

Minutes of the Meeting

28th Higher Education Research Committee

(HERC)

held on

20 May 2021



Directorate of Research, Innovation & Commercialization (RIC)

**Bahria University Head office
Islamabad**

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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	<u>Item oonn</u> 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 New Item	<u>Decision oonn</u> 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 Previous Item	<u>Decision o₂o₂ (oonn)</u> 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: <ol style="list-style-type: none">Coordinate the actions taken by the Authorities, Entities, Officials, Persons, Units, Depts., Offices listed against the actionReport to the Council the progress on the matter, through periodic progress reports and at the meeting of the Council.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
DPGP	Director Post Graduate Programs
DQA	Director Quality Assurance
DRIC	Director Research, Innovation & Commercialization
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
2.	R/Adm Nasir Mahmood (HI) M (Retd)	Pro-Rector (RIC)
3.	Surg. R/Adm Najam Ul Saqib HI(M) TBt (Retd)	Pro-Rector (Health Sciences)
4.	R/Adm Habib-ur-Rehman HI (M) (Retd)	Pro-Rector (Academics)
5.	R/Adm Naveed Ahmed Rizvi HI(M)	DG IC
6.	Cdre. Shafqat Azad SI(M), S.Bt	Registrar
7.	Prof. Dr. Shehzad Khalid	Director RIC
8.	Dr. Atif Raza Jafri	Dean/Principal BES
9.	Dr. Adam Saud	Dean /Principal H&SS
10.	Dr. Ali Imtiaz	Dean MS
11.	Cdre. M. Aslam Khan SI (M) (Retd)	Treasurer
12.	Cdre. Nasrullah SI (M)	Controller Examinations
13.	Cdre. Asim Raza SI (M) (Retd)	Director Academics
14.	Dr. Riaz Ahmed	Director PGP
15.	Mr. Fazal Wahab	Director QA
Bahria University Islamabad Campus		
16.	Dr. Ali Saeed	Principal, BBS
17.	Dr. Samreen Faheem Babar	HOD, Dept. of MS
18.	Dr. Khalil Ullah Muhammad	HOD, Dept. of BS
19.	Dr. Shahzad Hassan	HOD, Dept. of CE
20.	Dr. Junaid Imtiaz	HOD, Dept. of EE
21.	Dr. Awais Majeed	HOD, Dept. of SE
22.	Dr. Muhammad Muzammal	HOD, Dept. of CS
23.	Dr. Said Akbar Khan	HOD, Dept. of E&ES
24.	Dr. Muhammad Umer Hayat	HOD, Dept. of H&SS
25.	Dr. Andul Seraj	HOD, Dept. of Media
26.	Dr. Noshi Iram Zaman	HOD, Dept. of PP
27.	Dr. Syed M. Tirmazi	HOD, Dept. of Islamic Std.
28.	Ms. Malika Farah Deebea	HOD, Dept. of Law
Bahria University Karachi Campus		
29.	Vice Admiral Khawaja Ghazanfar Hussain HI (M) (Retd)	DG
30.	Cdre. Muzammil Hussain SI (M) SE (Retd)	Director Campus
31.	Dr. Zainab Hussain Bhutto	Dean, Professional Psychology
32.	Dr. Sohaib Ahmed	Principal – BSEAS
33.	Dr. Oyoan Abdul Razzaq	Principal – H&SS
34.	Dr. Sayma Zia	Act. Princ./HOD, Dept. of BS

35.	Dr. Salma Hamza	HOD, Dept. of E&ES	Member
36.	Dr. Osama Rehman	HOD, Dept. of SE	Member
37.	Dr. Najam Muhammad Amin	HOD, Dept. of EE	Member
38.	Dr. Syed Safdar Ali	HOD, Dept. of CS	Member
39.	Dr. Naveed R. Khan	HOD, Dept. of MS	Member
40.	Dr. Shoaib Mughal	HOD, Dept. of CE	Member
41.	Dr. Kiran Bashir Ahmad	HOD, Dept. of PP	Member
42.	Dr. Talat Sharafat Rehmani	HOD, Dept. of H&SS	Member
43.	Dr. Asif Inam	HOD, Dept. of Maritime	Member
44.	Dr. Abdul Qadir	HOD, Dept. of Islamic Std.	Member
45.	Ms. Mah-e-Darakshah	HOD, Dept. of Media Std.	Member
46.	Dr. Akhtiar Ali	PGP Coord., Dept. of MS	Member
47.	Dr. Aqib Hussain Ali Khan	PGP Coord., Dept. of E&ES	Member
48.	Dr. Mukesh Kumar	PGP Coord., Dept. of EE	Member

Bahria University Lahore Campus

49.	Cdre. Shahid Azmat Wain SI (M)	Director Campus	Member
50.	Dr. Adnan Hushmat	HOD (AOL), Dept. of MS	Member
51.	Dr. Khawaja Qasim Maqbool	HOD, Dept. of CS	Member
52.	Dr. Urooj Sadiq	HOD, Dept. of PP	Member

Bahria University Medical & Dental College, Karachi

53.	Vice Admiral Khalid Amin HI (M) (Retd)	DG	Member
54.	Dr. Ambreen Usmani	Principal/Dean HS	Member
55.	Dr. Wahab Buksh Qadri	Principal Dental Section	Member
56.	Dr. Nasim Karim	HoD, Pharmacology	Member
57.	Dr. Mehreen Lateef	HoD, MDRL	Member
58.	Dr. Farzeen Tanwir	HoD, Periodontology	Member

In Attendance

59.	Dr. M. Awais Mehmood	Director IO/SMP
60.	Mr. Rizwan Amir	Director IT
61.	Captain (Retd) Azhar Iqbal PN	Deputy Registrar Academics
62.	Dr. Khalid Mustafa	VP – Medical, BUM&DC
63.	Dr. Kulsoom Fatima	VP – Dental, BUM&DC
64.	Dr. Khalid Aziz	VP – BUCPT
65.	Dr. Waqar-ud-Din	Deputy Director ORIC – KC
66.	Mr. Adeel Ahmad	Assistant Director ORIC – HO
67.	Ms. Erum Shafiq	Assistant Director QA – KC
68.	Mr. M. Umair Saeed	Manager QA – LC

Proceedings

1. The proceedings commenced at 1000hrs on 20th May 2021 with recitation of few verses from the Holy Quran. The meeting commenced till 1630hrs.
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. He further said that BU will soon resume academic/research activities on campus as per Government directives and have to strictly follow COVID'19 SOPs.

Confirmation of the Minutes of 27th HERCM held on 29th September 2020

3. After soliciting the approval of the Chairperson HERC, Minutes of the 27th 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 27th HERCM were confirmed by the HERC.

Review Items

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

Responsibility: **a. Dean MS**
b. Dean H&SS

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

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

5. Following decision were undertaken:
 - a. 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.
 - b. 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.

Pre-Meeting Progress:

6. Dean H&SS and Dean MS have submitted following templates (Attached as Appendage 2313 of 28 HERCM Agenda Booklet) for the approval of HERC:
 - a. Faculty of Humanities & Social Sciences
MS & PhD – Research Proposal and Thesis Template
 - b. Faculty of Management Sciences
MS & PhD – Research Proposal and Thesis Template

Discussion:

7. Dean H&SS presented the research proposal templates for MS/PhD Programs as well as thesis writing templates for MS/PhD Programs being undertaken by different departments working under Faculty of H&SS. All the gaps and issues were addressed to develop identical proposal and thesis templates. However, there are certain domain-specific requirements of Media Studies which are different from other PG programs being offered under Faculty of H&SS

which needs to be incorporated in the templates. Hence, separate template for Media Studies was presented by Dean H&SS.

8. The Chair inquired about the differences of the requirements of Proposal templates of different programs and directed to develop identical templates and mention the differences for each degree programs within a common template instead of having a complete separate template for Media Studies.
9. Pro-Rector (RIC) proposed that the basic structure of Thesis writing template already provided in the MS/MPhil/PhD Rules of BU shall be followed by all the MS/MPhil and PhD Scholars of BU. He further said that the different requirements shall be incorporated in the broader framework already provided in the PhD Rules of BU. He further said that a unified structure shall be developed and implemented across BU.
10. D PGP briefed the house about the inclusion of template of Thesis Structure in PhD Rules of BU clearly mentioning the broad/main headings to be included by all the Research Theses produced by all the MS/MPhil and PhD scholars of BU.
11. Dean MS presented the PhD Research Proposal and thesis template for PhD Management Sciences programs of BU. He said that the template developed will ensure extensive and applied research by the future PhD scholars of BU.

Decision 28 (2602):

12. Following decision were undertaken by the HERCM:

- a. A unified Proposal and Thesis Template for MS/MPhil and PhD Programs of BU across all faculties of BU shall be developed and presented in the forthcoming Deans' Committee Meeting for needful deliberations and finalization. Maximum alignment of proposed unified thesis template with Thesis writing template already provided in the MS/MPhil/PhD Rules of BU shall be ensured. Further, a detailed guideline should also be developed for the writing of thesis keeping in view the distinctive requirements of different faculties with an aim to facilitate the scholars.
- b. Formal meeting(s) of all Dean(s) shall be arranged with Pro-Rector (RIC) prior to processing the finalized Proposal and Thesis Template for MS/MPhil and PhD Programs of BU and relevant Guidelines for soliciting the approval of the Chairperson HERC on file.

