <i>(Documentary evidence that abstract/paper will be published as an outcome of the conference)</i>	Yes	No
4	FINANCIAL ASSISTANCE PROVIDED BY OTHER SPONSORS <i>(If Any)</i>		
	Item	Amount (Rs.)	Sponsor
	Travel		
	Registration		
	TA/DA		
Total			

5	DETAILS OF TRAVEL GRANT(S) AVAILED FROM BU IN THE PAST 1 YEAR			
	Date of Event	Country Visited	Grant Amount (Rs.)	Funded By
6	TOTAL FINANCIAL EXPENSE REQUESTED			
	Item	Amount (Rs.)	Documents Required	
	Travel <i>(Economy class return air fare from origin to destination)</i>		Quotation from travel agent for the shortest route (optional)	
	Registration Fee <i>(as per actual or maximum of US\$ 500 whichever is less)</i>		Attach documentary evidence (mandatory)	
	Accommodation <i>(Accommodation will be paid for Conference days plus one day - maximum of 6 days - @ US\$100 per night)</i>		Attach documentary evidence (optional)	
	Daily Allowance <i>(conference days plus one day, maximum of 6 days),</i>		-	
	Grand Total			
7	UNDERTAKING BY THE APPLICANT			
	<p>I hereby undertake and affirm that: The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant. The above paper has not been presented before in any conference/workshop etc. and also has not been published elsewhere. All the information provided above is true to the best of my knowledge and belief. If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure. All the supporting documents submitted are authenticated.</p>			
	SIGNATURES OF THE APPLICANT			

CHECK LIST OF ATTACHMENTS

IMPOTANT NOTES:

- All documents are **MANDATORY** to be provided with the application form.
- In case of failure to submit any document mentioned below, the application will be returned without any further processing.
- The following documents should reach Dte. of ORIC – BUHO at least **40 DAYS** prior to the event date. Early submission of application is encouraged.
- The documents must be attached in following sequence and must be properly tagged and binded (spiral/hard/tape) to avoid detachment of any document.

S.No	Title of Document	Status	
1	Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster/keynote speaker) has been clearly mentioned <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
2	Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
3	Documentary evidence indicating that your abstract/paper would be published in Book of Abstracts/Proceedings/Journals etc. <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
4	Documentary Evidence clearly depicting that the conference will be organized or supported by leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) and whose papers are peer reviewed, archived AND have an acceptance ratio of less than 40% <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
5	Conference Brochure containing aims, objectives and themes, charges of registration and accommodation etc.	Yes	No
6	Full-text paper to be presented <u>(both hard and soft copies will be required)</u>	Yes	No
7	NOC from the principal author <u>(In case you are co-author)</u>	Yes	No
8	Quotation from the travel agent indicating the shortest route	Yes	No
9	Brief CV (2-3 pages) attached	Yes	No
10	Similarity Index Report of Research Paper	Yes	No

Signature of Applicant



3.24 Expenditure Adjustment Form (P14-B)

APPLICANT & EVENT DETAILS:

Name			
CNIC/Passport No.			
University/DAI			
Contact Details	Cell:	Email:	
Award Letter No. and Date:			
<i>Please attach a copy of Award Letter for Ready Reference</i>			

EXPENDITURE DETAILS:

Item	Approved Cost (Rs.)	Actual Expenditure (Rs.)	Remarks (if any)
Travel Cost			
Registration Fee			
Accommodation Charges			
Daily Allowance			
Total			

Certified that the above expenditures have been incurred by the applicant to attend the above-mentioned event. It is further certified that all the codal formalities and accounting procedures have been followed for the reimbursement of the expenditures.

SIGNATURE OF THE GRANTEE

HEAD OF DEPARTMENT
(Name and Official Stamp)

MANAGER FINANCE (CAMPUS)
(Name and Official Stamp)

DIRECTOR CAMPUS
(Name and Official Stamp)

Dated: _____

Please attach the following with this form:

- Copy of the relevant pages of the seminar/conference proceedings/abstract/journal showing authors' paper.
- Program of the event showing time slot of the applicant's presentation in given time slot.
- Feedback about the event on the attached form (mandatory).

3.25 Feedback Form for International Travel Grant Funding Availed from BU (P14-C)

1.	Grantee Profile		
	Name		
	Designation		
	Department/Campus		
	Contact Details		
2.	Conference Details		
	Title of the Event		
	Title of Research Paper Presented		
	Event Date(s)		
	Venue (City & Country)		
	Organizer of the Event (name of university/society)		
3.	Areas of Collaboration Explored with Foreign Researchers/Academicians		
	Area of Collaboration		Please Tick
	a.	Inclusion as Evaluators for BU PhD Scholars	<input type="checkbox"/>
	b.	Inclusion in BU Research Group	<input type="checkbox"/>
	c.	Inclusion in Editorial Board of BU Journals	<input type="checkbox"/>
	d.	Joint Research Projects	<input type="checkbox"/>
	e.	Exchange of Research Fellows	<input type="checkbox"/>
	f.	Participation in BU International Conferences	<input type="checkbox"/>
	g.	Guest Lectures/Workshops (incl. Video Conferencing Sessions)	<input type="checkbox"/>
	h.	Any Other Area: (Please List Down Below)	
	i.		
	ii.		
iii.			
iv.			
4.	Focus of the Conference		

5.	Brief Description about Exposure to Latest Trends and Techniques in Research of Other Universities of the World
6.	Details of Discussion on Above Areas of Collaboration and Planned Follow-up Action <i>(Use extra sheet if required)</i>

Signature and Name of the Grantee

Signature and official Stamp of HoD

Dated: _____

BUORIC-P21 – BU Policy on HEC Travel Grant Funding Mechanism

Policy Number: BUORIC-P21
Effective Date: 31st January, 2020
Policy Title: BU Policy on HEC Travel Grant Funding Mechanism
Approval Authority: Rector – Bahria University
 Higher Education Commission

1. Responsible Party:

- Higher Education Commission (HEC)
- Office of Research, Innovation & Commercialization

2. Purpose

- To extend financial support to faculty members of BU to present their research work at reputed international conferences.
- To share academic and research experiences and achievements at international level.
- To share scientific ideas with international research community and get exposure to latest trend and techniques in research.
- To explore opportunities for national academic and research collaborations.

3. Scope:

- All regular Faculty Members can apply for availing travel grant funding for attending qualifying international conferences.
- BU will provide 100% funding (75% from HEC fund and 25% from BU's own resources) to qualifying FM for attending qualifying international conferences once in a year till the exhaustion of funds approved by HEC.

4. Criterion

- BU will consider providing funding support to its FMs whose research papers were accepted in Top International Conferences directly organized OR supported by leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) and whose papers are peer reviewed, archived AND have an acceptance ratio of less than 40%

5. Procedure

5.1 Committee Formulation

- A committee is constituted to assess and recommend the travel grant applications of the qualifying FMs in light of current HEC Research Travel Grant Policy for University Faculty Members to the Honorable Rector for soliciting Competent Financial Approval.

5.2 Committee Composition

Designation	Status
Pro-Rector – RIC	Chairperson
All Deans	Members
Treasurer	Member
Director ORIC	Member/Secretary

5.3 Committee Mandate

- The committee will meet on First Wednesday of every month through Video Link Conference under the Chairmanship of Pro-Rector – RIC, BU.

- The committee will assess all travel grant applications strictly on the basis of current HEC's criteria/policy at vogue.
- The Minutes of the Meeting shall be properly recorded by the Secretary and the same be processed on file for soliciting the Competent Financial Approval from Honorable Rector.

5.4 Application Procedure

- FMs shall submit application for travel grant funding to attend international conference on prescribed application form at least 40 (forty) days before the conference date to the Directorate of ORIC – Bahria University Head Office, Islamabad through recommendation from the respective office of Head of Constituent Unit.

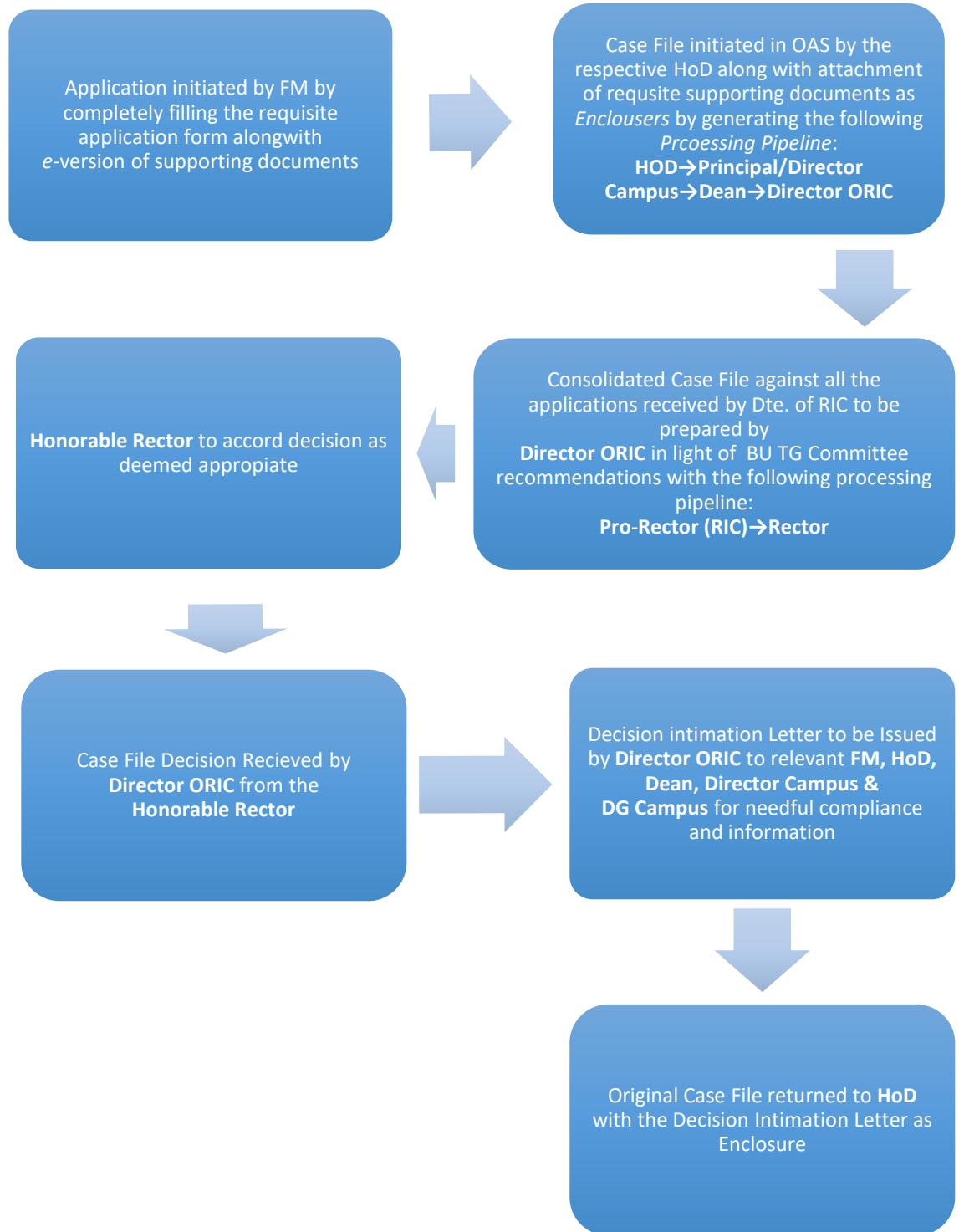
5.5 Approval Procedure

- Travel grant applications received from all Campuses of BU will be presented by Director ORIC to the committee for deliberations and decision.
- The committee will recommend/reject the travel grant applications on the basis of HEC's policy at vogue and status of availability of funds.
- Upon approval by the Honorable Rector, Director ORIC will issue a sanction letter in the name of Head of CU for release of Travel Grant Advance in the name of FM.
- Upon rejection by the committee, Director ORIC will email the rejection intimation to the applicants for their information.

