Research policy-2021

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1. Introduction

The prime aim of tertiary level education is not only to disseminate knowledge but also to produce knowledge. Production of knowledge is initiated by generating innovative ideas which ultimately enhance critical thinking and analytical capabilities. Conducting research not only develops knowledge but enhances the existing knowledge. It inculcates critical, on innovative, analytical, and logical qualities. Research 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, which includes funding for publishing books, journals, and travel grants for faculty, which would be helpful for academicians who wish to attend conferences or need to reach other institutions for research purposes sharing their ideas, promoting the dissemination of research at both national and international levels.
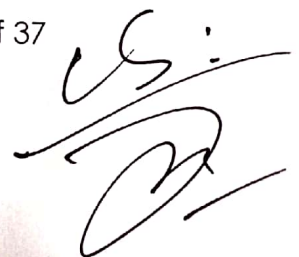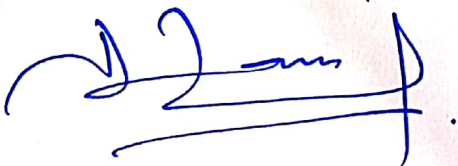
The funding policy ensures that leading researchers get the recognition and rewards that they deserve and the opportunity to play a significant role in the global scientific community, encourages cross-institutional collaborations, and help them lay the foundations of innovative, collaborative, and creative initiatives that demonstrate significant potential to enhance the research and creative activity portfolio of SMIU.

2. 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 the 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 interdisciplinary and collaborative research and ensuring ethical and responsible research practices.

2.1 Structure of ORIC

ORIC is headed by the Director & is divided into main branches –Research, Innovation &

Commercialization.

2.2 Objectives of ORIC

The objectives of ORIC are as follows:

- To create a research culture at SMIU.
- To ensure that research aimed at solving social, management, business, environmental, economic & technological problems is being conducted that has the potential to bring positive change in society.
- To motivate & facilitate faculty & research students to conduct quality research.
- To help academic departments to organize national & international conferences annually.
- To launch, help, improve and maintain the quality of research journals
- To commercialize research work.
- To create a liaison between SMIU and the industry.
- To align research work at SMIU with the needs of local and international corporations & industries.
- To promote collaboration between international universities, especially in the context of academia and research.
- To assist faculty and research students in availing of research projects.

3. Research Committee

3.1 Structure of Research Committee

The structure of a Research Committee shall be:

- The Vice-Chancellor
- All Deans (members)
- All Professors
- Director Post Graduate Studies
- Director ORIC
- Manager Research Operations/Manager University-Industry Linkage

3.2 Functions of Research Committee

The main functions of a Research Committee are to:

- Assess the worth of conferences for availing of official facilities.
- Evaluate the worth of research proposals submitted for funding.
- To discuss and approve the remuneration amount for published research papers.
- To discuss and approve the remuneration amount for published books or chapters of books.
- Evaluate the faculty based on their research activities and approve the award of "University Best Researcher Award".
- To discuss and approve cases for "Specific foreign visits for research and education purpose".
- Nominate a focal person for conducting official anti-plagiarism tests.

4. Research Paper Publication

4.1 Introduction
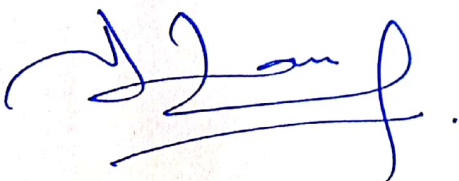
For most researchers, publishing an article in a prestigious journal is likely to be recognized and rewarded with attention from peers. However, to encourage and promote outstanding scientific publication the university has decided to offer incentives to researchers who have publications, affiliated with SMIU, in HEC recognized journals and indexed by the ISI-indexed journals having impact factors.

All faculty members are encouraged to publish research papers in HEC recognized journals or ISI-indexed journals.

