Revised Research Policy-2018

SMI University, Karachi
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<th><strong>Purpose</strong></th>
<th>To provide guidelines to staff/faculty members regarding research activities or reward on research outcomes</th>
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<td>Office of Research Innovation and Commercialization (ORIC)</td>
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<td><strong>Contact Officer</strong></td>
<td>Director ORIC</td>
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<td><strong>Effective Date</strong></td>
<td>1st August, 2018</td>
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1.0 Introduction

The prime aim of tertiary level education is not only to disseminate knowledge but also produce knowledge. Production of knowledge is initiated by generating innovative ideas which ultimately enhances critical thinking and analytical capabilities of the researchers. There are manifold benefits of conducting research. Not only it enhances the knowledge but it also updates the knowledge itself. In addition, the research inculcates the capabilities of the critical and innovating thinking, analytical and logical reasoning and makes a difference to our lives, to our economy, to our environment and to our society.

Sindh Madressatul Islam University, the Alma Mater of Quaid-i-Azam Muhammad Ali Jinnah, with a vision of “Research for Change in Society” has fostered research as an integral part of its strategies. The vision of research support programs encourages and maximizes support for research activities. It includes funding for publishing books, journals and travel grants for faculty, to help them attend conferences who need to reach other institutions for research purposes, sharing their ideas, promoting research nationally and internationally and also adding some knowledge to the scientific world.

The funding policy ensures that leading researchers get the recognition and rewards that they deserve and the opportunity to play a significant role in the global scientific community. It encourages them to be used cross-institutional collaborations and help them lay the foundations of ingenious, innovative, collaborative, and creative initiative that demonstrates significant potential to enhance the research and creative activity portfolio of SMI University.

2.0 Office of Research Innovation and Commercialization (ORIC)

Following the directives of HEC and to bring Innovation & Commercialization in Research, a separate office is established to pursue the vision of “Research for Change in Society”. This office is called Office of Research, Innovation & Commercialization (ORIC). ORIC seeks to develop institution-wide strategies to foster cutting-edge research, administering and monitoring internal and external research grants, contributing to the development of regional economy and society, satisfying national strategic needs, providing knowledge for the improvement of life for all, promoting inter disciplinary and collaborative research and
ensuring ethical and responsible research practice.

2.1 Structure of ORIC
ORIC is headed by the Director and is divided into main branches –Research, Innovation & Commercialization.

2.2 Objectives of ORIC
The objectives of ORIC are as follows:

- To create research culture in university
- To ensure that research is conducted which aims at solving Social, Management, Business, Environmental, Economic and Technological problems and thus bringing change in society
- To motivate and facilitate faculty and research students to conduct quality research
- To help each department to organize national & international conferences annually
- To launch research journals
- To commercialize research work
- To creating liaison between university and industry
- To align research work at university with the needs of local and international corporations and industries
- To promote collaboration with international universities, especially in the context of academia and research
- To help and assist in availing research projects

3.0 Research Committee

3.1 Structure of Research Committee
The structure of the Research Committee will be as:

- All Dean (Members)
- All Professors
• Director ORIC
• Manager Research Operations/Manager University Industry Linkage

3.2 Function of Research Committee

The main functions of Research Committee are as follows:

• To assess the worth of conferences for availing official facilities
• To evaluate the worth of research proposal submitted for funding
• To recommend the duty leave for faculty who are invited as guest speaker or session chair
• To recommend the remuneration amount for published research papers
• To recommend the remuneration amount for published books or chapters of books
• To evaluate the faculty on their research activities and recommend for the award of “University Best Researcher Award”.
• To recommend the case for “Specific Foreign Visits”
• To nominate a focal person for conducting official anti-plagiarism test

4.0 Research Paper Publication

4.1 Introduction

For most researchers, publishing an article in a prestigious journal is likely to be recognized and rewarded with attention from one’s peers. However, to encourage and promote the outstanding scientific publication the university has decided to offer incentives to researchers who have publications affiliated with SMI University in HEC recognized journals and ISI indexed journals.

All faculty members are encouraged to publish research papers in HEC recognized journal or ISI indexed journal. Highest weightage will be given to papers published in journals with highest impact factor or placed by HEC in highest category.
4.2 Criteria for Claiming Publication Incentives

- Claim will be submitted on the prescribed form along with copy of published research paper to ORIC for the payment of publication charges and incentive payment
- The applicant should be serving SMIU at the time of claim and should have mentioned affiliation with SMIU in research paper.

