

National College of Business Administration & Economics

M.Phil Program  
Rules and Regulations

2012



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[www.ncbae.edu.pk](http://www.ncbae.edu.pk)

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NCBA

## Program Structure

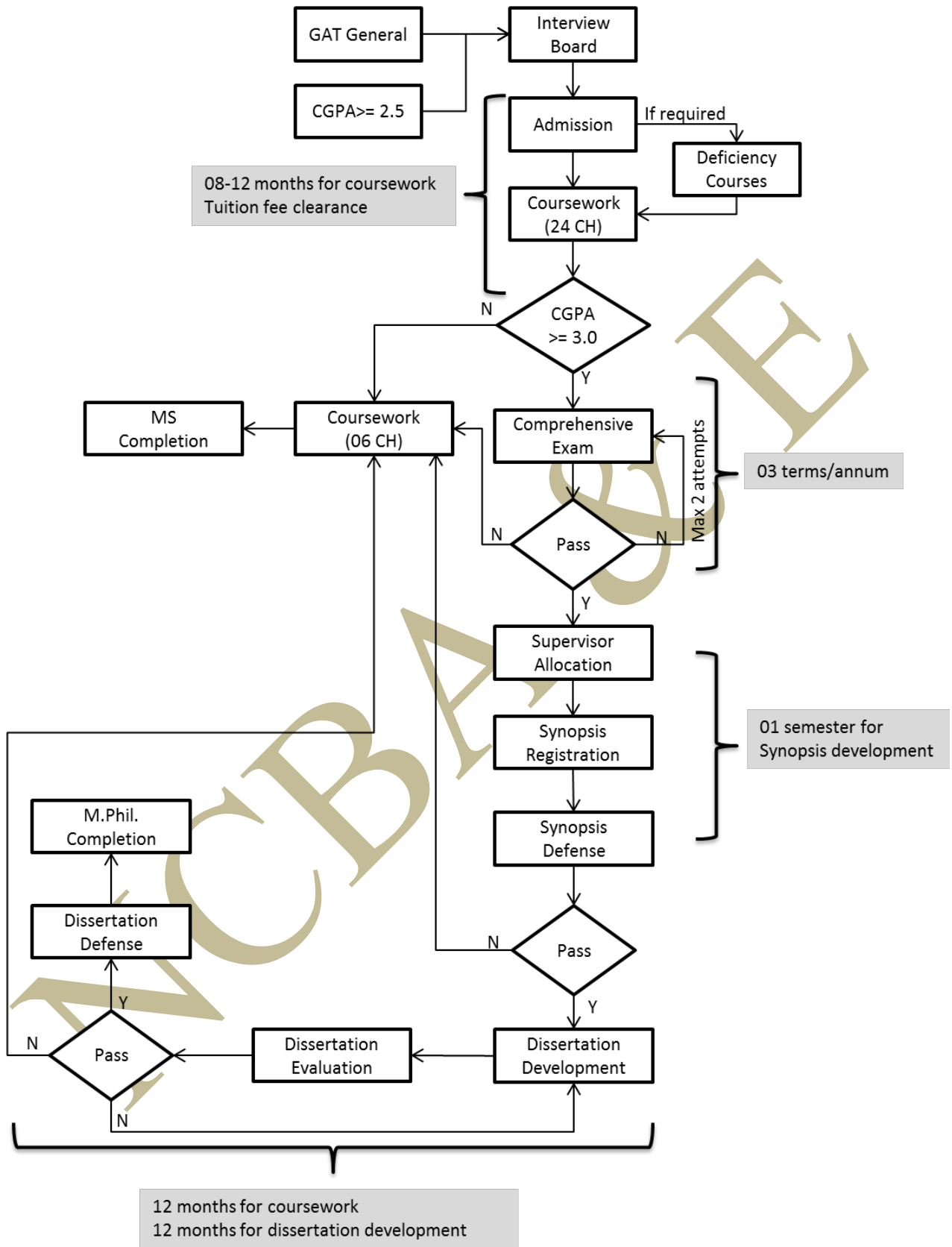
MS and M.Phil are two different tracks with significant specialty. MS track is a non-research based 18 years qualification in a certain domain or in a more professional way; it is a two-year post-graduate specialization in a specific area of a certain domain to be a more skillful professional. On the other hand, M.Phil is a research based 18 years qualification, an in-depth philosophical and scientific analysis of a certain domain to be a scientist and professional as well. The basic configuration of MS/M.Phil program is as follows;

MS Program Duration: 04 - 06 Semesters  
 Number of Courses: 08 - 10  
 Credit Hours: 30

After completion of coursework for 08 subjects, candidates who are interested in M.Phil will have to appear in Comprehensive Examination. The successful candidates will have the option to continue with MS program by completing coursework for 02 more subjects or may opt for dissertation to complete the M.Phil program. The candidates who fail to pass the comprehensive examination criteria in two attempts will be declared ineligible for research candidacy while they may pursue MS program by completing coursework for 02 more subjects. The proposed structure of the program is as follows;

Semester-1	Semester-2	Semester-3	Semester-4	Semester-5	Semester-6
04 Subjects	04 Subjects	Comp. Exam / 02 subjects	02 subjects / Synopsis	Dissertation	Dissertation
Postgrad Certificate	Postgrad Diploma		MS Completion		M.Phil Completion

**Table 1: MS/M.Phil Program Structure**



**M.Phil/MS Program Road Map**

## Admission

### 2.1 Schedule

In each academic year, there are two intakes i.e. Spring Semester and Fall Semester. However, candidates may get registered themselves in summer semester as well while their coursework will start in linked fall semester.

### 2.2 Eligibility

Sixteen years of schooling or 4-year education (130 credit hours) after HSSC/F.A. /F.Sc/Grade 12 equivalents will be required for admission in the M.Phil/MS. The GAT-General ([www.nts.org.pk/gat/gat.asp](http://www.nts.org.pk/gat/gat.asp)) conducted by the National Testing Service with an acceptable cumulative score will be required at the time of admission to M.Phil/M.S. The GAT-General test is valid for a period of two years. A minimum of 2.50 CGPA or equivalent is required in last terminal degree.

### 2.3 Provisions

Provisional eligibility is only possible in case of absence of GAT general and that is only for MS Program. Candidate shall be bound to appear in upcoming GAT test or else admission shall be considered null and void.

### 2.4 Procedures

Candidate shall submit admission form along with copies of all previous academic certificates, GAT result card, Copy of NIC and detail CV. Director Research shall invite eligible candidates for interviews; he also needs to communicate the interview schedule to admission committee.

The admission committee consisting of the following shall conduct admission interviews;

- 2.4.1 Rector
- 2.4.2 Director Research or his nominee from the research faculty
- 2.4.3 Professor of relevant subject (if aforementioned committee needs any assistance)

In case of any conflict of opinion, Rector's decision shall be the final verdict. Committee needs to focus on following points explicitly;

- 2.4.4 Research interest of the candidate
- 2.4.5 Capability of the candidate to perform in research based academia
- 2.4.6 Practicality of candidate's academic plan i.e. availability of the dedicated time, professional commitments, financial strength etc.
- 2.4.7 Candidate's objective for higher education.

After interviews, all forms shall be submitted to the office of Director Research, who will produce Acceptance Letter for successful candidates. Acceptance letter shall contain all terms and conditions for every individual candidate e.g. admission status (provisional/regular), deficiency coursework (if any), financial package, list of exempted courses in case of transfer, minimum required duration and degree requirements. A separate sheet of rules and regulations needs to be signed and submitted along with the acceptance letter by the candidate.

If candidate fails to submit the registration fee until the date mentioned in the acceptance letter then a period of two weeks shall be considered as grace period, after which admission shall be considered null and void. In case, a candidate reappears after the grace time then his/her request can only be considered for next admission tenure.

Candidate shall submit the acceptance letter, rules and regulations consent form along with registration fee payment proof to the program

coordinator within the stipulated timeframe. On receipt of which, s/he shall get the coursework schedule for respective semester to start subject registration of subjects of candidate's choice. NCBA&E shall provide guidance/counseling to candidates in subject selection in every semester. A list of relevant course advisors shall be displayed on the notice board, similarly subject registration forms shall be duly signed by the candidate and respective academic advisor.

## **2.5 Transfer**

In case candidate is transferring his/her credits from any other institute, the following criteria shall be followed strictly;

- 2.5.1 Candidate shall be studying in HEC recognized institute
- 2.5.2 In case of foreign institute, equivalence certificate by HEC is required
- 2.5.3 NOC is required from the parent institute for any transfer
- 2.5.4 A maximum 50% of coursework may be exempted and in this, subjects under consideration shall contain A or B grades only. Subjects with C or below grades shall not be exempted.
- 2.5.5 Comprehensive Examination is not a subject for exemption consideration. If a candidate had passed a comprehensive exam in any other institute, that shall be considered null and void. Candidate shall appear in Comprehensive examination after the completion of coursework at NCBA&E.
- 2.5.6 There shall not be any effect on financial structure in case of transfer. Registration and subject fees shall be charged as per policy.
- 2.5.7 The admission committee shall verify the transcript of applicants for admissions coming from other Institutions with the original transcripts and make a note of it on the photocopy of the transcript (both for transfer of credits and last terminal degree).
- 2.5.8 The office of Director Research shall start assessment process for the courses to be exempted immediately and complete it within one week of the admission of the candidate. If however, the transcript



is not available, the candidate would be given a definite date by which he/she should submit the transcript so that the assessment formalities are completed in time before the commencement of the semester. This verification procedure shall be applicable to degrees and certificates awarded by the public universities and board of education.