13. Progress to be reported.

Action Required	Action By	Responsibility
Implementation of Decision (a)	All Deans	Secretary (Deans' Committee)
Implementation of Decision (b)	All Deans	Pro-Rector (RIC)

Item No. 2602: Revision of Travel Grant Policy of BU

Action By: **All Deans**

Responsibility: **5th Deans' Committee**

Decision 27 (2602):

14. BU Travel Grant Policy stands approved. R&D Policy Handbook of BU to be updated.

Pre-Meeting Progress:

15. Updated R&D Policy Handbook has been uploaded on the official CMS/EMS for the information of all FMs/Researchers of BU.

Decision 28 (2602):

16. Needful has been done. Point dropped.

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 27 (2604):

17. 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)

Pre-Meeting Progress:

18. 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’

Decision 28 (2604):

19. Needful has been done. Point dropped.

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

Action By: HoD, Dept. of MS, IC
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Responsibility: Dean M&SS

Decision 27 (2607):

20. 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”.

Pre-Meeting Progress:

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

Decision 28 (2607):

22. Needful has been done. Point dropped.

Item No. 2701: Progress Review of ORIC

Action By: a – Treasurer b – D RIC

Responsibility: a – Treasurer b – Pro-Rector (RIC)

Decision 2701:

23. 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.

Pre-Meeting Progress:

24. Following progress is submitted:

- a. Re-appropriation has been done by the office of Treasurer and R&D Budget for the current FY 2020-21 has been enhanced to 65.555 Million from 61.920 Million. Further the internal R&D Budget of BU will be enhanced each year by 10%.
- b. MoU with NRTC has been approved and signed. MoU with NECOP has been approved by the Honorable Rector as well as by DG NECOP after due approval by NESCOM. Signing ceremony will be held in due course of time. Multiple coordination meetings between BU and NECOP have already been conducted.

Decision – 28(2701):

25. Needful has been done. Point dropped.

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

Sponsor: **D RIC**

Referral Authority: **Case File**

Decision 2702:

26. BU Policy on HEC Travel Grant Funding Mechanism (placed at Appendage 2702 of 27 HERCM MoM Booklet) stands ratified by the HERC. R&D Policy Handbook to be updated.

Pre-Meeting Progress:

- 27.** Updated R&D Policy Handbook has been uploaded on the official CMS/EMS for the information of all FMs/Researchers of BU.
- 28.** Call for provision of funding under HEC Travel Grant Funding Mechanism was issued vide ORIC Letter No. BU-HO/ORIC/2020/L/055, dated 11 December 2020.

Decision 28 (2702):

29. Needful has been done. Point dropped.

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

Action By: **All HODs/All Principals**

Responsibility: **Director – Academics
All Concerned Deans**

Decision 2703:

30. 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).

Pre-Meeting Progress:

31. Amendment in PhD Rules 2017 has been issued by the Dte. Of Academic vide Letter No. BU/D-Acad/27-HERC(5)/2020/1418, Dated 30 December, 2020.

Decision 28 (2703):

32. Needful has been done. Point dropped.

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

Action By: **Director Academics**

Responsibility: **Director Academics**

33. 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

Pre-Meeting Progress:

34. Amendment in MS/MPhil Rules 2017 has been issued by the Dte. Of Academic vide Letter No. BU/D-Acad/27-HERC(5)/2020/1418, Dated 30 December, 2020.

Decision 28 (2704):

35. Needful has been done. Point dropped.

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

Decision: A&B

Action By

Treasurer

All HODs/Principals

Accounts Sections of CUs

Responsibility

Treasurer

DGs/Directors CUs

Decision: C

Action By

Director – Academics

All HODs/Principals

Responsibility

Director – Academics

Decision 2705:

36. 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.

Pre-Meeting Progress:

37. The case for ratification of amendment in PhD fee structure has been tabled in 36th ACM held on 1-2 December 2020.
38. After due deliberation, ACM approved following fee to be charged from PhD scholars after the completion of minimum PhD duration at BU:

Year in PhD Program	Fee
4 Year	20,000
5 Year	25,000
6 Year	30,000
7 Onward (in case time waiver is granted)	40,000

39. In the light of ACM decision, the Office of Treasurer issued financial instructions to change the fee structure of PhD Program at BU. The decision of 36 ACM regarding change in PhD Rules pertinent to change in fee structure of PhD Program and Duration of PhD Program was disseminated by the Directorate of Academics vide Letter No. BU/D-Acad/36-ACM/2021/102, Dated 17 March 2021.

Discussion:

40. Dean PP expressed that the change in fee structure shall only be applicable on the new intake and present PhD scholars should not be charged as per the new fee structure.
41. D PGP briefed the house that the dissemination letter issued by the office of Dte. Of Academics regarding the change in PhD Rules clearly states that the new fee structure will be applicable with effect from Spring 2021 intake and the same is not applicable on the present PhD scholars. The same was ratified and approved by the 36 ACM.
42. The Chair proposed that the new fee structure shall be applicable on all PhD scholars of BU including the currently enrolled scholars. He further said that the PhD Program encompasses a very long duration of time and change in university rules shall be applicable on all present and prospective students of BU. The major aim of imposing fee after the completion of minimum duration is to ensure focus and seriousness of PhD scholars for timely completion of PhD. Further, BU is not charging any charges for Foreign/External evaluation of PhD thesis from the scholars.

Decision 28 (2705):

43. Following decisions were undertaken by the HERC:
 - a. Revised fee structure on PhD scholars of BU shall be implemented across all PhD Scholars of BU (current and prospective) w.e.f. Fall 2021. An amendment/revision be issued by the Treasurer.
 - b. The same shall be ratified in the next ACM.

44. Progress to be reported.

Action Required	Action By	Responsibility
Implementation of Decision (a)	Treasurer	Treasurer
Implementation of Decision (b)	D PGP	D Academics

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

Action By: **D RIC**

Responsibility: **D RIC**

Decision 2707:

- 45.** BU Policy for Funding of Applied Research Projects (placed at Appendage 2707 of 27 HERCM MoM Booklet) was approved by the HERC. R&D Policy Handbook to be updated.

Pre-Meeting Progress:

- 46.** Updated R&D Policy Handbook has been uploaded on the official CMS/EMS for the information of all FMs/Researchers of BU.
- 47.** Furthermore, first call for submission of Applied Research Projects for provision of in-house funding by BU was announced by the Directorate of RIC-BUHO in light of the approved policy vide letter no. BU-HO/ORIC/2020/L/054, 11 December 2020.
- 48.** 29 Research Proposals were received against BU applied research funding call. Faculty wise distribution of projects are mentioned below:

Name of Faculty	Number of Projects
Faculty of Management Sciences	03
Faculty of Engineering Sciences (Excluding Maritime Sciences)	08
Faculty of Engineering Sciences (Maritime Sciences)	09
Faculty of Humanities & Social Sciences	Nil
Faculty of Health Sciences	09
Faculty of Psychology	Nil
Total	29

- 49.** Detailed presentation sessions were arranged to evaluate the research proposals in terms of their commercial viability as well as prospects. Suggestions were floated by the committee for needful incorporation/amendment by the PIs of the projects.
- 50.** After incorporating the suggested amendments, 5 Revised proposals were recommended by the committee for the approval of the Competent Authority.
- 51.** The Honorable Rector has graciously approved Rs. 4.70 Million from BU funds for the execution of recommended 5 applied research projects of BU FMs. The funds will be transferred to respective CUs in due course of time for the execution of the research projects.

Discussion:

- 52.** D RIC briefed the house regarding the approved research project for the provision of funding by BU. The Treasurer apprised the house that the approved amount has already been earmarked and will be provided to the respective CUs for the execution of research endeavors.

Decision 28 (2707):

- 53.** Biannual Progress Report of all the research projects shall be presented by all PIs of the funded research projects in each HERCM.

54. Progress to be reported.

Action Required	Action By	Responsibility
Implementation of Decision	All Pls	D RIC

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

Action By: D QA

Responsibility: D RIC

Decision 2708:

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

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

56. Updated policies are placed at Appendage – 2708 of 27 HERCM MoM Booklet for implementation.

Pre-Meeting Progress:

57. Updated R&D Policy Handbook has been uploaded on the official CMS/EMS for the information of all FMs/Researchers of BU. All the cases are being processed as per revised R&D Policies.

Discussion:

58. D PGP said that the Best Faculty Research Award criteria needs to be revised for catering the research endeavors of Lecturer and Assistant Professor. He briefed the house that 55% weightage has been given to Patents/consultancy Services/Commercialization and acquisition of research grant funding due to which many researchers could be able to even qualify for applying to the Best Faculty Researcher Award. He further said that due to the revised weightage, only one faculty member was able to apply for the researcher award for the year 2020. The current eligibility criteria as mentioned below shall be reviewed:

Parameter	Weightage
Impact Factor Journal Publications of pure/applied/technologic (impact on local/social community/industry)	15%
Other Journal Publications of pure/applied/technological	10%
HEC Recognized X and Y Publications	10%
Patents/Consultancy Services/ Commercialization of Research	35%
Thesis & Project Supervisions	10%
Research Grants Funding as PI & Co-PI	20%

59. D QA said that the research award criteria were devised to cater the high-end research work of BU FMs/Researchers. D RIC endorsed the viewpoint of D PGP and further proposed that criteria shall be relooked comprehensively to ensure applicability across all faculties as well as for all the categories of awards.
60. The Chair said that the criteria shall be reviewed, and 20% weightage shall be given to the acquisition of Patent/Consultancy and Commercialization of Research instead of 35% and 20% Funding acquisition. The focus shall be enhanced towards publication of high quality HEC recognized journal publications and promotion of applied research. Pro-Rector (RIC) proposed that the case will be relooked to cater the current research stature of the BU.
61. Dean H&SS requested that separate award shall be allocated to Faculty of Humanities and Social Sciences and Faculty of Professional Psychology. Dean MS endorsed the viewpoint of Dean H&SS and requested to award separate Researcher Award for Faculty of MS and Faculty of H&SS. The Chair directed to include separate awards for Faculty of Professional Psychology as well as Faculty of Humanities and Social Sciences.
62. D RIC proposed that the upper limit on the number of research endeavors in a given parameter of Best Researcher Award Performa shall also be reviewed. Further he said that the commercialization of research is very important, and BU should look forward to establishing its spin-off company on priority for ensuring the commercialization of research work of BU faculty members.