5.6 Advance Adjustment Procedure

- The faculty member who were awarded the funding shall submit the Post Conference Visit Report on the prescribed Application Forms along with Expenditure Reimbursement Form supported by all needful supporting documents (including conference proceedings, original boarding passes, copy of certificate etc.) duly endorsed from relevant offices within ONE MONTH of the conference to ORIC – BUHO.
- In case the awardee fails to submit the Post Conference Visit Report and Expenditure Reimbursement Form (with complete supporting documents) within ONE months' time, BU will deduct the complete travel grant funding amount from the applicant's salary in Four equal installments with prior intimation.
- Director ORIC will process all reimbursement claims to Treasurer who will process a consolidated reimbursement claim of complete funding awarded to BU to HEC for subsequent release of funding to BU.

5.7 Application Filing Procedure in OAS



3.23 Application Form for Funding of HEC Travel Grant by BU (P21)

1	APPLICANT'S PROFILE <i>(please attach 2-3 page CV with the application form)</i>		
	Name		
	Highest Qualification		
	Designation		
	Department/Institute		
	CNIC		
Contact Details		Cell:	Email:
2	DETAILS OF CONFERENCE <i>(Intends to Attend)</i>		
	Title of the Event		
	Event Date(s)		
	Venue (City)		Country
	Organizer of the Event <i>(name of university/society)</i>		
	Website address of the event		
<i>Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event.</i>			
3	DETAILS OF PAPER <i>(Intends to Present)</i>		
	Title of the Research Paper <i>(both hard and soft copies of the paper are required)</i>		
	Mode of Presentation (please tick one) <i>(Letter of acceptance/invitation should clearly indicate the mode of presentation)</i>		Oral Poster
	Has the abstract/paper been reviewed by the technical reviewers? <i>(Documentary evidence that paper has been peer-reviewed must be attached)</i>		Yes No
	Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.? <i>(Documentary evidence that abstract/paper will be published as an outcome of the conference)</i>		Yes No
4	FINANCIAL ASSISTANCE PROVIDED BY OTHER SPONSORS <i>(If Any)</i>		
	Item	Amount (Rs.)	Sponsor
	Travel		
	Registration		
	TA/DA		
Total			

5	DETAILS OF TRAVEL GRANT(S) AVAILED FROM BU IN THE PAST 2 YEARS			
	Date of Event	Country Visited	Grant Amount (Rs.)	Funded By
6	TOTAL FINANCIAL EXPENSE REQUESTED			
	Item	Amount (Rs.)	Documents Required	
	Travel <i>(Economy class return air fare from origin to destination)</i>		Quotation from travel agent for the shortest route (optional)	
	Registration Fee <i>(as per actual or maximum of US\$ 500 whichever is less)</i>		Attach documentary evidence (mandatory)	
	Accommodation <i>(Accommodation will be paid for Conference days plus one day - maximum of 6 days - @ US\$100 per night)</i>		Attach documentary evidence (optional)	
	Daily Allowance <i>(conference days plus one day, maximum of 6 days),</i>		-	
	Grand Total			
7	FUNDING RECOMMENDED BY BU COMMITTEE			
	Description	Amount (Rs.)	Comments	
	Travel			
	Registration Fee			
	Accommodation			
	Daily Allowance			
	Grand Total			

8	UNDERTAKING BY THE APPLICANT
	<ul style="list-style-type: none"> • I hereby undertake and affirm that: • The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant. • The above paper has not been presented before in any conference/workshop etc. and also has not been published elsewhere. • All the information provided above is true to the best of my knowledge and belief. • If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticket and other receipts of expenditure. • All the supporting documents submitted are authenticated. <p style="text-align: right;">SIGNATURES OF THE APPLICANT</p>
9	RECOMMENDATION BY THE HEAD OF DEPARTMENT <hr/> <p style="text-align: right;">SIGNATURE & STAMP</p>

CHECK LIST OF ATTACHMENTS

IMPOTANT NOTES:

- All documents are **MANDATORY** to be provided with the application form.
- In case of failure to submit any document mentioned below, the application will be returned without any further processing.
- The following documents should reach Dte. of ORIC – BUHO at least **40 DAYS** prior to the event date. Early submission of application is encouraged.
- The documents must be attached in following sequence and must be properly tagged and binded (spiral/hard/tape) to avoid detachment of any document.

S.No	Title of Document	Status	
1	Letter of Acceptance/Invitation or email from the organizer in which the mode of presentation (oral/poster/keynote speaker) has been clearly mentioned <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
2	Documentary evidence indicating that your abstract/paper has been accepted based upon peer-review by the technical committee of the event <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
3	Documentary evidence indicating that your abstract/paper would be published in Book of Abstracts/Proceedings/Journals etc. <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
4	Documentary Evidence clearly depicting that the conference will be organized or supported by leading professional body of relevant disciplines (such as IEEE, ACM, AAAS, AEA, etc.) and whose papers are peer reviewed, archived AND have an acceptance ratio of less than 40% <u>(if there is no mention in the letter or email, please obtain such specific email from the organizer)</u>	Yes	No
5	Conference Brochure containing aims, objectives and themes, charges of registration and accommodation etc.	Yes	No
6	Full-text paper to be presented <u>(both hard and soft copies will be required)</u>	Yes	No
7	NOC from the principal author <u>(In case you are co-author)</u>	Yes	No
8	Quotation from the travel agent indicating the shortest route	Yes	No
9	Brief CV (2-3 pages) attached	Yes	No
10	Similarity Index Report of Research Paper	Yes	No

Signature of Applicant



**HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD (PAKISTAN)**

**Expenditure Reimbursement Form for Travel Grant to Present Paper
(FOR APPLICANTS FROM LOCAL UNIVERSITIES/DAI)**

APPLICANT & EVENT DETAILS:

Name			
CNIC/Passport No.			
University/DAI			
Contact Details	Cell:	Email:	
Award Letter No. and Date:			
<i>Please attach a copy of Award Letter for Ready Reference</i>			

EXPENDITURE DETAILS:

Item	Approved Cost (Rs.)	Actual Expenditure (Rs.)	Remarks (if any)
Travel Cost			
Registration Fee			
Accommodation Charges			
Daily Allowance			
Total			

Certified that the above expenditures have been incurred by the applicant to attend the above mentioned event. It is further certified that all the codal formalities and accounting procedures have been followed for the reimbursement of the expenditures.

SIGNATURE OF THE GRANTEE

UNIVERSITY AUDITOR

TREASURER

(Name and Official Stamp)

(Name and Official Stamp)

HEAD OF INSTITUTION

Dated: _____

(Name and Official Stamp)

Please attach the following with this form:

- Copy of the relevant pages of the seminar/conference proceedings/abstract/journal showing authors' paper.
- Program of the event showing time slot of the applicant's presentation in given time slot.
- Feedback about the event on the attached form (mandatory).



HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD (PAKISTAN)
Feedback Form for Travel Grant

1	Applicant's Profile	
	Name	
	Designation	
	Department/Institute	
	University/DAI	
	Correspondence Address	
	Contact Details	Cell: Email:
2	Conference/Seminar Details	
	Title of the Event	
	Event Date(s)	
	Venue (City & Country)	
	Organizer of the Event (<i>name of university/society</i>)	
3	Focus of the Conference/Seminar/Workshop	
4	Brief Description about Exposure to Latest Trends and Techniques in Research of Other Countries	

5	Expected Opportunities for International Collaboration
6	Cascading Plan of Knowledge Sharing with Institutional Fellows and Peers

Signature and Name of the Grantee

Signature and official Stamp of Head of Department

Dated: _____

Feedback Form duly signed by the Head of Department needs to be submitted to HEC along with Reimbursement Claim.

BUORIC-P22 – BU Funding Policy for Applied Research Projects

Policy Number: BUORIC-P22
Effective Date: _____
Policy Title: BU Funding Policy for Applied Research Projects
Approval Authority: Rector – Bahria University

1. Responsible Party:

- Office of Research, Innovation & Commercialization (ORIC – BUHO)

2. Purpose

To extend financial support to faculty members of BU to undertake commercially viable applied research projects.

3. Scope:

All regular Faculty Members are eligible to avail funding for the execution of research projects during their tenure of service at BU.

4. Criterion

BU will consider providing funding to commercially viable research projects of its FMs provided the FMs having relevant research experience/industrial exposure.

5. Procedure

5.1 Committee Formulation

- A committee is constituted to assess and recommend the Funding for Applied Research Project Proposals of the FMs to the Honorable Rector for soliciting Competent Financial Approval.

5.2 Committee Composition

Designation	Status
Pro-Rector – RIC	Chairperson
Dean Engineering Sciences	Member
Dean Management Sciences	Member
Dean Professional Psychology	Member
Dean Health Sciences	Member
Treasurer	Member
Director ORIC	Member/Secretary

5.3 Committee Mandate

- The committee will meet at least twice a year (once in each semester) through Video Link Conference under the Chairmanship of Pro-Rector – RIC, BU.
- The committee will assess all research proposals received for funding keeping in view the current strategic orientation of BU in parallel with the socio-economic needs of the Pakistani society.
- The committee will also review the progress made on the already approved applied research projects by the Principle Investigators (PI) in every meeting.
- The Minutes of the Meeting shall be properly recorded by the Secretary.
- The new cases recommended for provision of funding by the committee will be processed on file for soliciting the Competent Financial Approval from Honorable Rector.

5.4 Application Procedure

- FMs shall submit application for funding of research projects on prescribed application forms to the Dte. of ORIC – BUHO through recommendation from Head of Department, Principal/Director, and respective DG CU.

5.5 Approval Procedure

- Applied Research Projects Funding Applications received from all Campuses of BU will be presented by each applicant before the committee in presence of their respective HoD for deliberations and decision.
- The committee will recommend/reject the funding proposals on the basis of BU's Strategic Orientation, Applied Nature of the Project, Commercial Viability and availability of funds.
- Upon approval by the Honorable Rector, Treasurer Office will release the funds to the Constituent Unit of the respective PI/FM under intimation to Dte. of ORIC – BUHO.
- Upon rejection by the committee, Director ORIC will email the rejection intimation to the applicants for their information.

5.6 Funds Utilization Procedure

- Upon approval by the Honorable Rector, Dte. of ORIC will forward the award letter to the Head of CU under intimation to the concerned Principal Investigator (PI) and Treasurer.
- Respective campuses are to make a separate Ledger Page in their Main Control Account in favor of this project and must record all transactions in it for reporting to BUHO.
- The grant received by the PI from BU will be exclusively utilized for the project as per the provisions given in the award/sanction letter.
- Hiring of HR and purchases (if any) will be made as per BU policies/rules. Proper record of transactions (bill/receipts/fare tickets, etc) must be obtained by the PI. The same be handed over/transferred to the Accounts dept. of CU.
- Bookkeeping of the project transactions will be maintained by account department (Account Officer/ Manager Accounts etc) of respective campus as per BU rules.
- PI must be facilitated by respective campuses to ensure amicable and timely utilization of funding.

