



LLM / MS/ MPhil or Equivalent – Supervisor, Synopsis & Topic Approval Policy, Procedure and Guidelines

This policy is developed for students of LLM/ MS / MPhil or equivalent programs to provide guidance in the matter of Supervisor Approval & Synopsis Submission:

Supervisor Selection and Approval

Students having successfully completed their course work and have maintained the minimum qualifying CGPA requirement as per policy will be eligible to select the supervisor. In this regard following procedures and guidelines will be followed:

1. Registrar Office – ASRB section will display and notify the list of supervisors that have been approved by the ASRB.
2. Student will approach the concerned representative of the respective department for collection of Supervisor Consent Form within 20 days of successfully completing their course work.
3. Student will select the supervisor from the displayed list of approved supervisors and will approach the said supervisor for their consent.
4. The supervisor upon agreement will give written consent on the Supervisor Consent Form which will be carefully filled by the student and signed by the supervisor as well.
 - 4.1. The supervisor will discuss the research problem or idea with the student and based on their interest and expertise will give consent to supervise the research work of the candidate.
 - 4.2. The supervisor will also ensure that the maximum number of students that are being supervised by him/her at any given point in time is within the limits allowed by HEC.
5. Student is to submit the signed Supervisor Consent Form (SCF) to the respective department's representative and obtain a receiving of the same for their record.
6. It is the responsibility of the respective teaching department to collect, gather and forward all SCF to the Registrar Office –ASRB section within 20 days of receipt.
7. ASRB either directly in its meeting / through sub committee / through appointed nominee will scrutinize and review all requests for allocation of supervisors to respective students.
 - 7.1. If approved, the ASRB/ASRB Subcommittee / ASRB nominee will inform the Registrar Office – ASRB section about all the requests of supervisor allocation that has been approved.
 - 7.2. The Registrar Office – ASRB section will notify and issue letters to the respective students, supervisors and send a copy to the department chair for record.
 - 7.3. If the request for allocating of supervisor is rejected by the ASRB/ASRB Subcommittee/ASRB nominee, then ASRB/ASRB Subcommittee/ASRB nominee will recommend three supervisors to the student for selection. The Registrar Office – ASRB section will inform the respective student. The student is to collect the SCF from respective department again and repeat the procedure mentioned above.

Synopsis & Topic Submission to DRC

8. Upon approval by ASRB/ASRB Subcommittee/ASRB nominee of the supervisor, the student will start developing the synopsis as per the approved policy and guidelines.



9. Students will be required to furnish the synopsis with the help and directions of their supervisors within 30 days of approval of supervisor.
10. Upon Completion of synopsis by the candidate, the supervisor will check the synopsis for plagiarism through Turnitin Software and attach the report with the synopsis.
11. The supervisor after carefully examining and evaluating the synopsis will certify (prescribe certificate attached at annexure B) the synopsis of its content being original and in line with the guidelines provided.
12. The supervisor will submit the synopsis to the department's representative and take receiving of the same.
13. The department's representative will forward the synopsis to Departmental Research Committee (DRC) for evaluation within 10 days of receipt of synopsis (for formation of DRC see section below).
14. DRC will be held once every regular semester, the date of the DRC will be communicated to all students and supervisors at least 4 weeks before. Preferably in the 6th week after commencement of the semester. Furthermore, a notification is to be issued by the department informing all students and supervisors desirous of submitting their synopsis to the DRC.
15. The DRC in its meeting will review and evaluate all the Synopsis and gives decision of "Approved", "Revision Required" or "Rejected".
 - 15.1. **If Approved:** DRC will forward the same to ASRB for final evaluation and approval.
 - 15.2. **If Revision is required:** DRC will inform respected Supervisor and Student about the status. It will also furnish a comprehensive list of observations, comments and revisions that are required to be incorporated in the synopsis by the student. Furthermore, DRC will also set a deadline for resubmission of revised synopsis by the candidate based on the revision required.
 - 15.3. **If Rejected:** DRC will inform the department about all proposal that have failed to qualify and ask the candidate to resubmit new Synopsis/proposal within 15 days.
 - 15.4. All resubmission either due to revision required or due to rejection will be evaluated by DRC in the special DRC meeting that shall only review and evaluate the resubmitted synopsis. The special meeting of the DRC is preferably to be held 3 weeks after the DRC regular meeting of the semester.

Synopsis & Topic Submission to ASRB

16. Once the synopsis is approved by the DRC, it will be forwarded to ASRB for final evaluation and approval through Registrar Office – ASRB section
17. The ASRB/ASRB Subcommittee/ASRB nominee will review all synopsis and grant any one of the three statuses i.e. "Approved", "Rejected" and "Revision Required"
 - 17.1. **If approval is granted** by the ASRB/ASRB Subcommittee/ASRB nominee then Registrar Office – ASRB section will notify and issue letter to the concerned supervisor, student and a copy is to be given to the respective teaching department's chairman.
 - 17.2. Upon receipt of approval by ASRB/ASRB Subcommittee/ASRB nominee the student is allowed to start their thesis under the guidance of their supervisor who will ensure that university policy along with HEC policy and guidelines on LLM/MS/MPhil or equivalent thesis is followed and that the thesis is as per international research standards.



- 17.3. The supervisor will ensure that the thesis is original contribution of the candidate and is free from plagiarism. Furthermore, the supervisors are to make sure that the candidates under supervision completes their thesis within time.
- 17.4. **If synopsis is rejected** by the ASRB/ASRB Subcommittee/ASRB nominee then the candidate, supervisor and the respective department will be informed through letter that is to be issued by Registrar Office – ASRB section.
- 17.5. In case of rejection the student is develop a fresh synopsis on a new topic and submit it to DRC which if approved will forward it back again to ASRB for final evaluation and approval through Registrar Office – ASRB section. All procedures that are mentioned above for fresh synopsis submission will be followed for resubmission also.
- 17.6. **If synopsis requires revision** by the ASRB/ASRB Subcommittee/ASRB nominee then the candidate, supervisor and the respective department will be informed through letter that is to be issued by Registrar Office – ASRB section.
- 17.7. The letter will contain all comments, observations, corrections and objections raised by the ASRB/ASRB Subcommittee/ASRB nominee. Moreover, ASRB/ASRB Subcommittee/ASRB nominee will also allocate maximum time to the student and the supervisor to revise the synopsis.
- 17.8. The supervisor will ensure that all revisions required by the ASRB/ASRB Subcommittee/ASRB nominee are incorporated in the synopsis by the student and upon satisfaction the supervisor is to issue a certificate stating that all revisions required by ASRB/ASRB Subcommittee/ASRB nominee have been met. The specimen of the revision certificate is attached at annexure C)
- 17.9. The supervisor will also check for plagiarism once again and will attach the fresh report with the synopsis and submit the same to the Registrar Office – ASRB Section for evaluation and approval by the ASRB/ASRB Subcommittee/ASRB nominee.

Departmental Research Committee Formation

18. The Departmental Research Committee will comprise of three senior members including the Chairman of the teaching department. The scope of this DRC will be to evaluate synopsis and thesis related to MS/MPhil/LLM or equivalent degree program.
19. The members should possess MS/MPhil/LLM or equivalent level of qualification at least to be eligible for becoming member of DRC.
20. The members of DRC should be senior faculty members with experience of teaching and research.
21. The Chairman of the respective department will be the head of the DRC.