4.3 Remuneration for Publications

To motivate researchers, incentives are offered on publications as per HEC criteria. These incentives are shown in following table:

**TABLE ‘1’**

Formula for the award of paper published in journals of Impact Factor

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<th>Type of Paper</th>
<th>Impact Factor</th>
<th>Maximum amount of award (Rs.)</th>
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<tr>
<td>Published in Impact factor</td>
<td>1.0 and above</td>
<td>60,000</td>
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<tr>
<td>Journal</td>
<td>0.9 – 0.99</td>
<td>55,000</td>
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<td></td>
<td>0.7 – 0.89</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td>0.5 – 0.69</td>
<td>40,000</td>
</tr>
<tr>
<td></td>
<td>0.3 – 0.49</td>
<td>35,000</td>
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<td></td>
<td>0.1 – 0.29</td>
<td>30,000</td>
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**TABLE ‘2’**

Formula for the award of papers published in HEC approved local* journals (with duly assigned category)

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<tr>
<th>Type of Paper</th>
<th>Category</th>
<th>Proposed Remuneration(Rs.)</th>
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<tr>
<td>HEC approved</td>
<td>W</td>
<td>25,000</td>
</tr>
<tr>
<td>Journal</td>
<td>X</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>15,000</td>
</tr>
<tr>
<td></td>
<td>Z</td>
<td>5,000</td>
</tr>
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* International Journals approved by HEC also fall in above category
* ISI indexed journals will be considered ‘X’ category journals
* Publications in Dubious Journals are not to be considered as notified by HEC
5.0 Research Paper/s Presentation in Conferences

5.1 Introduction
Scientific seminars, conferences and symposia act as a welcome source of motivation and information for the academic and scientific communities. These events provide tremendous opportunity to exchange the scientific outcomes of knowledge creation and problem solving. Scientific conferences are ideal places to find out what has advanced in specific field, observe the various debates and controversies under way, meet interesting people, make contacts for the future, and, in general, interact with professionals in their fields. Beyond sharing inspiring stories, the participants see how others solved similar problems, which may help move them past the roadblock in their own research. The contacts developed in these events may result in a new collaboration. It is always amusing to put the names one has read on papers for years with actual faces at scientific conferences.

5.2 Objectives
The objectives of this program are as follows:

- To extend financial assistance to faculty to present their research works at national and international events.
- To share academic and research experiences and achievements at national as well as international level.
- To share scientific ideas with national and international research community and get exposure to latest trend and techniques in research.
- To explore opportunities for national and international academic collaborations.

5.3 Eligibility Criteria for attending Conferences / Seminars / Workshops
Grants are available for SMI University faculty and administration unit to promote international research, partnership, and collaboration. For presentation of research papers at national and international forums and for interaction with veterans in the field, the university teaching faculty, staff, and Ph.D. scholars are extended financial assistance, while evaluating an application for award of a travel grant, the following are the major
considerations:

- It is mandatory for faculty and post graduate students to present at least their one research paper in a conference annually.
- Faculty or post graduate students are encouraged to participate in the conferences.
- Faculty and post graduate students will be facilitated to participate in those conferences which are officially communicated to them through ORIC.
- If a faculty intends to participate in a conference, which was not communicated by ORIC, then the Research Committee will decide about availing the official facilities by the faculty.
- The faculty can participate in any conference on their own (without availing official facilities), provided that their classes should not be disturbed.

5.4 Guidelines for Claiming Research Travel Grant

Three different criteria are set for attending the conferences. The criteria and the requirements areas are as under:

5.4.1 Participating in Conference by Claiming Research Travel Grant

- The applicant should communicate the details of the conference to ORIC and ORIC will forward the case to the competent authority for approval within a week.
- After formal approval from ORIC, the applicant can submit his/her paper in the conference.
- Only one Travel Grant Application per department for a particular conference will be forwarded to the research committee.
- In case more than one papers are accepted in a conference the research committee will finalize the name looking at his/her research potential, experience, and conferences attended previously.

5.4.1.1 International Conference Through University Funding

- The applicant should have at least two (02) research papers published in ISI indexed journals having impact factor or HEC recognized ‘W’ category journal. Or three
• The conference should be duly approved by the Research Committee.
  Applicant can apply only once in a year for university funding to participate in an
  international conference.
• No more than two (02) participants per year will be allowed to participate in
  conference on university funding.

5.4.1.2 National Conference Through University Funding
• The applicant should have at least one (01) research paper published in HEC
  recognized ‘Y’ or higher category journal.
• The conference should be duly approved by the Research Committee.
• Applicant can apply only once in a year for university funding to participate in a
  national conference.
• No more than four (04) participants per year will be allowed to participate in a
  conference on university funding.
• One person per department will be allowed to participant in a conference.
• In case more than one papers are accepted in a conference the research committee
  will finalize the name looking at his/her research potential, experience, and
  conferences attended previously.

5.4.2 Participating in Conference on One’s Own Expense
Any applicant can participate/attend conferences as much as he/she wants to, provided that his/her daily duties are not suffered. The applicant has to receive NOC from the concerned department.

5.5 Supporting Documents Required for Attending Conference
• Letter of Acceptance or email from the organizer in which mode of presentation
  (oral/poster) has been clearly mentioned.
• Documentary evidence indicating that your abstract/paper has been accepted based
  upon peer review by the technical committee of the event.
• Documentary evidence indicating that your abstract/paper would be published in
Book of Abstracts/ Proceedings/ Journals for the conference. Online publication is also acceptable.

- Copy of conference brochure containing aims, objectives and themes, charges of the registration and accommodation etc. (website details of the conference are also acceptable). Full text paper (Soft Copy)
- CV of the applicant with recent research work (2-3 pages).