5.7 Guidelines for the Principal Investigator of the Project:

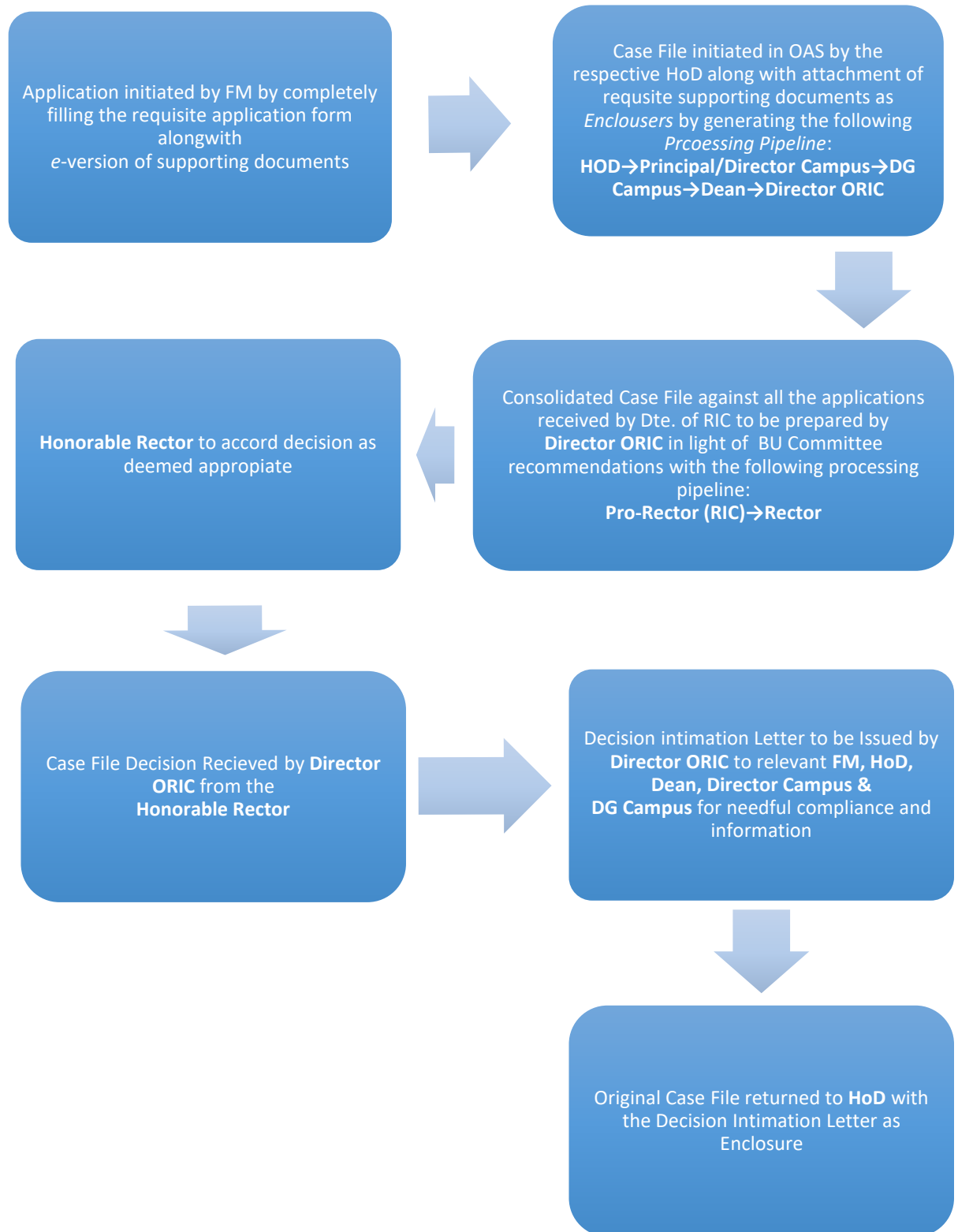
- Project start date will be the date of issuance of the award/sanction letter or as specified in the letter.
- Principal Investigator (PI) is required to submit the Quarterly Progress Report on the enclosed "*Quarterly Progress Proforma*" for funded Research Project to ORIC till the completion of the project. The report must reach ORIC latest by 10th of the ensuing month.
- PI is required to provide the details of activities completed and funds utilized and progress in general of the project without documentary evidences.
- PI is required to keep all the documentary evidences like original receipts/bills, copies of air tickets/boarding passes, etc. for submission with the Project Closure Documents.
- If PI intends to go abroad/on non-casual leave, he/she should inform the Dte. of ORIC through the Principle/Director CU and may nominate substitute for the period of his/her absence with a plan of activities of project to be carried out in his/her absence by the nominee.

- PI must submit the quarterly activity plan (Work Plan) along with Financial Plan for the whole project duration to ORIC within 15 working days of receiving the award/sanction letter so that quarterly progress report can be submitted according to this plan, as per the format given as under:

***Format for activity plan/work plan with timeline:**

S. No.	Elapsed Time	Milestone	Deliverable	Funds to be utilized (Rs.)

5.8 Application Filing Procedure in OAS





Bahria University

Discovering Knowledge

**Proposal / Application
for
Funding of Applied Research Project**

<Project Title>

<submitted by>

READ CAREFULLY BEFORE FILLING THE FORM

- Please do not alter the layout of the application form. Information must be filled in the spaces provided, under set format.
- Guidance notes in various fields should not be deleted.
- Required information should be duly filled in the specified fields.
- Required heads/fields which are not relevant to the project should be marked **N/A** (Not Applicable) or left blank and should not be deleted.
- Specifications, justifications, purposes must be provided against each item in the Budget file.
- Please do not change the formulas in the budget sheets.

Application for Funding of Applied Research Projects

Section – 1

1.1 Project Identification

Project Title:	
<type here>	
Principal Investigator (PI):	
Name:	
Designation:	
Constituent Unit:	
Mobile # :	Tel. # :
Email:	
Co-Principal Investigator (CPI):	
Name:	
Designation:	
Organization:	
Mobile # :	Tel. # :
Email:	
What is the target market(s) for the products? <i>(Please mark X where applicable)</i>	
<input type="checkbox"/> Marine	<input type="checkbox"/> Business, Marketing, Finance
<input type="checkbox"/> Defense, Security, Safety	<input type="checkbox"/> Education and Training
<input type="checkbox"/> Environment, Water Management	<input type="checkbox"/> Entertainment, Media
<input type="checkbox"/> Food, Livestock, Agribusiness	<input type="checkbox"/> Healthcare
<input type="checkbox"/> Technologies of 4 th Industrial Revolution	<input type="checkbox"/> Metal Health/Psychology
<input type="checkbox"/> Oil, Gas, Energy	<input type="checkbox"/> Telecommunication
<input type="checkbox"/> Maritime	<input type="checkbox"/> Legal
<input type="checkbox"/> Others (specify):	

Which Sustainable Development Goals (SDGs) are covered by the products? *(Please mark X where applicable.)*

- | | |
|---|---|
| <input type="checkbox"/> 1. No Poverty | <input type="checkbox"/> 2. Zero Hunger |
| <input type="checkbox"/> 3. Good Health & Well-Being for people | <input type="checkbox"/> 4. Quality Education |
| <input type="checkbox"/> 5. Gender Equality | <input type="checkbox"/> 6. Clean Water & Sanitation |
| <input type="checkbox"/> 7. Affordable & Clean Energy | <input type="checkbox"/> 8. Decent Work & Economic Growth |
| <input type="checkbox"/> 9. Industry, Innovation & Infrastructure | <input type="checkbox"/> 10. Reduced Inequalities |
| <input type="checkbox"/> 11. Sustainable Cities & Communities | <input type="checkbox"/> 12. Responsible Consumption & Production |
| <input type="checkbox"/> 13. Climate Action | <input type="checkbox"/> 14. Life Below Water |
| <input type="checkbox"/> 15. Life on Land | <input type="checkbox"/> 16. Peace, Justice & Strong Institutions |
| <input type="checkbox"/> 17. Partnerships for the Goals | |

Other Organizations Involved in the Project: *(Please identify all affiliated organizations collaborating in the project and describe their role/contribution to the project.)*

Industrial Organizations:

#	Organization Name	Role / Contribution

Funding Organizations:

#	Organization Name	Role / Contribution

Key Words:

<type here>

Thematic Research area of Proposed Study:

<type here>

Project Status: (Please mark X)

☐ New

☐ Extension of existing project

Project Duration: months

Proposed Budget: PKR

The Problem *(Please describe the problem / opportunity / gap / need that you want to address/solve. (Maximum 300 words.)*

<type here>

Existing Solutions of the Targeted Research Study *(Please highlight strengths and weaknesses) (Maximum 200 words.)*

<type here>

Proposed Solution Summary *(Please highlight how the proposed solution will address the weaknesses of above-mentioned existing solutions) (Maximum 200 words.)*

<type here>

Proposed Techniques to Achieve Above Mentioned Improvements *(Maximum 200 words.)*

<type here>

Synopsis *(A brief description of the idea, in non-technical language, explaining product benefit, target market, basic technology, commercial partners, investors, and potential customers. Maximum 200 words.)*

<type here>

Section – 2

2.1 Background

Literature Review *(Detailed summary of what all has been done internationally in the proposed area quoting references and bibliography. **Maximum 1500 words.**)*

<type here>

Current State of the Art *(Please describe the current state of the art specific to this research topic. **Maximum 500 words.**)*

<type here>

Challenges *(Please describe the challenges, specific to this research topic, currently being faced internationally. **Maximum 500 words.**)*

<type here>

Motivation and Need *(Please describe the motivation and need for this work. **Maximum 500 words.**)*

<type here>

2.2 Outcomes and Benefits

Expected Outcomes *(Provide a list of proposed project outputs including publications, databases etc.)*

<type here>

Key Benefits and Beneficiaries: *(Please identify clearly the benefits and potential customers/beneficiaries of the project.)*

<type here>

Technology Transfer/Diffusion Approach: *(Please describe how the outputs of the project will be transferred to the beneficiaries/customers. Maximum 500 words.)*

<type here>

2.3 Research Approach

Development / Research Methodology *(Please describe the technical details and justification of your development and research plan. The block diagrams, system flow charts, high level algorithm details etc. have to be provided in this section. Maximum 3000 words.)*

<type here>

Key Milestones and Deliverables *(Please list and describe the principal milestones and associated deliverables of the project. The timing of milestones is also to be shown in the Gantt chart in Annexure-A. Quarterly deliverables are preferred.)*

The information given in this table will be the basis of monitoring and release of funds by the BU.

No.	Elapsed time from start (in months) of the project	Milestone	Deliverables
	3 months		
	6 months		
	9 months		
	12 months		
(Please add more rows if required.)			

Section – 3

3.1 Resources & Other Requirements

Project Team *(Please attach the CVs of PI, CoPI(s) and key research/development personnel which should clearly show their expertise in relation to the needs of the project. Please follow the format included in Annexure-C. The numbers in the table below must tally with the HR Cost sheet in the Budget file.)*

Title / Position	Number
PI	
CoPI	
Team Leads	
Researchers / Developers	
Researcher / Development Assistants	
Support Staff	
Contract Staff (please specify)	
Add more rows if required	

Team Structure *(Please define the team structure (organogram) and role/key responsibilities of each member. If in collaboration with another partner, the division of manpower at various locations of partners be provided.)*

<paste organogram here>

Title/Position (of each member)	Role/Key Responsibilities	Minimum Qualification Required	Expertise Background Required	/ Minimum Experience Required (years)

3.2 Contractual Matters

Contractual Obligations under this Project: *(Please indicate any contractual obligations with third parties that will be entered into for this project.)*

<type here>

Ownership of Intellectual Property Rights: *(As per BU Intellectual Property Policy at Vogue)*

Recommendation By Head of Department

Name: _____

Date: _____ Signature & stamp: _____

Recommendation By Dean

Name: _____

Date: _____ Signature & stamp: _____

Recommendation By Principal/Director

Name: _____

Date: _____ Signature & stamp: _____

Endorsement By Director General – CU













Name: _____

Date: _____ Signature & stamp: _____

Annexure–A: Project Schedule / Milestone Chart

(Project schedule using MS-Project (or similar tools) with all tasks, deliverables, milestones, cost estimates, payment schedules clearly indicated are preferred.)

Example:

ID		Task Name	Start	Finish	Predecessors	December	January	February	March	April
						Dec	Jan	Feb	Mar	Apr
1		Design Specifications	Tue 1/1/08	Mon 1/21/08						
2		Final Document	Mon 1/21/08	Mon 1/21/08	1		◆ 1/21			
3		Purchase of Equipment	Mon 1/14/08	Fri 1/25/08						
4		Equipment in Place	Fri 1/25/08	Fri 1/25/08	3		◆ 1/25			
5		Development	Wed 1/30/08	Mon 3/31/08						
6		Testing	Tue 4/1/08	Thu 4/10/08	5					
7		Beta Release	Fri 4/11/08	Fri 4/11/08	6					◆ 4/11
8		User Manual / Training	Tue 4/1/08	Fri 4/11/08						
9		Delivery of Final Product	Mon 4/14/08	Mon 4/14/08						◆ 4/14

Annexure-B: Proposed Budget

Please use the embedded Excel Worksheet for providing budget details.

Double Click to open the worksheet.



