



DIRECTORATE OF ADVANCED STUDIES SINDH AGRICULTURE UNIVERSITY TANDOJAM

No. DAS / 830

/ of 2020

Dated: 22/06 / 2020

GUIDELINES

SOPs for online submission of Postgraduate (MPhil, MSIT, MS (ABM), MSc, ME) thesis and conduct of online seminar approved by Online Accreditation Council, Sindh Agriculture University Tandojam.

As per HEC guideline during the Covid-19 restrictions and thereafter, Sindh Agriculture University Tandojam is adapting the process of electronic submission of postgraduate and PhD thesis and conduct of online seminar through videoconference or electronic meetings (HEC Covid-19 Policy Guidance No. 6a.,2,2.1) The SOPs for thesis process right from thesis submission to the award of degree is given as under.

Thesis submission (M. Phil /MSIT/ MS (ABM) / MSc/ ME)

1. Submission of M. Phil/ M.Sc/ MS/M. E, MSIT thesis shall be made electronically by student to the Chairman of concerned department via his/her supervisor along with the following supporting documents:
 - i. Performance Certificate
 - ii. Result of comprehensive examination
 - iii. Approval letter of synopsis
2. The Chairman of the department shall send the same thesis electronically to the Director Advanced Studies through Dean of the Faculty for further process.
3. DAS shall process soft copy of the same thesis to post graduate coordinator (PGC), after verification of title of the research, objectives, and supervisory committee duly approved by BASAR.
4. The PGC, shall check format of thesis and plagiarism as well, and shall offer suggestions (if any), otherwise PGC shall recommend the thesis for conduct of seminar.
5. In case of suggestions or corrections are pointed out by PGC, DAS shall send the thesis to Chairman of the department who shall direct the student through supervisory committee for incorporation of the suggestions.

6. The chairman after ensuring the incorporation of the suggested corrections by student shall inform the Dean of Faculty and seek permission for conduct of seminar.
7. The Chairperson, after seeking permission for conduct of seminar shall issue circular, which shall be placed on SAU website ten days before of the date of seminar.
8. The Chairman of department shall ask the supervisor to make all necessary arrangements for online seminar; however, student will physically present his/ her thesis work at the department to be presided over by the Dean and attended by post-graduate coordinator, supervisory committee and registered online participants.
9. After seminar, the student shall incorporate the suggestions (if any) in the final draft of the thesis. The Chairman of the concerned department shall send hard copy of final draft (fair copy) and necessary documents along with panel of examiners in a sealed envelope to the Controller of Examinations, SAU, Tandojam via DAS.
10. The Controller of Examinations shall submit the panel of examiners to the Competent Authority for nomination of one external examiner. After appointment of the examiners, the C.E. shall send the thesis to the examiners for conduct of Viva voce examination.
11. The examiners shall conduct viva exam online or on campus and submit the results of Viva Voce examination electronically in case of online viva and in sealed envelope in case of on campus viva to the Chairman of the department. The Chairman shall send the same result to the C.E via DAS for announcement of result along with:
 - i. Two copies of bond thesis
 - ii. Two soft copies of the thesis on 2 separate CD s

PhD synopsis Defense

1. The scholar shall submit synopsis on his/ her PhD research work to the department concerned.
2. After approval from departmental BoS, the Chairman shall send the synopsis to the Post graduate Coordinator for necessary checking. Thereafter, the synopsis shall be submitted to the Directorate of Advance Studies for further process.
3. The DAS shall make arrangement for online defense of synopsis by the scholar.
4. The scholar shall physically appear in the seminar to defense his/her PhD synopsis to be presided over by the Dean of Faculty and attended by Chairmen of various departments in the faculty, supervisory committee and participants registered for such online seminar.
5. The final copy of the synopsis shall then be submitted to the DAS for the approval of BASAR.

SOPs for Submission of PhD Thesis to Final Award of Degree

Step	Movement of Thesis			Supporting Documents/ Remarks
	From	Through	To	
	Student		The Chairman of the Dept.	Soft copy of PhD thesis shall be Electronically submitted duly signed by supervisory committee
1.	Chairman	Dean	Director Advanced Studies	<ol style="list-style-type: none"> i. Performance Certificate ii. Result of comprehensive examination