2.5.9 In the case of all other institutions, the copies of transcripts shall be sent to the institutions concerned for verification. The assessment of courses to be exempted shall be done soon after the verification have been received from the parent institutions. After this, the exemption will be reported to the respective department as well as the candidate.

2.5.10 The office of Director Research shall keep a record of the cases whose verification or exemption has not yet completed and ensure there is no undue delay in the finalization of these cases.

## **2.6 Scholarship**

In higher education there is no concept of any financial discounts or rebates, the only possible financial appreciation is in form of an academic scholarship. At NCBA&E, MS/M.Phil candidates may attain "*Rector's Scholarship*" conditioned to the respective eligibility and recommendations. The scholarship policy is formulated below;

2.6.1 Scholarship shall be awarded strictly based on academic excellence.

2.6.2 A scholarship holder shall be bound to perform certain duties at campus, failing to which shall revoke the scholarship facility. The Rector on the dual recommendation of the relevant subject professor and Director Research shall decide these duties. These duties may incorporate the following;

2.6.2.1 Teaching at undergrad level

2.6.2.2 Tutorial group management as an assistant to a faculty member/tutorial head

- 2.6.2.3 Proofing and review of dissertations / publications
- 2.6.2.4 Marketing of Research Program
- 2.6.2.5 Arranging seminars / workshops by inviting eminent scholars
- 2.6.2.6 Research Assistant to a faculty member

2.6.3 In case, Rector considers need-based grounds to award a scholarship then it shall be linked with equivalent official duties as well.

2.6.4 HEC scholarship holders need to adhere the university rules as well as the rules and regulations stipulated by HEC for them. Daily attendance is a compulsory requirement along with minimum 06 hours at campus premises. The attendance of all HEC scholars is available with program coordinator.

2.6.5 All HEC scholars shall pay their dues on time. In case of any delay in the release of HEC funds, institute shall provide a maximum of one semester as grace period, afterwards the candidacy of the research scholar shall be considered null and void due to non-payment. Therefore, all HEC scholars shall pay their respective dues on time; amounts paid by individuals shall be reimbursed on the arrival of funds from HEC.

## Coursework

Coursework for M.Phil and MS program is ranging from 08 to 10 subjects respectively. A candidate may opt for a maximum of 04 courses in one semester. A candidate may need to study more subjects conditioned to the deficiency (if any) or research topic requirements. Additional subjects shall not be considered in CGPA calculation or Comprehensive evaluation. Official roadmaps of various offered postgrad programs contain the 08/10 subjects required for the degree completion. Following are the basic rules and regulations for coursework;

- 3.1 All subject professors/departments/program heads shall display the approved roadmaps of research programs in their offices.
- 3.2 Course outlines for offered subjects shall be part of the course file as well as delivered to the registered candidates.
- 3.3 All subject professors shall submit their lecture plan for the upcoming semester along with course outlines and proposed schedule during the last week of every semester.
- 3.4 Course outline (Annexure-A) shall explicitly describe the purpose and rationale of the subject in respective research program along with the proposed course material i.e. books, research papers, references etc.
- 3.5 As at M.Phil/MS level, subject delivery shall be research based therefore, lectures shall be supported by interactive assignments and presentations by the subject participants. In each subject, every candidate shall write a “Thought Paper” by the end of the semester. The weightage of the thought paper shall be within 30% – 50%, remaining 70% or 50% shall be the weightage of the final examination.

- 3.6 All lectures shall be conducted at appointed venues and time. In case of any change in venue/time, it shall be reported to Director Research well before the class.
- 3.7 Minimum class duration shall be one hour and thirty minutes, there can be merged classes of duration 03 hours, but in that case, there shall be a break of maximum ten minutes.
- 3.8 At M.Phil/MS level, it will be on the discretion of the faculty member to take/skip a midterm examination. If they opt for taking midterm examination then in final result the percentage of the midterm shall be minimum 40%
- 3.9 Minimum 24 lectures (one and half hour each)/42 hours are essential to deliver for each subject in one semester, while 06 hours are dedicated to mid/final term examination.
- 3.10 Up-to-date course files are essential demand for quality assurance and are required by HEC. At the end of each subject, course files shall be submitted to the office of Director Research, along with the subject result. Required contents of a course file are available in Annexure-B.
- 3.11 At the end of each semester, all subject professors (visiting/permanent) needs to submit proposed questions for comprehensive examination. One question for each candidate shall be submitted.
- 3.12 Class attendance sheet shall contain candidate's initials, without initials roll call will not be counted valid (Annexure-C).
- 3.13 In case candidate has no prior exposure to research based academia, s/he shall be registered in M2W (Research Methods and Research Workshop). These subjects shall be considered as non-credited but compulsory for candidates without prior research experience.
- 3.14 Candidate needs to accomplish coursework with minimum 3.0 CGPA, lesser figure will make candidate ineligible for the award of the M.Phil/MS degree.
- 3.15 Candidate shall attend the subject with dedication and put serious efforts, a minimum of 80% attendance is required to sit in the final exam of each subject. Lesser figure will result into the elimination of the candidate's

name from the roll call and subject shall be considered incomplete with a grade “F”.

3.16 A candidate shall be in class within first ten minutes; afterwards candidate will not be allowed to put his/her initials on attendance sheet. Candidate may attend the lecture but it will be counted as absentee.

3.17 Candidate shall observe course outline closely to understand the evaluation process specifically designed for respective subject. If there is a mid-term requirement then candidate shall consult the lecture plan to understand when and after how many lectures midterm will be conducted. Similarly note the weightage configuration of each evaluation process i.e. midterm, final term, thought paper, class presentations, and assignments. If candidate is having any doubts in understanding the procedure then shall consult the subject professor prior to any evaluation term.

3.18 Research resources are available in form of digital library, the process to utilize this resource is as under;

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3.19 Candidates shall understand that internet is a useful resource to be consulted but a conscious or unconscious move may fall under the prohibition of plagiarism. Therefore, it is advised to consult internet as a resource but do not use it for cut/paste activities in class assignments.



## Financials

Financial transactions at NCBA&E start with candidate's registration. Registration fee for M.Phil/MS program is available in the catalogue; this amount is non-refundable. After registration, a candidate needs to be registered in selected courses for a certain semester, fee will be charged for individual course, and there are no other semester charges except course fee. Normally candidates need to pay in full for the whole semester. In case candidate is having installment package then s/he needs to submit first installment at the time of subject registration and remaining installments shall be paid on respective valid payment dates.

If candidate fails to complete the installments before the final examination in that case s/he will not be allowed to sit in the exam or in a lenient manner his/her result will be put on hold and s/he shall not be allowed to register for next semester until the financial clearance.

A candidate with financial arrears shall not be eligible to request for a grade report, transcript or any document containing academic results and performance as stipulated in rules and regulation consent form.

In case a candidate registers a number of courses but due to some reasons fails to join the semester then the fee for such courses shall be carried forward for one semester. If student fails to join in that semester then the fee shall not be refunded.

A candidate may drop/withdraw a course before the mid-semester. In that case, subject registration shall be considered null and void; furthermore, the paid amount for dropped course shall be carried forward to next semester.

Candidacy shall be considered cancelled without any intimation or correspondence by the institute, if a candidate is on absent without leave (AWOL) for more than two semesters, any financial refund is not applicable in such cases.

In AWOL cases, if a candidate submits a request to rejoin the program after two semesters then a RE-ADMISSION shall be done with registration fee while his/her academic status will remain intact.

In AWOL cases, if a candidate submits a request to rejoin the program after 03 semesters then a RE-ADMISSION shall be done with registration fee along with two-semester fee as fine amount while his/her academic status will remain intact.

In AWOL cases, if a candidate submits a request to rejoin the program after 05 semesters then a NEW ADMISSION shall be done, continuity of previous admission shall not be considered valid with or without fine amount. If a candidate completes 06 semesters but fails to finish his/her program, then s/he needs to justify this delay. In whatever case a maximum of one semester grace period can be given to such candidates so that they may complete their program.

If a candidate utilizes grace semester but not able to finish his/her program, then s/he needs to pay 15,000/- as tuition fee for each additional semester. This fee is applicable until the submission of his/her dissertation or completion of the program.



Research

**5.1 Comprehensive Examination**

Candidates who opt for research track i.e. M.Phil needs to appear in comprehensive examination to get research candidacy. The structure and rules for comprehensive examination are as follows;

- 5.1.1 Candidate shall have passed 08 subjects and attained a minimum CGPA of 3.0
- 5.1.2 Comprehensive exam shall be conducted from five courses out of total eight
- 5.1.3 Any five subjects can be selected randomly; candidate shall have prepared all eight subjects for the comprehensive examination.
- 5.1.4 A maximum of two attempts are allowed to a candidate at M.Phil level
- 5.1.5 Candidate needs to pass in all five subjects, passing percentile for each subject is 60
- 5.1.6 In case a candidate fails in three subjects, s/he needs to repeat the complete exam
- 5.1.7 Method of comprehensive exam can be closed-book, closed-notes or open-book/open-notes, BASR may decide the change.
- 5.1.8 The objective of comprehensive examination is to evaluate the logic development after coursework; therefore, all questions will be focused on logic evaluation instead of memory.