Decision 28 (2708):

63. HERC unanimously approved the following:

- a. Weightage Criteria of Key Research Parameters of Best Faculty Researcher Award Policy of BU.

	Key Research Parameters	Weightage
5.9.1	Impact Factor Journal Publications of pure/applied/technologic (impact on local/social community/industry)	25%
5.9.2	Other Journal Publications of pure/applied/technological	10%
5.9.3	HEC Recognized X and Y Publications	15%
5.9.4	Patents/Consultancy Services/ Commercialization of Research	20%
5.9.5	Thesis & Project Supervisions	10%
5.9.6	Research Grants Funding as PI & Co-PI	20%

- b. Distribution of Number of awards amongst faculties and campuses:

Best Faculty Researcher Award	No. of Awards				
	BUIC	BUKC	BULC	BUMDC	
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	2 (1+1) (A+B)				

Faculty of Professional Psychology	1			-	-
Faculty of Health Sciences	-	-	-	2 (1+1) (A+B)	

Category - A: Lecturers and Assistant Professors

Category - B: Associate Professors and Professors

64. The approved Best Faculty Researcher Award Policy of BU is placed at **Appendage 2708**.

65. Point to be dropped.

Action Required	Action By	Responsibility
Implementation of Decision	D RIC	D RIC

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

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

Responsibility: **Controller Examinations**

Decision 2710:

66. 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)

Pre-Meeting Progress:

67. The status of Dropped students have been incorporated in the in the Database system by the Controller Examinations – BUHO. Program Interim Transcript will be issued on demand, with status as 'Incomplete'.

Decision 28 (2710):

68. Needful has been done. Point dropped.

Item No. 2712: Cancellation of PhD Student Candidacy – Badar Ali – Dept of EE – IC

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

Responsibility: **Controller Examinations**

Decision 2712:

69. 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".

Pre-Meeting Progress:

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

Decision 28 (2712):

71. Needful has been done. Point dropped.

Item No. 2713: Cancellation of PhD Student Candidacies – IPP, KCAction By: **Dean – IPP, KC**Responsibility: **Controller Examinations****Decision 2713:**

72. 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)

Pre-Meeting Progress:

73. 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'.

Decision 28 (2713):

74. Needful has been done. Point dropped.

Item No. 2714: Cancellation of PhD Student Candidacies – Dept of MS – KCAction By: **HoD, Dept. of MS, KC**Responsibility: **Controller Examinations****Decision 2714:**

75. 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)

Pre-Meeting Progress:

76. 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'.

Decision 28 (2714):

77. Needful has been done. Point dropped.

Item No. 2715: Cancellation of PhD Student Candidacy – Azmat Khan – Dept of CS – KCAction By: **HoD, Dept. of CS, KC**Responsibility: **Controller Examinations****Decision 2715:**

78. 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".

Pre-Meeting Progress:

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

Decision 28 (2715):

80. Needful has been done. Point dropped.

Item No. 2716: Cancellation of PhD Student Candidacy – Naeem Ahmad Mughal – Dept of E&ES – KC

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

Responsibility: Controller Examinations

Decision 2716:

81. 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

Pre-Meeting Progress:

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

Decision 28 (2716):

83. Needful has been done. Point dropped.

New Items

Item No. 2801: Progress Review of ORIC

Sponsor: D RIC

Referral Authority: 15th HERCM

Summary of the Case:

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

Discussion:

85. D RIC gave a comprehensive presentation on the Key Strategic Targets assigned to different faculties in the New Strategic Plan of BU.

86. While presenting data on number of international conferences organized at BU, D RIC apprised that other international conferences including International Conference titled "Health Care: Challenges and Innovations" at BUM&DC have been planned in 2020-21 but got delayed due to COVID-19 pandemic. Pro-Rector (RIC) said that International Conference on the topic "Pak-Sino Partnership: Prospects and Challenges in Higher Education Collaboration" is planned in near future. He further said that we are planning to arrange IEEE recognized conference at BU in next academic year. Dean ES apprised that the conference will tentatively be organized in February/March 2022.

87. The Chair appreciated the research orientation of the BU. He showed satisfaction over the performance of all CUs of BU pertaining to achievement of different targets assigned in

Strategic Plan 2020-30 of BU. He further said that the School level comparative analysis of the data of key performance indicators of research should be included in the presentation to ascertain their achievements.

Decision 2801:

88. Following decisions were undertaken by the HERC:

- a. Dean ES to arrange IEEE recognized conference titled C-CODE in the next year.
- b. School level data comparison pertaining to KPIs of Research (where applicable) to be presented in every HERCM.

89. Progress to be reported.

Action Required	Action By	Responsibility
Implementation of Decision (a)	Dean ES	Dean ES
Implementation of Decision (b)	D RIC	D RIC

Item No. 2802: Change in Scope & Eligibility Criteria of Cash Award & Publication Fee Policy

Sponsor: **D RIC**

Referred Authority: **Chairperson HERC**

Summary of the Case:

90. After the recent amendment in Cash Award and Publication Fee Policy (27th HERCM), it has been observed that both the policies restrict the distribution of reward to the students graduated from BU who had significant contribution in research work which led to the publication of paper after their graduation from BU.
91. The Honorable Rector in the case file (BUIC/EE/2020/018) has already identified the disparity and has principally approved the inclusion of graduated students in the relevant policies related to incentivizing the research work at BU.
92. Honorable Rector has further directed to incorporate the time limit within which the student/scholar shall submit the research paper to the journal for making the student/scholar eligible for the award. The Honorable Rector in the case file (BU-HO/DQA/2021/173) has also directed to restrict BU Student/Scholars to have only BU affiliation for the claim of Cash Award and Publication Fee.
93. Furthermore, complete cash award against the research publication is currently being distributed to the eligible BU author (amongst top 3 authors of research paper) even if one or more BU authors amongst top 3 authors are not eligible for the award.
94. Honorable Rector directed that in case where one or more BU authors (amongst top 3 authors of journal publication) are not eligible for claim of cash award, his/her share will not be disbursed to the remaining eligible BU authors.
95. Furthermore, due to recent amendments in the subject policy (in 27th HERCM), the researchers serving at different research centers or administrative positions at BU having Administrative Contract instead of Faculty Contract have also been made ineligible to claim Cash Award and Publication Fee Incentives.
96. Keeping in view the above, following revisions are being proposed in the policies:

Clause #	Amendment
Cash Award Policy	
3. [Scope]	All BU regular faculty members/ RESEARCHERS and currently enrolled OR GRADUATED scholars/students (WHO HAVE PUBLISHED THEIR RESEARCH WORK WITHIN MAXIMUM DEGREE DURATION) are eligible to apply.
4.4 [Policy Statement]	Currently enrolled OR GRADUATED students/scholars (WHO HAVE PUBLISHED THEIR RESEARCH WORK WITHIN MAXIMUM DEGREE DURATION) of BU are also eligible for the cash awards if their research papers are published in the above-mentioned categories.
4.6 [Policy Statement]	Only BU affiliation of FM/ RESEARCHERS AND STUDENT/SCHOLAR as an author will be considered for all Cash Awards.
4.6 [Policy Statement]	Only BU affiliation of FM/ RESEARCHERS AND STUDENT/SCHOLAR as an author will be considered for all Cash Awards.
New Clause (4.7) [Policy Statement]	IN CASE WHERE ONE OR MORE BU AUTHORS (AMONGST TOP 3 AUTHORS OF JOURNAL PUBLICATION) ARE NOT ELIGIBLE FOR CLAIM OF CASH AWARD, HIS/HER SHARE WILL NOT BE DISBURSED TO THE ELIGIBLE BU AUTHORS.
Publication Fee Policy	
3. [Scope]	All BU regular faculty members/ RESEARCHERS and currently enrolled OR GRADUATED scholars/students (WHO HAVE PUBLISHED THEIR RESEARCH WORK WITHIN MAXIMUM DEGREE DURATION) are eligible to apply.
4.4 [Policy Statement]	Only BU affiliation of FM AND STUDENT/SCHOLAR (WHO HAVE PUBLISHED THEIR RESEARCH WORK WITHIN MAXIMUM DEGREE DURATION) will be considered for CLAIM OF Publication Fee.

Discussion:

97. D QA said that instead of inclusion of researchers, all BU employees shall be included to ensure inclusion of researchers and other officers working under administrative contracts in the ambit of cash award policy.
98. D PGP expressed that only those research papers published by PhD Scholars that are relevant to their research work should be made eligible for the award of incentives. The PhD Scholars shall only be eligible to apply for cash award if they are co-published with their PhD supervisor. He further proposed that no publication fee shall be paid for any journal publications as quality journals do not require any publication fee and the same can be utilized to give cash awards for more than 5 publications in an academic year.
99. Dean MS said that single authored paper was encouraged by reputed international universities. D QA opined that no compulsion should be made to claim cash award with co-authored paper with their supervisor. Dean H&SS added that the paper processed for the claim of cash award shall be relevant to the research work of the student at BU.
100. D RIC said that the citations can be significantly enhanced through open source journals which are very important for enhancing the university rankings at national/international forums. One of the major avenues to enhance the citation is to publish in Open Source Journals as

researchers tend to read and cite quality research work that is available free of cost as compared to paying significant fee to access the publication. The quality of Impact Factor Journal cannot be linked with the publication fee requirement of Open Source Journals. Further, there are two models adopted by journals publishers. Open source journals who require publication fee do not charge from the researchers and are available free of cost. Whereas journals who do not charge publication fee from authors have annual subscription charges to be paid by readers of research work.