4.2 Criteria for Claiming Publication Incentives

- Claims for the payment of publication charges and incentive payment will be submitted through the prescribed online form along with the attached soft copy of published research paper(s) at the online portal by ORIC.
- The application(s) will be forwarded from the portal to the HoD concerned, Dean concerned, and finally to ORIC respectively for remarks. At each step, the applicant shall get an online receipt via email as an update about the status of the application(s).
- The applicant should be serving SMIU at the time of claim and should have mentioned

affiliation with SMIU in the research paper.

4.3 Remuneration for Publications

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

TABLE '1'

Type of Paper	Category	Proposed Remuneration (Rs.)
HEC approved Journal	W(ISI Indexed, Impact Factor)	60,000
	X(ISI Indexed, Without Impact Factor)	40,000
	Y	20,000

* International Journals approved by HEC also fall in the above category

* Publications in Dubious Journals are not to be considered as notified by HEC

4.4 Disbursement of the Remuneration for Publications

In all the categories, remuneration shall be paid to up to 4 authors:

Category A: If there is only ONE author from SMIU then, in case of:

First authorship, 100% remuneration shall be paid.

Second authorship, 100% remuneration shall be paid

Third authorship, 60% remuneration shall be paid.

Fourth authorship, 40% remuneration shall be paid.

Category B: If there are TWO authors from SMIU then, in the case of

First and second authorship, 60% and 40% will be paid to each respectively.

First and third authorship, 70% and 30% will be paid to each respectively.

First and fourth authorship, 80% and 20% will be paid to each respectively.

Second and third authorship, 50% and 30% will be paid to each respectively.

Second and fourth authorship, 60% and 20% will be paid to each respectively.

Third and fourth authorship, 40% and 20% respectively will be paid to each respectively.

Category C: If there are THREE authors from SMIU then, in the case of

First, Second and third, 50%, 30%, and 20% will be paid to each respectively.

First, Second and fourth, 60%, 30%, and 10% will be paid to each respectively.

First, third and fourth, 70%, 20%, and 10% will be paid to each respectively.

Second, third and fourth, 40%, 03%, and 10% will be paid to each respectively.

Category D: If all four authors are from SMIU:

First, Second, Third, and Fourth author will get 40%, 30%, 20%, and 10%, respectively.
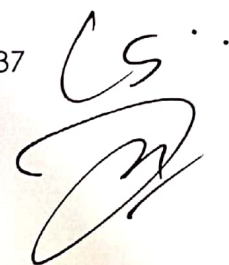
4.5. Mandatory Key Performance Indicators (KPIs) for faculty.

Since the evaluation of university faculty is mostly based on the quality teaching and quality research. Therefore, the following is proposed on annual basis:

- It is mandatory for a Professor (BPS-21) to produce annually at least 2 publications with impact factor; OR 1 impact factor and 2 X; OR 4 X category. Alongside, s/he will be required to ensure submission of two research proposals for national and/or international funding annually.

- It is mandatory for an Associate Professor (BPS-20) to have annual publications with at least 1 impact factor and one Y; OR 2 X category and 1 Y Category. Alongside, s/he will be required to ensure submission of one research proposal for national and/or international funding annually.

- It is mandatory for an Assistant Professor (Ph.D.) (BPS-19) to publish papers annually worth at least 1 impact factor; OR 2 X category; OR One X and two Y category, Alongside, s/he will be required to ensure submission of one research proposal for national and international funding annually.

- It is mandatory for lecturers to produce at least 1 X category or 2 Y category publications annually.

- If any faculty fails to complete above mentioned requirement, s/he will not be entitled to get extra courses in subsequent semesters.

5. **Research Paper/s Presentation in Conferences**

5.1 Introduction

Scientific seminars, conferences, and symposia act as a source of motivation and information for the academic and scientific communities. These events provide a 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 a specific field, observe various debates and controversies underway, 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 to:

- Extend financial assistance to faculty to present their research work at national and international events.
- Share academic and research experiences and achievements at the national as well as international level.
- Share scientific ideas with the national and international research community and have an exposure to latest trends and techniques in research.
- Explore opportunities for national and international academic collaborations.