- 5.1.9 There will be three comprehensive exams in one academic year; the annual calendar is published in Fall Semester. All candidates are advised to appear in comprehensive immediately after the completion of their coursework.
- 5.1.10 Registration for comprehensive exam shall start before two weeks of announced date, all interested candidates need to get register for the same. There is no examination/ registration fee for comprehensive exam.
- 5.1.11 Comprehensive exam shall be conducted in two segments. First segment starts at 09:00 and ends at 01:00, in this segment candidate will have three subjects in question. The second segment will start at 02:00 and ends at 05:00pm. In this segment, candidates will have two subjects in question.
- 5.1.12 Once question paper has been delivered in examination hall, candidate cannot withdraw his/her name, if s/he does, then s/he shall be considered as FAIL and comprehensive examination shall be counted as one attempt.
- 5.1.13 In case a candidate utilizes all two attempts and remains unsuccessful then s/he shall not be allowed to proceed further for research candidacy. She/he shall be advised to take two more courses to complete the MS (non-research) track or else s/he shall be considered DISQUALIFIED.
- 5.1.14 Candidacy Conformation Certificate (Annexure-E) shall be presented to BASR.
- 5.1.15 Names of successful candidates shall be published in the college gazette and website.
- 5.1.16 Names of successful candidates shall be reported to BASR to allocate the supervisor for respective research scholars (Annexure-F).
- 5.1.17 Research candidacy needs 3.0 CGPA in coursework, GAT General Clearance, and Comprehensive status as Passed.

## 5.2 Supervisor

No students shall start research with any faculty prior to passing the comprehensive examination.

5.2.1 After successful completion of comprehensive examination and other research candidacy requirements, BASR will assign a supervisor to the research scholar.

5.2.2 In case of a cross-disciplinary research, BASR may assign two supervisors for one research dissertation.

5.2.3 BASR may also appoint an outside supervisor if the desired expertise is not available inside the institute. In this case, a permanent research faculty member will be declared a co-supervisor to monitor the progress and quality of the research.

5.2.4 In such cases, relevant subject professor may recommend external supervisor names.

5.2.5 If a supervisor leaves the institute and is unable to continue the supervision, BASR may arrange an alternate supervisor.

5.2.6 One supervisor may engage a maximum of 08 research scholars at M.Phil level.

5.2.7 03 supervisions of M.Phil research work shall be considered as one regular 03 credit hour subject delivery.

5.2.8 A supervisor is responsible to;

- ensure that the students are aware of the current developments in their areas of research,
- ensure that the research scholars are regular and progressing in the right direction
- ensure that the research work shall be done within stipulated timeframe or else inform relevant authority about the expected delay in the respective research work

- provide guidance about the planning of the research programs, about literature and resources, attendance at taught classes, about requisite techniques (arranging for instruction where necessary),
- students need to conduct independent research
- encourage students to question existing literature critically,
- arrange for students presentations about their work at open forum,
- ensure that Semester Progress Reports are submitted by students.

### **5.3 Research Synopsis**

Synopsis is the research proposal from the candidate under the guidance of an assigned supervisor. A research proposal shall be focused on the following points;

- 5.3.1 Clear objectives of the research
- 5.3.2 Original and scientifically valid problem statement
- 5.3.3 Novelty of proposed solution/method
- 5.3.4 Authenticity of problem/method by the existing relevant literature

A candidate may start working on the research area, specific problem identification, and method selection exercise during coursework but to make an official milestone, it will summarize only in form of a research synopsis.

Candidates are advised to complete the synopsis within one semester or else more time may affect their financial package as well as dissertation development. The official format (Annexure-P) of synopsis defines the core segments of the document that are essential in every synopsis.

Candidate shall submit the synopsis in full consent of the respective supervisor. The candidate shall submit three signed copies (by supervisor) of synopsis to Director Research along with course completion certificate (Annexure-D) and synopsis submission request (Annexure-G).

If synopsis is aligned with the official format and fulfills all requirements then Director Research shall report to BASR about synopsis due for the open defense and request to form an evaluation committee consisting of supervisor, secretary BASR, and two BASR members.

In synopsis defense candidate will be given a total time of 30 minutes to deliver the complete synopsis in front of the committee and public. Afterwards s/he shall answer the questions to defend his/her research proposal. The result of the synopsis defense shall be developed and announced by the secretary BASR within a week.

A synopsis result may interpret in three possible outcomes i.e. Pass, Minor Revision, and Major Revision.

5.3.5 **Pass:** Candidate is allowed to continue his/her work on the proposed topic in the guidance of his/her supervisor to formulate the dissertation document.

5.3.6 **Minor Revision:** Candidate needs to modify the synopsis in the light of comments provided by the defense committee and re-submit the revised document. A re-presentation may/may not be applied conditioned to the performance of the candidate in the synopsis defense. In case of re-presentation, candidate needs to revise the document and again present it in another open defense.

5.3.7 **Major Revision:** Candidate needs to revise the complete proposal as instructed by the committee. This revision can be linked with the problem statement, hypothesis, scientific authenticity, or the proposed method/solution. In any case, candidate shall rewrite the document and resubmit for the synopsis defense.

## Dissertation

### 6.1 Structure

Dissertation must be written in the format and structure prescribed by the institute, detail format and guidelines about dissertation writing are available with every supervisor (Annexure-Q). Dissertation must be written in proper language and must be grammatically, logically & technically correct. Dissertation must be written in active voice and present tense. Each technical term must be defined by reference to a definition used earlier or by a definition that is used before the term. All definitions and terms should be defined precisely. Dissertation must not include jokes, qualitative & moral judgments, weak & ambiguous phrases, and colloquialisms & undefined technical jargons. Candidate must avoid self-assessment in the dissertation. Dissertation must consist of a conclusion with necessary evidence.

### 6.2 Procedure

Dissertation shall be developed strictly under the guidance and consent of the assigned supervisor. In case a candidate starts taking guidance from any other source then it should be notified in writing to assigned supervisor and to the head of the department. Without authorization, any work/research done shall not be accepted.

After approval of synopsis, candidate shall have maximum 03 semesters to complete the dissertation failure to which shall result in additional semester charges i.e. Rs.15, 000/semester. If candidate is unable to pay the amount then his/her semester shall be considered freeze and case shall be reported to BASR for a decision.

Supervisor-Scholar meeting ratio shall be at least once a week, that presence shall be recorded properly on scholar-attendance sheet (Annexure-C).

Supervisor and candidate shall submit a progress report to Director Research at the end of each semester (Annexure-M), showing the milestones covered and future targets for upcoming semester. In case a candidate is generating research paper / conference paper based on his/her dissertation, at the time of paper acceptance, a copy of paper along with acceptance report shall be submitted to Director Research. Papers shall be submitted considering the copyrights elaborated in this document (Annexure-O).

In case supervisor feels that more time is required to complete the dissertation, s/he shall submit extension request (Annexure-N) to Director Research, who shall forward it to Rector for approval with his/her comments. The extension shall be decided after the meeting with the supervisor. An extension letter shall be released to the candidate mentioning new timeline along with the revised financial arrangements.

At the completion of dissertation, candidate shall submit at least three hard copies along with digital version to supervisor who shall sign the copies with Dissertation-submission (Annexure-L) request form and course completion form, and officially submit it to Director Research for further proceeding.

On receipt of any dissertation, Director Research shall start the evaluation process; the first step is to seek for plagiarism report. As mentioned in plagiarism section that the maximum similarity index 19 is acceptable; dissertations with higher figures shall be returned to the supervisor along with plagiarism report for corrective measures.

After no-plagiarism report, M.Phil dissertation shall be considered for technical evaluation by at least two domain experts. If expertise is available locally then Director Research shall send requests for evaluation to such eminent scientists. Evaluation timeframe primarily depends upon the external evaluator though the institute shall request for an evaluation within a month. Evaluation by foreign experts shall be considered if the availability of local

expertise is not confirmed, average timeframe for foreign evaluation shall be considered at least 03 months.

Supervisor and candidate shall not communicate with any evaluator under any circumstances. Names of the evaluators shall be classified but even if candidate or supervisor comes to know about respective evaluator, they shall not communicate/influence him/her. If a contact is being reported then the case shall be forwarded to BASR for disciplinary action. In case a candidate tries to contact an evaluator, the minimum penalty for such act shall be semester suspension for one semester along with two-semester fee shall be considered as fine amount. If an assigned supervisor is engaged in such an act then BASR shall constitute a committee to investigate the issue thoroughly and submit their respective report to Rector for final decision. In either case, evaluation report for dissertation by the external evaluator shall be considered null and void.

On receipt of two positive reports from the external evaluators, Director Research shall update the supervisor along with Secretary BASR. In case, there are suggestions for minor changes in the dissertation. Director Research shall provide the reported suggestions to the supervisor who shall engage the candidate to incorporate modifications. After modifications supervisor shall release a confirmation certificate and re-submit the modified version of dissertation.

Director Research shall arrange an open defense for the candidate. Open defense shall be led by a committee consisting of supervisor, an external evaluator, secretary BASR and one BASR member. Director Research shall finalize the date for open defense after communicating with all committee members. Open defense shall be notified on notice board to all students, any student may attend an open defense from any discipline or from any institute as well. Details of open defense are stipulated in a separate document (attached). In summary, a maximum of 30 minutes shall be available for the candidate to present his/her dissertation in a scholarly way.

A final defense may result into a recommendation to award the degree or committee may ask the candidate to make certain changes in the dissertation and re-submit the document or may ask the candidate for re-presentation as



well. In case of any conflict among the committee members, priority shall be given to the external evaluator.