Decision 2802:

- 101.** HERC approved following amendments in Cash Award and Publication Fee Policy of BU. The amended policies are attached as **Appendage 2802** of this booklet.

CASH AWARD POLICY	
Clause #	Amendment
3. [Scope]	All regular BU EMPLOYEES and currently enrolled OR GRADUATED scholars/students (WHO HAVE SUBMITTED THEIR RESEARCH WORK WITHIN MAXIMUM DEGREE DURATION) are eligible to apply.
4.4 [Policy Statement]	Currently enrolled OR GRADUATED students/scholars (WHO HAVE SUBMITTED THEIR RESEARCH WORK WITHIN MAXIMUM DEGREE DURATION) of BU are also eligible for the cash awards if their research papers are SUBMITTED in the above-mentioned categories.
4.6 [Policy Statement]	Only BU affiliation of BU EMPLOYEES AND STUDENTS/SCHOLARS as an author will be considered for all Cash Awards.
New Clause (4.7) [Policy Statement]	IN CASE WHERE ONE OR MORE BU AUTHORS (AMONGST TOP 3 AUTHORS OF JOURNAL PUBLICATION) ARE NOT ELIGIBLE FOR CLAIM OF CASH AWARD, HIS/HER SHARE WILL NOT BE DISBURSED TO THE ELIGIBLE BU AUTHORS.
PUBLICATION FEE POLICY	
3. [Scope]	All regular BU EMPLOYEES and currently enrolled OR GRADUATED scholars/students (WHO HAVE SUBMITTED THEIR RESEARCH WORK WITHIN MAXIMUM DEGREE DURATION) are eligible to apply.
4.4 [Policy Statement]	Only BU affiliation of BU EMPLOYEES AND STUDENT/SCHOLAR (WHO HAVE SUBMITTED THEIR RESEARCH WORK WITHIN MAXIMUM DEGREE DURATION) will be considered for CLAIM OF Publication Fee.

- 102.** Point to be dropped.

Action Required	Action By	Responsibility
Implementation of Decision	D RIC	D RIC

Item No. 2803: Incentivizing Maritime Research; BU as Maritime University	
Sponsor: D RIC	Referred Authority: Chairperson HERC

Summary of the Case:

- 103.** A committee was formulated by the office of Registrar to devise roadmap for the development of Bahria University as Maritime University in near future. As per the approved roadmap, the Dte. of ORIC was directed to enhance and incentivize the maritime research.

104. Dte. Of ORIC in light of the directions proposed amendment in Cash Award Policy of BU to further incentivize the maritime research. As per the decision on the Case File (BU-HO/ORIC/2021/062), the undersigned was directed to table the proposed amendment in the forthcoming HERC for needful review and approval.
105. Currently BU award different cash incentives to faculty members for their research work in different categories of journals. The current Cash Award Policy caters the following journal publications.

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.

106. However, keeping in view the directions, following amendment is proposed in the current Cash Award Policy of BU.

Clause 4.4 "Cash Awards of Rs. 20,000/- for I.F. journal publication and Rs. 10,000/- for HEC Recognized other Journal Publications in Maritime Domain shall be awarded in addition to the Cash Awards specified in para 4.3".

107. The proposal is hereby tabled before the HERC for needful approval. The amended policy along with relevant form is placed at Appendage 2803 for the perusal of the HERC members.

Discussion:

108. The Chair raised the query regarding the ascertainment of the relevance of research with Maritime domain. He further expressed that thematic areas shall be identified that will be considered as Maritime Domain and will be awarded under the above-mentioned ambit. The same needs to annexed after needful approval. Pro-Rector RIC said that thematic areas will ensure the promotion of certain areas. D RIC further said that the thematic areas will be made part of the Cash Award Application Form as Annexure after approval from Chairperson HERC.
109. The Treasurer proposed that a 10 percent increase shall be added in each category instead of block raise in the cash award. The Chair said that instead of 10%, 20% increase in cash award

for maritime related publications shall be incorporated for further incentivizing research in maritime domain.

Decision 2803:

110. Following decisions were undertaken by the HERC:

- a. Special Clause to be added in the Cash Award policy Clause 4.4 *"Additional Cash Award of 20% shall be awarded on top of the Cash Awards specified in para 4.3 if the paper is published in Maritime Domains mentioned in Cash Award Application Form"*. Revised Cash Award Policy of BU is attached as **Appendage 2802**.
- b. Maritime Thematic areas to be identified by Pro-Rector RIC and the same shall be made part of the Cash Award Application Form after approval from Chairperson HERC.

111. Point to be dropped.

Action Required	Action By	Responsibility
Implementation of Decision	Pro-Rector RIC	Pro-Rector RIC

Item No. 2804: Increase of Scopus Indexed Research Publication

Sponsor: **D RIC**

Referred Authority: **Committee on International Ranking**

Summary of the Case:

- 112.** A committee was formulated to recommend way forward to enhance the International Rankings of BU. The committee report was issued vide Registrar Notification No. 12/2021 on 18 February 2021 with the approval of the Honorable Rector.
- 113.** As per the committee recommendation, the undersigned was directed to enhance research publications in reputed international journals indexed in Scopus database along with hiring of active researchers.
- 114.** HEC has introduced the HEC Journal Recognition System (HJRS) which is effective from 1st July 2020. HEC recognizes the international journals in "W," "X" and "Y" categories on the basis of indexing with ISI Web of Science AND Scopus
- 115.** The journals which are indexed with "Scopus" or "ISI Web of Science" or "both" are recognized by HJRS in "W" or "X" category. The relative position and category of each journal is computed by a proprietary algorithm that is designed with the objective of promoting quality research across various disciplines.
- 116.** Currently BU offers Cash Award Incentives for the following categories of journal publications:

Type	Nature of Publication	Award Amount	Maximum No. of Awards per Financial Year (1 st July-30 th June)
a)	ISI INDEXED WITH IF ONLY ≥ 6.0	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
b)	ISI INDEXED WITH IF ONLY < 6.0	Rs. 50,000/-	
c)	ISI INDEXED WITH IF ONLY < 6.0 <i>(If jointly written by a supervisor and scholar of thesis/FYP/R&D project etc.)</i>	Rs. 70,000/-	

d)	HEC RECOGNIZED X CATEGORY JP (only applicable for Humanities & Social Sciences, Medical and Psychology)	Rs. 20,000/-	and awardee against five papers limit per year.
e)	HEC RECOGNIZED Y CATEGORY JP (only applicable for Humanities and Social Sciences, Medical and Psychology)	Rs. 10,000/-	
f)	CITATIONS OF IMPACT FACTOR JOURNAL PUBLICATIONS (at least 20 citations per financial year of FM)	To be given letter of appreciation	No self and co-author citation are allowed.

117. Cash Award Policy is in line with HJRS system for X and Y category but not for W category. In order to comprehensively align our cash award policy with HJRS and enhancement of faculty publications in reputed international research journals indexed by Scopus, the categories of research publications eligible for cash award needs to be revised.
118. Further, as per meetings conducted by QED to analyze the performance of Bahria Business School at Islamabad Campus, it was identified that there is a requirement of at least 40% faculty members (having PhD as terminal degree) doing ample research/research publications to be considered as 'Scholarly Academics' faculty members.
119. However, recently Faculty of Management Sciences has been removed from the eligibility criteria for cash award against HEC recognized X and Y category journal publications. This will have an impact on the number of FMs to be counted against (Scholarly Academics).
120. Keeping in view the above, following is recommended for the approval of HERC:
- Complete alignment of BU Cash Award and Publication Fee Policy with the HJRS Journal Recognition Criteria of HEC
 - Inclusion of publications from the Faculty of Management Sciences in the ambit of Cash Award Policy.
121. The proposed recommendation is duly incorporated in the different categories of cash award mentioned in the table appended below.

Type	Nature of Publication	Award Amount
a)	ISI Indexed with IF\geq6.0	Rs. 100,000/- with LoA
b)	ISI Indexed with IF$<$6.0	Rs. 50,000/-
c)	ISI Indexed with IF$<$6.0 (If jointly written by a supervisor and scholar of thesis/FYP/R&D project etc.)	Rs. 70,000/-
d)	HEC RECOGNIZED "W" CATEGORY JP	Rs. 50,000/-
d)	HEC RECOGNIZED "X" CATEGORY JP (only applicable for Humanities & Social Sciences, Health Sciences, Professional Psychology and MANAGEMENT SCIENCES)	Rs. 20,000/-
e)	HEC RECOGNIZED Y CATEGORY JP (only applicable for Humanities & Social Sciences, Health Sciences, Professional Psychology and MANAGEMENT SCIENCES)	Rs. 10,000/-
f)	CITATIONS OF IMPACT FACTOR JOURNAL PUBLICATIONS (at least 20 citations per financial year of FM)	To be given LoA

122. The revision in the Cash Award Policy of BU is tabled before the HERC for approval.

Discussion:

123. Principal BSES-KC expressed that there is disparity in new HEC HJRS system and our policy shall be holistic and should be encompassing all possible research endeavors.
124. The Chair opined that BU current policies already caters key research endeavors especially high-quality research publications. The proposal tabled by D RIC is holistic and merits consideration. HoD, Dept. of SE-IC said that the new HJRS system cannot be relied completely, and our policies should rely on International Journal Recognition systems. He endorsed the proposal tabled by D RIC.