5.6 Procedural Rules for Travel Grant

- The conference should be duly approved by the Research Committee.
- Applicant can apply only once in a year for university funding to participate in a national/international conference.
- Only one Travel Grant Application per department for particular conference will be forwarded by research committee.
- No more than two participants per year will be allowed to participate in international conference on university funding.
- No more than two participants per year will be allowed to participate in national conference on university funding.
- One person per department will be allowed to participate in a national/international conference.
- The SMI University ORIC has the right to verify the Similarity Index of the publication at random. In case the Similarity Index is higher than permissible limit; a clarification from the author will be sought before deciding the travel grant.
- For approved cases, the sanctioned amount will be reimbursed to the faculty member upon return/attending the event and upon filing the audited expenditure statement duly signed by the applicant, university auditor and head of department.
- The reimbursement claims should be filed preferably within two months after the visit. No claim will be entertained after 6 months from the award of travel grant.
- No re-appropriation in the approved budget heads is allowed.
- If the visit is not performed for any reason(s), the same should be notified to ORIC positively within 15 days after the conference dates, failing which the grant is
considered as availed.

- The SMIU-ORIC will reimburse the registration fee to the applicant in case the applicant could not travel due to circumstances which were beyond control subject to the condition that registration fee is paid after the issuance of award letter. The circumstances may include:
  - Refusal of visa by the concerned embassy
  - Issuance of visa after the event dates.
  - Indefinite delay in issuance of visa
  - Sickness or accident, etc.
  - After attending the event the applicant has to submit his/her feedback about the event

5.7 Evaluating Worth of Conference

Evaluating an application for award of travel grant, following are the major considerations;

- Scope of the conference
- Repute of the organizers
- Relevance of the conference with the applicant’s professional career
- Relevance of the paper with current job description of the applicant

6.0 Publication of a Book/Chapter of a Book

University encourages its faculty to write a book or a chapter of a book. For motivating faculty to write a book or contribute a chapter in a book, SMI University offers following incentives.

6.1 Remuneration for Publishing a Book

If the number of pages of book are more than 250, Rs 100,000 will be paid incentives if the number of pages are less than 250, then Rs 60,000 will be paid to the author if provided that the affiliation with SMIU is mentioned in the book.

6.2 Remuneration for Publishing a Chapter of a Book

For writing a chapter of book, incentives will be provided as per the recommendation of Research Committee or Higher Education Commission.
7.0 **Collaboration with Corporate World and Industry**

SMI University fosters a strong collaboration with industries align its academic research with industry’s needs. Regular meeting will be held between ORIC office and the authorities of industry to find the problems faced by the industry.

The prime aim of this collaboration is to:

- Convert the research conducted at university into projects and thus will find the market for the research.
- Seek advice from the corporations and industries in offering and designing the courses.
- Have adjunct appointments of industry experts for teaching & conducting research at university.

8.0 **Chairing a Session in Conference**

It is an honor for faculty of the university to be invited to chair the session in a national or international conference. While chairing the session, the faculty is representing the university and thus, brings a good name and fame for university.

- Faculty is required to submit application for duty leave to ORIC and ORIC will present the case before Research Committee to give permission.

9.0 **Guest Speaker in Conference**

Guest speaker session is an integral part of the conference. Mostly the experts of the domains are invited as guest speakers. When a faculty is invited for this, it contributes significantly in the reputation of university and for that purpose the person can apply for duty leave.

The applicant will submit application through chairperson/dean to ORIC, ORIC will present the case before Research Committee and then case will be forwarded to the Competent Authority for final decision.

10.0 **Research Specific Foreign Visits**

The regular faculty of SMI University will be allowed and sponsored for specific foreign visits. One faculty will be allowed for such visit in a year, preference will be given to senior
faculty. The maximum time period for such visit is 06 months, which will be counted as duty leave. During that time period the faculty has to publish at least one research paper in ISI indexed journal having impact factor, otherwise they have to refund all the expenses incurred on their visit.

11.0 University Best Researcher Award
To motivate faculty members to conduct more and more quality research, a ‘Best Researcher Award’ will be awarded to faculty annually. This award will be presented to faculty members in Convocation of the university. The score on research activities will comprise as per HEC criteria:

- Research Projects Conducted
- Research papers published in ISI Indexed Journals with or without impact factor
- Research papers published in HEC Recognized Local Journals
- Participation in national & international conference/s.
- Books/s written
- Chapter of the book written
- Number of PhD students produced
- Number of MS/MPhil students produced

All faculty members (interested to contest) shall require to fill the ‘Best Researcher Award Form’ and submit it through chairperson / dean to ORIC. ORIC will present the case before Research Committee and then case will be forwarded to the Competent Authority for final decision.

11.1 The Weightage for Faculty Research Work
11.1.1 Research Project Completed
- For PI twenty (20) marks for 01 research project of worth more than one million and ten (10) marks for each Co-PIs.
- For PI ten (10) marks for research project of worth less than one (01) million and five (05) marks for each Co-PIs
11.1.2 Research Papers Publication

- Ten (10) marks for one (01) research publication in ‘W’ category journal.
- Ten (10) marks for two (02) research publications in ‘X’ category journal.
- Ten (10) marks for three (03) research publications in ‘Y’ or SMIU research journals.
- Seven (07) marks for two (02) research publications in SMIU research journals.
- 3.5 marks for one (01) research publication in SMIU research journal.