Result of final defense shall be announced within a week. Director Research shall re-check the dissertation in the light of evaluation reports and if everything is in order then shall ask the candidate to submit 07 copies of dissertation in official binding.

### **6.3 Submission**

07 copies in proper format and official binding shall be submitted. All copies shall contain the signature of the supervisor; similarly, all forms inside the dissertation shall be filled and signed by the supervisor and candidate respectively wherever required. A CD containing the digital copy of the submitted dissertation in .doc format and in .pdf format is required.

### **6.4 Notification**

Registrar shall release notification of successful candidates, conditioned to the fulfillment of all requirements. Notification release needs the following essentials;

- 6.4.1 Notification release request by Director Research
- 6.4.2 Defence report by Secretary BASR
- 6.4.3 Clearance form
- 6.4.4 Seven hard-binded copies in official format
- 6.4.5 Soft copy of the dissertation in a CD

## Publications

All research candidates are encouraged to express their scientific thought in form of a conference or research paper. Followings are the basic rules and regulations for the same (Annexure-O);

- 7.1 During academic tenure, every publication done by the candidate belongs to the institute.
- 7.2 Candidates may publish individually, with supervisor or with fellow candidates. In whatsoever case, the consent letter of all co-authors shall be submitted along with the publication acceptance note from respective journal or conference.
- 7.3 Candidate shall submit a paper copy as well as a digital copy with aforementioned details to Director Research.
- 7.4 Publications or respective links shall be uploaded on official web site as well as in college gazette.
- 7.5 If candidate is engaged in any other publication (beyond dissertation/with external scholars) during his/her study tenure, s/he needs to take NOC from his/her respective supervisor.
- 7.6 External co-authors are not prohibited but their contribution in paper shall be defined very clearly.
- 7.7 After publication, candidate/supervisor shall conduct a seminar at institute and deliver the same paper for students.
- 7.8 In semester progress report, candidates shall mention the publications along with the category of journal and impact factor. Institute encourages the research efforts by the candidates without any biasedness for impact

factor or specific journal. Though it is also important to note that HEC recognized journals should be the priority of a candidate so that his/her publication shall be counted officially.

- 7.9 If a candidate is willing to get the financial sponsorship to attend a local/foreign conference (HEC) then s/he shall apply well before time so that institute can manage to communicate with HEC within proper timeframe.
- 7.10 All candidates and especially supervisors are advised to check their final document for plagiarism, before sending to any journal/conference. They may submit their final draft to the office of Director Research for the same.

NCBBA & F&E

## Plagiarism

Quality assurance is an essential element to maintain the standard of our research activities. All submitted dissertations and publications need to be checked and authenticated thoroughly. The prime aspect to be focused upon is the genuine work, therefore, a plagiarism check for all submitted dissertations and publications, is a compulsion at NCBA&E.

- 8.1 A submitted dissertation/publication shall not be considered for evaluation without a comprehensive plagiarism check.
- 8.2 Maximum accepted similarity index is 19; higher figure shall fall under the category of plagiarism.
- 8.3 As a supervisor submits his/her candidate's dissertation, the first process for this dissertation is plagiarism checking. Without plagiarism clearance certificate further proceedings for respective research document shall be stopped.
- 8.4 In case there is a plagiarism report containing similarity index more than 19, report shall be provided to respective supervisor and candidate to re-write/re-format the document for re-submission.
- 8.5 A research document may submit for plagiarism check twice. In case plagiarism report contains a similarity index higher than the threshold in two attempts, the complete document shall be discarded and shall not be considered again for plagiarism check. Director Research shall report about discarded documents to BASR to constitute an inquiry committee. If a candidate is found guilty of planned plagiarism then his/her research candidacy shall be considered null and void.
- 8.6 One semester fee shall be charged as a fine amount from such candidates

- 8.7 Such candidates may opt for MS track and may have two subjects to complete the MS requirements.
- 8.8 Same rules are applicable on thought-papers/research papers, conference papers etc.

NCBBA & E

## Copyrights

Research publications are the ultimate output of research-based study. Publications by a candidate during his/her study tenure at NCBA&E shall be the property of the institute.

Candidate shall not be allowed to copy or re-produce whole or any part of a publication without written consent from the institute.

All publications shall contain name of the institute as the active organization of the author. Authors who are not student or supervisor/faculty at NCBA&E may have their respective organization names.

NCBA&E shall have the right to publicize, advertise and use the publications or author names for marketing and promotion activities.

## **General Rules & Regulations**

### **10.1 Semester System**

The classes for different programs are conducted on the pattern of semester system. This system is based on instructional autonomy resting with the Institute/faculty and aims at progressive development of student's information level, skill, and competencies accomplished over several semesters. Usually a semester is of 16 weeks duration.

#### **10.1.1 Academic Calendar**

The academic calendar comprises of three Semesters i.e. SPRING, SUMMER, and FALL. The date of semester along with dates of others academic events are promulgated in the calendar. Each semester runs over 16 weeks, out of which 14 weeks are reserved for regular classes, one week for Terminal Examination, and one week for course review.

#### **10.1.2 Medium of Instructions**

The medium of instructions and Examinations is English

### **10.2 Academic & Discipline Rules**

Students are required to maintain a CGPA 3.00 or above in in M.Phil/MS & Ph.D. program. Those who fail to do so by the end of the program will be issued only a transcript with notation Degree requirements NOT COMPLETED, they will not be entitled to receive degree.

#### **a. Discipline**

All kinds of indiscipline or misconduct shall be dealt with firmly. It may also lead to dropping of the students from the college rolls.

**b. Misconduct with Interalia Includes**

- Academic dishonesty involving cheating in the examinations, plagiarism, forging of documents
- Rude behavior with Faculty and Staff
- Unruly behavior on the campus
- Violation of college rules and regulations

Repeated defaults may lead disciplinary action and to the expulsion from the college.

**10.3 Score for Leave Procedure**

All students are required not to miss more than five lectures during the entire semester. Students not adhering to course attendance policy will not be permitted to appear in the final examination of the course concerned. However, if a student is hospitalized, leave will be sanctioned on the production of hospital discharge slip.

**a. Students Attendance**

- 4 absences shall have 3 scores out of 10
- 6 absences shall have 2 scores out of 10

A warning letter will be issued by the teacher on third absence with a copy to Director Research. A student having six absences or more shall have F grade in the subject and will be considered dropped from the semester. He/she will have to attend the course again on payment of full semester fee for the course.

**10.4 Semester Freeze**

During course work, candidates have the facility to freeze a semester due to personal/professional reasons. Freeze application shall be accepted only before the mid-semester. In case of application acceptance, current semester fee shall be carried forward to next semester. After completion of coursework, candidates are not allowed to freeze the semester in any case.



## 10.5 Examinations

Two formal examinations are held in every semester;

- a. Mid-term and Final-term exams followed by Makeup Examination if allowed.
- b. Faculty of the course must supervise the mid-term and final-term examination.
- c. All permanent faculty members irrespective of their seniorities shall be assigned invigilation of at least one exam excluding their own course examination.
- d. To discourage the tendency of appearing in Makeup examinations, the office of Director Research has decided that the students who fail to appear in mid-term and final-term examination will be allowed another chance on the following grounds only:
  - i. Hospitalization of the student during the examination supporting by M.C.
  - ii. Death of a close family member. The close family is defined as mother, father, real brother, and real sister.

The other conditions for Makeup Examination are:

- i. Minimum class attendance for mid-term makeup : 50%
- ii. Minimum class attendance for semester makeup Exam:75%

Makeup exam fee of Rs.500/- each subject will be levied. The grade scored in the particular subject of Makeup exam will also be reduced by one letter grade or equivalent percentile.

## 10.6 Grade Change/Paper Review

Grade once awarded is not normally changed. A student may, however apply to the Director Research for result review during the first week of new semester. The course teacher using a Grade Replacement Form within two weeks of the result declaration will initiate any grade change becoming necessary. Students getting grade “T” in any course must get this grade

converted by their instructor as soon as possible and complete this process within six weeks of the date of the result otherwise this grade will be changed into grade F.

### **10.7 Academic Advisors**

Students shall be assigned to a Faculty Member who will advise and help them on all matters connected with their studies. These academic advisers shall advise the students about the courses they are supposed to register in each semester. They shall be responsible for monitoring their attendance in the classes and monitor their performance in the mid-term and final-term examinations. More importantly, they shall maintain close liaison with the parents of the students who are irregular in attending their classes and /or are not performing well in the college examinations. Parents of the students who get grade d or f in the mid-term examination and GPA less than 2.0 in semesters and CGPA less than minimum graduation requirement shall be invited to the college and apprised of the situation. Students with such low grades will be warned or placed on probation with a notation to this effect in their semester grade reports. The list of such students shall be sent to the registrar who will issue letters to the parents. These steps shall keep the parents informed about the progress of their wards.

The Controller of Examination shall furnish a copy (each of the mid-term results) to the Academic Advisor concerned within two weeks of the mid-term examination. Similarly, the Controller of Examination to the Academic Advisor shall supply a copy of the list of students with low GPA in the semester and low CGPA after the final-term examination. Each advisor will submit his/her report to the Academic & Disciplinary Committee.

### **10.8 Academic Policy for Adjunct Faculty**

- a. Instructors must not allow any student to attend classes whose name is not included by the office of Director Research in the official attendance sheet as a regular student in the course.
- b. All scheduled classes or number of lectures requirement must be fulfilled.