5.3 Eligibility Criteria for Attending Conferences/Seminars/Workshops

Grants are available for SMIU faculty 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, SMIU faculty and Ph.D. scholars are extended financial assistance. For PhD scholars, university will support in the registration fees of the conference and for Faculty members, university will support in all process including travel grants.

While evaluating an application for the award of a travel grant, the following are the major considerations:

- 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 providing the official facilities to the faculty.
- The faculty can participate in any conference on their own (without availing official facilities), provided that their classes and other official assignments will be compensated, if disturbed.

5.4 Guidelines for Claiming Research Travel Grant.

The criteria and the requirements for attending the conferences are as under:

5.4.1 Participating in Conference by Claiming Research Travel Grant

- The applicant can submit his/her paper in any recognized conference with publication opportunity at least in Scopus or Web of Science conference or in any reputed organization, such as IEEE excess or HEC top 100 universities conferences.
- After the conference, the applicant must submit copy of conference proceeding/abstract certificate and certificate for records.
- Only one Travel Grant Application per department for a particular conference will be sanctioned by the research committee.
- In case more than one papers are accepted in a conference the research committee will finalize the name by looking at the research background, seniority, and earlier availed research grant.

5.4.2 International Conference through University Funding

- The applicant should have at least 02 research paper published in ISI Indexed journals having impact factor/ HEC recognized W journals or 3 papers in X category journals OR 4 papers in Y category journal.
- The conference should be duly endorsed by the HoD/Dean.
- Applicant can apply only once a year for university funding to participate in an international conference.
- No more than eight (08) participants per year will be allowed to participate in conference on university funding.

- The application will be approved by the Competent Authority.

5.4.3 National Conference Through University Funding
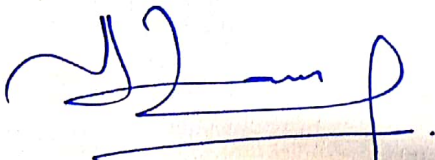
- The applicant should have at least one (01) research paper published in HEC recognized journal in the last year. In case there is no paper published, the previous research publications and accomplishments may be taken into consideration.
- The conference should be duly endorsed by the HoD/Dean.
- Applicant can apply once in a year for university funding to participate in a national conference.
- No more than twenty (20) participants per year will be allowed to participate in a conference on university funding.
- In case more than one paper are accepted in a conference, the HoD/Dean will finalize the name looking at the candidates' research potential, experience, and conferences attended previously.
- The application will be approved by the Competent Authority.

5.4.4 Participating in Conference on One's Own Expenses

Any applicant can participate/attend as many conferences as they wish to on their own expenses. Applicant must receive a No Objection Certificate (NOC) from the department concerned.

The Applicant will be granted Duty leave for Conference +1 days.

5.5 Supporting Documents Required for Attending Conference
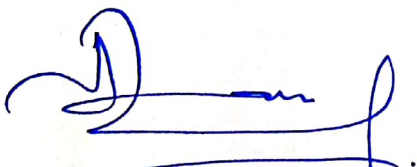
- Letter of Acceptance or email from the organizer in which mode of presentation (oral/poster) has been clearly mentioned.
- Documentary evidence indicating that applicant's abstract/paper has been accepted based upon peer review by the technical committee of the event.
- Documentary evidence indicating that applicant's 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.

5.6 Procedural Rules for Travel Grant

- The conference should be duly approved by the Research Committee.
- Applicant can apply once in a year for university funding to participate in a national and once in international conference.
- Only one Travel Grant Application per department for particular conference will be approved by research committee.
- No more than eight participants per year will be allowed to participate in international conference on university funding.
- No more than twenty participants per year will be allowed to participate in national conference on university funding.
- SMIU-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 HoD.
- ORIC will be responsible to arrange the air tickets and accommodation for the participant. However, in some special circumstances, participants can arrange it by her/himself, which will get reimbursed.
- 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.
- In case, any payment is made in advance, 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..
- The University 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 must 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. 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, SMIU offers following incentives.