11.1.3 Participation in National/International Conference

- Five (05) marks for international conference if applicant is evaluated and allowed by the research committee.
- Three (03) marks for national conference if applicant is evaluated and allowed by the research committee.

**Note:** Same marks will be awarded, if faculty member participates in any conference on his/her own expense.

11.1.4 Book Publication

- Ten (10) marks for book publication by national or international publisher.
- Five (05) marks for chapter/chapters written in a national or international level published book.

11.1.5 Research Scholars Produced

- Five (05) marks for (02) two PhD research theses produced in a year
- Five (05) marks for (04) four MS research theses produced in a year
- Five (05) marks if BS level research thesis or project is commercialized.
ORIC will prepare the case keeping in view the criteria set for evaluation of faculty research work and will send it to research committee for selection and nomination for ‘Best Researchers’ from all faculty members. The top three (03) scores will get the following incentives:

- 1st position Rs. 75,000/-
- 2nd position Rs. 50,000/-
- 3rd position Rs. 25,000/-

While those faculty members who will score marks more than thirty (30) will be awarded Rs. 10,000 each.

12.0 Incentives for Faculty/Researcher from the Revenue of Commercialized Projects

If any research is commercialized by ORIC then the revenue will be distributed between university and the researcher/s in 40: 60 ratios respectively. The 60 percent of the revenue for faculty will be distributed equally among author and co-authors, provided that they all have shown their affiliation with Sindh Madressatul Islam University.

13.0 Patents for the Research

SMI University encourages faculty/researchers to obtain patents for their innovative ideas and research.

14.0 Initiating Project Proposal

SMI University has special focus on writing and availing research projects. For this purpose, faculty is encouraged, motivated and facilitated to write proposal for research projects, nationally and internationally. In this regard ORIC is assigned following responsibilities to:

- To collect information about national and international projects and disseminate it to the concerned.
- To create liaison with all nationally & international agencies/organizations which provide funding for projects or sponsor projects.
- To sign MoUs with national and international agencies, organizations, NGOs etc., for jointly writing and availing research projects.
- To co-ordinate externally funded research projects to faculty and professional
researchers.

- To hire technical experts or their services to assist and help in writing the proposals for projects and availing them.
- The project proposals will be submitted to the Research Committee for evaluation. Later, the committee will send the proposal to the Competent Authority for and dispatching to concerned agency/organization.

15.0 Anti-Plagiarism Policy

The salient features of anti-plagiarism policy are as follows:

- A focal person, preferably a Professor, will be nominated by the university to officially conduct the similarity index of the research work.
- All the research materials i.e., theses, research papers etc. will be submitted to the ORIC.
- ORIC will send those documents to the focal person for plagiarism test.
- The focal person will assess the similarity index on the criterion provided by the HEC.
- The permissible limit of similarity index is 19%.
- If the similarity index is higher than 19%, the author will be asked for justification. If convinced, the focal person can give him one chance to bring it down to 19% or less.
- The report duly signed by the focal person will be an official document and will be used for correspondence.
- This facility will also be provided to all supervisors of research work to conduct plagiarism test of the research work of research students, so that they can know the similarity index of their documents.

16.0 Research Journals

Research journals play a pivotal role in the dissemination of research outcome between the researchers and scholarly community and for the advancement of any discipline or profession.
Keeping in view the significance of knowledge building in different academic disciplines, every department of the university is required to publish its own journal providing scholars/researches of SMIU a tool for publishing their research work and to share their research outcome with other scientific researchers and policy makers. All of these journals are double blind peer reviewed journals.

16.1 Organizing Committee of the Journal
- The organizing committee of the journal comprises of Patron in Chief, Chief Editor, Managing Editor, Associate Editors and Manager Publication & Circulation.
- Patron-in-Chief of the Journal is the Vice Chancellor of the University.
- Chief Editor is the Dean of the faculty concerned.
- Managing Editor is the Chairperson of the Department concerned.
- Associate editors are the three most senior faculty members, preferably PhDs, of the department.
- Manager Publication and Circulation is the Manager University Industry Linkage.

16.2 Editorial Board of a Journal
- The Editorial Board is comprised of five foreign and five local members.
- All the foreign members should be PhD.
- All the local members should be PhD & Professor.
- The consent of all the members should be received duly on the consent form of the Journal.

16.3 Review Committee
The members of the review committee will be:
- All the members of the Editorial Board can become the members of the review committee subject to their consent.
- At least 20 more PhDs from different universities.
16.4 Publication Ethics

Authors are expected to observe high standards of publication ethics. Falsification or fabrication of data, plagiarism including duplicate publication of authors’ own work without proper citation, misappropriation, publishing the work without the consent of original author and publishing others’ work on one’s own name is unacceptable and unethical.

Any case of ethical publication misconduct will be treated seriously and dealt with in accordance of HEC guidelines.

