

Subject: **Terms of Reference Regarding Powers and Functions of Doctoral/Graduate Committee**

The Doctoral/Graduate Committee at SZABIST, Islamabad Campus has been constituted to institutionalize all structures and procedures in order to streamline the matters pertaining to academic research activities to be/or are being carried out by students/scholars of MS/PhD on Campus. The Doctoral/Graduate Committee (hereinafter will be referred to as the Committee) shall exercise the following powers and functions:

Powers:

1. The committee has full powers to take decisions on all matters including but not limited to:
 - a. Admissions to MS/PhD Programs in Computer Science.
 - b. Student/Research Scholars' submissions and presentations of Independent Studies (ISs), MS/PhD proposals.
 - c. Submissions and presentations of MS/PhD Theses/Dissertations after completion of all codal/legal formalities.
 - d. Cases pertaining to ISs
 - e. Awards of final grades, through careful scrutiny of the grades already awarded during the presentations.
 - f. Acceptance or rejection of ISs/Theses/Dissertations after recording reasons for such decision.
 - g. The committee shall discuss and resolve all academic/research related disputes matters in respect of student of MS/PhD.
 - h. Locating and transmitting MS/PhD theses/dissertations to foreign and local reviewers and complete follow up for the same.
 - i. Holding of defense meetings for presentations of MS/PhD thesis/dissertations.
 - j. Decisions pertaining to approval or rejection of request of externals to act as supervisor of thesis/dissertation/ISs.
 - k. Any other related matter that falls under the jurisdiction of the committee.

Functions:

In exercising the above powers, the committee shall discharge the following functions:

1. The committee shall ensure the highest quality standards in research at par with the international ones and make all out efforts in detecting ethical issues and plagiarism and to take stern measures to eradicate the same.
2. The committee shall scrutinize the course outlines, objectives and learning outcomes of subjects being offered for MS/PhD students and look into the possibilities of improving by adding/deleting relevant/irrelevant materials from the courses.
3. The committee shall be taking feedback from the students for improvements in the course work and keep updating the faculty (Permanent as well as Visiting) on the same.
4. The committee shall look into the possibilities of University-Industry Partnership and other such collaborations for bringing research closer to solving the real world problems.

5. In doing so, the committee shall establish Liaison with the business and industry associations to fetch up projects on felt-need basis along with financial arrangements to carry out research unabatedly, and to help establish a healthy research culture at Campus.
6. The committee shall be exploring ways and means in directing the research papers/studies towards publication in the refereed journals.
7. The committee shall be ensuring Post-class analysis to be conducted by the faculty and its evaluation and taking up measures for improvements.
8. The committee shall be working on emerging management and research themes for seminars and conferences and holding of the same during every academic year.
9. The committee shall also be looking into and deciding the issues pertaining to the appointment/selection of visiting/ regular faculty for MS/PhD programs.
10. The committee can avail expertise of external experts to serve on the committee as a member as and when deemed appropriate.
11. Any other matter that is brought before the committee for adjudication.

The committee comprises the following:

Sr #	Names & Designation	Position
1.	Mr. Nadeem Khokhar <i>Program Manager MS (CS) Program</i>	: Chairperson
2.	Dr. Muhammad Usman <i>Program Manager PhD (CS) Program</i>	: Member
3.	Dr. M. N. A. Khan <i>Assistant Professor</i>	: Member
4.	Mr. Zubair Ahmad <i>Assistant Professor</i>	: Member