6.1 Remuneration for Publishing a Research oriented Book

If the number of pages in a book is more than 250, then Rs. 125,000 will be paid, and if the number of pages is less than 250, Rs. 80,000 will be paid to the author if affiliation with SMIU is mentioned in the book.

6.1.1 Eligibility Criteria

- Thesis converted into book will not be considered.
- The book should fulfill the HEC criteria of research book.
- The claims will be accepted for published (printed in hard copy) books.

6.2 Remuneration for Publishing a Chapter of a Research Oriented Book

For writing a chapter of book, incentives will be provided as per the recommendation of Research Committee based on the criteria defined by Higher Education Commission.

6.3 Remuneration for Publishing a Non-Research oriented book.

If the number of pages of book is more than 250, Rs. 80000, if the number of pages is less than 250, then Rs. 45000 will be paid to the author if affiliation with SMIU is mentioned in the book.
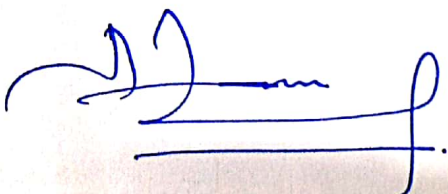
6.3.1. Eligibility Criteria

The author will first send a proposal of writing the book to ORIC department, and that proposal will be presented in the meeting of Research Committee. The Committee will decide the acceptability of that book for remuneration. Any Non-Research oriented book that is written without prior approval of research committee shall not be entertained for remuneration. However, if the published book will not coherent with the proposal, committee may revisit the decision of rummeneration.

7. Collaboration with Corporate World and Industry

SMIU fosters a strong collaboration with industries to align its academic research with industry's needs. Regular meetings 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 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 and conducting research at university.

8. Chairing a Session in Conference

It is an honor for the faculty of 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.
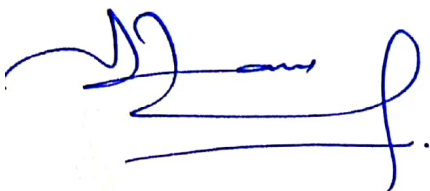
- Faculty is required to submit application for duty leave to ORIC and ORIC will present the case before Research Committee for permission.

9. 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 the purpose faculty members can apply for duty leave.

The applicant will submit application through Chairperson/Dean to ORIC; ORIC will present the case before Research Committee for approval.

10. Research Specific Foreign Visits

The regular faculty of SMIU will be allowed sabbatical leave for specific foreign visits. One faculty will be allowed for such visit in a year. In case, the research credentials of two faculty members are on par, preference will be given on the basis of seniority, recent research contributions and earlier University funded visits availed. The maximum time period for such visit is 06 months, which will be counted as study leave. During that year 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. 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 having impact factor
- Research papers published in HEC Recognized Local Journals
- Participation in national & international conference/s.
- Research Books/s written
- Chapter of the Book written
- Number of PhD students produced
- Number of MS/MPhil Students Produced
- Number of Bachelor thesis/project supervised. Three bachelor theses/projects shall be considered as equal to one MS/MPhil thesis
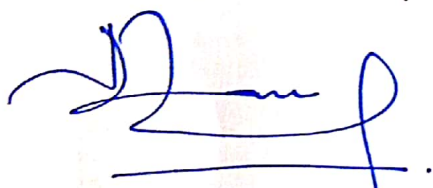
All faculty members (interested to contest) shall require filling the 'Best Researcher Award Form' and submit it through chairperson/dean to ORIC, ORIC will present the case before Research Committee for final decision.

11.1 The Weightage for Faculty Research Work

11.1.1 Research Project Completed – Fifteen Marks

- For PI ten (10) marks for 01 research project of worth more than 2.5 million and five (5) marks for each Co-PI.
- For PI ten (10) marks for 01 research project of worth more than one million and five (5)

marks for each Co-PI.