Decision 2804:

125. HERC approved the following amendment in cash award distribution criteria of Cash Award Policy of BU. Revised Cash Award Policy of BU is attached as **Appendage 2802**.

Type	Nature of Publication	Award Amount
a)	ISI Indexed with IF\geq6.0	Rs. 100,000/- with LoA
b)	ISI Indexed with IF<6.0 OR HEC RECOGNIZED "W" CATEGORY JP	Rs. 50,000/-
c)	ISI Indexed with IF<6.0 (If jointly written by a supervisor and scholar of thesis/FYP/R&D project etc.)	Rs. 70,000/-
d)	HEC RECOGNIZED "X" CATEGORY JP (only applicable for Humanities & Social Sciences, Health Sciences, Professional Psychology and MANAGEMENT SCIENCES)	Rs. 20,000/-
e)	HEC RECOGNIZED Y CATEGORY JP (only applicable for Humanities & Social Sciences, Health Sciences, Professional Psychology and MANAGEMENT SCIENCES)	Rs. 10,000/-
f)	CITATIONS OF IMPACT FACTOR JOURNAL PUBLICATIONS (at least 20 citations per financial year of FM)	To be given LoA

126. Point to be dropped.

Action Required	Action By	Responsibility
Implementation of Decision	D RIC	D RIC

Item No. 2805: Requirement of PhD Thesis Evaluation by One Evaluator

Sponsor: **Director AA**

Summary of the Case:

127. As per Clause 30.1 of PhD Rules 2017, thesis of a PhD scholar is to be evaluated by two (2) Foreign Evaluators from technologically advanced countries. However, following changes have been promulgated w.r.t External / Foreign evaluation in the HEC's new policy on PhD Programs effective from 1st January 2021:

"In addition to the PhD committee members, the PhD dissertation must be evaluated by at least two external experts who may be either (i) Pakistan-based Distinguished National Professors, meritorious Professors, or Tenure track Professors, or (ii) PhD experts from academically advanced countries (approved list of academically advanced countries for evaluation of PhD Dissertation is provided in Annex, provided, however, that if the PhD candidate publishes his or her dissertation research in a peer reviewed journal that is classified by the HEC as category X or above, the PhD dissertation will only require evaluation by one external expert"

128. The point is placed before the HERC for decision regarding evaluation by one external expert in case of X category or above publication OR to continue with existing policy of foreign evaluation by two evaluators from technologically advanced countries. PhD Rules 2017 will be amended (if required) accordingly.

Discussion:

129. D PGP briefed the house regarding the introduction of new PhD Policy by HEC. The Chair said that D PGP has already been directed to arrange a presentation session on New PhD Policy of HEC and BU will decide regarding the way forward for phase-wise adoption of new HEC PhD policy by BU. The way forward regarding adoption of new PhD Policy of HEC by BU once finalized shall be ratified by HEC

Decision 2805:

130. D PGP will organize presentation session regarding phase-wise adoption of New PhD Policy of HEC by BU. The same shall be ratified by the HERC once finalized.
131. Progress to be reported.

Action Required	Action By	Responsibility
Implementation of Decision	D PGP	D PGP

Item No. 2806: Cancellation of PhD candidacy of Ms. Shukria Fazal-Dept. of PP, IC

Sponsor: HoD, Dept. of PP, IC

Referral Authority: FRC – PP

Summary of the Case:

132. Ms. Shukria Fazal (01-276182-001) got admission in PhD Clinical Psychology in Fall-2018. After completing her course work, she went for cultural exchange program and regretted to give comprehensive exam (1st attempt). Upon her arrival, dept. arranged her comprehensive in March 2020, but she was unable to appear due to health conditions.
133. Moreover, her case lingers due to Lockdown. She requested through application to arrange her comprehensive exam and this case was discussed in ONLINE FRC meeting with Dean Social Sciences in July 2020. During this meeting, it was decided to make a fact-finding committee and see all aspects of her case. Committee decided that a chance may be given to the scholar as per SOPs # 'h' for outbound exchange students for Montana State University Billings, USA. Afterwards department arranged comprehensive, and she was unable to pass it.
134. She again submitted her application to the Honorable Rector and Competent authority has instructed department to arrange a last chance of comprehensive exam for Ms. Shukria Fazal before 31st December 2020 vide letter no. BU-Acad/2020/1392. But she did not appear in it. Moreover, Candidate has also made another Plea to Honorable Rector, but competent authority did not consider her request vide letter no. BU/D-Acad/2020/1415.
135. Based on FRC's recommendation and BU PhD Rules, HERC is requested to DROP Ms. Shukria Fazal (01-276182-001) from the PhD-Professional Psychology Program of IC and transcript may kindly be issued clearly depicting the degree status as "INCOMPLETE".

Decision 2806:

136. Based on FRC's recommendation and BU PhD Rules, HERC DROPPED Ms. Shukria Fazal (01-276182-001) from the PhD-Professional Psychology Program of IC and transcript be issued clearly depicting the degree status as "INCOMPLETE".

137. Progress to be reported.

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

Item No. 2807: Cancellation of PhD Student Candidacies – Dept of MS – KC

Sponsor: HoD, Dept. of MS, KC

Referral Authority: FRC – MS

Summary of the Case:

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

Sr. #	Name	Enroll/Batch	Remarks
i.	Muhammad Ali	02-280202-001 Fall 2020	Mr. Muhammad Ali was enrolled in Fall 2020 in PhD (MS). The scholar has attended few classes which were offered in first semester. The scholar did not take most of classes during semester. He was contacted where he admitted that he cannot continue PhD studies due to his additional responsibilities at workplace. The scholar was encouraged to use other options and was given enough time to re-consider his decision. However, he has sent application in writing to cancel his admission since he is unable to take time from his busy schedule
ii.	Faryal Fahim	02-280181-006 Spring 2018	Ms. Faryal Fahim was enrolled in Spring 2018 in PhD (MS). The scholar has successfully completed course work, comprehensive exam. She has successfully defended proposal defense. The scholar got married and shifted out of Pakistan. Due to her family commitments she had decided to discontinue her PhD Admission. The scholar has intimated via email about discontinuation of PhD study.
iii.	Abdul Samad Shiekh	02-280182-001 Fall 2018	Mr. Abdul Samad was enrolled in Fall 2018 in PhD (MS). The scholar has successfully completed course work and comprehensive exam. As per rules the scholar was given 3 November 2020 to successfully defend proposal thesis defense. The scholar did not turn back even after reminders on email and mailing address provided. The department has called on mobile number of scholar and also tried to approach him but the scholar did not show up. This is an indication of his non serious attitude towards the continuation of program. The case is put for cancellation of admission on basis of non-performance.

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

- i. Muhammad Ali (Enroll No: 02-280202-001)
- ii. Faryal Fahim (Enroll No: 02-280181-006)

- iii. Abdul Samad Shiekh (Enroll No: 02-280182-001)

Decision 2807:

140. HERC DROPPED following THREE PhD Candidates of PhD in Management Sciences at BUKC and transcript be issued clearly depicting the degree status as “INCOMPLETE”.

- i. Muhammad Ali (Enroll No: 02-280202-001)
 ii. Faryal Fahim (Enroll No: 02-280181-006)
 iii. Abdul Samad Shiekh (Enroll No: 02-280182-001)

141. Progress to be reported.

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

Item No. 2808: Approval of Adding New Names Foreign External Examiners List for PhD Programs of ES

Sponsor: **All HoDs – Engineering Faculty of IC & KC**

Referral Authority: **FRC – ES**

Summary of the Case:

142. The names of following 28 Foreign External Examiners are submitted for inclusion in list of foreign external examiners for the PhD Program of the Engineering Sciences.

143. 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.