16.5 Authorship

- All the authors should have been involved in the writing of the research paper and they must read and approve the final version.
- The major contributor of the paper should be nominated as the corresponding author.
- There should not be more than three authors in a research paper.
- All the authors should mention their affiliation.
- The corresponding author should also provide his/her contact no and e-mail ID.
- All the communication will be made with the corresponding author.
- All the authors are responsible for the work.

16.6 Originality

- The manuscript which is submitted to journal should be original, unpublished and is not in consideration elsewhere.
- All the authors are required to submit a statement that the manuscript submitted is original and has not been accepted or is currently being considered for publication elsewhere.
- Manuscript submitted to journal will be checked by editor or his associates using anti-plagiarism software (Turnitin).
- Plagiarism of more than 19% is not tolerated and the manuscript will be rejected by the editor.
16.7 Peer Review Process

Policy regarding the Peer Review process is as follows:

- All the submitted research papers are initially received by the editor and his associate.
- If the submissions are not of high significance or not relevant to the journal or have similarity index of more than 19%; they may not be brought into the phases of evaluation and publication by the editor.
- The corresponding author will be informed about the grounds on which the paper is not sent to the reviewers.
- Research papers, which are not rejected by the editor, will be sent for peer review to one local and one foreign reviewer.
- Research papers will not be sent to those reviewers who belong to any of the institution whose affiliation is mentioned by any of the author of the research paper.
- Based on the feedback of the reviewers, a paper will be accepted or rejected.
- Acceptance or rejection of the research paper on the basis of the feedback of reviewers will be communicated to corresponding author.
- The average time for the whole process from submission to acceptance/rejection is three months.

16.8 Remuneration for Reviewers

It is suggested that the following fee structure may be followed:

- Rs.5000 /review to local reviewer
- $100 /review to foreign reviewer

16.9 Confidentiality

All submissions will be treated as confidential document. They will be reviewed by the editor, editorial office staff and assigned peer reviewers; all of them are bound to treat the document as confidential.
16.10 Deadlines for Publication of Journals

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<th>Task</th>
<th>January Issue</th>
<th>July Issue</th>
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<tr>
<td>1</td>
<td>Call for Papers</td>
<td>1(^{st}) October</td>
<td>1(^{st}) April</td>
</tr>
<tr>
<td>2</td>
<td>Full paper Submission</td>
<td>15(^{th}) November</td>
<td>15(^{th}) May</td>
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<tr>
<td>3</td>
<td>Review of Papers by Editorial Board</td>
<td>10(^{th}) October to 20(^{th}) November</td>
<td>10(^{th}) April to 20(^{th}) May</td>
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<tr>
<td>4</td>
<td>Review of Papers by Externals</td>
<td>15(^{th}) October to 25(^{th}) November</td>
<td>15(^{th}) April to 25(^{th}) May</td>
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<tr>
<td>5</td>
<td>Review report sent to authors</td>
<td>1(^{st}) November to 1(^{st}) December</td>
<td>1(^{st}) May to 1(^{st}) June</td>
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<tr>
<td>6</td>
<td>Final editing and drafting of research Journal</td>
<td>5(^{th}) December</td>
<td>5(^{th}) June</td>
</tr>
<tr>
<td>7</td>
<td>To be submitted to ORIC for printing</td>
<td>6(^{th}) December</td>
<td>6(^{th}) June</td>
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<tr>
<td>8</td>
<td>Journal publication</td>
<td>1(^{st}) January</td>
<td>1(^{st}) July</td>
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Furthermore, the ORIC department shall be responsible for next two steps

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<td>7</td>
<td>Journal publication</td>
<td>1(^{st}) January</td>
<td>1(^{st}) July</td>
</tr>
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</table>

Paper Contribution by students of respective department:

- MS Research Scholars 01 research paper
- PhD Research Scholars 02 research papers

17.0 Conferences

Each department is required to organize at least one national and one international conference.

18.0 Faculty Research Performance Evaluation

Forty (40) percent of the performance evaluation of the faculty will be based on their research contribution. The criterion of research performance will be set by the Research committee and will be incorporated in the “Research Performance Evaluation Form”. This
form will be administered among faculty through ORIC. The criteria used for “Faculty Research Performance” will be the same as used for ‘Best Researcher Award’.

19.0 Incentive for Research Supervision

19.1 Supervision of Doctoral Thesis
Remuneration for supervising a doctoral student will be fixed by Research Committee

19.2 Supervision of MS/MPhil Thesis
Remuneration for supervising a MS/MPhil will be Rs.7500 per student.

20.0 SOP for MS/PhD Thesis
Guidelines mentioned below will be followed by research scholars at SMI University for starting their research work/thesis.