- For PI ten (10) marks for research project of worth less than one (01) million and five (05) marks for each Co-PI.

11.1.2 Research Papers Publication – Twenty Five Marks

- Ten (10) marks for one (01) research publication in 'W' category journal (maxium 10 marks).
- Ten (10) marks for two (02) research publications in 'X' category journal (5 marks for each paper, maximum 10 marks).
- Five (05) marks for four (04) research publications in 'Y' (1.25 marks for each paper, maximum 10 marks).

11.1.3 Participation in National/International Conference – Fifteen Marks

- Ten (10) marks for international conference if applicant was evaluated and subsequently allowed by the research committee.
- Five (05) marks for national conference if applicant was evaluated and subsequently allowed by the research committee.
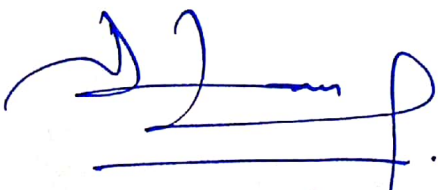
Note: Same marks will be awarded, if faculty member participates in any conference on his/her own expense.

11.1.4 Research Oriented Book Publication – Twenty Marks

- Fifteen (15) marks for book publication having more than 250 pages.
- Five (05) marks for book publication having less than 250 pages.
- Five (05) marks for chapter/chapters written in a national or international level published book.

11.1.5 Research Scholars Produced – Twenty Five Marks

- Ten (10) marks for (02) two PhD research theses produced (Five (05) marks for each thesis produced, maximum 10 marks) after supervision in a year
- Ten (10) marks for (04) four MS / 12 Bachelor research thesis/project produced (2.5 marks for each thesis/project produced, maximum 10 marks) after supervision 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) scorers will get following incentives:

- 1st position Rs. 150,000/-
- 2nd position Rs. 100,000/-
- 3rd position Rs. 50,000/-

While those faculty members who will score marks more than thirty (50) will be awarded Rs. 20,000 each.

12. 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 30: 70 ratio respectively. The 70 percent of the revenue for faculty will be distributed equally among author and co-authors, provided that they all have shown their affiliation with SMIU.
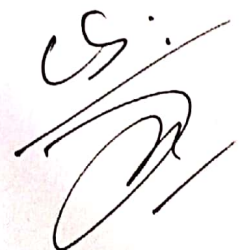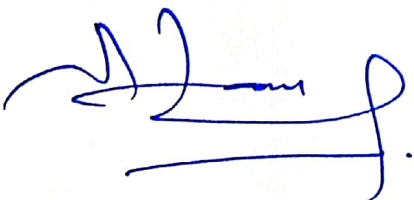
13. Patents for the Research

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

14. Initiating Project Proposal

SMIU 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 responsibilities to:

- Collect information about national and international projects and disseminate it to departments concerned.
- Create liaison with all national and international agencies/organizations which provide funding for projects or sponsor projects.
- Sign MoUs with national and international agencies, organizations, NGOs etc. for jointly writing and availing research projects.
- Co-ordinate externally funded research projects to faculty and professional researchers.
- 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. Anti-Plagiarism Policy

The salient features of anti-plagiarism policy are as follows:
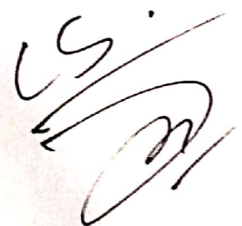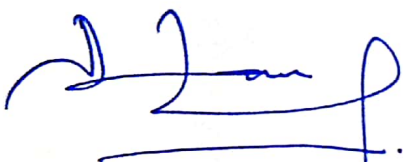
- A focal person, preferably a Professor, will be nominated by the University to officially conduct the similarity index of the research work.
- All the research materials i.e., theses, research papers etc. will be submitted to ORIC.
- ORIC will send those documents to the focal person for plagiarism test.
- The focal person will assess the similarity index on the criteria provided by the HEC.
- The permissible limit of similarity index is 19%.
- If the similarity index is higher than 19%, the author(s) will be asked for justification. If convinced, the focal person can give author(s) 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.
- The facility to conduct plagiarism test of the research work of research students will also be provided to all supervisors of research work so that they can know the similarity index of their documents.
- The process of inquiry and penalty with respect to any case of plagiarism shall be followed as per the HEC Anti Plagiarism Policy.