S.No.	Name	Affiliation	Research Area(s)	Experience
1.	Dr. Gennaro Vessio	University of Bari, Italy	Machine Learning, Computer Vision, E-health, Biometrics	4 Years
2.	Dr. Sajjad Hussain	University of Glasgow, UK	Digital Signal Processing; Wireless Communication	12 Years
3.	Dr. Amit N. Pujari	University of Hertfordshire, UK	Biomedical Engineering. Bio-signal Processing, Machine Learning	5 Years
4.	Dr. Qadeer Ahmed	The Ohio State University, USA	Smart Powertrain and Automotive systems; Optimal Control; Fault Diagnosis; Sliding Mode Control; Nonlinear Control;	10 Years
5.	Dr. Kamran Iqbal	University of Arkansas, USA	Sensorimotor control of human movement, biomedical signal and image processing, rehabilitation engineering, biomechatronic, cyber physical systems, electrical energy, machine learning	20 + Years
6.	Dr. Moeed Mukhtar	Raytheon Technologies, Rockford, Illinois, USA	Principles models and advanced controls development for home appliance, process, and aerospace applications,	10+ Years
7.	Dr. Nidhal Carla Bouaynaya	Rowan College of Engineering Rowan University, USA	Big Data Analytics, Machine Learning, Artificial Intelligence and Mathematical Optimization	14+ Years
8.	Dr. Numair Ahmed Siddiqui	Universiti Teknologi PETRONAS, Malaysia	Petroleum Geosciences	6 Years
9.	Dr. Yasir Bashir	University of Science Malaysia, Penang, Malaysia	Petroleum Geosciences	7+ Year
10.	Dr. Neil Walkinshaw	Sheffield University UK	Software Testing, Search based software testing	15 Years

11.	Dr. Erich Schikuta	University of Vienna, Austria	Utility Computing, Parallel and Distributed Computing, Cloud Computing, Computational Intelligence, IOT Systems, Workflow management, SLA based systems	3 Years
12.	Dr. Omair Shafique	Carlton University Ottawa, Canada	Data Modeling, Data Mining, Big Data Analytics, Machine Learning, Cyber Security	6 Years
13.	Dr. Adnan Akhunzada	Technical University of Denmark	Deep Learning, IoT, Software defined networks	5 Years
14.	Dr. Reiko Heckel	Leicester University UK	Model based testing Modeling and Simulations Software Engineering	20+ Years
15.	Dr. Naeem Ramzan	University of West of Scotland, Paisley PA1 2BE, UK	Affective Human Computing, big data analytics, affective computing, IoT/smart environments, natural multi-modal human computer interaction	13 Years
16.	Dr. Oriol Gomis-Bellmunt	Technical University of Catalonia, Spain	Renewable power and power systems, power electronics (HVDC, FACTS, renewables), smart grid, grid integration of renewables	12 Years
17.	Dr. Ana Karina Cabrera-Tobar	University of Trieste, Italy	Power systems and Electronic Engineer, Transmission and Distribution, Power Electronics, Smart grids	3 Years
18.	Dr. Mònica Aragüés-Peñalba	Technical University of Catalonia, Spain	Energy Management System for hybrid PV plants, power systems, renewable energy, smart grid,	5 Years
19.	Dr. Mohammad Meraj Alam	R&D Electrical & Power Electronics Energy Systems, VITO (Energyville) Genk, Belgium	Power systems, power electronics, renewable energy (solar & wind), smart inverters, smart grid/micro grid, V2G/V2H, battery systems, energy Management.	3 years
20.	Dr. Nicolaos Cutululis	DTU Wind Energy Department of Wind Energy Technical University of Denmark, Roskilde, Denmark	Wind power technology, Offshore wind, Integration and Grid Connection, Control and Operation low inertia power systems, Offshore grids	15+ years
21.	Dr. Edwin Gnos	Mineralogisch-Petrographisches Institut, Baltzerstrasse, Bern, Switzerland	Geo-Physics	20+ Years
22.	Dr. Rodolfo Console	National Institute of Geophysics and Volcanology Italy	Geo-Physics	20+ Years
23.	Dr. Junji Ren	National Institute of Natural Hazards, China	Geo-Physics	8 Years
24.	Dr. Elefthria Papdimitriou	University of Thessaloniki, Greece	Geo-Physics	30+ Years
25.	Dr. Min Xu	South China Sea Institute of Oceanology, China	Geo-Physics	9 Years
26.	Dr. Kyung Jin CHA	Hanyang University (South Korea)	Information System, digital transformation, Machine learning and AI.	10 Years
27.	Dr. Abdul Wahid	GleeTech (New Zealand)	Data science, machine learning, Big Data	14 Years
28.	Dr. Harith Al Sahaf	Victoria University of Wellington	Evolutionary computation, genetic programming, computer vision, pattern	4 Years

		(New Zealand)	recognition, evolutionary cybersecurity, machine learning	
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144. Based on FRC's recommendation, HERC is requested to add 28 new names in the list of foreign external examiners for PhD Programs of Faculty of Engineering Sciences.

Decision 2808:

145. HERC approved following 27 Foreign External Examiners for PhD Programs of Faculty of Engineering Sciences.

S.No.	Name	Affiliation	Research Area(s)	Experience
1	Dr. Gennaro Vessio	University of Bari, Italy	Machine Learning, Computer Vision, E-health, Biometrics	4 Years
2	Dr. Sajjad Hussain	University of Glasgow, UK	Digital Signal Processing; Wireless Communication	12 Years
3	Dr. Qadeer Ahmed	The Ohio State University, USA	Smart Powertrain and Automotive systems; Optimal Control; Fault Diagnosis; Sliding Mode Control; Nonlinear Control;	10 Years
4	Dr. Kamran Iqbal	University of Arkansas, USA	Sensorimotor control of human movement, biomedical signal and image processing, rehabilitation engineering, biomechatronic, cyber physical systems, electrical energy, machine learning	20 + Years
5	Dr. Moeed Mukhtar	Raytheon Technologies, Rockford, Illinois, USA	Principles models and advanced controls development for home appliance, process, and aerospace applications,	10+ Years
6	Dr. Nidhal Carla Bouaynaya	Rowan College of Engineering Rowan University, USA	Big Data Analytics, Machine Learning, Artificial Intelligence and Mathematical Optimization	14+ Years
7	Dr. Numair Ahmed Siddiqui	Universiti Teknologi PETRONAS, Malaysia	Petroleum Geosciences	6 Years
8	Dr. Yasir Bashir	University of Science Malaysia, Penang, Malaysia	Petroleum Geosciences	7+ Year
9	Dr. Neil Walkinshaw	Sheffield University UK	Software Testing, Search based software testing	15 Years
10	Dr. Erich Schikuta	University of Vienna, Austria	Utility Computing, Parallel and Distributed Computing, Cloud Computing, Computational Intelligence, IOT Systems, Workflow management, SLA based systems	3 Years
11	Dr. Omair Shafique	Carlton University Ottawa, Canada	Data Modeling, Data Mining, Big Data Analytics, Machine Learning, Cyber Security	6 Years
12	Dr. Adnan Akhunzada	Technical University of Denmark	Deep Learning, IoT, Software defined networks	5 Years
13	Dr. Reiko Heckel	Leicester University UK	Model based testing Modeling and Simulations Software Engineering	20+ Years
14	Dr. Naeem Ramzan	University of West of Scotland, Paisley PA1 2BE, UK	Affective Human Computing, big data analytics, affective computing, IoT/smart environments, natural multi-modal human computer interaction	13 Years
15	Dr. Oriol Gomis-Bellmunt	Technical University of Catalonia, Spain	Renewable power and power systems, power electronics (HVDC,	12 Years

			FACTS, renewables), smart grid, grid integration of renewables	
16	Dr. Ana Karina Cabrera-Tobar	University of Trieste, Italy	Power systems and Electronic Engineer, Transmission and Distribution, Power Electronics, Smart grids	3 Years
17	Dr. Mònica Aragüés-Peñalba	Technical University of Catalonia, Spain	Energy Management System for hybrid PV plants, power systems, renewable energy, smart grid,	5 Years
18	Dr. Mohammad Meraj Alam	R&D Electrical & Power Electronics Energy Systems, VITO (Energyville) Genk, Belgium	Power systems, power electronics, renewable energy (solar & wind), smart inverters, smart grid/micro grid, V2G/V2H, battery systems, energy Management.	3 years
19	Dr. Nicolaos Cutululis	DTU Wind Energy Department of Wind Energy Technical University of Denmark, Roskilde, Denmark	Wind power technology, Offshore wind, Integration and Grid Connection, Control and Operation low inertia power systems, Offshore grids	15+ years
20	Dr. Edwin Gnos	Mineralogisch-Petrographisches Institut, Baltzerstrasse, Bern, Switzerland	Geo-Physics	20+ Years
21	Dr. Rodolfo Console	National Institute of Geophysics and Volcanology Italy	Geo-Physics	20+ Years
22	Dr. Junji Ren	National Institute of Natural Hazards, China	Geo-Physics	8 Years
23	Dr. Elefthria Papdimitriou	University of Thessaloniki, Greece	Geo-Physics	30+ Years
24	Dr. Min Xu	South China Sea Institute of Oceanology, China	Geo-Physics	9 Years
25	Dr. Kyung Jin CHA	Hanyang University (South Korea)	Information System, digital transformation, Machine learning and AI.	10 Years
26	Dr. Abdul Wahid	GleeTech (New Zealand)	Data science, machine learning, Big Data	14 Years
27	Dr. Harith Al Sahaf	Victoria University of Wellington (New Zealand)	Evolutionary computation, genetic programming, computer vision, pattern recognition, evolutionary cybersecurity, machine learning	4 Years

146. Point to be dropped.

Action Required	Action By	Responsibility
Implementation of Decision	Dean – ES	Dean – ES

Item No. 2809: Cancellation of PhD Candidacy of Mr. Kamran Khaliq-Dept. of MS, ICSponsor: **HoD, Dept. of MS, IC**Referral Authority: **FRC – MS****Summary of the Case:**

147. Mr. Kamran Khaliq (01-280162-005) got admission in PhD Management Sciences in Fall-2016. He cleared his comprehensive examination in August 2017. He was given April 2018 deadline to submit his research proposal for the arrangement of proposal defense by the department.
148. His First Proposal defense was conducted in August 2018 BUT he failed to defend his proposal. His SECOND Proposal defense was conducted in January 2020 BUT he again failed to defend his proposal.
149. As per clause 25.7 of BU PhD Rules 2017, the scholar shall be given two chances to get the research proposal approved within maximum period of one year from the date of having passed the Comprehensive Examination. On the request of the candidate one last chance was given students under the supervision of Dr. Sabeen Bhatti but who also reported no submission and unsatisfactory report of the candidate.
150. Given the rule position, if the proposal is rejected twice or if the scholar fails to get the thesis proposal approved within one year since having passed the Comprehensive Examination, the FRC shall recommend termination of candidacy of the scholar and shall refer the case to the PGP Directorate for seeking approval of the HERC.
151. Based on FRC's recommendation and BU PhD Rules, HERC is requested to DROP Mr. Kamran Khaliq (01-280162-005) from the PhD-Management Sciences Program of IC and transcript may kindly be issued clearly depicting the degree status as "INCOMPLETE".