Budget Sheet-BU
Research Project Func

Project Title							
Proposed Budget							
Summary:							
(Do not enter the summary amounts (Sr.# 1-6) as they are automatically updated.)			Please read carefully before filling the sheets.				
Sr.	Description	Amount (Rs)	Guidance Notes: 1. This worksheet has been developed for the convenience of the PVPD and Bahria University. 2. The filled in data and amounts are mere examples. Please enter the actual data and amounts relevant to your project. 3. Total amounts mentioned in the Summary (Sr. # 1-6) are updated automatically from the detailed worksheets. 4. Rows and Columns may be added where required. 5. Please do not change the formula and layouts. 6. Proper justifications, purposes / remarks MUST be provided against each item.				
	Heads of Expenditure						
1	Technical HR Deployment Cost	Rs.120,000					
2	Support Staff	Rs.96,000					
3	Equipments	Rs.165,000					
4	Traveling	Rs.271,200					
5	Boarding & Lodging	Rs.43,000					
6	Miscellaneous	Rs.52,000					
	Sub Total:	Rs.747,200					
7	Audit Charges	Rs.25,000					
8	Contingency	Rs.50,000	Change these values as deemed necessary.				
	Total Budget:	Rs.822,200					
Funding Sources: (Please indicate funding sources for the project)							
Sr.	Funding Source	Amount (Rs)	% of Total Funding				
1	BU Fund	Rs.822,200	100%				
2	Other Sources (specify)		0%				
3	(Add more entries, if required)						
	Total:	Rs.822,200	100%				

BUORIC-P01 – Cash Award on Research Publications

Policy Number:	BUORIC-P01
Effective Date:	7 th May, 2013
1st Amendment Date:	20 th November, 2016
2nd Amendment Date:	1 st January, 2017
3rd Amendment Date:	4 th April, 2019
4th Amendment Date:	1 st September, 2020
Effective Date of Revised Policy:	1 st September, 2020
Policy Title:	Cash Award on Research Publications
Approval Authority:	Higher Education Research Committee (HERC)
Status:	ACTIVE

1. Responsible Party:

Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

2.1 To encourage faculty members/scholars to produce quality and genuine research at Bahria University.

2.2 To promote pure, applied/technological research in different subject domains and its impact on local/social community/Industry by students/researchers under the supervision of regular faculty members of Bahria University.

2.3 To further enhance the annual research output of Bahria University.

3. Scope:

All BU regular faculty members and currently enrolled scholars/students are eligible to apply for this award.

4. Policy Statement:

4.1 As per this policy, the Cash Award shall be paid for impact factor journal publications as per clause 4.3. Impact factor publications play a significant role in contribution of its impact on local social community, industry etc. and also contributes towards international rankings (QS Ranking and Times Higher Education Rankings). Cash Award shall also be paid to HEC X and Y category journals publication as per clause 4.3 which will only be applicable to Faculty of H&SS, Medical and Psychology.

4.2 To be eligible to apply for cash award, the researcher should be among first three authors in the research paper published in impact factor journal. Cash award shall be distributed/dispensed amongst all multiple authors as per framework given below:

- | | | |
|-----|---|------|
| i. | <u>Only one author of BU in first three</u> | 100% |
| ii. | <u>Two authors of BU in first three</u> | |
| a. | First author | 50% |
| b. | Second author | 50% |

- iii. **First three authors of BU:** Cash award shall be equally distributed amongst three authors.

4.3 Cash Awards are categorized on the basis of the following with maximum number of awards:

Type	Nature of Publication	Award Amount	Maximum No. of Awards per Financial Year (1 st July-30 th June)
a)	<u>ISI INDEXED WITH IF ONLY ≥ 6.0</u>	Rs. 100,000/- <i>along with letter of appreciation</i>	Only five research papers can be claimed for cash award in one financial year per faculty member. Claim shall be counted toward claim initiator and awardee against five papers limit per year.
b)	<u>ISI INDEXED WITH IF ONLY < 6.0</u>	Rs. 50,000/-	
c)	<u>ISI INDEXED WITH IF ONLY < 6.0</u> <i>(If jointly written by a supervisor and scholar of thesis/FYP/R&D project etc.)</i>	Rs. 70,000/-	
d)	<u>HEC RECOGNIZED X CATEGORY JP</u> <i>(only applicable for Humanities & Social Sciences, Medical and Psychology)</i>	Rs. 20,000/-	
e)	<u>HEC RECOGNIZED Y CATEGORY JP</u> <i>(only applicable for Humanities and Social Sciences, Medical and Psychology)</i>	Rs. 10,000/-	
f)	<u>CITATIONS OF IMPACT FACTOR JOURNAL PUBLICATIONS</u> <i>(at least 20 citations per financial year of FM)</i>	To be given letter of appreciation	No self and co-author citation are allowed.

4.4 Currently enrolled students/scholars of BU can also apply for the cash awards if their research papers are published in the above-mentioned categories. However, for PhD scholars, cash award shall be claimed for the publications which are not already claimed towards their mandatory Ph.D. degree requirement and vice versa.

4.5 Publication claimed for cash award shall not be re-claimed for course waiver under course reduction policy and vice versa.

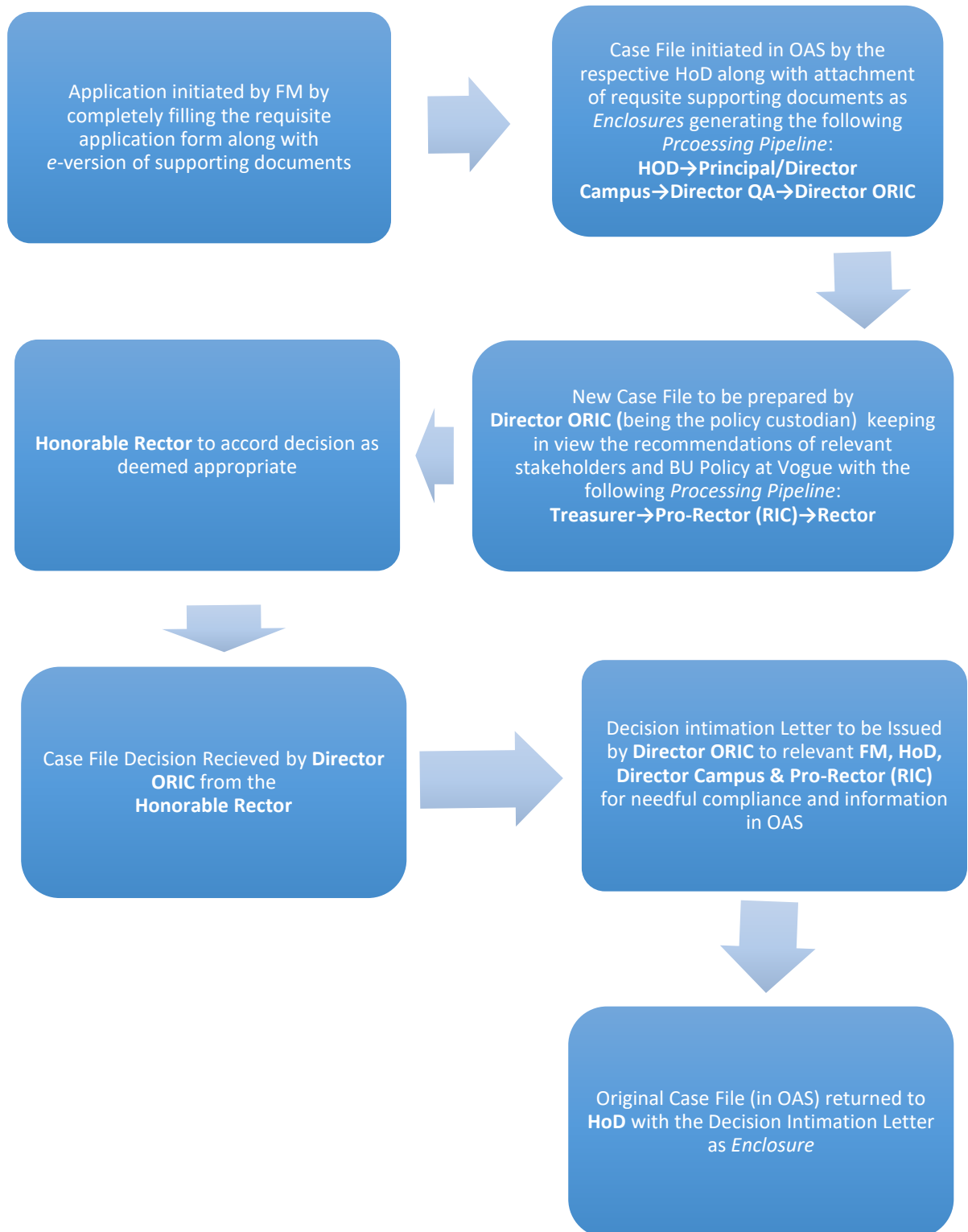
4.6 Only BU affiliation of FM as an author will be considered for all cash awards.

4.7 Cash Award payment will be equally disbursed to all authors of BU through separate cheques.

4.8 Cash Award claim after 1st September, 2020 shall be dealt with this revised policy. Faculty members who already availed maximum limit of five cash awards are not eligible to apply further cash awards during current financial year, under this policy.

- 4.9** In case of multiple authors from BU, only one faculty member can apply for the Cash Award. Contributions as first, second and third author shall be clearly mentioned in the application form as attached at Annexure-A and shall be signed by all first three BU authors.
- 4.10** Cash Award Application form completed in all respects shall be forwarded through Office Automation System (OAS) by Director Campuses/Institutes to Directorate of Quality Assurance for final approval of Competent Authority through Director ORIC and Pro-Rector (RIC).

5. Application Filing Procedure in OAS:





CASH AWARD APPLICATION FORM FOR
IMPACT FACTOR JOURNAL PUBLICATION

Section – I

(To be filled by the Faculty Member/Researcher/Student)

PERSONAL DETAILS (IF THE APPLICANT IS FACULTY MEMBER / RESEARCHER)	
Name	
Designation	
Highest Academic Qualification	
Year of Qualification	
Name of highest degree awarding institution	
Department	
Campus/Institute	
Phone/Cell	
Email	

PERSONAL DETAILS (IF THE APPLICANT IS STUDENT/SCHOLAR OF BU)	
Name	
Enrollment No.	
Date of Enrollment	
Degree	
Program	
Title of Research Thesis	
Semester	
Department	
Campus/Institute	
Phone/Cell	
Email	

JOURNAL PUBLICATION DETAILS**Instructions for the faculty member/author:**

Paper Title: _____ _____
Journal Name: _____
Volume: _____ Issue: _____ Page no(s): _____ Article ID (if available online): _____ DOI of the article: _____ <i>(For verification of the official website of the journal)</i>
Journal research area: _____ <i>(For Example: Pure, Applied/Technological)</i>
Published Research Paper uploaded on Research Web Portal? <input type="checkbox"/> Yes <input type="checkbox"/> No Note: It is the mandatory requirement to upload the details of published Research Paper (which is being applied for cash award) on Research Web Portal by the faculty member before processing the case, the uploaded paper will be verified from the portal and then the case file for cash award will be processed further.
Name, order, affiliation(s), and contribution(s) of co-author(s)/corresponding author(s) (if any): _____ _____
Type of journal: <input type="checkbox"/> ISI indexed with impact factor Journal <i>(Included in both current/updated JCR and ISI Master Journal List)</i> <input type="checkbox"/> HEC X Category Journal (Included in HEC Recognized Journal System- HJRS) <input type="checkbox"/> HEC Y Category Journal (Included in HEC Recognized Journal System- HJRS)
Last known impact factor: _____ <i>Please attach the documentary evidence (from Journal's Website/ISI Web of Knowledge) of Impact Factor.</i>
Date of Publication: _____
ISSN Number: _____ <i>(Print/online)</i>
URL: _____ <i>(URL of online version of research paper)</i>

Instructions for the faculty member/author:

(i) Hard Copy of the “**Published Paper**” must be attached.

(ii) Faculty member/author must check the plagiarism of his/her research paper through plagiarism detection software Turnitin and attach the “**Plagiarism Check Report**.” In case of similarity index is >19% of overall and >5% from one source, the faculty member must separately explain each match (e.g. in case the paper was extension of conference paper or else it was part of a submission checked earlier via Turnitin etc.).

(iii) **Co-author(s)**: Name (s) should be mentioned from first three co-author (s) of Bahria University in Section – II. The primary goal here is to distribute amount of cash award amongst multiple authors. Only first three authors of publication are eligible for cash award.

(iv) Author (s) must enlist his/her/their contributions in publishing the paper.

(v) The applicant must attach an updated CV.

(vi) Please attach the documentary evidence (from Journal’s Website/ISI Web of Knowledge) of Impact Factor.