- c. Mid-term scores; answer sheets and final exam sheets along with grades should be turned in with the Director Research within the specified period.
- d. The instructor of the particular course must explain all grade replacement or changes in person to Director Research before it is approved.
- e. All results must be submitted on the prescribed Performa issued by the office of Director Research and duly signed by the course instructor. No result will be entertained without the signature of the relevant Faculty member or on a non-standard form.
- f. The instructor should not delete the names of those students from the final grade list who have either not taken the mid-term/final-term exam/quizzes or class test or have poor attendance.
- g. Irregular or non-serious students must be reported to the Director Research.
- h. All assignments, quizzes, projects, & course work should be part of the course file.
- i. Result for the course must not be revealed to students prior to its notification by the Director Research.
- j. It is imperative that we check the practices of unfair means during class tests and exams. The college will extend its full support to the Faculty to curb this tendency. Answer books of student indulging in cheating should be turned in to Director Research at the time of submitting grades during exam with the instructor's remarks for necessary action.
- k. Usage of computer-based assignments must be incorporated in course modules. Conscious efforts should be made to this effect. No hand written assignment or project is accepted except in languages subject courses.
- l. The teachers should not change the date and venue of examination notified in the date sheets on their own or at the request of students or group of students. Any such change due to abnormal circumstances must be intimated in advance to Director Research.

## 10.9 Grading System

A grade is given in each course; letters and assigned Honors, Points as shown in the table below indicate grades:

Grade	%Scale	Definition	Honor Points Per Credit Hour
A	80 – 100	Outstanding	4.00
B	70 – 79	Very Good	3.00
C	60 – 69	Satisfactory	2.00
D	50 – 59	Unsatisfactory, but not failing	1.00
F	Below 49	Fail	0.00
X	-----	Unofficial Withdrawn	-----
I	-----	Incomplete	-----
W	-----	Officially Withdrawal	-----

### X-(Failure) Unofficial Withdrawal

The symbol “X” is used to indicate that a student has never attended a class or has discontinued attendance and does not qualify for the grade of “I”. The “C” will be computed into the student’s grade point average.

### I-Incomplete

A temporary course grade granted by an instructor when forced absence, or other reasons prevent completion of course requirements. A student must be passing the course to be eligible for an “I” grade. An “I” is not given as a substitute for a failing or low grade. Incomplete grades (“I”) will convert to an “F” if not removed within one semester, or sooner, if so stipulated by the instructor.

### W-Official Withdrawal

A grade of “W” is given in a course when a student officially withdraws from that course or from the college at least one day prior to the last day of mid-term.

### Honor Points

The number of honor points earned in a course is the number of semester credit hours the course multiplied by the value of the letter grade received, as shown in the preceding table. For example, a grade of “B” in a four-hour course gives  $4 * 3$  i.e. 12 Honor Points.

#### a. **Grade Point Average (GPA)**

A grade point average is obtained by dividing the total number of honor points earned by the total number of semester hours completed. For example, a total for forty-eight honor points earned in a semester by a student who completed sixteen hours of course work gives a grade point average of 3.0 for the semester.

#### b. **Academic Standards**

All graduate candidates must earn an overall grade point average (GPA) of at least 3.0 to satisfy progress toward the end.

**Regular Standing:** A student is good standing whenever that student’s overall GPA is at least 3.0.

**Warning:** whenever the GPA for any enrollment period is less than 2.50 but the cumulative grade point average (CGPA) is 3.0 or above, the student will be warned.

**Probation:** If a student’s CGPA falls below 3.0, the student will be placed on probation for one semester.

**Continued on probation:** if the CGPA increase during the semester of probation although still below 3.0, the student will be continued on probation for an additional semester.

**Probation Removed:** When the condition of good standing is restored, probation will be removed.

## 10.10 Grade Policy

- a. No results are final until their declaration by the office of Director Research. Therefore, the instructor in the classes should not declare grades.
- b. All results are submitted on the prescribed form duly signed by the faculty member, along with the class and examination attendance sheets.
- c. The students who have been awarded grade I should have the grade converted within 6 weeks of the result otherwise it will automatically become an F grade.
- d. In case of grade change, the name and registration number of the student will be circled on the original result sheet with a red marker and a note will be written on it to refer to the grade change file. No changes/additions are to be made on the original result sheet.
- e. In case an instructor forgets/misses to post the result of a student, the Director Research will get in touch with the instructor who will personally post the result on a new result sheet, which will be duly signed by the instructor. The sheet will then be attached to the original result sheet with a note from the Director Research.
- f. Student who have an F grade in their final transcript and their course requirement/credit hours for a program are completed their F grade will not be deleted from the transcript unless they repeat the subject.
- g. In case a course is removed from a program and another substitutes the courses, the students will be allowed to study the course substituted in place of the one, which has been removed; grade F in this particular case will be replaced by the grade to the new subject.
- h. Similarly, if a student has to improve grade F or D in the last or a previous semester and the course is not being offered, he/she will be offered a similar course in any program. It would be relevant only if the course is not offered until the last semester. Grade F or D will be replaced by the new grade in the course offered in lieu.

### **10.11 Procedure for Issuing Transcript/Degree**

#### **a. Transcript**

- The student has to submit an application to the office of Director Research.
- The application is forwarded to the Account's Office for Clearance Certificate.
- After completion of clearance certificate from all departments, Accounts will issue blank Transcript form to the Controller Examination.
- The transcript is prepared by examination cell after through audit by a Controller Examination & Director Research of students result in each semester after which the final transcript is signed. The student then collects the transcript from the Registrar's Office after three weeks.
- One additional copy of the transcript will cost Rs. 500/ each.

#### **b. Degree**

- The student has to submit an application to the examination office with a copy of the transcript issued by the college.
- The graduating CGPA for the Postgraduate program is 3.00.
- If the student does not fulfill the CGPA requirements, the application will not be entertained.
- The Audit of student's academic record in all semesters by a special committee precedes the preparation of a degree by examination cell, which is printed to accounts office.
- The student collects the degree from the registrar's office after 4 weeks.
- Duplicate copy of a Degree shall be issued on payment of Rs.2500/-each.

**Contacts**

Following are the useful links to submit/discuss any queries;

- a) General queries about rules and regulations;  
Director Research  
Email: drk@ncbae.edu.pk  
Voice: 92-4235753337 ext. 307  
Timing: 09:00 am – 02:00 pm
  
- b) Paper submission for website upload  
Manager MIS  
Email: yousaf@ncbae.edu.pk  
Voice:  
Timing: 24/7
  
- c) Dissertation/Paper Plagiarism check  
Research Coordinator  
Email: saif@ncbae.edu.pk  
Voice: 92-4235753337 ext. 307  
Timing: 09:00 am – 02:00 pm
  
- d) Research Resources  
<http://www.ncbae.edu.pk>



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## Annexures

NCBA & E

**Annexure-A - Course Outline**

NCBA&amp;E

Board of Advanced Studies &amp; Research

Module Code:		Version No:	1.0
		Updated on:	
Module Title:		Authorization:	BASR
		Validation Date:	
		Date version starts:	
School:		Archived Date:	
		FOR OFFICE USE ONLY	

**Module Leader**

Name:			
E-mail:		Telephone:	
Level:		Credit Rating:	03

**Semester Delivery:** (Select one only)

Semester 1       Semester 2       Semester 3   
 Semester 4       Semester 5       Semester 6

**Pre-requisites:****Recommended Prior Study:****Co-requisites:****Barred Combinations:****Aims:****Learning Outcomes:** After completing the module the student should be able to:

**Learning Activities:**

The module consists of 32 lectures, which will cover areas listed under Learning Outcomes.....

**Outline Syllabus:**

**Indicative References:**

1. Text Book(s):
2. Reference Book(s):
3. Research Paper(s):

**Assessment Details:**

1. Course Work:
  - a. Assignment/Presentation: 20%
  - b. Attendance: 10%
2. Examination:
  - a. Midterm Examination: 30%
  - b. Final Examination: 40% Written examination covering all of the learning outcomes

Weighting between E and CW: 70% 30%

Minimum Pass Mark (%): 60

**Module Notes:**

**Annexure-B - Course File Contents**

NCBA & E

**Annexure-C - Attendance Sheet**  
**National College of Business Administration & Economics**

Teacher: \_\_\_\_\_  
 Subject: \_\_\_\_\_  
 Semester: \_\_\_\_\_

CH: \_\_\_\_\_  
 Code: \_\_\_\_\_  
 Timing: \_\_\_\_\_

# of Assignments: \_\_\_\_\_  
 # of presentations: \_\_\_\_\_  
 # of Research Papers: \_\_\_\_\_

*Minimum 80% attendance is compulsory to get eligible for final examination*

#	Reg #	Name	Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
1			0																																	
2			0																																	
3			0																																	
4			0																																	
5			0																																	
6			0																																	
7			0																																	
8			0																																	
9			0																																	
10			0																																	
11			0																																	
12			0																																	
13			0																																	
		Total:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



***National College of Business Administration & Economics***

40-E/1 Gulberg III, Lahore-54660

**Annexure-D - Course Completion Certificate**

NCBA&E/BASR-01

Dated: \_\_\_\_\_

**Certificate regarding fulfillment of course requirements**

Certificates that course requirements of Mr. /Ms \_\_\_\_\_

Registration No. \_\_\_\_\_ for the program \_\_\_\_\_

have been completed, Current CGPA is \_\_\_\_\_.