20.1 Prerequisites

20.1.1 Coursework
A research scholar has to maintain at least CGPA mentioned under in his/her coursework to start research work/thesis:

- MS = 2.5 CGPA
- PhD = 3.0 CGPA

20.1.2 GRE (General/Subject)
Research scholar has to qualify GRE (General/Subject) to start research thesis/work. If he/she fails to qualify GRE (General/Subject), his/her case will not be sent to ASRB for approval. The minimum required score for GRE is as under:

- MS GRE(General) = 50%
- PhD (Subject) = 60%

20.1.3 Timeline for Completion of Research Thesis
- MS = Minimum 1.5/02 years and Maximum 04 years
- PhD = Minimum 03 years and maximum 08 years
Note: 1.5 years for MS (Business Administration Department)

20.1.4 Timeline for MS and PhD Degrees
- MS = Minimum 06 months and Maximum 04 years after completion of coursework
- PhD = Minimum 24 months and Maximum 06 years after completion of coursework

20.1.5 Procedure
The student who want to start research work for MS/PhD will submit application along with required information/documents mentioned under to the departmental research co-coordinator:

a. Name along with ID
b. Transcript of coursework
c. GRE Certificate
d. Proposed area/topic of research
e. Proposed name of research supervisor
f. After getting recommendation from Departmental Research Committee (DRC), the research scholar is required to prepare synopsis/research proposal for proposed research area/topic under supervision of his/her supervisor.
g. The department will notify the day, date and time for Synopsis Defense at least 30 days in advance. Synopsis Defense for MS and PhD scholars may be arranged separately.
h. Research scholars are required to defend their Synopsis/Research Proposals in front of DRC. All members of DRC will assess the research plan and share their observations/suggestions with the research scholars. The head (Chairperson) of the DRC has to ensure that all suggestions/observations are recorded and shared with the research scholars.
i. The Research Coordinator is required to compile minutes of Synopsis Defense along with complete list of reviewed synopsis and allocated research supervisors and the copy of minutes must be sent to ORIC along with copy of documents mentioned in Clause 20.1.5.
j. Upon receipt of Synopsis Defense Minutes, ORIC shall coordinate for ASRB meeting for formal approval of research supervisor, research topic, synopsis/research proposal from the competent authority.

k. After meeting, ORIC will notify the names of approved supervisors and topics to the respective departments as well to the research scholars and copy of the same will be sent to CoE for record.

l. The research scholars will start their research work under the supervision of their approved supervisor and could submit their thesis as per timeline mentioned in the Clause-3.

m. The supervisors shall maintain the progress record of the research scholars working with them and will submit their quarterly progress report to ORIC.

n. Minimum four (04) or more (when needed) meetings of DRC shall be arranged in a year to review the synopsis/research proposals, seminars and other matters of MS/PhD research scholars. The department shall share the yearly DRC meetings plan including day, date and time with ORIC.

o. After completion of research work, all students are required to participate in thesis defense seminar and have to present and defend their scholarly work.

p. The concerned supervisor, members of DRC and any other person upon approval from the competent authority shall be the part of Thesis Defense Seminar. All suggestions/observations on all thesis will be communicated to the research scholars.

q. The research scholars will incorporate suggestions/feedback in their research thesis and will submit two (02) hard copies of their final thesis along with the soft copy in CD following the guidelines given in Clause-20 of the Research Policy to the Research Coordinator and the head (Chairperson) shall submit all the required documents i.e. thesis in hard and soft, minutes of Thesis Defense, list of six (06) external reviewers (The Dean/Chairperson will prepare the list of external reviewers in consultation with the concerned supervisor) to ORIC for further proceeding. The criteria for external reviewers for MS/PhD is as follow:

i. MS thesis will be reviewed/evaluated by two (02) national level reviewers/evaluators.
ii. PhD thesis will be reviewed/evaluated by two (02) international reviewers/evaluators from academically advanced countries.

r. ORIC will send the soft copy of research thesis to Turnitin Administrator/approved focal person for similarity check or plagiarism (Maximum 19% plagiarism will be allowed as per HEC guidelines.

s. Satisfactory report of Turnitin Administrator on the research work will lead the research scholar for his/her eligibility for external evaluation of his/her thesis.

t. ORIC shall facilitate in sending final thesis to nominated external evaluators after taking approval from the Competent Authority.

u. MS thesis evaluation reports from the external experts will then be shared with respective research coordinators while PhD thesis evaluation reports will be open in ASRB meeting and then will be shared with the departmental research coordinator.

v. The research coordinator with concerned chairperson will communicate the suggestions/observations to concerned supervisor so to incorporate in the thesis.

w. If a thesis is rejected by both the reviewers/evaluators, then the student will be asked to conduct research on any other topic.

x. But, if the thesis is accepted by one examiner and is rejected by the other, then thesis will be sent to third examiner for evaluation. If the report from third examiner is satisfactory then will be treated as pass, otherwise research scholar will be asked to revise his/her research work and follow the same process as followed before.

y. After receiving two (02) satisfactory reports from the external evaluators/reviewers, ORIC will arrange Thesis Defense after approval from the competent authority.

z. Thesis Defense Seminar will be conducted in front of external examiner(s), DRC, and Director ORIC. The research scholars will be required to defend its findings, analysis, recommendations and also to confront viva voice for the same in presence of concerned dean, external examiner/s and supervisor.

aa. After successful Thesis Defense and Viva Voice, ORIC will send those reports to QEC, CoE, and Registrar’s Office. Moreover, ORIC shall coordinate for ASRB
for award of degree. The decision of ASRB will be made in the light of examiners’ reports.

bb. ORIC will notify the minutes of ASRB to Examination Department and Controller of Examination shall notify result after approval of the competent authority and degree will be awarded.