Undertaking: I certify the following to the best of my knowledge:

(i) This journal is a renowned impact factor journal in my researcher/academic area of _____. I certify that I have personally confirmed that this impact factor journal is listed in the Thomson Reuters Master Journal list.

(ii) I certify that none of the author(s) is a ghost or gifted author as defined by the Committee On Publications Ethics (COPE).

(iii) In case, something contrary to my statement is discovered subsequently, I happily allow Bahria University to take action to recover the Cash Award, after giving me a reasonable due notice and a fair chance to explain my stance.

For PhD Scholar only:

(iv) The research paper titled _____ has been published in the _____ journal _____ Vol, Issue/DOI _____ date of publication, is not considered as my mandatory PhD degree requirement.

Faculty member/Student can apply for maximum 5 publications in financial year. Please mention below previously claimed cash award for current financial year:

Sr. No.	Title of Paper	Date of Award received	Amount of cash award
1			
2			
3			
4			
5			

Applicant Signature: _____

Date: _____

Applicant Name: _____

Section - II

Undertaking from BU authors

(This section is only required if author(s) are amongst first three authors of Bahria University faculty/researchers/students)

(Amount of Cash Award shall be equally disbursed amongst authors by Accounts Department)

Claim this cash award as (Please tick only one): **1. Faculty Member** **2. Supervisor** **3. Scholar**

(Supervisor must attach official evidence of supervision of co-authors)

1st Author:

Name: _____ Contact (cell): _____ Email: _____

Designation: _____ Department: _____ Campus: _____

Signature: _____ Date: _____

2nd Author:

Name: _____ Contact (cell): _____ Email: _____

Designation: _____ Department: _____ Campus: _____

Signature: _____ Date: _____

3rd Author:

Name: _____ Contact (cell): _____ Email: _____

Designation: _____ Department: _____ Campus: _____

Signature: _____ Date: _____

<p align="center">Section-III (To be filled by the Head of Department)</p>	
<p align="center">ENDORSEMENT BY THE HEAD OF DEPARTMENT</p>	
<p>Dr./Mr./Ms. _____ is a regular faculty member/currently enrolled student of _____ department of _____ Campus/Institute/College.</p>	<p>_____</p> <p>Signature & Official Stamp</p> <p>Date: _____</p>
<p align="center">Section-IV (To be filled by the Principal/Director)</p>	
<p align="center">ENDORSEMENT BY THE PRINCIPAL/DIRECTOR</p>	
<p>Comments (if any): _____</p> <p>_____</p>	<p>_____</p> <p>Signature & Official Stamp</p> <p>Date: _____</p>

Section - V			
(To be checked/filled by the Directorate of Quality Assurance, BUHO)			
S. No.	Contents to be checked	Yes	No
1	Is the Journal present in X and Y categories of HEC Journal Recognition System-HJRS	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the IF Journal present in the <i>Thomson Reuters Master Journal List</i>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the Journal present in the last/recent/updated JCR	<input type="checkbox"/>	<input type="checkbox"/>
4	Is the IF journal listed in " <i>Title Suppressions Journals list</i> "	<input type="checkbox"/>	<input type="checkbox"/>
5	Has the website of the journal (Using the DOI of the paper) aligned to the official website of the journal/hard-copy of the journal?	<input type="checkbox"/>	<input type="checkbox"/>
6	Have all required and mentioned details as part of this entire form been provided? These include duly filled form in addition to the final corrected version of the author proof/research paper provided by the publisher (in hard copy).	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the 'Plagiarism Check Report' along with explanation of matches attached with the application form in case similarity index is > 19%	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the author's affiliation clearly mentioned in the research paper as " Bahria University "	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDATION(S) BY THE DIRECTOR QUALITY ASSURANCE	
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Resubmit the case in view of the following comment(s) </div> <div style="margin-top: 10px;"> <i>Recommendation(s)/Comment(s):</i> _____ _____ _____ _____ _____ _____ _____ _____ </div>	<div style="border-top: 1px solid black; height: 100px; margin-bottom: 10px;"></div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> Signature & Official Stamp Date: _____ </div>

RECOMMENDATION(S) BY DIRECTOR ORIC	
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Resubmit the case in view of the following comment(s) </div> <div style="margin-top: 10px;"> <i>Recommendation(s)/Comment(s):</i> _____ _____ _____ _____ _____ </div>	<div style="border-top: 1px solid black; height: 100px; margin-bottom: 10px;"></div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> Signature & Official Stamp Date: _____ </div>

BUORIC-P02 – Best Faculty Researcher Award

Policy Number: BUORIC-P02
Effective Date: 7th May, 2013
1st Amendment Date: 1st November, 2016
2nd Amendment Date: 1st September 2020
Policy Title: Best Faculty Researcher Award
Approval Authority: Higher Education Research Committee (HERC)
Status: ACTIVE

1. Responsible Party:

Directorate of Quality Assurance

2. Purpose:

The Best Faculty Researcher Award aims to encourage and recognize the research contributions of the outstanding researchers of Bahria University. The incentives in terms of monetary reward and Certificate of Appreciation are envisaged to promote research activities and enhance the quality of research carried out by the faculty members of BU.

3. Scope:

All BU faculty members / researchers can apply for this award as per mentioned eligibility criteria.

4. Policy Statement:

A Cash Award of Rs. 50,000/- along with a Certificate of Appreciation and a Shield will be given to the Best Faculty Researcher. Number of awards are distributed amongst faculties and campuses:

Best Faculty Researcher Award	No. of Awards				
	BUIC	BUKC & IPP	BULC	BUMDC (Medical & Dental Sections)	
Faculty of Engineering Sciences	2 (1+1) (A+B)	2 (1+1) (A+B)	1	-	-
Faculty of Management Sciences	2 (1+1) (A+B)	2 (1+1) (A+B)		-	-
Faculty of Humanities and Social Sciences					
Faculty of Health Sciences	-	-		2 (1+1) (A+B)	

Category - A: Lecturers and Assistant Professors

Category - B: Associate Professors and Professors

5. Procedure and Conditions:

5.1. QA Directorate shall launch the call for Best Faculty Researcher award after the end of academic year. (Jan-Dec)

- 5.2.** Author's Affiliation mentioned on the Research Endeavors must be under the name of **"Bahria University."**
- 5.3.** The following two categories are included:
- 5.3.1.** One award for Lecturers and Assistant Professors
 - 5.3.2.** One award for Associate Professors and Professors
- 5.4.** Concerned HOD is to forward eligible faculty members (for each category) from departments of Faculty to Best Faculty Researcher Award Nomination Committee for further selection.
- 5.5.** Nominations (for each category) from each Faculty shall be shortlisted by the Best Faculty Researcher Award Nomination Committee to Directorate of QA at BUHO. The committee shall consist of:
- a.** Head of CU President
 - b.** Principals Member
 - c.** DDQA/ADQA/QA Manager of CU Member/Secretary
- 5.6.** Following committee will recommend final faculty names for approval of Best Research Award to Honorable Rector:
- a.** Pro-Rector (RIC) President
 - b.** Dean ES Member
 - c.** Dean MS Member
 - d.** Dean H&SS Member
 - e.** Director ORIC Member
 - f.** Director QA Member/Secretary
- 5.7.** The Best Faculty Researcher Award Nomination Committee of the faculty will recommend top scoring faculty members on prescribed form along with the required documents clearly indicating score of teachers evaluated as per prescribed guideline/criteria and clarifying that the nominee is not involved in any disciplinary or plagiarism case.
- 5.8.** Final nomination form/ Certificate on the last page shall be endorsed by the members of Best Faculty Researcher Award Committee with their official stamps and countersigned & stamped by Head of the Campus/CU.
- 5.9.** In order to improve quality and classified scoring, following weightage against each parameter is given below:
- 5.9.1.** Impact Factor Journal Publications of pure/applied/technological (impact on local/social community/industry) - **15%**
 - 5.9.2.** Other Journal Publications of pure/applied/technological **10%**
 - 5.9.3.** HEC Recognized X and Y Publications **10%**
 - 5.9.4.** Patents/Consultancy Services/ Commercialization of Research **35%**
 - 5.9.5.** Thesis & Project Supervisions- **10%**

5.9.6. Research Grants Funding as PI & Co-PI

20%

5.10. The following are not eligible for this award:

5.10.1. Members of Best Faculty Researcher Award Nomination Committee

5.10.2. Directors/Principals/Deans Associate Deans/HODs

5.10.3. Faculty Members appointed on administrative posts at campuses/BUHO (except cluster heads/PG coordinators/evening coordinators/ weekend coordinators/ local and international accreditation council coordinators etc.) are not eligible to apply for this Award.

5.11. There should be no disciplinary proceedings and no adverse remark in the AERs against a nominee during his/her service career at BU.

5.12. Faculty applying for the award should be teaching at least 2 courses in academic year (1 per semester - fall and spring) as regular teaching load (excluding visiting courses).

5.13. Recipient of BU Best Faculty Award shall not be eligible to compete for this award in subsequent 3 years.

5.14. Minimum qualifying score to compete for the award shall be at least 45%.

5.15. QA Directorate, BUHO will scrutinize all nominations and will forward cases for approval of competent authority through Pro-Rector (RIC).



PROFORMA FOR THE NOMINATION OF BEST FACULTY RESEARCHER
AWARD

1	Best Faculty Researcher Award for the Year	2020 (<i>Research Endeavors from Jan-Dec</i>)										
2	Faculty Name <div style="margin-top: 10px;"> <input type="checkbox"/> Engineering Sciences <input type="checkbox"/> Management Sciences <input type="checkbox"/> Humanities and Social Sciences <input type="checkbox"/> Health Sciences </div>											
3	Campus <div style="margin-top: 10px;"> <input type="checkbox"/> BUIC <input type="checkbox"/> BUKC and IPP <input type="checkbox"/> BULC <input type="checkbox"/> BUM&DC </div>											
4	Category <div style="margin-top: 10px;"> <input type="checkbox"/> Category – A: Lecturer and Assistant Professor <input type="checkbox"/> Category – B: Associate Professor and Professor </div>											
5	Personal Details of Nominee <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 20%;">Name</td> <td></td> </tr> <tr> <td>Designation</td> <td></td> </tr> <tr> <td>Department</td> <td></td> </tr> <tr> <td>Cell No</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> </table>		Name		Designation		Department		Cell No		Email	
Name												
Designation												
Department												
Cell No												
Email												
6	Date of joining BU as faculty											

7	Details of Research Endeavors (January – December)							
A	Publications							
A-I	Journal Publications of pure/applied/technological (impact on local/social community/industry) - Weightage 15%							
	Type of Journal	Details	Maximum Marks	Marks Secured	Name of Research Paper	Name of Journal	Year & Date of Publication	Doc Evidence at Page No.
I	Pure/ Applied/ Technological	5 marks for one Impact factor paper in this category	15					
A-II	Other Journal Publications of pure/applied/technological (Internationally recognized- ISI Thomson Reuters Master Journal List) Weightage 10%							
	Type of Journal	Details	Maximum Marks	Marks Secured	Name of Research Paper	Name of Journal	Year & Date of Publication	Doc Evidence at Page No.
i	Pure/ Applied/ Technological	2.5 marks for one research paper in this category	10					
A-III	HEC Recognized X/Y Publications (Listed in HEC Journal Recognition System-HJRS) Weightage 10%							
	Type of Journal	Details	Maximum Marks	Marks Secured	Name of Research Paper	Name of Journal	Year & Date of Publication	Doc Evidence at Page No.
i	HEC X	3 marks for one paper in this category	6					
ii	HEC Y	2 marks for one paper in this category	4					
A-IV	Patents/Consultancy/Commercialization of Research (Weightage in any one of these or cumulative of these three categories shall not exceed 35%) Weightage 35%							
	Types of Patent	Details	Maximum Marks	Marks Secured	Title of Patent	Status Filed/ approved	Date of Filled or approved	Doc Evidence at Page No.
i	Patent International-awarded	20 marks each for one international patent	20					
ii	Patent National-awarded	10 marks each for one national patent	10					
iii	Provisional Patent Awarded	5 marks each for provisional	5					

