

Department of Physics, CIIT

Guidelines/policy regarding quality assurance of the MS/Ph. D. thesis/dissertation at the

1. MS Program

(i) Synopsis

- Synopsis must be submitted in written form within four weeks of the third semester to the DAC via HoD of the respective Campus.
- Synopsis will be reviewed by a faculty member of the relevant area whose name will be selected by the DAC. In case of unavailability of subject expert the DAC may send the synopsis to a person whose name is listed in the list of external local examiner for MS/PhD. The reviewer will submit a written report to the HoD within next two weeks which is placed before the DAC for deliberation. The DAC will then send the report to the concerned supervisor at the earliest to incorporate the changes if required accordingly.

(ii) Synopsis Presentation

- Every MS student will present his/her research synopsis in the prescribed format by the end of 3rd semester.
- The presentation (15 + 10 minutes) will be attended by faculty members in the relevant research area including at least one DAC member.
- Comments of faculty will be noted by the DAC member and will be forwarded to the concerned supervisor with a copy to the HoD.
- The corrected/improved synopsis will be re-submitted to the HoD within next two weeks. The synopsis will be placed before the DAC to check whether all the comments are incorporated or not. The DAC on its judgement then will decide whether the synopsis shall be forwarded to the Dean Sciences or referred back to the supervisor for further improvement.
- All these activities will be completed before start of fourth semester

(iii) Seminar

- Every student will deliver at least one pre-thesis submission seminar of duration (30 + 10 minutes).
- All MS student seminars will be held in the middle of the fourth semester. At least one DAC member will be present in each seminar.

The committee members also had some general suggestions regarding the improvement of quality:

- 1) During one session, the maximum number of MS students a PhD faculty can supervise will be five.

- 2) To avoid inflation of grades in the MS each semester's results will be reviewed by the DAC.

2. PhD Program

(i) Selection of supervisor

The candidate must submit the supervisor's name along with the consent letter from the supervisor either at the time of interview for admission in PhD or before the start of second semester.

(ii) Pre-Synopsis

The supervisor will suggest four names from the faculty members of the relevant area in the department to constitute supervisory committee (SC) for each PhD thesis. The names will be given to the HoD during the second semester for onward submission to DAC for deliberation. The supervisory committee will be consisted of the supervisor and two faculty members. The DAC will recommend two names out of the four suggested faculty members and forward it to the Dean for final approval and notification.

(iii) Synopsis

- Every student will prepare his/her own synopsis under guidance of the research supervisor and in consultation with the SC.
- The PhD synopsis will be submitted to the respective HoD by the end of the fourth semester for onward submission to the DAC for deliberation. The DAC will then forward it to the office of the Dean, Faculty of Sciences for evaluation.
- Once the evaluation is complete, a synopsis presentation (20 + 10 minutes) will be arranged by the supervisor within next four weeks. The presentation will be chaired by the Chairman and attended by the supervisor, members of the SC and faculty members.
- The DAC will appoint one member of the SC to note comments / suggestions during the presentation and ensure their incorporation in the synopsis or justification in case the comments / suggestions cannot be accommodated.
- The revised synopsis will be resubmitted to the DAC through the HoD for discussion and onward submission to Dean for final approval.

Role of Supervisory Committee (SC)

The SC will monitor and facilitate the progress of the PhD scholar during entire period of his/her research work, starting from the synopsis upto defence of dissertation/thesis. The SC

- will meet at least once a semester and forward its proceedings to DAC through HoD
- will ensure that the synopsis is according to the approved format and submitted on time
- facilitating the synopsis evaluation procedure
- arranging synopsis presentation on time
- ensuring that suggestions given during presentation are incorporated/justified (the DAC will appoint a member of the SC to note down comments/suggestions and forward these to the supervisor with a copy to the HoD)
- ensure timely re-submission of the revised synopsis

It is the responsibility of all SC members to attend the synopsis presentation. In case of prolonged absence of a SC member, another relevant faculty member could be nominated by the supervisor and approved by the DAC.

(iv) PhD scholar's progress during semester

- Every PhD scholar will give at least one presentation of 60 minutes duration after approval of his/her synopsis.
- If the SC feels that an extension is required in the stipulated time to complete the PhD thesis then a request by the supervisor must be submitted well in time.

(v) Pre-thesis submission seminar

- The pre-thesis submission seminar of the scholar will be arranged by the supervisor before starting thesis write-up. This must be at least 3 – 4 months prior to last date for thesis submission.
- The scholar must have at least one publication in an HEC recognized journal prior to the pre-thesis submission seminar. An acceptance letter from the publisher of the journal will be considered towards number of publications. Publications in review process will not be considered.
- The pre-thesis submission seminar will be an open session. Presence of all members of the supervisory committee, at least three members of the DAC and subject specialist is mandatory.
- Members of the DAC and subject specialist will fill a prescribed evaluation form to mention the quality of the work and suggest improvements/ revisions if any.
- On the basis of the evaluation of pre-thesis submission seminar, the DAC decides whether the scholar be allowed to proceed with thesis write-up and submission. If DAC finds the pre-thesis submission seminar is inadequate and requires some major changes then the scholar gives another pre-thesis submission seminar after incorporating all the changes required.