

SOP Number TL/TC/SOP-001  
SOP Title THESIS COMMITTEE

	NAME	TITLE	SIGNATURE	DATE
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Effective Date:	19 JAN 2018
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READ BY			
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### 1. DOCUMENT OWNER

Thesis Committee of Telecommunication department.

### 2. PURPOSE

This procedure provides a guideline on how to conduct Thesis Committee Activities.

The purpose of a SOP is to provide detailed instructions on how to carry out a task so that any employee can carry out a task correctly every time.

### 3. SCOPE

This SOP is for all involved in the final year project process

### Standard Operating Procedure (SOPs) of Thesis Committee

Theses committee is responsible and authorized to perform following duties:

#### DUTY 1: CALL FOR PROPOSALS

- 1.1 Initiate call for proposal (via Email and Notice Boards) before the start of 7<sup>th</sup> term for final year students. (Sample in Appendix A)
- 1.2 Collect the proposals with designated supervisors, co-supervisors and students using RP-01 form or Google forms to.
- 1.3 Form groups of left over students if any as per official policy.

#### DUTY 2: MAKE A TIME LINE

- 2.1 Sample timeline

Time line for the Final Year Project

25 <sup>th</sup> Jan 2018	Project Proposal Submission deadline
11 <sup>th</sup> Jan 2018	List of Approved Project Proposals will be displayed
16 <sup>th</sup> Jan 2018	Initial Seminar - From this date, initial seminars will be held on every Monday, where the student group will present their initial seminar.
17 <sup>th</sup> April 2018	Mid Seminar
6 <sup>th</sup> Nov 2018	Open Day
12 <sup>th</sup> Nov 2018	Final Seminar
20 <sup>th</sup> Nov 2018	Thesis Submission

#### DUTY 3: INITIAL SEMINARS

- 3.1 Conduct in the first two weeks of the 7<sup>th</sup> semester.
- 3.2 Inform (via Email, website, Notice boards) the supervisors and students about the date of initial seminars.
- 3.3 Provide the students sample PPT and the guidelines (for download: [tl.muet.edu.pk/downloads/sample\\_ppt\\_initial\\_seminar](http://tl.muet.edu.pk/downloads/sample_ppt_initial_seminar)).
- 3.4 Select venue (Project Lab) and plan for power point presentations.
- 3.5 Invite all faculty members and third year students.
- 3.6 Provide the faculty members with the list of final year projects and evaluation forms.
- 3.7 Send the feedback of the faculty/students back to the supervisors.

#### DUTY 4: MID SEMINARS

- 4.1 Conduct in the first two weeks of the 8<sup>th</sup> semester.
- 4.2 Select venue (Project Lab) and plan for power point presentations.
- 4.3 Invite all faculty members.

**DUTY 5: OPEN-DAY**

- 5.1 Organize poster/hardware exhibition in a week before the final seminar.
- 5.2 Invite judges and all faculty/university.
- 5.3 Get projects evaluated by judges (Evaluation form sample attached in Appendix A)
- 5.4 Arrange lunch for Judges.
- 5.5 Select venue (Seminar Library) and plan arrangements.
- 5.6 Arrange if possible the prize money for top 3 positions in open day.

**DUTY 6: FINAL SEMINAR (VIVA-VOCE EXAM)**

- 6.1 Invite external examiners nominated by the Chairman TL.
- 6.2 Select venue (Conference room of TL Department).
- 6.3 Make arrangement for power point presentation.
- 6.4 Take attendance of all students appearing for final presentation viva.
- 6.5 Arrange lunch. The approval for the external examiners and the lunch should be sought by the Chairman TL.
- 6.6 Provide award lists for External, Chairman and Internals along with stationary (blank pages, pencils, erasers, pens).
- 6.7 Get the consolidated award list prepared.
- 6.8 Submit the consolidated award list within the three days of final seminar.

**DUTY 7: THESES ABSTRACT BOOK**

- 7.1 Ask the supervisors to submit the abstract and summary of main results of their respective groups via email.
- 7.2 Edit the abstracts and results in a book format.
- 7.3 The book will be published by the Chairman TL in limited quantity.

**DUTY 8: MEETINGS**

- 8.1 Thesis committee should hold at least two meetings per year to discuss any changes in the policy or related matters.
- 8.2 The minutes of meeting should be recorded and maintained.

**4. CHANGE HISTORY**

<b>SOP no.</b>	<b>Effective Date</b>	<b>Significant Changes</b>	<b>Previous SOP no.</b>
SOP-001	19 JAN 2018	N/A	N/A