			(DAS)	iii. Approval letter of synopsis
2.	DAS	----	Post-graduate Coordinator (PGC)	Thesis shall be processed to PGC after verification of title of the research, objectives, and supervisory committee duly approved by BASAR.
3.	PGC	----	DAS	PGC shall check the thesis and give suggestions (if any), otherwise, PGC shall recommend the thesis for further process
4.	DAS	-----	Chairman	In case of suggestions or corrections are pointed out by PGC, DAS shall send the thesis to Chairman of the department to direct the scholar through supervisory committee for incorporation of the suggestions.
5.	Chairman	Dean	DAS	The Chairman after ensuring the incorporation of the suggested corrections shall send back revised of thesis to DAS for further process.
6.	DAS		Director ORIC (Focal person for plagiarism checking)	The thesis draft shall be sent for plagiarism checking. If plagiarism is found beyond 19%, the step 3, 4, 5 and 6 shall be repeated again, otherwise, DAS shall go for conduct of seminar.
7.	Scholar	Chairman	DAS	Application shall be submitted for conduct of seminar along with one hard copy of PhD thesis.
8.	DAS	----	ViceChancellor	Thesis shall be submitted to Competent Authority (VC) for schedule to conduct seminar on the thesis. After approval of seminar schedule, DAS shall circulate the schedule through university website one month before the date of seminar. DAS shall also make efforts for arrangement of online seminar as per schedule at senate Hall SAU, Tandojam.
<p>The PhD seminar will be arranged online, However, scholar will physically deliver seminar in the Senate Hall to be presided over by worthy VC and attended by the Deans of various Faculties, supervisory committee, staff of Directorate of advance studies, Director ORIC under SOP (s) and participants registered for online seminar. Only 15-20 participants will attend the seminar in Senate Hall under the SOP (S) framed for COVID-19 pandemic by provincial Health Department.</p>				
9.	ViceChancellor			<ol style="list-style-type: none"> 1. If seminar is declared satisfactory, the DAS shall go to write the minutes of the seminar. After getting approval on the minute of seminar from Competent Authority, the Chairman of the concerned department shall be allowed to send panel of foreign experts for evaluation of PhD thesis. 2. If the seminar is conditionally approved, in such a condition, the VC will frame a committee of experts/ ask supervisory committee to ensure the improvement in the thesis and shall submit the compliance report. 3. If it needs to be maximum improvement in the thesis research work, the scholar will be asked

				<p>to reappear in the seminar after improvement in the thesis/ research work.</p> <p>4. In all the cases, the DAS shall get the minutes/compliance report of the seminar approved from BASAR. Finally, the Chairman of the concerned department shall be allowed to send a panel of foreign experts for thesis evaluation.</p>
10.	Chairman	Dean	DAS	The Chairman of the concerned dept. shall send a panel of foreign experts (name of six evaluators of various countries proposed by HEC) duly signed by Chairman/Dean in a sealed envelope for thesis evaluation the DAS.
11.	DAS	----	ViceChancellor	DAS shall submit the same panel of foreign evaluators to the ViceChancellorfor approval of any two foreign evaluators to send thesis for evaluation.
12.	DAS	----	Foreign experts	DAS shall send the thesis draft to 2 foreign experts for evaluation.
13.	Foreign experts	----	DAS	Foreign experts after evaluation of the thesis shall send the evaluation reports to DAS. After receiving the evaluation reports, DASshall seal them in to separate envelopes to produce the same in BASAR meeting for further process.
14.	DAS		BASAR/Vice Chancellor	<p>The sealed envelopes containing evaluation reports shall be opened in the meeting of BASAR.</p> <p>1.If the evaluation reports are found satisfactory and minor corrections are suggested and the thesis is also recommended for award of PhD degreeby foreign experts, in such conditions, the reports shall be handed over to the supervisory committee for incorporation of the suggested corrections and the Chairman of the concerned dept. shall be allowed to send the panel of 6 examiners to the CoE for Viva voce examination.</p> <p>2.If the evaluation reports are found satisfactory and major corrections are suggested. The thesis is also recommended for the award of PhD degree by foreign experts, in such conditions, a committee shall be constituted to endorse the compliance by the scholar and the compliance report shall be produced to next BASAR meeting to decide. If the report is found satisfactory. The Chairman of the concerned department shall be allowed to send the panel of 6 examiners to the CoE for Viva examination.</p> <p>3.If the report/s is/are found unsatisfactory then a committee shall be constituted to endorse the</p>

				compliance by the scholar. However, the revised thesis shall be send to one of the same evaluators or any 3 rd evaluator from the panel already sent by the Chairman and the steps 12, 13 and 14 shall be repeated again.
15.	Chairman	Dean	CoE	Chairman shall send the panel of examiners dully approved by the BoS to the Controller of Examinations (CoE) along with 3 hard copies of PhD thesis manuscript.
16.	CoE		DAS	The EoC shall send the draft of the thesis to the DAS for verification of Title of the thesis, supervisory committee and any Dues.
17.	DAS		CoE	After verification of Title of the thesis, supervisory committee and dues, the DAS shall send the thesis back to the CoE.
18.	CoE		ViceChancellor	The CoE shall submit the panel of examiners to VC for approval of any two Examiners
19.	CoE		Examiners	CoE shall send the copies of the thesis to the Examiners for evaluation and Viva Voce examination. The Chairman of the concerned department will be informed for the arrangement /conduct of viva voce examination on any suitable date with the consent of examiners.
20.	Chairman	Dean	DAS	Chairman shall send the result of scholar to DAS in a sealed envelope for further process. along with the following materials: <ol style="list-style-type: none"> 1. Covering letter 2. Two sealed envelopes (Original and Duplicate) containing result of Viva Voce Examinations 3. 3 copies of Thesis Two sets of the following documents (For the record of DAS and COEOffices) <ol style="list-style-type: none"> 4. Academic PerformanceCertificate 5. List of courses of the concerned degree program 6. 3 CDs (Containing Thesis in MS Word / PDF file) 7. Copy of Circular of Seminar 8. Attendance Sheet of Audience of Seminar 9. Four Copies of Abstract 10. Central Library Certificate for submission of thesis copy 11. Department or Faculty Library for submission of thesis copy 12. No Due Certificate
21.	DAS		BASAR	The BASAR shall decide the award of Degree and finally the Chairman of the board shall call the scholar along with major supervisor to award the scholar with PhD degree. The Controller of Examinations will issue the

				notification for the award of the degree after the approval of minutes of the meeting of BASAR.
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