

Standard Operating Procedure
Doctoral Seminar – FCS



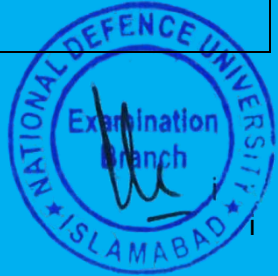
EXAMS BRANCH
Version: 1.0

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This SOP contains 3 pages and has been prepared in line with the provisions of NDU Academic Regulations / HEC guidelines and will remain enforced till amended, cancelled or suspended. It shall be revised / amended after approval of any changes in the Academic Regulations or HEC guidelines or after the statutory bodies' decision concerning Doctoral Seminar or as and when considered necessary by the Competent Authority. No provision of this document shall supersede information / direction contained in the Academic Regulations / HEC guidelines or other superior documents on the subject.

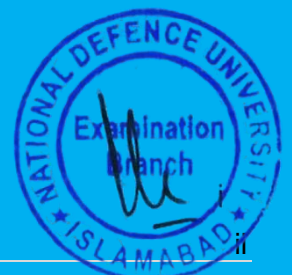
Record of Approvals/Revisions

Ver	Approval Date	Effective Date	Approving Authority	Revision Details
1.0	7 Nov 2022	7 Nov 2022	<ul style="list-style-type: none">• President NDU• To be approved by the Academic Council subsequently	New SoP



List of Acronyms

DRC	Departmental Review Committee
FCS	Faculty of Contemporary Studies
HoD	Head of Department
NDU	National Defence University
QEC	Quality Enhancement Cell
Rep	Representative
SOP	Standard Operating Procedure
UERC	University Examination and Research Committee



SOP : PHD DOCTORAL SEMINAR

1. **General.** PhD Doctoral Seminars provide opportunity to PhD scholars to open their research to faculty, scholars and officials from within and outside the University to invite suggestions for improvement. Delivery of Doctoral Seminars by all PhD scholars at NDU, has therefore, been made mandatory.
2. **Aim.** To laydown procedures for conduct of Doctoral Seminar.
3. **Eligibility**
 - a. PhD scholars completing Minimum 90% research work (to be certified by the supervisor).
 - b. Scholars recommended by UERC.
 - c. Has delivered at least one Departmental Seminar.
 - d. Scholars cleared by Registrar's office and Finance Branch.
4. **Conduct.** Date and time of the Doctoral Seminar shall be decided by the Department and notified by the Exam Branch. Dept concerned shall be responsible to organize and conduct Doctoral Seminar. In the absence of supervisor or co supervisor, the doctoral seminar may be postponed. Depts to conduct at least one departmental seminar before the Doctoral seminar.
5. **Attendance.** Dean FCS and all HoDs to be part of all doctoral seminars to benefit the scholars from their vast experience. Besides mandatory presence of the supervisor, co supervisor, available faculty & scholars of concerned dept, members of Departmental Review Committee (DRC), UERC and Rep of Exams Branch shall also attend the Doctoral Seminar. HoD to encourage attendance of interested scholars, officials, students and public at large from within and outside NDU through advertisement at suitable places and by Exams Branch on NDU website.
6. **Responsibilities.**
 - a. DRC to formally record and submit observations to concerned supervisor (within 72 hrs of the conduct of Doctoral Seminar) on a standard format as per Anx 'A' with a copy of the same to Dean FCS office and each member of the UERC.
 - b. The scholar shall incorporate changes through track changes and submit compliance report for confirmation by the supervisor, DRC & HoD concerned.
 - c. UERC may countercheck the compliance depending upon the suggestions received during doctoral seminar.
 - d. UERC, after satisfaction with the compliance report, may recommend the scholar



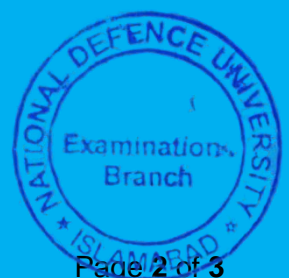
for next stage of PhD requirements such as publication of article or submission of thesis for foreign evaluation duly certified by DRC.

7. This issues with the approval of President, NDU and shall come into force with immediate effect.



Controller of Examinations
(Brig Abdul Saboor Zahid (Retd))

Distribution: _____
(All Concerned)





OBSERVATIONS FORM: DOCTORAL SEMINAR

Ser	Observation	Observation by	Category	Remarks
1.	(a) (b) . . .		<ul style="list-style-type: none">• Preliminary• Research methodology• Theory• Findings/Conclusions• Contribution to Existing Knowledge	
2.	(a) (b) . . .		<ul style="list-style-type: none">• Preliminary• Research methodology• Theory• Findings/Conclusions• Contribution to Existing Knowledge	
3.	(a) (b) . . .		<ul style="list-style-type: none">• Preliminary• Research methodology• Theory• Findings/Conclusions• Contribution to Existing Knowledge	
4.	(a) (b) . . .		<ul style="list-style-type: none">• Preliminary• Research methodology• Theory• Findings/Conclusions• Contribution to Existing Knowledge	
5.	(a) (b) . . .		<ul style="list-style-type: none">• Preliminary• Research methodology• Theory• Findings/Conclusions• Contribution to Existing Knowledge	

Signatures of each DRC Member

