

## **SOP - CONDUCT OF INTERNAL AND EXTERNAL JURIES/THESIS/FYP**

1. **General**. Conduct of Juries, Thesis and Final Year Projects are important and regular feature of students' curriculum at SADA. For smooth conduct of these activities, guidelines / duties have been defined in succeeding paras. However, clear segregation of all actions is not possible. In certain case duties/actions will overlap therefore, it is expected that positive approach should prevail to make the event a success.

2. **Duties**. Faculty and students are in lead role whereas Exam Branch, Program Coordinator, Administration, IT Office and Workshop are in support role. Respective HoDs will oversee planning and smooth conduct of these activities.

### **a. Sponsor Faculty**

- (1) Issue comprehensive instructions to all concerned covering but not limited to aspects like submission of deliverables, pinup, jury time, administration arrangements etc. at least 7 days before conduct of jury.
- (2) Formulate juror panels and get these approved from Principal minimum 7 days in advance (**Form A**). Details regarding their boarding and messing will be shared with administration at least 3 days in advance.
- (3) Prepare Juror Grade Sheet (**Form B**).
- (4) Arrange meeting of all jurors in Conference Room and brief on grading system and marking/benchmarking.
- (5) Marks awarded by the External Jurors can neither be changed nor challenged.
- (6) In case of juror not being able to attend the jury due to unforeseen circumstances, one person jury will be acceptable (as per PCATP policy). However, internal juror may be involved for feedback only. In case of ID juries, decision can be made after permission from the principal.

### **b. Students**

- (1) Ensure submission of work before the cut off time and submission means, submission of all deliverables duly pinned up at display area and not the partial sheets for stamping and signatures by the representative of Exam Branch.
- (2) Submission of model on day of jury is permissible.
- (3) A white box of 2" X 2" on each sheet will be kept for signature and stamp.
- (4) Pasting of any additional work on already stamped sheets is not acceptable.
- (5) Back up of work is the students' responsibility, no case of data crashing will be accepted.
- (6) No excuse for printing problems and transport issues etc. will be entertained in late submission by students.
- (7) No sheet will be removed from the location until entire jury process is completed and sponsor faculty has announced removal of sheets. Violators will be awarded negative marks.

(8) Work will be displayed in allocated areas only.

c. **Exam Branch**

- (1) Each work sheet brought by the student will be stamped and signed by representative of Exam Branch in a 2"x2" white box. Exam representative will visit and check no unstamped sheet is displayed.
- (2) Ensure that no sheet is removed/taken away by the student.
- (3) No interaction or interference with the students at the time of jury.
- (4) Marks and comments of jurors will be shared with students after result is displayed by the Exam Branch on Notice Board (**Form C and Form D**).
- (5) Result of jury will be submitted in Exam Branch along with evaluation sheet duly signed by the sponsor faculty member within 24 hours.
- (6) Results provided by the sponsor faculty will be displayed on notice board.

d. **Administration**

- (1) Timely coordination with NUST Security Staff at Gates for smooth entry of jurors.
- (2) Cleanliness of entire building including outside premises.
- (3) Approval of menu for refreshment and lunch from Principal and coordinate with Jinnah Mess for food preparation and timely delivery.
- (4) Arrange transport and accommodation through Adm Dte if required by the jurors.
- (5) Faculty, staff, and students to be dressed up smartly as per NUST dress regulation.

e. **Program Coordinator:** Under supervision of HoD's will be responsible for following:

- (1) Availability/ allocation of space in coordination with AD Admin and sponsor faculty.
- (2) Will arrange reception on ground floor and act as liaison person to conduct the jurors. May detail faculty/students for assistance.
- (3) Liaison with support elements for better coordination and timely completion of all actions.
- (4) Assist sponsor faculty in overall event management.

f. **Workshop:**

- (1) Will fix the boards where required by sponsor faculty for pinups and display of sheets
- (2) Will extend all assistance to faculty and students for preparation of sites for display
- (3) Provide printing facility to students.

g. **IT Branch:** Will provide projector and printer to students/faculty when required.

h. **Miscellaneous.**

- (1) Plagiarism amounts to cheating and will be checked (as per policy already issued) to ensure that work is genuine.
- (2) Jurors and faculty should also check that no unstamped sheets are displayed by the student for jury.
- (3) Cheating cases be reported to Exam Branch immediately on occurrence.

- i. **Evaluation Process:** Following are the guidelines related to submission and presentation under various scenarios: -

STATUS	CONDITION	PENALTY
LATE SUBMISSION	Submission after deadline	Downshift the grade
NO SUBMISSION	Valid reason	Re - evaluation
	Invalid reason	Zero Marks
ABSENCE OF SUDENT DURING JURY (With Timely Submission)	Valid reason	Re - evaluation
	Invalid reason	Silent jury and downshift the grade
ABSENCE OF STUDENT DURING JURY (With Late Submission)	Valid reason	Silent jury with late submission penalty
	Invalid reason	Silent jury with Maximum of C+ grade

**Note:**

- a. DCE, HoD and sponsor faculty will judge the validity /invalidity of student's absence.
  - b. Student will immediately inform Exam Branch about his/her absence on the same day.
3. For any unforeseen, sponsor faculty may seek approval of Principal or a committee appointed by the Principal through Exam Branch.
  4. These instructions/guidelines will be taken as executive orders by all concerned.