Decision 2809:

152. HERC DROPPED Mr. Kamran Khaliq (01-280162-005) from the PhD-Management Sciences Program of IC and transcript may be issued clearly depicting the degree status as "INCOMPLETE".
153. Progress to be reported.

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

Any Other Point

154. The Chair opened the house for any other discussion point by the participants of the meeting.
155. D PGP opined that the current Cash Award Policy entitles the PhD Scholars to claim/receive share of cash awards through separate cheque from BU after its implementation w.e.f. September 2020. Previously, cash awards were claimed by one of the BU authors of research publication and in case of PhD research, it was normally claimed by the supervisor.
156. Further, as per clause 4.4 of Cash Award Policy of BU, cash award shall be claimed for the publications which are not already claimed towards their mandatory Ph.D. degree requirement and vice versa. It has been observed that in the past the PhD supervisors have claimed cash award against the journal publications published as an outcome of PhD research theses work of PhD scholars of BU. Resultantly the PhD scholars/supervisors were asked to reimburse the cash award processed before the revision of policy in September 2020 and claimed in the past by them for the research publication published from their PhD research work to complete the

mandatory requirement of publication of research paper in Clause 28.5 of BU PhD Rules 2017 **OR** publish another research paper to complete the mandatory requirement (requiring further 1-2 year to publish).

157. D RIC recommended that the claims submitted before the revision of policy should not be implemented on the cases processed before the revision date.
158. D QA said that the previously the scholars were not entitled to claim any award. After the revision of policy in 27 HERCM, explicit distribution has been ensured and all the cash awards and publication fee are distributed individually through separate cheques.
159. The Chair decided that no reimbursement of already paid cash awards to be made from PhD scholars given that the cash award cases were processed and approved before September 2020 and the scholar himself/herself was not the claiming author. Such papers shall be considered against the mandatory publication requirement of PhD degree.

Closing of the Meeting

160. The Chairperson thanked all the participants of the meeting for having conclusive discussions. The meeting concluded at 1630hrs.



Prof. Dr. Shehzad Khalid
D RIC
Secretary HERC

28 May 2021

Appendages

Appendage 2708

BUORIC-P02 – Best Faculty Researcher Award

Policy Number:	BUORIC-P02
Effective Date:	7 th May 2013
1st Amendment Date:	1 st November 2016
2nd Amendment Date:	1 st September 2020
3rd Amendment Date:	20 th May 2021
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	BULC	BUMDC	
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)	1	-	-
Faculty of Humanities and Social Sciences	2 (1+1) (A+B)				
Faculty of Professional Psychology	2 (1+1) (A+B)				

Key Research Parameters	Weightage
5.9.1 Impact Factor Journal Publications of pure/applied/technologic (impact on local/social community/industry)	25%
5.9.2 Other Journal Publications of pure/applied/technological	10%
5.9.3 HEC Recognized X and Y Publications	15%
5.9.4 Patents/Consultancy Services/ Commercialization of Research	20%
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).	

3.2 Proforma for the Nomination of Best Faculty Researcher Award (P02)

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	Category	<input type="checkbox"/> Category – A: Lecturer and Assistant Professor <input type="checkbox"/> Category – B: Associate Professor and Professor
5	Personal Details of Nominee	
	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 25%							
	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	25					
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 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	HEC X	3 marks for one paper in this category	9					
ii	HEC Y	2 marks for one paper in this category	6					
A-IV	Patents/Consultancy/Commercialization of Research (Weightage in any one of these or cumulative of these three categories shall not exceed 20%) Weightage 20%							
	Types of Patent	Details	Maximum Marks	Marks Secured	Title	Status	Date of approval	Doc Evidence at Page No.
i	Patent International-awarded OR Consultancy Fee > 500,000 OR >800,000 Revenue generated through	5 marks any one endeavor	10					

	commercialization							
ii	Patent National-awarded OR Consultancy Fee > (300,000 to 500,000 PKR) OR (>500,000 to 800,000) Revenue generated through commercialization	2.5 marks any one endeavor	5					
iii	Provisional Patent Awarded OR Consultancy Fee > (100,000 to 300,000 PKR) OR (>300,000 to 500,000) Revenue generated through commercialization	1.5 marks any one endeavor	3					
iv	Patent Filed OR Consultancy Fee up to 100,000 PKR OR (100,000 to 300,000) Revenue generated through commercialization	1 mark any one endeavor	2					
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	
<p><i>Comments (if any):</i></p> <hr/> <hr/> <hr/> <hr/>	<p>Signature: _____</p> <p>Date: _____</p>

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-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
5th Amendment Date:	20 th May, 2020
Effective Date of Revised Policy:	20 th May, 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 regular BU Employees/Researchers and currently enrolled or graduated scholars/students (*who have submitted their research work within maximum degree duration*) are eligible to apply.

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/disbursed amongst all multiple authors as per framework given below:
 - i. Only one author of BU in first three 100%
 - ii. Two authors of BU in first three

- 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:

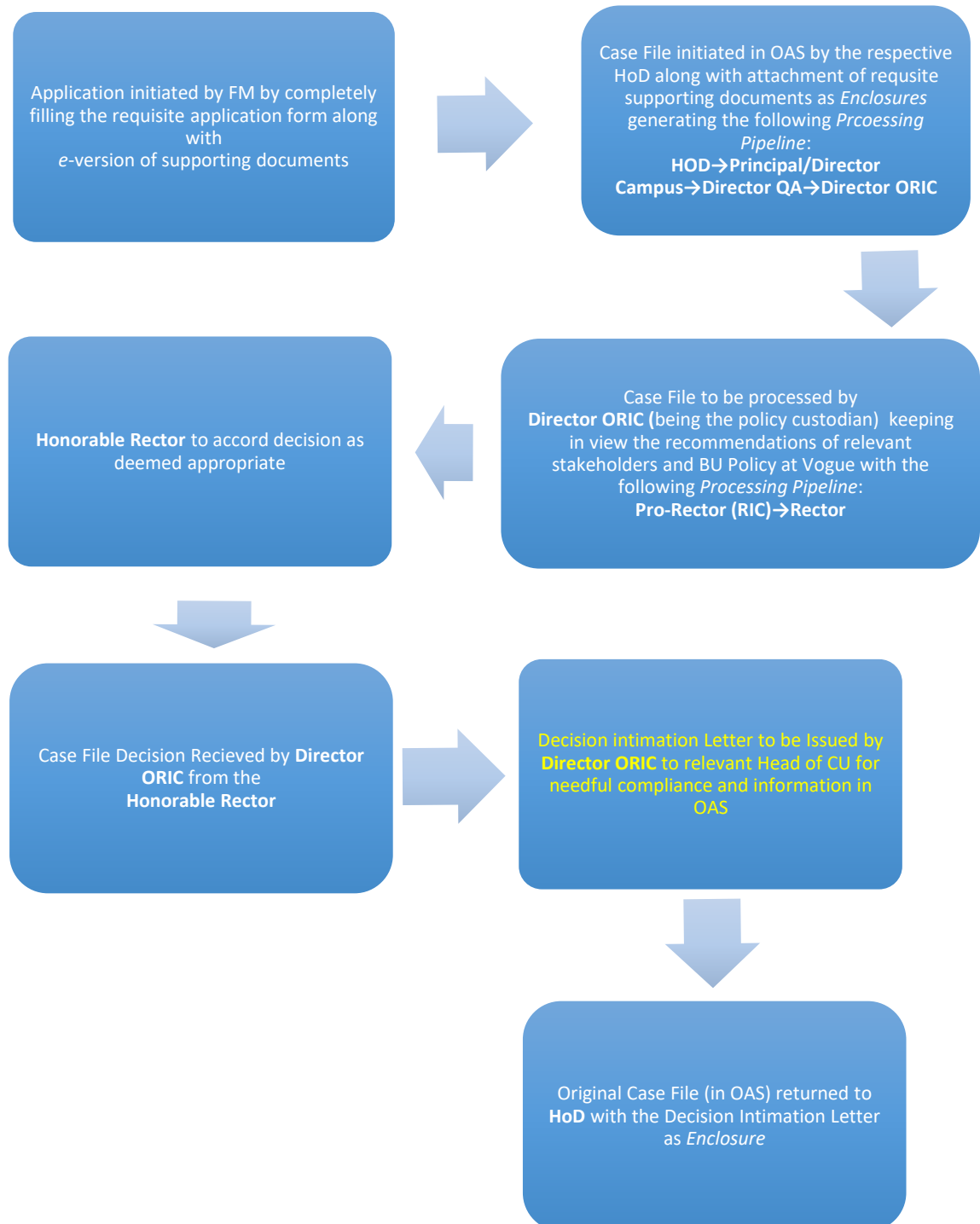
Type	Nature of Publication	Award Amount	Maximum No. of Awards per Financial Year (1 st July-30 th June)
g)	<u>ISI INDEXED WITH IF ONLY ≥ 6.0</u>	Rs. 100,000/- <i>along with letter of appreciation</i>	Only five research papers can be claimed for cash award in one financial year per faculty member. Claim shall be counted toward claim initiator and awardee against five papers limit per year.
h)	<u>ISI Indexed with IF < 6.0 OR HEC RECOGNIZED "W" CATEGORY JP</u>	Rs. 50,000/-	
i)	<u>ISI INDEXED WITH IF ONLY < 6.0</u>	Rs. 50,000/-	
j)	<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/-	
k)	<u>HEC RECOGNIZED "X" CATEGORY JP</u> <i>(only applicable for Humanities & Social Sciences, Health Sciences, Professional Psychology and MANAGEMENT SCIENCES)</i>	Rs. 20,000/-	
l)	<u>HEC RECOGNIZED Y CATEGORY JP</u> <i>(only applicable for Humanities & Social Sciences, Health Sciences, Professional Psychology and MANAGEMENT SCIENCES)</i>	Rs. 10,000/-	
m)	<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 or graduated students/scholars (who have submitted their research work within maximum degree duration) of BU are also eligible for the cash awards if their research papers are submitted 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 Cash Awards of 20% additional shall be awarded in addition to the Cash Awards specified in para 4.3 if the paper is published in Maritime domain specified in the Cash Award Application Form.