		awarded patent						
Consultancy Service								
	Type of Consultancy	Details	Maximum Marks	Marks Secured	Title of Project	Amount of Consultancy	Start & End Date of Consultancy	Doc Evidence at Page No.
i	Consultancy Fee Upto 100,000 PKR	2 marks each for one consultancy	6					
ii	Consultancy Fee (100,000 to 300,000 PKR)	3 marks each for one consultancy	6					
iii	Consultancy Fee (300,000 to 500,000 PKR)	4 marks each for one consultancy	8					
iv	Consultancy Fee > 500,000 PKR	5 marks each for one consultancy	15					
Research Commercialization								
	Description of Project	Details	Maximum Marks	Marks Secured	Title of Project	Amount of Commercialization	Organization to whom Project/Product Commercialized	Doc Evidence at Page No.
Revenue Generated through Research Commercialization								
i	100,000 to 300,000 PKR	2 marks each for one project	6					
ii	301,000 to 500,000	3 marks each for one project	6					
iii	501,000 to 800,000	4 marks each for one project	8					
iv	>801,000	5 marks each for one project	15					
B	Thesis & Project Supervision				Weightage 10%			
	Type of Degree	Details	Maximum Marks	Marks Secured	Name of Student & Enrollment No	Date of Assigned as Supervisor	Expected Date of Degree Comp	Doc Evidence at Page No.
i	PhD Thesis Supervision-Completed	4 marks each for one completed Ph.D.	4					
ii	PhD Thesis Supervision-Research Phase	2 marks each for one research phase supervision	2.5					
iii	MS Thesis Supervision-Completed	1.5 marks each for one thesis completed	1.5					

iv	MS Thesis Supervision- Research Phase	1 marks each for one research phase thesis supervision	1					
v	BS Final Year Projects/ Thesis Completed	1 marks for BS level	1					
C	Research Grants Weightage 20%							
	Type of Project	Details	Maximum Marks	Marks Secured	Title of Project	Funding Agency	Start & End Date of Project	Doc Evidence at Page No.
i	Funding Amount - Upto 1.0 Million PKR	1 marks each for one project	2					
ii	Funding Amount - 5.0 Million PKR)	2 marks each for one project	4					
iii	Funding Amount - 10.0 Million PKR)	5 marks each for one project	5					
iv	Funding Amount > 10.0 Million PKR	7 marks each for one project	7					
v	Proposal submitted through BU (5 Million plus)	2 marks each for one proposal	2					
Total Marks			100					
Weightage			100					

RECOMMENDATION(S) BY THE HEAD OF DEPARTMENT	
Comments (if any): 	 Signature: _____ Date: _____

CERTIFICATE

It is certified that the nominee has 2 years' service at Bahria University as well as fulfilling all other criteria set for Best Faculty Researcher Award. All relevant documents of the nominee have been checked and examined by the members of the Committee and recommendation has been made keeping in view the Terms & Conditions and criteria set by BU. It is also certified that the nominated teachers are not involved in any disciplinary as well as plagiarism case. The supporting documents are attached with this proforma and page No (s) of documentary evidences marked in the relevant column.

MEMBERS OF BEST FACULTY RESEARCHER AWARD NOMINATION COMMITTEE

(1)

(2)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

(3)

(4)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

(5)

(6)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

Countersigned

Head of CU with Official Stamp

BUORIC-P03 – Best Student Researcher Award

Policy Number:	BUORIC-P03
Effective Date:	7 th May, 2013
1st Amendment Date:	1 st November, 2016
2nd Amendment Date:	1 st September, 2020
Policy Title:	Best Student Researcher Award
Approval Authority:	Higher Education Research Committee (HERC)
Status:	ACTIVE

1. Responsible Party:

Directorate of Quality Assurance

2. Purpose:

The Best Student Researcher Award aims to encourage and recognize the research contributions of the outstanding research students of Bahria University. The incentives in terms of monetary reward and Certificate of Appreciation are envisaged to enhance the quality of research carried out by the students of BU.

3. Scope:

All BU currently enrolled students can apply for this award as per mentioned eligibility criteria.

4. Policy Statement:

A Cash Award of Rs. 25,000/- along with a Certificate of Appreciation and a Shield will be given to the Best Student Researcher. Number of awards are distributed amongst faculties and campuses:

Award Category	No. of Awards				
	BUIC	BUKC (including IPP & NCPMR)	BULC	BUM&DC	
				Medical Section	Dental Section
Best Student Researcher Award					
a. Faculty of Engineering and Environmental Sciences	1	1	1	-	-
b. Faculty of Management Sciences	1	1			
c. Faculty of Humanities and Social Sciences					
d. Faculty of Health Sciences	-	-	-	1	1

5. Procedure and Conditions:

5.1 QA Directorate shall launch the call for the Best Student Researcher award after the end of academic calendar year. (Jan-Dec)

5.2 Author's Affiliation mentioned on the Research Endeavors must be under the name of **"Bahria University."**

5.3 Concerned HOD is to forward eligible students (for each category) from department to Best Student Researcher Award Nomination Committee for further selection.

5.4 Shortlisted nominations of student's researcher (for each category) from each Faculty shall be recommended by the Best Student Researcher Award Nomination Committee. The committee shall consist of:

- | | |
|---------------|-----------|
| a. Head of CU | President |
|---------------|-----------|

- b. Principals Member
 - c. DDQA/ADQA/QA Manager of CU Member/Secretary
- 5.5** Following committee will recommend final students' names for approval of Best Research Award to Honorable Rector:
- a. Pro-Rector (RIC) President
 - b. Dean ES Member
 - c. Dean MS Member
 - d. Dean H&SS Member
 - e. Director ORIC Member
 - f. Director QA Member/Secretary
- 5.6** The Best Student Researcher Award Nomination Committee of the faculty will recommend top scoring student researcher on prescribed form along with the required documents clearly indicating score of students evaluated as per prescribed guideline/criteria and clarifying that the nominee is not involved in any disciplinary or plagiarism case.
- 5.7** Final nomination form/ Certificate on the last page shall be endorsed by the members of Best Student Researcher Award Committee with their official stamps and countersigned & stamped by Head of the Campus/CU.
- 5.8** In order to improve quality and classified scoring, following weightage against each parameter is given below:
- 5.8.1** Impact Factor Journal Publications of pure/applied/technological (impact on local/social community/industry) - 35%
 - 5.8.2** Other Journal Publications of pure/applied/technological 20%
 - 5.8.3** HEC Recognized X and Y Publications 20%
 - 5.8.4** International conference papers 15%
 - 5.8.5** Book chapter publications 10%
- 5.9** The following are not eligible for this award:
- 5.9.1** FM/Any BU faculty appointed/posted on admin post pursuing MS/PhD degree from BU as a student
 - 5.9.2** Administrative staff (including officers) at same time pursuing MS/PhD degree from BU as a student
- 5.10** Recipient of Best Student Researcher Award shall not be eligible to compete in subsequent 2 years.
- 5.11** Minimum qualifying score to compete for the award shall be at least 25%.
- 5.12** QA Directorate, BUHO will scrutinize all nominations and will forward cases for approval of Competent Authority.



Annex –A

PROFORMA FOR THE NOMINATION OF BEST STUDENTS RESEARCHER AWARD

1	Best Faculty Researcher Award for the Year		2020 (<i>Research Endeavors from Jan-Dec</i>)
2	Faculty Name	<input type="checkbox"/> Engineering Sciences <input type="checkbox"/> Management Sciences <input type="checkbox"/> Humanities and Social Sciences <input type="checkbox"/> Health Sciences	
3	Campus	<input type="checkbox"/> BUIC <input type="checkbox"/> BUKC and IPP <input type="checkbox"/> BULC <input type="checkbox"/> BUM&DC	
4	Personal Details of Nominee		
	Enrollment No		
	Date of enrollment as student in BU		
	Program		
	Semester		
	Department		
	Cell		
	Email		

5	Details of Research Endeavors (<i>January – December</i>)							
A	Publications							
A-I	Journal Publications of pure/applied/technological (impact on local/social community/industry) -					Weightage 35%		
	Type of Journal	Details	Maximum Marks	Marks Secured	Name of Research Paper	Name of Journal	Year & Date of Publication	Doc Evidence at Page No.
I	Pure/ Applied/ Technological	7 marks for one Impact factor paper in this category	35					
A-II	Other Journal Publications of pure/applied/technological (Internationally recognized- ISI Thomson Reuters Master Journal List)					Weightage 20%		
	Type of Journal	Details	Maximum Marks	Marks Secured	Name of Research Paper	Name of Journal	Year & Date of Publication	Doc Evidence at Page No.

I	Pure/Applied/ Technological	5 marks for one research paper in this category	20					
A-III	HEC Recognized X/Y Publications (Listed in HEC Journal Recognition System-HJRS)							Weightage 20%
	Type of Journal	Details	Maximum Marks	Marks Secured	Name of Research Paper	Name of Journal	Year & Date of Publication	Doc Evidence at Page No.
i	HEC X	4 marks for one research paper in this category	12					
ii	HEC Y	2.66 marks for one research paper in this category	8					
A-IV	International/National Conferences							Weightage 15%
	Types of Conference	Details	Maximum Marks	Marks Secured	Title of publication	Venue of Conference	Date of Conference	Doc Evidence at Page No.
i	International Conferences	3 marks each for one international conference	9					
ii	National Conference	2 marks each for one national conference	6					

A- V	Book Publication							
	Weightage 10%							
	Book Title	Details	Maximum Marks	Marks Secured	Title of Chapter	ISBN #	Date of Publication	Doc Evidence at Page No.
I	Book Title/Chapter Title	5 marks of one chapter of the book	10					
Total Marks & Weightage			100					

RECOMMENDATION(S) BY THE HEAD OF DEPARTMENT	
<p>Comments (if any):</p> <hr/> <hr/> <hr/> <hr/>	<p>Signature:</p> <hr/> <p>Date:</p> <hr/>

CERTIFICATE

It is certified that the nominee has 2 years' service at Bahria University as well as fulfilling all other criteria set for Best Faculty Researcher Award. All relevant documents of the nominee have been checked and examined by the members of the Committee and recommendation has been made keeping in view the Terms & Conditions and criteria set by BU. It is also certified that the nominated teachers are not involved in any disciplinary as well as plagiarism case. The supporting documents are attached with this proforma and page No (s) of documentary evidences marked in the relevant column.

MEMBERS OF BEST FACULTY RESEARCHER AWARD NOMINATION COMMITTEE

(1)

(2)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

(3)

(4)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

(5)

(6)

Signature: _____

Signature: _____

Official Stamp:

Official Stamp:

Countersigned

Head of CU with Official Stamp

BUORIC-P04 – Payment of Publication Fee for Journal Publications

Policy Number:	BUORIC-P04
Effective Date:	20 th July, 2011
1st Amendment Date:	20 th November, 2016
2nd Amendment Date:	7 th June, 2017
3rd Amendment Date:	27 th March, 2018
4th Amendment Date:	1 st September, 2020
Policy Title:	Payment of Publication Fee for Journal Publications
Approval Authority:	Higher Education Research Committee (HERC)
Status:	ACTIVE

1. Responsible Party:

Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

- 2.1** To encourage faculty members/scholars to produce quality and genuine research at Bahria University.
- 2.2** To promote pure, applied/technological research in different subject domains and its impact on local/social community/Industry by students/researchers under the supervision of regular faculty members of Bahria University.
- 2.3** To further enhance the annual research output of Bahria University.
- 2.4** Some International Journals charge publication fee for the publishing of research papers by faculty members and researchers of the world. Nevertheless, the publication fee at times becomes obstacle to publish one's research work.
- 2.5** Research papers published annually and their citations per faculty/research paper are major parameters used for ranking of universities by International Ranking Agencies i.e. QS World Rankings and Times Higher Education (THE) in their different versions such as World, Asia, Africa etc.