\_\_\_\_\_  
**Name & Signature of Department Head**

**Director Research** \_\_\_\_\_



## *National College of Business Administration & Economics*

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### **Annexure-E - Candidacy Confirmation Certificate**

No. NCBAE/BASR-02/\_\_\_\_\_

Dated: \_\_\_\_\_

Director Research

The Dissertation Committee of

Mr./Ms. \_\_\_\_\_ has  
conducted his / her **Comprehensive Examination** for the M.Phil / Ph.D. and reports as  
follows:

Written Examination Dates: \_\_\_\_\_

S/he PASSED / FAILED the Comprehensive Examination for **Admission to Candidacy**.

We recommend that S/he should / should not be admitted to the candidacy for the M.Phil /  
Ph.D. degree provided S/he fulfills the following special conditions:

Approved by:

\_\_\_\_\_  
**Secretary BASR**

CC: 1. Candidate



*National College of Business Administration & Economics*

40-E/1 Gulberg III, Lahore-54660

**Annexure-F - Supervision Request**

NCBA&E/BASR-00/

Dated: \_\_\_\_\_

To,

Director Research

Mr. /Ms \_\_\_\_\_ Registration No. \_\_\_\_\_ certifies that all study

requirements have been met for the program

GRE has been clear on

Comprehensive has been passed on

Current CGPA is

Area of Interest

Name of Proposed Supervisor

Address

Contact No.

Email

Area of Specialization

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Applicant's Signature*

\_\_\_\_\_  
*Acceptance of Supervisor*

\_\_\_\_\_  
*Director Research*





## National College of Business Administration & Economics

40-E/1 Gulberg III, Lahore-54660

### Annexure-G - Synopsis Submission Request

NCBA&E/BASR-03/

Dated: \_\_\_\_\_

To,

Director Research

Mr. /Ms \_\_\_\_\_ Registration No. \_\_\_\_\_ certifies that all study requirements have been met for the program \_\_\_\_\_

GRE has been clear on \_\_\_\_\_

Comprehensive has been passed on \_\_\_\_\_

Current CGPA is \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

also synopsis is in official format and recommends that his/ her synopsis defense may kindly be arranged.

Recommended External Evaluator

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

e-mail: \_\_\_\_\_

\_\_\_\_\_  
Head of Department



*National College of Business Administration & Economics*  
40-E/1 Gulberg III, Lahore-54660

**Annexure-H - Synopsis Submission Certificate**

NCBA&E/BASR-04

Dated: \_\_\_\_\_

Certificates that of Mr. /Ms \_\_\_\_\_

Registration No. \_\_\_\_\_ has submitted Synopsis on \_\_\_\_\_.

\_\_\_\_\_  
Director Research.

CC:

1. Candidate
2. Secretary, BASR \_\_\_\_\_



## *National College of Business Administration & Economics*

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### **Annexure-J - Dissertation Committee Notification**

No. NCBAE/BASR-05/\_\_\_\_\_

Dated: \_\_\_\_\_

Director Research

The following members of Board of Advanced Studies and Research are approved as a Dissertation Committee to evaluate M.Phil/Ph.D. Synopsis entitled

“ \_\_\_\_\_ ”

by Mr./Ms. \_\_\_\_\_ who is a candidate for the degree of M.Phil / Ph.D. having registration number \_\_\_\_\_

- |    |       |            |
|----|-------|------------|
| 1. | _____ | Supervisor |
| 2. | _____ | Member     |
| 3. | _____ | Member     |

\_\_\_\_\_  
**Secretary BASR**



## *National College of Business Administration & Economics*

40-E/1 Gulberg III, Lahore-54660

### **Annexure-K - Synopsis Result Notification**

No. NCBAE/BASR-06/\_\_\_\_\_

Dated: \_\_\_\_\_

Director Research,

The Dissertation Committee of Mr./Ms. \_\_\_\_\_

has approved / disapproved the synopsis entitled

“ \_\_\_\_\_ ”

presented by him / her on dated \_\_\_\_\_.

\_\_\_\_\_  
**Secretary BASR**

- CC:
1. Candidate
  2. Director, School of \_\_\_\_\_
  3. Registrar
  4. Controller of Examination



## *National College of Business Administration & Economics*

40-E/1 Gulberg III, Lahore-54660

### **Annexure-L - Dissertation Submission Request**

NCBA&E/BASR-07/

Dated: \_\_\_\_\_

Director Research,

Mr. /Ms \_\_\_\_\_ Registration No. \_\_\_\_\_ certifies that all study requirements have been met i.e.

GRE has been clear on \_\_\_\_\_

Comprehensive has been passed on \_\_\_\_\_

Current CGPA is \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

also dissertation is in official format and recommends that his/ her Dissertation be submitted for evaluation.

Recommended External Evaluator

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

e-mail: \_\_\_\_\_

\_\_\_\_\_  
Head of Department

\_\_\_\_\_  
Director Research



## *National College of Business Administration & Economics*

40-E/1 Gulberg III, Lahore-54660

### Annexure-M - Dissertation Semester Report

Reg. ID	Candidate's Name	Program
		<input type="radio"/> M.Phil <input type="radio"/> Ph.D.
Semester	Synopsis/Dissertation Title	Domain
<input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/> Fall		<input type="radio"/> Computer Science <input type="radio"/> Economics <input type="radio"/> Environment <input type="radio"/> Management <input type="radio"/> Mathematics <input type="radio"/> Statistics
Year		
Publications (since last report)	Current Status	Last Report Date
<input type="radio"/> Yes <input type="radio"/> No		
Expected Timeframe	Supervisor Remarks	Status
		<input type="radio"/> Absent <input type="radio"/> Below Average <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Satisfactory <input type="radio"/> Fair <input type="radio"/> Good <input type="radio"/> Excellent
Date	Supervisor Signature	Candidate Signature
Submitted to	The office of Director Research	

(Kindly use extra sheets if required)



## *National College of Business Administration & Economics*

40-E/1 Gulberg III, Lahore-54660

### Annexure-N - Extension Recommendation

Reg. ID	Candidate's Name	Program
		<input type="radio"/> M.Phil <input type="radio"/> Ph.D.
Semester	Synopsis/Dissertation Title	Domain
<input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/> Fall		<input type="radio"/> Computer Science <input type="radio"/> Economics <input type="radio"/> Environment <input type="radio"/> Management <input type="radio"/> Mathematics <input type="radio"/> Statistics
Year		
Publications (since last report)	Current Status	Reason of Delay
<input type="radio"/> Yes <input type="radio"/> No		
Extension Time	Supervisor Recommendation	Status
		<input type="radio"/> Did Nothing <input type="radio"/> Partially Complete <input type="radio"/> Incomplete <input type="radio"/> Initial Revision <input type="radio"/> Final Revision
From		
To		
Date	Supervisor Signature	Candidate Signature
Submitted to	The office of Director Research	

(Kindly use extra sheets if required)



***National College of Business Administration & Economics***  
40-E/1 Gulberg III, Lahore-54660

**Annexure-O - Publication Report**

Reg. ID	Candidate's Name	Program
		<input type="radio"/> M.Phil <input type="radio"/> Ph.D.
Semester	Publication Title	Domain
<input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/> Fall		<input type="radio"/> Computer Science <input type="radio"/> Economics <input type="radio"/> Environment <input type="radio"/> Management <input type="radio"/> Mathematics <input type="radio"/> Statistics
Year		
Publication Type	Journal/Conference Title	Status
<input type="radio"/> Journal <input type="radio"/> Conference <input type="radio"/> Report		<input type="radio"/> Submitted <input type="radio"/> Accepted <input type="radio"/> Published
Date	Publisher/Conference Address	Country
Impact Factor	Author(s) Name	Signature
Submitted to	The office of Director Research	

(Kindly submit a hardcopy of the publication for record)



**Annexure-P – Synopsis Outline**

**TITLE OF THE SYNOPSIS IN BOLD LETTERS**

Synopsis for MPhil/ Ph.D. thesis to be presented at the  
School of Business Administration  
National College of Business Administration & Economics  
40/E-1, Gulberg III, Lahore – 54660, Pakistan. Tel: 92-42-5752716,19

Name of the Candidate  
Tel: 92-42-999999  
Cell: 92-42-999999  
E-mail: mymail@emailprovider.com

December 2011

**1. Working Title:**

Give a working title that describes the nature of your project

**2. Statement of Topic & Aims:**

Identify the general subject area and outline how your topic relates to the field. Establish why it is a significant topic and what contribution your work will make. (for example: *This project investigates the self-perception of teenage computer users in relation to the phenomenon of Learning disorders. Through a form of 'interactive performance art' it will explore the ways in which minds are experienced and 'misrecognised'. It will draw on and contribute to the current literature in psychology and hardware/software marketing....*)

**3. Introduction:**

**4. Research Question:**

**5. Hypothesis:**

**6. Literature Review:**

The 'literature review' is a major part of a proposal. In order to demonstrate that your project makes a significant contribution to the field, you need to show that you are aware of the traditions and 'state of the art' research in that field. The term 'literature review' should be understood in the broadest sense. You should cite examples of relevant practice if these are what establish the context of your own research (for example, if you are proposing work that constitutes a technical breakthrough in interactive Shopping, outline the achievements and limitations of precursors).

The literature review should not be approached like an undergraduate essay, surveying a broad field. Its purpose is to set-up your particular research project, and it should therefore be focused and evaluative, rather than general. Indicate where earlier work – both theoretical and practical - has taken us and what remains to be done.