21.0 Thesis/Dissertation/Independent Study Guideline

21.1 Writing Proposal/Synopsis

21.1.1 Proposal/Synopsis

Synopsis/proposal of a thesis describes the problem to be investigated by a scholar. It is a document of agreement between student, department and ORIC and ASRB (Advanced Studies and Research Board) of the university regarding contents of satisfactory thesis or dissertation.

Synopsis/proposal is a requirement to be fulfilled before initiating a research thesis. Therefore, it should provide precise and focused research outline and other necessary requirements.

21.1.2 Required Sequence for Contents of Proposal

The ability to describe a research project briefing which includes scheme of study, for addressing the problem is one of the skills that the proposal process requires. Therefore, all thesis proposals / synopsis are required to follow strict guidelines.

A thesis/independent study/final research project will be written using the following contents:

- Title of the Study
- Statement of Problem
- Objective of the Study
- Significance / Purpose of the Study
- Literature Review
- Methods & Plan of Action
- Facilities / Resource Required
- Annexure if needed
21.1.3 Formatting Requirements

- Research title should not be no more than 100 characters in length. It may be modified as when research develops or as suited by the student during the course of study.
- Font size is required to be 12pt; whereas font type is required to be Times New Roman. Margin requirements include 4 cm left & top while 2.5 cm right & bottom.
- It should be printed single sided with double line spacing and must not exceed 15 pages in length.

21.2 Thesis Submission

The structure of the research thesis / dissertation and/or independent study report should follow guidelines as per the standard below:

21.2.1 Contents for Thesis Report

Required / mandatory contents for successful completion of thesis / dissertation / independent study report should contain the following:

a. Title Page
b. Abstract
c. Acknowledgement
d. Introduction to Author
e. Declaration of originality and approval
f. Table of Contents
g. Lists of abbreviations, tables, appendices
h. Introduction
i. Literature Review
j. Research Methodology
k. Findings
l. Conclusions
m. Discussion and Recommendations
n. References
o. Appendices
p. Plagiarism Report
Brief Description and Template for Standardization

a. **Title page**

The title page comes after the cover page and should therefore contain complete research title, student name and program and year of submission (template Annexure A).

Font should be 16 pt. Times new Roman with double line spacing. Text should be centralized.

Margin specification include 4.5 cm from top and bottom, whereas 4 cm from left and right.

b. **Abstract**

An abstract is a brief note about the research study. It should contain summary of statement of a problem, the methods used and findings reported in the thesis.

Translation of abstract in Urdu and Sindhi may also be attached.

An abstract must not exceed 350 words, 12 pt; Times New Roman font type with double line spacing.

c. **Acknowledgments**

Acknowledgement carry words of appreciation or credit to those whose work have made significant contribution in the completion of the thesis.

It should not exceed more than a page or 275 words, 12 pt; Times new Roman font with double line spacing.

d. **Introduction to author**

In this section, brief introduction of the author / student must be given with research interests and future prospective.

e. **Declaration of originality and approval**

Declaration of originality and approval signifies students own work and effort for the research study. It also authorizes data collected and findings as specified and analyzed under the guidance of supervisor and departmental heads.

Template / proforma used for the declaration is attached in Annexure B. All relevant signatories should sign the document before final submission in order to process the thesis review.
f. Table ofContents

This section provides an outline of thesis chapters and sub topics with their page numbers. It should use 12 pt font size and Times New Roman font type with page numbers as per the format below:

Chapter One ........................................................................................................pg.No
Chapter Two .........................................................................................................pg.No
   Sub topic .................................................................pg.No
   Sub topic .................................................................pg.No
Chapter Three .....................................................................................................pg.No
   Sub topic .................................................................pg.No
   Sub topic .................................................................pg.no


g. List of abbreviations, tables, appendices

This list contains the titles of figures, tables and appendices that appear throughout the text with their page numbers.
A student may put these lists (if required) in separate pages after table of content or in a sequence with table of content.

h. Introduction

Introduction in the thesis report refers to the brief overview of the research under consideration.

The chapter discusses, thesis purpose, scope, aims and objectives and overall structure of the research report/thesis.

i. Literature Review

This chapter refers to secondary sources available reflecting the research. It should critically analyze all the relevant literature pertaining to the topic with clear focus and direction. Flow and organization of the literature review should give a sense to the reader that student has covered all the potential secondary sources that may be significant for current domain of work. It should also cite all references properly.
j. Methodology
This chapter describes research design, data collection methods, sampling tools as well as tools used for analysis. This chapter plays important role in guiding the readers about where the data is coming from and what tools are used for the study.

k. Findings:
This chapter narrates all the significant findings from the study. Results may be presented in the form of tables, figures as well as texts that best explains the research question.

l. Discussion & Recommendations:
This chapter discusses research primary findings with that of the secondary sources. All results are interpreted for further studies and recommendations are presented for future implications. Findings are compared in relation to variables and then summarized for suggestions for future work.

m. Conclusion
This chapter usually outlines the summary of the main findings of the research and any final comments by the author. It may also contain limitations, and any implications of the further studies and work.

n. References
In-text as well as end of the chapter references should be cited using American Psychological Association (APA) format. The list should be arranged alphabetically and may not necessarily be numbered.
All sourced materials in the thesis should be referred appropriately as per the following format.