3. Scope:

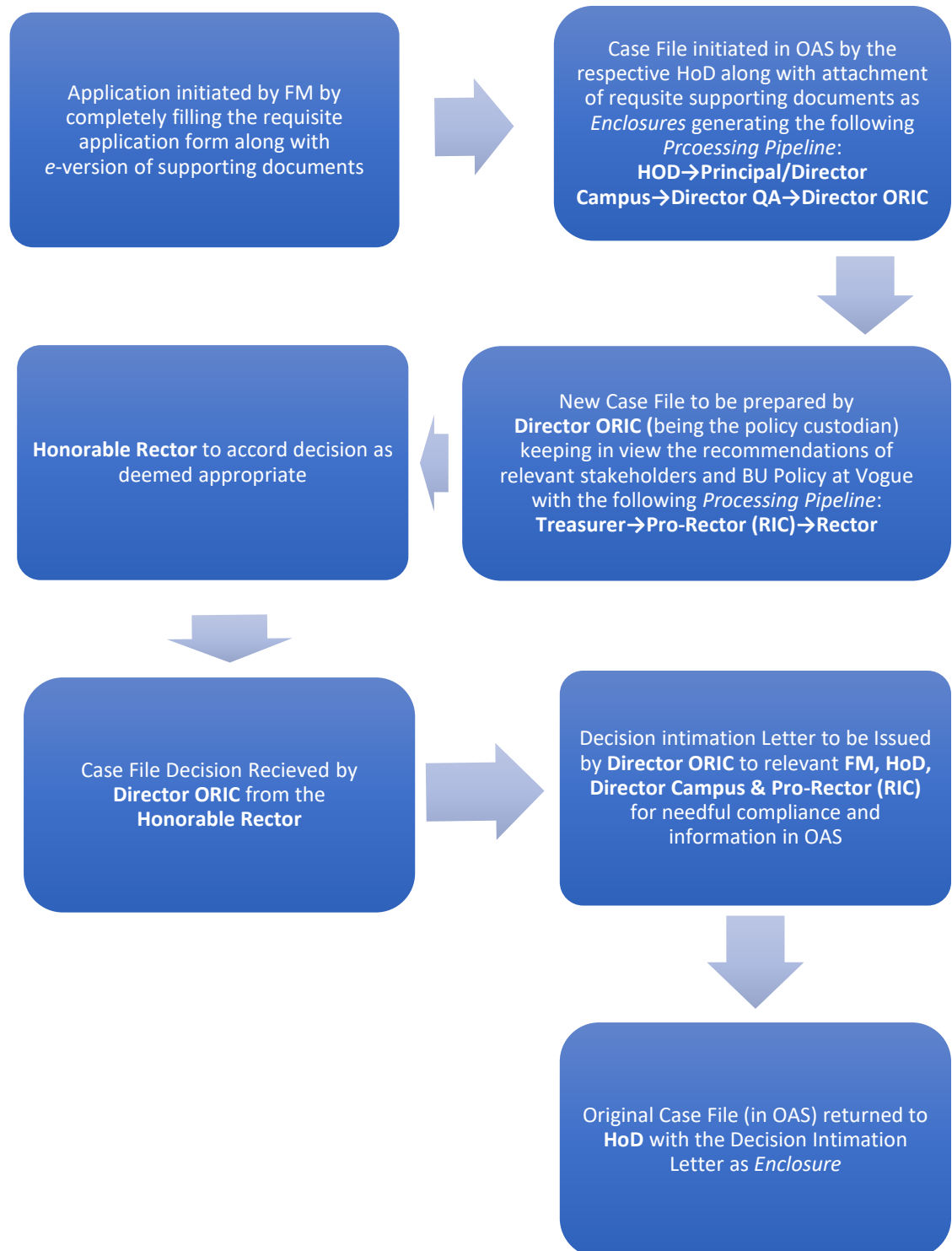
- 3.1** All BU regular faculty members and currently enrolled scholars/students are eligible to apply for publication fee.
- 3.2** Publication Fee shall be paid for Impact factor ISI Indexed, HEC X and Y journal publications.

4. Policy Statement:

- 4.1** As per this policy, the Publication Fee shall be paid for impact factor journal publications. Impact factor publications play a significant role in contribution of its impact on local social community, industry etc. and also contributes towards international rankings (QS Ranking and Times Higher Education Rankings). Publication Fee shall also be paid to HEC X and Y category journals publication which will only be applicable to Faculty of H&SS, Medical and Psychology.

- 4.2** Mechanism defined in the subsequent paragraphs will be applicable for the payment of publication fee by BU.
- 4.2.1** In case of research publication where name of Researcher(s) are in the first three authors list, 70% publication fee as per BU share will be reimbursed by BU. Remaining 30% of publication fee (as per BU share) will be borne by the researcher(s).
- 4.3** Publication claimed for publication fee reimbursement shall not be re-claimed for course waiver under course reduction policy and vice versa.
- 4.4** Only BU affiliation of FM will be considered for publication fee.
- 4.5** FMs/Scholars are eligible to claim up to maximum of 2 Publication fee reimbursements in one financial year. (1st July-30th June)
- 4.6** Research publication used for PhD mandatory requirement shall not be claimed against publication fee reimbursement.
- 4.7** Publication fee reimbursement payment will only be disbursed to an author of BU who paid publication fee.
- 4.8** Publication fee reimbursement claim after 1st September,2020 shall be dealt with this revised policy. Faculty member who already availed maximum limit of two publication fee reimbursement during current financial year are not eligible to claim more than the maximum limit under this policy.
- 4.9** In case of multiple authors from BU, only one faculty member can apply for the Publication Fee reimbursement. Contributions as first, second and third author shall be clearly mentioned in the application form attached as Annexure-A and shall be signed by all first three authors of BU.
- 4.10** Publication Fee Reimbursement Application form completed in all respects shall be forwarded through Office Automation System (OAS) by Director Campuses/Institutes to Directorate of Quality Assurance for final approval of Competent Authority through Director ORIC and Pro-Rector (RIC).

5. Application Filing Procedure in OAS:





APPLICATION FORM FOR PAYMENT OF

PUBLICATION FEE

Section – I

(To be filled by the Faculty Member/Researcher/Student)

PERSONAL DETAILS (IF THE APPLICANT IS FACULTY MEMBER / RESEARCHER)	
Name	
Designation	
Highest Academic Qualification	
Year of Qualification	
Name of highest degree awarding institution	
Department	
Campus/Institute	
Phone/Cell	
Email	

PERSONAL DETAILS (IF THE APPLICANT IS STUDENT/SCHOLAR OF BU)	
Name	
Enrollment No.	
Date of Enrollment	
Degree	
Program	
Title of Research Thesis	
Semester	
Department	
Campus/Institute	
Phone/Cell	
Email	

JOURNAL PUBLICATION DETAILS

Paper Title: _____ _____		
Journal Name: _____		
Published Research Paper uploaded on Research Web Portal? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: It is the mandatory requirement to upload the details of published Research Paper (which is being applied for publication fee) on Research Web Portal by the faculty member before processing the case, the uploaded paper will be verified from the portal and then the case file for publication fee will be processed further.</i>		
Type of journal: <input type="checkbox"/> ISI indexed with impact factor Journal (Included in both current/updated JCR and ISI Master Journal List)		
Authors' Information [please write name of BU Author(s) first]		
S. No.	Author Name	Affiliated University / HEI
Proof of payment attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Author/applicant must attach the proof of payment with application form for payment of publication fee, if the payment has been paid by someone else on behalf of the applicant, then the clarification may also be provided below that why applicant did not pay the publication fee himself/herself?</i> Clarification, why applicant did not pay the publication fee himself/herself?		
Volume: _____ Issue: _____ Page no(s): _____		

Article ID (in case of an online journal): _____ DOIⁱ of the Article: _____
Date of Publication: _____
Journal research area: _____ (For Pure/Applied/Technological, etc.)
Name, order, affiliation(s), and contribution(s) of co-author(s)/corresponding author(s) (If any): _____ _____
Last known impact factor: (In case of impact factor journal) _____ Please attach the documentary evidence (from Journal's Website/ISI Web of Knowledge) of Impact Factor.
Amount of publication fee (in foreign currency): _____ Amount in PKR. _____ Dollar/ any other foreign currency rate: _____ date: _____ (What rate did you use to convert foreign currency into PKR on a particular date? Also, attach the proof of currency rate from internet on that particular date).
Official address of the publisher (to whom the publication fee has been sent/paid): _____ _____
Mode of Payment: _____
ISSN Number: _____ (Print/Electronic)
URL: _____ (URL of online version of research paper (for verification)).

Instructions for the faculty member/author:

(i) Hard Copy of the “**Published Paper**” must be attached.

(ii) Faculty member/author must check the plagiarism of his/her research paper through plagiarism detection software Turnitin and attach the “**Plagiarism Check Report**.” In case of similarity index is **>19% of overall and >5% from one source**, the faculty member must separately explain each match (e.g. in case the paper was extension of conference paper or else it was part of a submission checked earlier via Turn-it-in etc.).

(iii) **Co-author(s):** Name (s) should be mentioned from first three co-author (s) of Bahria University in Section – II. Only first three authors of publication are eligible for publication fee reimbursement.

(iv) Author (s) must enlist his/her/their contributions in publishing the paper.

(v) The applicant must attach an updated CV.

(vi) Please attach the documentary evidence (from Journal's Website/ISI Web of Knowledge) of Impact Factor.

Undertaking: I certify the following to the best of my knowledge:

(i) This journal is a renowned impact factor journal in my researcher/academic area of _____. I certify that I have personally confirmed that this impact factor journal is listed in the Thomson Reuters Master Journal list.

(ii) I certify that none of the author(s) is a ghost or gifted author as defined by the Committee On Publications Ethics (COPE).

(iii) In case, something contrary to my statement is discovered subsequently, I happily allow Bahria University to take action to recover the publication fee amount, after giving me a reasonable due notice and a fair chance to explain my stance.

For PhD Scholar only:

The research paper titled _____ has been published in the _____ journal _____ Vol, Issue/DOI _____ date of publication, is not considered as my mandatory PhD degree requirement. The publication which is applied for Publication fee is subsequent to my mandatory research paper degree requirement.

Applicant Signature: _____

Date: _____

Applicant Name: _____

Section - II

Undertaking from BU authors

(This section is only required if author(s) are amongst first three authors of Bahria University faculty/researchers/students)

Claim this publication fee as (Please tick only one): **1. Faculty Member** **2. Supervisor** **3. Scholar**

(Supervisor must attach official evidence of supervision of co-authors)

1st Author

Name: _____ **Contact (cell):** _____ **Email:** _____

Designation: _____ **Department:** _____ **Campus:** _____

Signature: _____ **Date:** _____

2nd Co- Author:

Name: _____ **Contact (cell):** _____ **Email:** _____

Designation: _____ **Department:** _____ **Campus:** _____

Signature: _____ **Date:** _____

3rd Co- Author:

Name: _____ **Contact (cell):** _____ **Email:** _____

Designation: _____ **Department:** _____ **Campus:** _____

Signature: _____ **Date:** _____

Section-III <i>(To be filled by the Head of Department)</i>			
ENDORSEMENT BY THE HEAD OF DEPARTMENT			
Dr./Mr./Ms. _____ is a regular faculty member/currently enrolled student of _____ department of _____ Campus/Institute/College.		_____ <p style="text-align: center;">Signature & Official Stamp</p> Date: _____	
Section-IV <i>(To be filled by the Principal/Director)</i>			
ENDORSEMENT BY THE PRINCIPAL/DIRECTOR			
Comments (if any): _____ _____		_____ <p style="text-align: center;">Signature & Official Stamp</p> Date: _____	
Section - V <i>(To be checked/filled by the Directorate of Quality Assurance, BUHO)</i>			
S. No.	Contents to be checked	Yes	No
1	Is the Journal present in X and Y categories of HEC Journal Recognition System-HJRS	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the IF Journal present in the <i>Thomson Reuters Master Journal List</i>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the IF Journal present in the last/recent/updated JCR	<input type="checkbox"/>	<input type="checkbox"/>
4	Is the IF journal listed in " <i>Title Suppressions Journals list</i> "	<input type="checkbox"/>	<input type="checkbox"/>
5	Has the website of the journal (Using the DOI of the paper) aligned to the official website of the journal/hard-copy of the journal?	<input type="checkbox"/>	<input type="checkbox"/>
6	Have all required and mentioned details as part of this entire form been provided? These include duly filled form in addition to the final corrected version of the author proof/research paper provided by the publisher (in hard copy).	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the 'Plagiarism Check Report' along with explanation of matches attached with the application form in case similarity index is > 19%	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the author's affiliation clearly mentioned in the research paper as " Bahria University "	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDATION(S) BY THE DIRECTOR QUALITY ASSURANCE	
<div><input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended</div> <div><input type="checkbox"/> Resubmit the case in view of the following comment(s)</div> <div><i>Recommendation(s)/Comment(s):</i> _____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>	<div>_____</div> <div>Signature & Official Stamp</div> <div>Date: _____</div>
RECOMMENDATION(S) BY DIRECTOR ORIC	
<div><input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended</div> <div><input type="checkbox"/> Resubmit the case in view of the following comment(s)</div> <div><i>Recommendation(s)/Comment(s):</i> _____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div>	<div>_____</div> <div>Signature & Official Stamp</div> <div>Date: _____</div>

BUORIC-P10 – Course Load Reduction Policy

Policy Number:	BUORIC-P10
Effective Dates:	Funded Research Projects – 2nd October, 2017 Consultancy Endeavors – 18th October, 2018 Publication of Research Papers – 4th April, 2019
Amendment Date:	1 st September, 2020
Policy Title:	Course Load Reduction Policy
Approval Authority:	Higher Education Research Committee (HERC)
Status:	ACTIVE

1. Responsible Party:

Office of Research, Innovation & Commercialization (ORIC)

2. Purpose:

The purpose of this policy is to provide support to BU FMs/Researchers in terms of reduction of their regular course load with an aim to provide support in different R&D endeavors

3. Scope:

All Principle Investigator(s)/Team Member(s) of the funded research projects Principal Supervisor(s) of Consultancy Endeavors and Author(s) of Research Papers can apply for the request of reduction in course load.