Do not provide a reading list (though it may be useful to do this with your supervisor at some point). The proposal should demonstrate that you have a grasp of existing work – and that you know enough about the field to determine an area of inquiry or a starting point for research. (The literature/area review will become more detailed and sophisticated in the synopses that you develop in the course of a PhD, and may form the basis of an introductory chapter.) Often you will need to draw on literature from several fields in order to establish the niche in which your project sits.

Bear in mind that the purpose of a review of the field is to establish not just innovation but significance. PhD research can be radical, bold and unconventional but it must address a community of academics, professionals or scientists. There is no need to make your work conform to the models and expectations of areas outside your own. Use the literature review to define the parameters of your field. Do not, however, willfully ignore work that relates to your own. You must know your own field. In the course of PhD study you will need to familiarize yourself with any [significant] work that intersects with your project.

## 7. **Method/ Approach:**

Outline how you will approach your topic. Your aim should be to demonstrate that your chosen method or approach will serve to advance your thesis or argument. Explain how the work you plan to make will test specific ideas or 'hypotheses', or uncover the best way of solving a complex problem. If you need to gather data, describe how you will go about this..

There are many established research 'methodologies', in an initial proposal you need to give some indication of how your project will be realized. If your approach is experimental or comparative, outline how this approach will yield results (what do you expect to discover; why have you selected particular case studies?)

Some thesis take up a particular theoretical position, inspired by key philosophers, thinkers or practitioners. Rather than adopting an entire philosophy, you may propose to borrow specific concepts from certain writers and apply them to a particular area or within a particular practice. If you are doing this, identify which concepts are useful and how you will apply them in order to achieve a particular result.

Although you will doubtless draw on material from various disciplines, your own approach/method should generally reflect your training or 'home' discipline/practice. If you are a practitioner addressing social / political / cultural / scientific / philosophical questions (or, indeed, issues intrinsic to Science/Technology practice), articulate in detail how you do this *through* your practice. You do not need to write like an art historian or a sociologist or something you are not. Research *through practice* is just that – although you do need to focus on articulating method.

## 8. **Chapter Outline & Dissertation Breakdown:**

Identify each chapter and practical component, clearly defining its relationship to the overall thesis. In a PhD review synopsis/ upgrade proposal, identify which parts are complete/in-progress/yet to be done.

## 9. References

List all publications cited in your proposal according to NCBA&E format i.e. APA(Fifth/Sixth Edition). Do not cite from memory without referencing.

### Technical Properties:

- |                          |                                    |
|--------------------------|------------------------------------|
| a. Font Name:            | Times New Roman                    |
| b. Font Size:            | 12                                 |
| c. Line Spacing:         | 1.5                                |
| d. Heading Line Spacing: | Add Space After Paragraph          |
| e. Indentation:          | 0.5 for first line of paragraph    |
| f. Text:                 | Justified                          |
| g. Main Headings:        | Standard Numerals (1,2,3...)       |
| h. Sub Headings:         | Indented Numerals (1.5, 1.1.5....) |

NCBA & E

## Annexure-Q – Dissertation Outline

1. Proposal
2. Title page
3. Signature page
4. Approval Sheet
5. Statement of Permission to Use
6. Preface
7. Acknowledgements page
8. Dedication page
9. Table of Contents
10. List of Tables, Charts, Figures
11. List of Symbols and Abbreviations
12. Abstract
13. Synopsis
14. Executive Summary
15. Introduction
  - a. Statement of the Problem
16. Hypothesis
  - a. Rationale
17. Literature Review
18. Methodology
  - a. Statistical Analysis
  - b. Data Collection
  - c. Subject Population
19. Conclusion
  - a. Results
  - b. Discussion
  - c. Recommendations
20. Endnotes
21. Bibliography, References, Works Cited
22. Appendices

## **1. Proposal**

The main purpose of a dissertation, thesis, or research proposal is to prove each of the following:

- a) the problem is significant enough to warrant investigation;
- b) the method one plans to use is suitable and feasible;
- c) the results are likely to be fruitful and will make an original contribution.

The proposal will provide a general idea of what one is proposing to research, but it does not have to be a final, binding commitment. It can serve as a starting point for discussions with one's supervisor about topic, methodology, and mechanics of research.

While the structure of a standard dissertation proposal is not set in stone, a typical proposal includes the following:

- aims and objectives
- significance
- review of previous research in the area and justification for further research
- proposed methods
- expected outcomes and their importance
- requirements for equipment, materials, field trips, and funding (if applicable)
- approximate time by which each stage will be completed

The length of one's dissertation proposal can range from 3–4 pages to 30–40 pages, depending on the requirements of a particular department in a particular university. It is essential for one to confirm the exact requirements with one's department.

## **2. Title Page**

The student's name must appear on this page in exactly the same form as is registered with the academic institution. The student's name should appear exactly as it does on the abstract. The date on this page must be the date of the conferral of the degree, not the date of the submission of the thesis or dissertation. This page is assigned Roman numeral "i," although the number should not appear on the page.

## **3. Signature Page (Approval Sheet)**

Each copy of the thesis or dissertation submitted to the academic institution should include a signature page. This page should be the same size and type of paper as the remainder of the thesis or dissertation. The font should also be the same size and face as the remainder of the thesis or dissertation. The student's name on the signature page and title page must appear in exactly the same form as is registered with the academic institution. Although the duplicate signature pages may be copies, the committee signatures must be original. The number of signature lines must equal

the number of committee members. The major and degree to be awarded must be exactly those to which the student was admitted officially by the graduate school. The signature page is not numbered or counted in any way.

#### **4. Approval Sheet (Signature Page)**

Each copy of the thesis or dissertation submitted to the academic institution should include an approval sheet. This sheet should be the same size and type of paper as the remainder of the thesis or dissertation. The font should also be the same size and face as the remainder of the thesis or dissertation. The student's name on the approval sheet and title page must appear in exactly the same form as is registered with the academic institution. Although the approval sheets may be copies, the committee signatures must be original. The number of signature lines must equal the number of committee members. The major and degree to be awarded must be exactly those to which the student was admitted officially by the graduate school. The approval sheets are not numbered or counted in any way.

#### **5. Acknowledgements Page**

A personal statement about the project may be included in the preface. The tone of a preface, however, must be academic and appropriate to a scholarly work. The preface is also used to thank those who have helped the student in obtaining the graduate degree. In addition, the student may list permissions to quote copyrighted material here, as well as acknowledgments for grants and special funding. The month and year of submission to the supervising committee should be included at the bottom of the page. This is the first page on which Roman numerals should appear.

#### **6. Dedication Page**

If the student wishes to dedicate the dissertation or thesis to an individual or group of people, this is the appropriate place to do so. The text of the dedication page should not exceed two or three paragraphs.

#### **7. Table of Contents**

The table of contents must accurately reflect the exact organization of the dissertation or thesis. It may vary in style and amount of information. However, Chapter or Section titles, the Bibliography (and/or Works Cited), the Appendix(es), if any, and the Vita must be included. Page numbers given for the Bibliography and Appendix should be those assigned to the separation sheet preceding each of those items. It is not necessary to include all levels of headings, but there must be consistency. If a particular level is included at any point, all headings of that level must be included. Pages with Roman numerals should not be included; the Table of Contents entries start with page 1.

#### **8. List of Tables, Charts, and Figures**

If there are five or more tables, charts, and/or figures, this list must be included. Because plates are sometimes not part of the bound dissertation or thesis, a List of Plates must be included if plates are used. There must be separate lists for tables, charts, figures, and/or plates. Any tables or figures appearing in the appendix should be included in the appropriate list. Each title must be different from the other titles. Each title must appear in an appropriate list with the exact wording that appears on the corresponding table, chart, figure, and/or plate.

## **9. List of Symbols and Abbreviations**

If a dissertation or thesis contains specialized symbols and/or abbreviations that have meanings outside of common knowledge, this list of definitions should be included. Such information may also be placed in an appendix.

## **10. Abstract**

The abstract should be a concise statement of the content and significance of the dissertation or thesis. It should consist of continuous, coherent summary, not disconnected notes or impertinent jargon.

The student must include an abstract with each copy of the dissertation or thesis submitted to the college. Although the content of the abstract is determined by the student and his or her graduate committee, the following information should be included:

- short statement about the area of investigation
- brief discussion of the methods and procedures used in gathering data
- condensed summary of the findings
- conclusions reached in the study

Mathematical formulas and words in foreign languages should be identified clearly and accurately so that they may be printed in Dissertations Abstracts International. If there are errors or inconsistencies, the abstract may be temporarily withheld from publication until the author can be reached for clarification.

The name appearing on the abstract must be the same as that on the title page. The title of the abstract must be the same as that of the finished dissertation or thesis.

## **11. Synopsis**



A brief outline or general view of the main points of the argument or theory behind a dissertation or thesis; similar to an abstract or a summary.

## **12. Executive Summary**

The Executive Summary is aptly named—it summarizes the dissertation or thesis in a clear, concise, persuasive manner. It provides the reader with an introduction to the purpose of the dissertation or thesis. Ideally, it will also serve to spark the reader's interest. The Executive Summary should always be written last.

## **13. Introduction**

The Introduction should identify the topic and explain why it is important. It must be adequately informative, yet easy to follow. It should state the problem as simply as possible, taking into account the broader view of the discipline as a whole.