16. 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 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 and three Associate Editors.

- Patron-in-Chief of the Journal is the Vice Chancellor of the University.
- Chief Editor is the Dean of the Faculty concerned or Senior Faculty Member
- Managing Editor is the Chairperson of the Department concerned or a Senior Faculty Member
- Associate editors are the three Faculty members preferable having research background.

16.2 Editorial Board of a Journal

- The Editorial Board should preferably comprise of 50% foreign and 50% local members.
- All the foreign members should be PhD.
- All the local members should be PhD & at least Associate 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 to HEC guidelines.

16.5 Authorship

- All the authors should have been involved in the writing of the research paper & they must have read and approved 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 number and email address.
- 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 not under 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).
- Similarity of more than 19% will not be acceptable for publication and the manuscript will be rejected by the editorial board.

16.7 Peer Review Process

Policy regarding the Peer Review Process is as follows:
- All the papers shall be submitted through official web portal of the concerned journal.
- All the submitted research papers are initially received by the editorial board and associate editors.
- 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 editorial board, will be sent for peer review to two (02) reviewer.
- If any paper is rejected by one reviewer and accepted by another, managing editor can take decision either by evaluating the paper or sending it to third reviewer.
- Research papers will not be sent to those reviewers who belong to any of the institutions 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 whole process- from submission to acceptance/rejection- is three months.

16.8 Remuneration for Reviewers

It is suggested that following fee structure may be followed:

- Rs. 3000 /review to local reviewer
- $50 /review to foreign reviewer

16.9 Confidentiality

All submissions will be treated as confidential documents. 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

S. No.	Task	January Issue	July Issue
	Call for Papers	1st October	1st April
1.	Full paper submission	15th November	15th May
2.	Review of papers by Editorial Board (Department Level)	10th October to 20th November	10th April to 20th May
3.	Review of papers by externals	15th October to 25th November	15th April to 25th May
4.	Review report sent to authors	1st November to 1st December	1st May to 1st June

Furthermore, the ORIC department shall be responsible for next two steps:

S. No.	Task	January Issue	July Issue
5	Final editing and drafting of research journal	5th December	5th June
	To be submitted to ORIC for printing	6th December	6th June

6	Journal publication	1ˢᵗ January	1ˢᵗ July

17. Conferences

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

18. 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. Incentives for Research Supervision

19.1 Supervision of Doctoral Thesis

Remuneration for supervising a doctoral student will be Rs. 60000, in three installments as per the progress of student.

19.2 Supervision of MS/MPhil Thesis

Remuneration for supervising a MS/MPhil will be Rs.20,000 per student.

19.2 Supervision of BS/BBA thesis/project

- There shall be maximum of three students in a group to conduct one thesis/project.
- One faculty member can supervise maximum of 6 theses in a semester.
- Departmental Research Committee (DRC) shall allocate the students to faculty members on the basis of relevance of field, availability of faculty and preference of student.
- Theses supervision shall not be counted in course load of the supervising faculty member
- The supervising faculty shall get remuneration of Rs. 4000 for three (03) Credit hours thesis/project and 7000 for six (06) Credit hours thesis/Project

19.4. Supervision of IS in different Programs

- Remuneration for supervising IS of PhD student will be Rs. 6000.
- Remuneration for supervising IS of MS/MPhil student will be Rs. 5000.

- Remuneration for supervising IS of BS/BBA student will be Rs. 4000.

20. Thesis/Dissertation/Independent Study Guideline

20.1 Writing Proposal/Synopsis

20.1.1 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.