4. Policy Statement:

4.1 Course Load of BU FMs/Researchers will be reduced for the following **Three Streams** of R&D endeavors:

4.1.1 Funded Research Projects:

The course load of the FMs/Researchers involved in the sponsored research projects will be reduced in the following manner: -

Funding Acquired (in Rupees)	No. of Courses Reduced*
3 Million – 15 Million	One
>15 Million	Two

* Only one person will be allowed from the project team to avail the course load concession for the duration pertaining to the implementation period of the project as approved by the funding organization

4.1.2 Acquisition of Consultancy from Industry:

The workload of FMs/Researchers performing consultancy of different magnitude will be reduced for the entire duration of consultancy endeavor in the following manner:

Consultancy Amount (Rs.) per Six Months	Number of Hours Reduced	No. of Courses Reduced
--	------------------------------------	-----------------------------------

0.5 Million to 0.75 Million	8 Hours per week	Nil
> 0.75 Million to 1.00 Million	12 Hours per week	Nil
> 1.00 Million	16 Hours per week	One

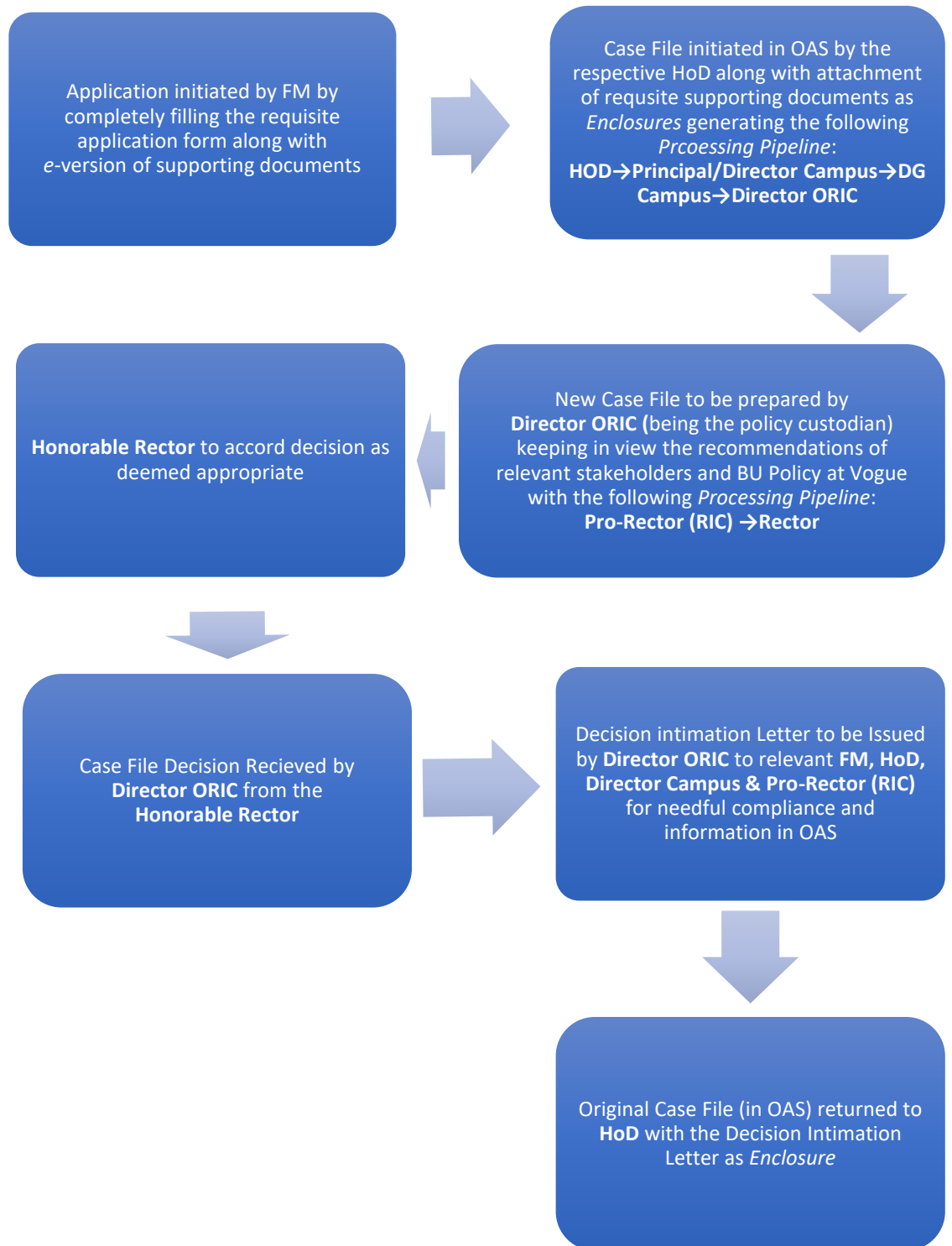
4.1.3 Publication of Research Papers

- 4.1.3.1** Course load of BU FMs will be reduced only from “4 to 3” courses who publishes at least ONE Impact Factor research publication among first three authors and only one affiliation of BU in the preceding academic year for the succeeding ONE Academic Year only.
- 4.1.3.2** For Humanities & Social Sciences, Medical and Psychology faculties, the researcher course load will be reduced from “4 to 3” courses only who publishes at least THREE research papers in HEC X/Y category among first three authors and only one affiliation of BU in the preceding academic year for the succeeding ONE Academic Year only.
- 4.1.3.3** Publication claimed for cash award/publication fee shall not be re-claimed for course waiver under course reduction policy and vice versa. One FMs from first three authors of one research paper to avail course load reduction.
- 4.1.3.4** Course waiver cases shall be approved before allocation of courses at department/campus level before commencement of semester.
- 4.1.3.5** All FMs/Researchers shall have to teach at least ONE Course Load during the semester after availing all the waivers through different streams.
- 4.1.3.6** This policy will be applicable to all faculty members w.e.f. Spring 2021 semester.

5. Procedure

- 5.1** The application for the reduction in course load shall be submitted on the prescribed application forms to the ORIC Directorate of BUHO through respective Director Campus for Scrutiny/verification which will be processed further for the approval of the Competent Authority through Director QA and Pro-Rector (RIC).

6. Application Filing Procedure in OAS:





Application Form for Course Load Reduction Against Paper Publication (as per clause 3.2 of Policy No. P07)

#	APPLICANT'S PROFILE (Please attach 2-3 Page CV with the application form)				
1	Name				
	Designation				
	Department/Campus				
	Contract Details				
2	DETAILS OF RESEARCH PAPER PUBLISHED IN CASE OF IMPACT FACTOR PUBLICATION (If Course Load Reduction is Applied against ONE Impact Factor /HEC X/Y Publication)				
	Title of Research Paper				
	Title of Journal				
	Category of Journal (ISI Indexed/Scopus Indexed/HEC X/Y)				
	Volume/Issue/DOI				
	Date of Publication				
	URL				
3	Course Load Reduction Applied for the Academic Year (e.g 2019-2020)				
4	Current Regular Course Load (Tick the Relevant)	ONE	TWO	THREE	FOUR
5	Course Load Waiver Already Aailed (If any) (Please Mention the basis of Course Load Waiver)				
6	UNDERTAKING BY THE APPLICANT				
	I clearly understand the BU Course Load Reduction Policy. After the completion of the course load waiver duration (to be approved and granted), I will undertake standard course load as per BU policy				
	Date: _____		SIGNATURE OF THE APPLICANT		
7	RECOMMENDATION BY THE HEAD OF DEPARTMENT				
	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right; margin-top: 10px;">SIGNATURE & STAMP</div>				
8	ENDORSEMENT BY PRINCIPAL/DIRECTOR CAMPUS				
	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right; margin-top: 10px;">SIGNATURE & STAMP</div>				
9	ENDORSEMENT BY DIRECTOR GENERAL				
	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right; margin-top: 10px;">SIGNATURE & STAMP</div>				

Documents to be Attached (Mandatory)

- Copy of Published Research Paper(s)
- Proof of Impact Factor Journal's
- Proof of HEC X and Y recognition Journals
- Similarity Index Report of Research Paper
- Proof/Approval of Previous Course Load Waivers (if any)
- Brief CV (3-4 pages max)



APPLICATION FORM FOR COURSE LOAD REDUCTION- RESEARCH PROJECTS

1	APPLICANT'S PROFILE		
	Name		
	Designation/Department		
	Campus/Institute		
	Contact Details	Cell:	Email:
2	DETAILS OF SPONSORED RESEARCH PROJECT (Attach the Funding Approval Letter)		
	Title of the Project		
	Project Duration		
	Funding Organization		
	Total Funding Amount (Rs.)		
	Course Load to be Reduced (Tick the relevant)	Funding Bracket	Course Load
Rs. 3 Million to Rs. 15 Million		<input type="radio"/> One	
> Rs. 15 Million		<input type="radio"/> Two	
3	UNDERTAKING: <i>I clearly understand the BU Course Load Reduction Policy. After the completion of the project duration as stated in the enclosed approval letter, I will undertake standard course load as per BU policy.</i> <p style="text-align: right;">Applicant Signature: _____</p> <p style="text-align: right;">Date: _____</p>		
4	RECOMMENDATION BY DIRECTOR/PRINCIPAL <input type="radio"/> Recommended <input type="radio"/> Not Recommended <p style="text-align: right;">Signature & Stamp: _____</p> <p style="text-align: right;">Date: _____</p>		



Application Form for Course Load Reduction Against Consultancy Project (P10-B)

1.	APPLICANT'S PROFILE <i>(please attach 2-3-page CV with the application form)</i>				
	Name				
	Designation				
	Department/Campus				
	Contact Details	Cell:	Email:		
2.	Client Details				
	Organization Name				
	Physical Address				
	Focal Person Name				
	Contact Details	Cell:	Email:		
3.	Consultancy Duration/Cost				
	Start Date				
	End Date				
	Total Duration				
	Total Consultancy Fee				
4.	Project Details				
	Describe the Nature of Consultancy/work to be undertaken (Max 300 words)				
	Project Deliverables (Max 300 words)				
5.	Details of Course Load				
	Course Load Reduction Applied for the Semester? <i>(e.g. Spring/Fall 2020)</i>				
	Current Regular Course Load <i>(Tick the Relevant)</i>	ONE	TWO	THREE	FOUR
	Course Load Waiver Already Availed (if any) <i>(Please Mention the basis of Course Load Waiver)</i>				

6.	UNDERTAKING BY THE APPLICANT
	<p><i>I clearly understand the BU Course Load Reduction Policy. After the completion of the course load waiver duration (to be approved and granted), I will undertake standard course load as per BU policy.</i></p>
	<div style="display: flex; justify-content: space-between;"> <div>Date: _____</div> <div>SIGNATURE OF THE APPLICANT</div> </div>

Documents to be Attached (Mandatory)

- 1** Copy of Letter of Consultancy Project Approved by Director Campus
- 2** Copy of Consultancy Agreement with External Organization
- 3** Proof/Approval of Previous Course Load Waivers (if any)
- 4** Brief CV (3-4 pages max)

*******End of Document*******