The student should not overestimate the reader's familiarity with the topic. The Introduction will be read by those who are somewhat acquainted with the general area, but not all readers will be specialists in the particular topic. The student should write in an intelligent, logical, concise manner, but the Introduction should be presented in such a way that one who knows little of the literature or particular topic will gain a solid understanding of the dissertation's purpose and subject matter.

The Introduction must be interesting, as well. If the reader becomes bored while reading the first section of the dissertation or thesis, he or she is unlikely to regain interest in the following sections. In fact, the reader may stop reading altogether! To prevent such disaster, tradition permits prose in the first few paragraphs that is less dry than the formal, scientific or literary norm.

### *a) Statement of the Problem*

There must always be a clear rationale for a student's hypothesis. Such rationale is typically presented in the form of a problem statement that explains what issue or controversy needs to be resolved. The writer's hypothesis will make a prediction about the problem's likely resolution.

## **14. Hypothesis**

The hypothesis section of a thesis or dissertation identifies the problem to be explored and its importance to the field of study. It asserts that the student's research may help to solve the problem under investigation. The writer's hypothesis is essentially a statement of what he or she believes the study will prove and/or solve.

### *a) Rationale*

The rationale for a study is based on the writer's belief in the need for additional or completely new research on a unique problem in a given field. The rationale should explain, defend, and/or prove that the current literature (if any) and current findings (if any) on the given problem are inadequate, outdated, and/or inaccurate. Basically, the rationale should identify the student's reasoning and justification for writing a dissertation or thesis on the particular subject.

## **15. Literature Review**

The Literature Review is a thorough summary of the recognized facts and information in academic literature about a given subject. Most cited sources in a dissertation or thesis are listed in the Literature Review. The student must locate previous research studies (usually found in professional journal articles) that have contributed to the field in a manner similar to what his or her own thesis or dissertation proposes. If little academic writing exists on a given subject, composing the Literature Review will be a very difficult task. The standard Literature Review should:

- justify the reason for the student's research. The student must convince the reader that his or her research is important and beneficial.
- allow the student to establish his or her theoretical framework and methodological focus. The Literature Review often becomes the basis for the entire thesis or dissertation.
- summarize each piece of literature in a few sentences and identify the approach taken by each author.
- evaluate the approach of each author and put it into a context.
- explain why each piece of literature was chosen as reference material for the dissertation or thesis.

demonstrate the student's knowledge of the field. The student should not merely report what he or she has read. Instead, the student must show that he or she has a thorough, deep connection to the area of study; knows what the most important issues are and their relevance to his or her investigation; understands the controversies; recognizes what has been neglected; knows where previous studies have gone and anticipates where the field will go as a result of his or her study.

## **16. Methodology**

The Methodology section can vary significantly in length and content, depending on the subject matter, type of experiment being conducted, and particular requirements. Most academic institutions require this section to include a detailed explanation of the subject population, procedures, timelines, objectives, limitations, instruments, data collection, ethical considerations, tools, and statistical analysis. The writer must be extremely thorough and detailed.

a) Statistical Analysis

Included in the methodology section should be a thorough explanation of data and the methods by which data was obtained. Instruments of data collection vary, but common methods include surveys, interviews, questionnaires, and case studies. The writer must show methodological expertise through analyzing the benefits and limitations of every method of data collection used in preparing the project.

b) Data Collection

Included in the methodology section should be a thorough explanation of data and the methods by which data was obtained. Instruments of data collection vary, but common methods include surveys, interviews, questionnaires, and case studies. The writer must show methodological expertise through analyzing the benefits and limitations of every method of data collection used in preparing the dissertation or thesis.

Data collection must not conclude until a sufficient number of subjects are evaluated, establishing a solid basis for assertions and the applicability of findings for the subject population. The writer must display knowledge and understanding of the differences between qualitative and quantitative data.

c) Subject Population

Included in the methodology section should be a thorough explanation and definition of the subject population (person or thing being studied). The writer must not only identify the subject population, associated demographics, and resulting data, but also acknowledge any possible biases or irregularities resulting from gender, age, race, sexuality, religious beliefs, political affiliation, educational level, etc.

**17. Validation**

**18. Conclusion**

The conclusion may be the most important part of the project. The writer must not merely repeat the introduction, but explain in expert-like detail what has been learned, explained, decided, proven, etc. The writer must reveal the ways in which the paper's thesis might have significance in society.

A conclusion should strive to answer questions that readers logically raise-- "Why are you telling me this? Why do you think I need to understand your main point?" The conclusion may place the paper in a larger context, serve as a call for

action, set forth a warning or hypothesis, intentionally complicate the issues already introduced, raise a question or questions, introduce a relevant quote, or tell an appropriate anecdote.

Again, the writer should not depend on the conclusion to sum up the body paragraphs. Paragraphs should flow naturally into one another and connections should be made among them. Summary can be an important function of a conclusion, but this part must be brief; readers know what they've just read. The writer should point out the importance or implications of the research on an area of societal concern. The writer could also mention the lack of conclusion in the field. This demonstrates understanding of the subject's complexity. The writer may choose to propose what may be the natural next step to take in light of what the argument is attempting to convince. The conclusion should not end with a quotation or statement that could very well be the subject of another paper. The former deflects attention away from one as writer and thinker; the latter deflects attention from what one is conveying in the paper.

a) Results

The results section is not the place for opinion or conjecture. The writer should limit this section to clear, concrete facts. The findings and results should be completely and accurately stated, regardless of whether or not they support the writer's hypothesis.

b) Discussion

The writer must critically analyze the unbiased results of the research. One should present statistical data and analyze the resulting figures in an attempt to judge the suggestions inherent in his or her findings. The writer may also reference the Literature Review in order to show how his or her research builds upon previous work in the field of study.

c) Recommendations

This section should be included in a report when the results and conclusions indicate that further work must be done or when the writer needs to discuss several possible options to best remedy a problem. The writer should not introduce new ideas in the recommendations section, but rely on the evidence presented in the results and conclusions sections. Via the recommendations section, the writer is able to demonstrate that he or she fully understands the importance and implications of his or her research by suggesting ways in which it may be further developed.

## **19. Endnotes and Footnotes**

Endnotes (citations and reference lists gathered at the end of each chapter or at the end of the paper) have been popular among academic writers, primarily because they make the transition from a submitted manuscript to published resource so much easier. Even so, parenthetical documentation styles (and their corresponding "Works Cited" and/or "Bibliography" list) have supplanted both footnotes and endnotes in most academic disciplines. Because of its relative ease in both writing and reading, parenthetical documentation is greatly preferred by most instructors.

For writers in some disciplines, however—most notably in some of the humanities disciplines such as music, art, religion, theology, and even history—footnotes are still widely in use. A student must check with his or her instructor to make sure that parenthetical documentation is an acceptable method of citing resources.

If used, the placement of footnotes can be at the bottom of the page, the end of the chapter, within the text (e.g., Johnson, 2003), or combined at the end of the text of the thesis, depending on the manuscript style. The writer must be consistent, however. An advisor or professor should approve of the footnote style. Remember, if consistent with the style sheet, footnotes or endnotes can be single-spaced.

Footnotes and endnotes appear with their corresponding superscript number and are written with the first line indented.

## **20. Bibliography and Works Cited**

The bibliography lists books, articles, or other works consulted in preparing the paper. It must be included even if endnotes or footnotes are used. The arrangement of the bibliography and the information in each entry is determined by the chosen style (MLA, APA, Harvard, Turabian, Chicago, etc.).

In the Works Cited section, all cited sources should be listed in alphabetical order. These sources may include books, articles, magazines, newspapers, electronic resources, audio-visual materials, etc. Within the text of the paper, parentheses should show readers where the writer found each piece of cited information. These textual citations allow the reader to refer to the Works Cited page(s) for further information.

Following are recommended format for various types of referencing;

a. Book:

LastName,FirstLetter.(Year). *Title of the Book*. (Edition). City: Publisher e.g.

Russell, S., & Norvig, P. (1995). *Artificial Intelligence: A Modern Approach* (2nd ed.). London: Printice Hall

LastName, F. (Year). ChapterTitle. In BFirst. BMiddle. BLastName, *BookTitle* (pp. 99,99,99). City: Publisher.

b. Journal:

LastName, F. (1999). PaperTitle. *JournalName*, 99-99 e.g.

Aleksander, I., & Dunmall, B. (2003). Axioms and Tests for the Presence of Minimal Consciousness in Agents. (I. O. Imprint, Ed.) *Machine Consciousnes*.

c. Report:

LastName, F. (1999). ReportTitle. City: Publisher.

d. Web Site:

LastName. F. (1999,01 31). *NameofWebPage*. Retrieved from NameofWebsite: <http://www.detailurl.of.website>

e. Conference Paper:

LastName, F. (1999). PaperTitle. *ConferenceName* (pp. 99-99). City: Publisher

## 21. Appendix(ces)

Materials that are peripheral but relevant to the main text of the project should be placed in appendices. These may include survey instruments, additional data, computer printouts, details of a procedure or analysis, a relevant paper written by the student, etc. Appendix material must meet the same requirements of page composition, pagination, legibility, and paper quality as the text itself. On the first page of each appendix the page number is placed at the bottom of the page, centered between the margins.

Appendices should be designated A, B, C, etc. If there is only one appendix, it is simply called Appendix, not Appendix A. Each appendix and its title are listed in the Table of Contents. A separate display page, giving the appendix designation and title, may precede each appendix. If used, the page number of the display page is the one listed in the Table of Contents.