20.1.2 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

20.1.3 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 2.5cm right & bottom.

- It should be printed single sided with double line spacing and must not exceed 15 pages in length.

20.2 Thesis Submission

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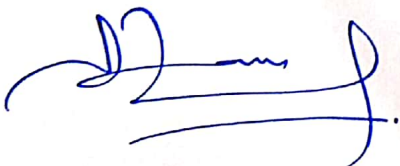
20.2.1 Contents for Thesis Report

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 of Contents**

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

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.
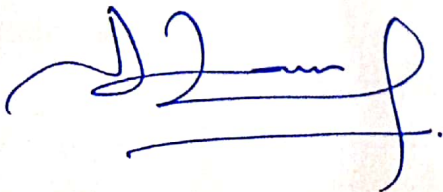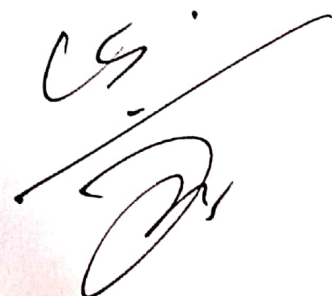
i. **Literature Review**

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.*
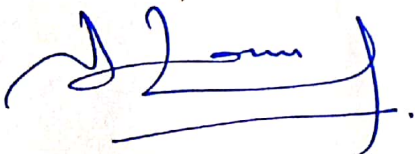
Location: Publisher.

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.

20.3 Format Specifications

20.3.1 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: 01inch
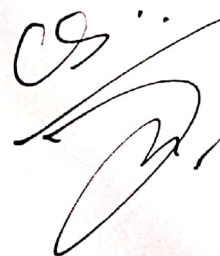>
> Right: 01 inch
>
> Left: 1.5 inch
> Bottom: 01 inch

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)

Cell 1	Cell 2

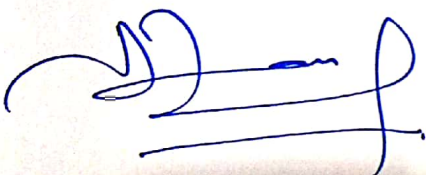**d. Hard binding format and specifications:**