End of the report:
Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle.
Location: Publisher.
In-text:
- (author last name, year of publication)
- (author last name, year of publication, p. page number)
- (author last name, year of publication; author last name, year of publication)
- Author (year of publication)

o. Appendices:
Appendices are not mandatory but if used, it should appear at the end of the report. They are numbered consecutively as part of the text and should also be referred and added to the table of contents as appropriate.

New appendices should begin with a new page and font size should be 12 pt; Times New Roman.

p. Plagiarism Report:
As per the HEC guidelines, students must submit a plagiarism report. It should not be exceeding the limit of 19% and should be duly signed by the supervisor, Dean/Chairperson of the department and focal person for similarity index. ORIC/QEC may also cross check and submit the report for the said thesis. Template attached in annexure C.

21.3 Format Specifications
21.3.1 Paper and Printing
- Thesis report should use high quality white A4 paper (8.27" x 11.69") with single side printing.
- Font type should be Times New Roman, 12 pt (except specified otherwise), double line spacing, justified and compiled using Microsoft Word.
- All chapters may begin with a new page and each chapter title may be centralized and bold for identification. Sub-topics may be underlined for separate identifications. Other than that no markers or colors be used.
- Printing should be legible with no misprints or ink-spread.
a. Margin Specifications
The body of the report should take note of the following specifications (except cover and title page)

Top: 01 inch
Right: 01 inch
Left: 1.5 inch
Bottom: 01 inch

b. Pagination:
All pages in the thesis report should be numbered and must be consecutive throughout.

All page numbers must be centered 0.5” from the bottom right of the page. Font type must be Times New Roman; 10 pt. and should start from the main body of the research. Roman numerals (i, ii, iii etc.) may be used for Abstract, Acknowledgements, Introduction to Author and Declaration pages.

c. Tables & Figures
Tables and figures should follow APA style formatting. It should be used within the text at the center placement and captions are required to be placed below the table/figure with appropriate label (table 1.2, figure 2.3 and so on).
If placed tables/figures are sourced from secondary materials, it should be referred in the table/figure caption. Sample/template given below

Table/figure number: Title / caption (author, year of publications)

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d. Hard binding format and specifications:
For the purpose of thesis defense and review presentation in departmental seminar, 3 (Three) copies of research report/thesis should be submitted in spiral bound to the research coordinator.
For final submission, 06 copies of research report/thesis submitted should be **hard cover** bound in Dark Green color rexine (artificial leather).

The copies should be submitted to following stakeholders:

   i. Library copy (1)
   ii. ORIC copy (1)
   iii. Examination Department (1)
   iv. Concerned Department

**e. Cover page**

The thesis cover must be of A4 size (8.27" x 11.69") and must contain complete research title, student name and program and year of submission.

For cover page only, font should be 16 pt. Times New Roman golden color with double line spacing. Text should be centralized. Template attached in Annexure D. Spine should also contain research topic, year of submission and student name attached in Annexure E.
Appendix B – DECLARATION OF ORIGINALITY AND APPROVAL

Sindh Madressatul Islam University Declaration of Originality and Formal Approval.

Student Name: _____________________________

Student ID: _________________________________

Program: _________________________________

Department: _______________________________

Title of Research Thesis /Dissertation

__________________________

I do solemnly and sincerely declare that

1. This is my own work;
2. Use of any secondary work is referred appropriately and in genuine manner with standard referencing requirements. Excerpt or extract from, or reference to or reproduction of any used work has been disclosed sufficiently.
3. I hereby assign all rights of copyright and use in any form for this work to the Sindh Madressatul Islam University as it was conducted under the course of study.
4. This work was done under the supervision of my supervisor _______________ (name and designation) after the approval of departmental committee and all formal approvals were taken as required.
5. I am fully aware that if in the course of making this Work I have infringed any copyright whether intentionally or otherwise, I may be subject to legal action or any other action as may be determined by the Competent Authority.

Candidate Signature                        Date ______________________

Supervisor: ______________________________ Date: ______________________

(Name and signature)

Deans / Chairperson: _______________________ (Name and signature)
Plagiarism Report

Title of the Thesis

Name: _______________________________ ID: __________________

Program: ____________________ Department: ____________________________

Supervisor: __________________________________________________________

This is to report that the above thesis was processed for similarity detection and has been submitted in turnitin repository. Process and outcome is given below:

Software used: __Turnitin_________ Similarity Index: __________________________

Date: ____________________ Total word count: ____________________________

File Name: ____________________________ Digital Receipt No: __________________

Total pages: ______________________

________________________________________  __________________________
Name & Signature of the Student         Date

Checked by ___________________________  __________________________
(Focal Person for Checking Similarity Index)     Signature
Appendix E-SPINE FORMAT

Approximately 2 cm

Research Scholar Name

Topic of Research Thesis

Year of Submission