- 4.6** Publication claimed for cash award shall not be re-claimed for course waiver under course reduction policy and vice versa.
- 4.7** Only BU affiliation of BU Employees and Student/Scholar as an author will be considered for all Cash Awards.
- 4.8** Cash Award payment will be equally disbursed to all authors of BU through separate cheques. In case where one or more BU authors (amongst top 3 authors of journal publication) are not eligible for claim of cash award, his/her share will not be disbursed to the eligible BU authors.
- 4.9** 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.
- 4.10** 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.
- 4.11** 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	
Status Date of Graduation (If Student Graduated)	

JOURNAL PUBLICATION DETAILS

Paper Title: _____
Journal Name: _____
Volume: _____ Issue: _____ Page no(s): _____ Date of Submission of Paper to the Journal _____ (date mentioned on the published paper as “received date” or submission email date (please attach the copy of email when process by applicant)). Article ID (if available online): _____ DOI of the article: _____ (For verification of the official website of the journal)
Journal research area: _____ (For Example: Pure, Applied/Technological)
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 (Included in both current/updated JCR and ISI Master Journal List) <input type="checkbox"/> HEC W Category Journal (Included in HEC Recognized Journal System- HJRS) <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: _____ Please attach the documentary evidence (from Journal's Website/ISI Web of Knowledge) of Impact Factor.
Date of Publication: _____
ISSN Number: _____ (Print/online)

URL: _____
(URL of online version of research paper)

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: _____

Please provide the Signatures and below mentioned information of Undertaking by BU Student / Scholar in this row

(in case where one author in first three authors is a BU Student / Scholar)

Signature: _____

Date: _____

Scholar / Student Name: _____

Enrollment No. _____

Date of enrollment / admission _____

Contact / Cell No. _____

Program _____

Currently enrolled (Yes / No) _____

Graduated (Yes / No) _____ Status Date of Graduation (if Graduated) _____

<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 <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 W, 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 and updated JCR</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"/>

BUORIC-P04 – Payment of Publication Fee for Journal Publications

Policy Number: BUORIC-P04
Effective Date: 20th July, 2011
1st Amendment Date: 20th November, 2016
2nd Amendment Date: 7th June, 2017
3rd Amendment Date: 27th March, 2018
4th Amendment Date: 1st September, 2020
5th Amendment Date: 20th May, 2020
Effective Date of Revised Policy: 20th May, 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 regular BU employees and currently enrolled or graduated scholars/students (who have submitted their research work within maximum degree duration) are eligible to apply.
- 3.2 Publication Fee shall be paid for Impact factor ISI Indexed, HEC W, 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 Humanities and Social Sciences, Health Sciences and Professional 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 BU employees and student/scholar (who have submitted their research work within maximum degree duration) will be considered for claim of 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.

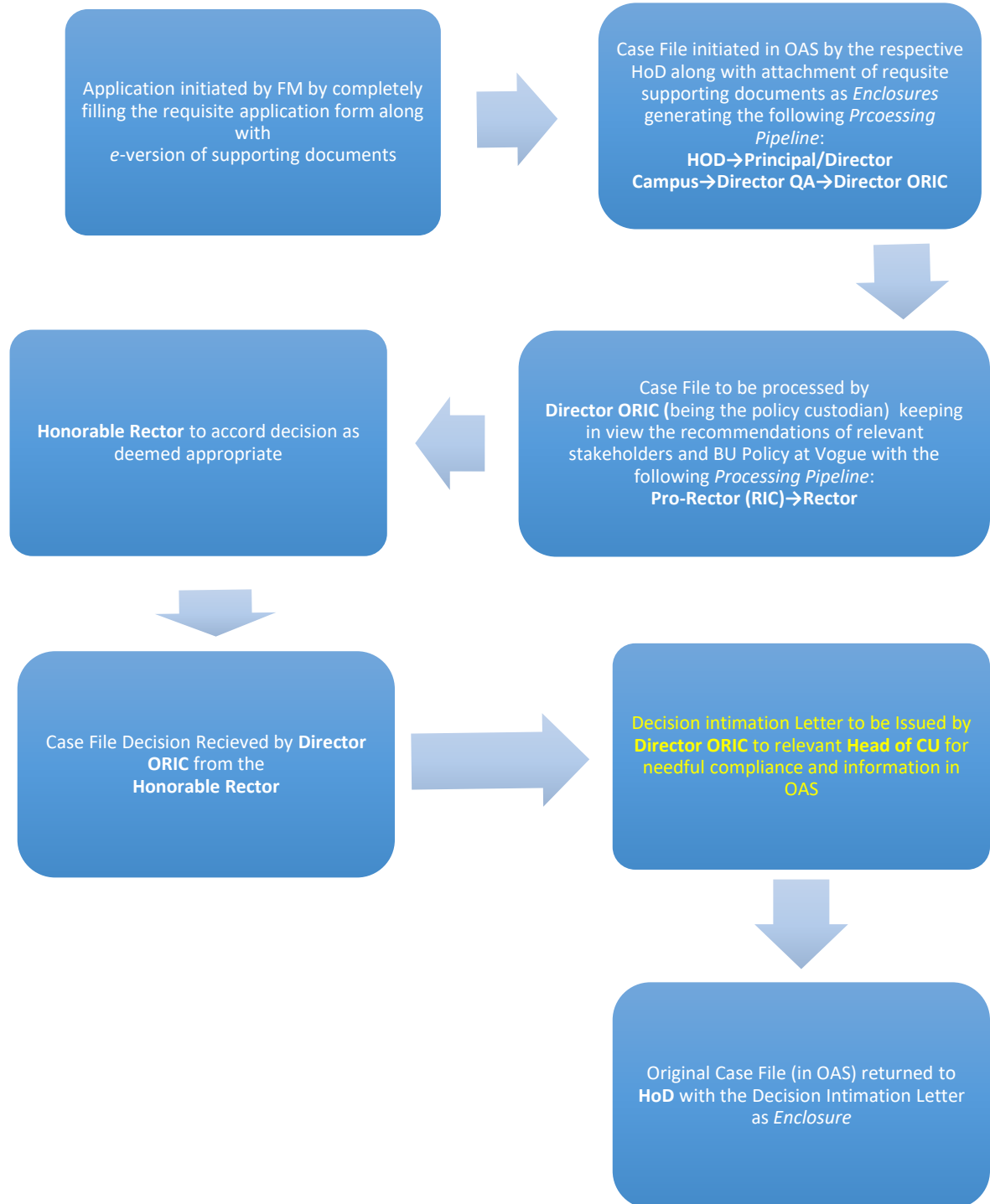
4.7 Publication fee reimbursement payment will only be disbursed to an author of BU who paid publication fee.

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	
Status Date of Graduation <i>(If Student Graduated)</i>	

JOURNAL PUBLICATION DETAILS

[illegible]

Date of Publication: _____ Date of Submission of Paper to the Journal _____ <i>(date mentioned on the published paper as “received date” or submission email date (please attach the copy of email when process by applicant)).</i>
Journal research area: _____ <i>(For Pure/Applied/Technological, etc.)</i>
Name, order, affiliation(s), and contribution(s) of co-author(s)/corresponding author(s) (If any): _____ _____ _____
Last known impact factor: <i>(In case of impact factor journal)</i> _____ <i>Please attach the documentary evidence (from Journal’s Website/ISI Web of Knowledge) of Impact Factor.</i>
Amount of publication fee (in foreign currency): _____ Amount in PKR. _____
Dollar/ any other foreign currency rate: _____ date: _____ <i>(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).</i>
Official address of the publisher (to whom the publication fee has been sent/paid): _____ _____ _____
Mode of Payment: _____
ISSN Number: _____ <i>(Print/Electronic)</i>
URL: _____ <i>(URL of online version of research paper (for verification)).</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 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: _____

Please provide the Signatures and below mentioned information of Undertaking by BU Student / Scholar in this row

(in case where one author in first three authors is a BU Student / Scholar)

Signature: _____

Date: _____

Scholar / Student Name: _____

Enrollment No. _____

Date of enrollment / admission _____

Contact / Cell No. _____

Program _____

Currently enrolled (Yes / No) _____

Graduated (Yes / No) _____ Status Date of Graduation (if Graduated) _____

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.	<div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 10px;"></div> Signature & Official Stamp Date: _____
Section-IV <i>(To be filled by the Principal/Director)</i>	
ENDORSEMENT BY THE PRINCIPAL/DIRECTOR	
Comments (if any): _____ _____ _____	<div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 10px;"></div> Signature & Official Stamp 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 W, 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 and updated JCR</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"/>