- 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)
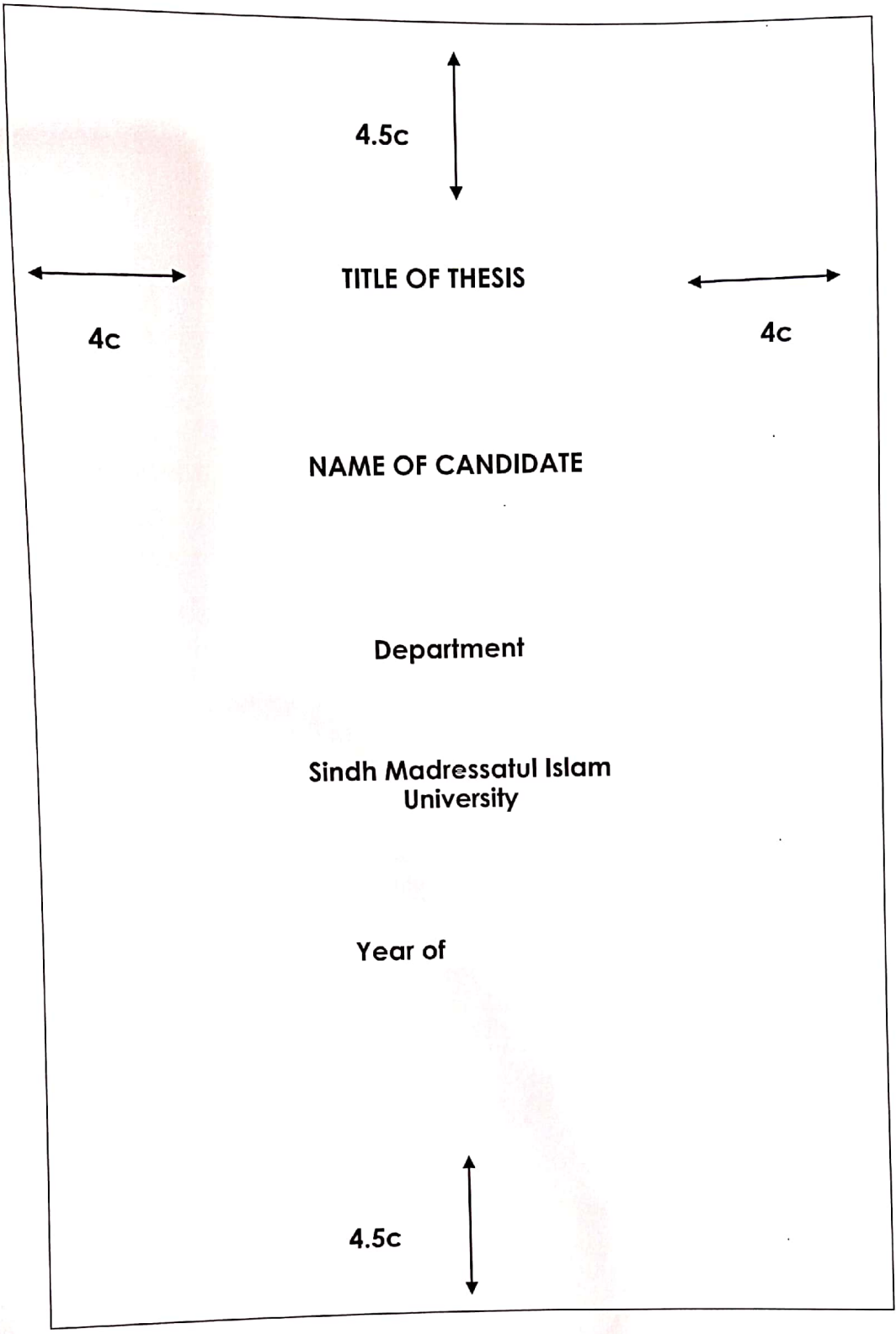 iv. Concerned Department

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 A: TITLE PAGE

4.5c

TITLE OF THESIS

4c   4c

NAME OF CANDIDATE

Department

Sindh Madressatul Islam
University

Year of

4.5c

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.
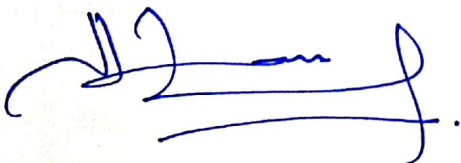
_____   _____
Candidate Signature   Date

Supervisor: _____   Date:_____
                    (Name and signature)

Deans / Chairperson:_____
                    (Name and signature)

Appendix C – PLAGIARISM REPORT

1885
SMI
UNIVERSITY

Alma-Mater of Quaid-e-Azam Muhammad Ali Jinnah
SINDH MADRESSATUL ISLAM UNIVERSITY, KARACHI
Enter to Learn Go Forth to Serve

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

4.0

TITLE OF REPORT

4.0 cm
cm

4.0

NAME OF CANDIDATE

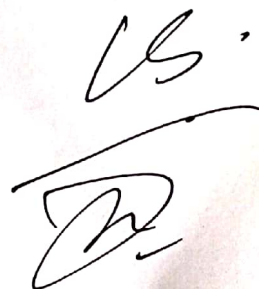**THESIS REPORT SUBMITTED TO DEPARTMENT OF**

SINDH MADRESSATUL ISLAM UNIVERSITY

IN FULFILMENT OF REQUIREMENTS FOR COMPLETION

OF THE DEGREE OF

YEAR OF SUBMISSION

Research Policy-2021

Appendix E-SPINE FORMAT

Approximately 2 cm

Research Scholar Name

Topic of Research Thesis

Year of Submission

Research Policy-2021