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DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURES

BBA/MBA/EMBA RESEARCH PROJECTS

(CLAUSE 7.5.1 OF ISO 9001:2008)

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PREPARED BY	Mr. Mirza Kashif Baig	Research Coordinator, Institute of Health Management		20/2/2019
REVIEWED BY:	Ms. Sanam Soomro	Director Quality Enhancement Cell		20/2/2019
	Dr. Riaz Hussain Soomro	Director Institute of Health Management		20/2/19
	Prof. Dr. Saba Sohail	Chairperson-Department of Postgraduate Studies		22/2/19
APPROVED BY:	Prof. Dr. M. Saeed Quraishy	Vice Chancellor, Dow University of Health Sciences		27-2-19
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TERMS AND DEFINITION

TERMS	DEFINITION
Effectiveness	Extent to which planned activities are realized and planned results achieved at the Institute Of Health Management
Efficiency	Relationship between the result achieved and the resources used at the Institute Of Health Management
Management	Coordinated activities to direct and control various academic and Administrative functions at the IHM
Management System	System to establish policy and objectives and to achieve those objectives at IHM
Review	Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives at the IHM

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LIST OF ABBREVIATIONS

BBA	Bachelors in Business Administration
BOS	Board of Studies
CH	Credit Hours
DOC	Document
DUHS	Dow University of Health Sciences
EMBA	Executive Masters in Business Administration
FRM	Form
IHM	Institute of Health Management
MBA	Master in Business Administration
RP	Research Project
PG	Post Graduate
SOP	Standard Operating Procedure
UG	Undergraduate
VC	Vice Chancellor

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1. PURPOSE

The purpose of this document is to establish the Standard Operating Procedures (SOPs) of Research Projects of 3-credit hours for the degree programs offered at the Institute of Health Management (IHM).

Therefore, this SOP shall;

- Document the procedures for the execution of RP in the MBA/EMBA programs.
- Document the procedures for the execution of RP in the BBA program.
- Establish various accepted measures for determining topic choice and measuring quality of research output.

2. SCOPE

This procedure is applicable to all research projects of 3-credit hours conducted in undergraduate and postgraduate programs at the Institute of Health Management, as per approved curriculum.

3. RESPONSIBILITIES

The Research Coordinator is responsible for implementation of the procedures laid down in this SOP. He or she allocates supervisors and recommends any change(s) necessary to enhance the quality of this SOP and research output.

The Director IHM is responsible for the review of this procedure and making final decisions.

4. PROCEDURES

4.1 Bachelors of Business Administration (BBA) Research Projects


The BBA Research Projects will be conducted in the form of a 3 cr. Hour class. Therefore, the allocated faculty member will assume the responsibility to act as a research supervisor of his/her respective Research Project class; whereas, the research coordinator will monitor the progress of the students enrolled in the RP class. General Guidelines/template of RP is attached as appendix 1a.

4.1.1 Plagiarism Policy

The total similarity index cannot exceed 19%; whereas, a maximum of 5% similarity cannot be exceeded by any one individual source, as per the University and HEC policy.

4.1.2 Examination

The Pro-Vice Chancellor-OJHA will approve the examiners and date of research project defense on the recommendation of Director, Institute of Health Management. Then the students will defend their

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RP before a panel of examiners. The examiners will assess the RP based on the Evaluation Template attached as appendix 1b. The RP class teacher will compile the results and submit to the Research Coordinator. The Research Coordinator will take the Director and Programs Director on board on the RP result and send it to Pro-Vice Chancellor for final approval. The IHM administration department will send the approved result to the DUHS examination department for further necessary action.

4.2 MBA Research Projects

The Research Office will prepare a Research Calendar before the inception of every semester that outlines the complete research activities of project with 3-CH in all MBA and EMBA programs. A model research calendar is attached as appendix 2a.

The MBA/EMBA research projects will be completed in the following phases.

4.2.1. The MBA/EMBA Research Projects: Registration And Information Seminar

All eligible candidates will be asked to attend a registration and information seminar. In the seminar, the complete cycle of RP and DUHS policies will be explained to the students. They will be provided necessary research guidance material, templates etc., especially Master Project Writing Guidelines attached as appendix 2b and a list of supervisors. They will also be provided an online link for registration form to fill and mention their four choices of supervisors. An online registration form is attached as appendix 2c for reference.

4.2.2. The MBA/EMBA Research Projects: Allocation of Supervisors

The supervisor's allocation will be based on the following criteria:

- Student's preference on the subject matter of the project/
- Availability of the assigned supervisor, no more than 7 to be assigned per eligible faculty member.
- Eligibility is defined as 18 years of education OR equivalent MS/M.Phil. or Ph.D. degree from an accredited HEC recognized Institution.
- Recommendation of the Research Office, Institute of Health Management

4.2.3. The MBA/EMBA Research Projects: Synopsis Defense Seminar

Students will be required to defend their research synopsis before a committee/expert nominated by the Director IHM. The committee/expert evaluate synopsis and suggests any necessary minor and major changes, if required. Samples of synopsis template, proposal form and change form are attached as appendix 2d, 2e, and 2f, respectively.

4.2.4. The MBA/EMBA Research Projects: Guidance and Progress Monitoring Seminars

The research office will organize a Guidance and Feedback Seminar as per the research calendar. A few more guidance seminars may be organized as per need, for further guidance of students. These seminars may include SPSS and data analysis, Questionnaire Designing, Referencing Methods and Research Methodologies etc. However, the assigned supervisor will be supposed to provide the said and other guidance to the students. Moreover, students' progress towards their RPs will be taken

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through these seminars.

4.2.5. The MBA/EMBA Research Projects: Submission of 1st Draft for Plagiarism

Students will submit their 1st draft of RP to their respective supervisor, who will thoroughly check whether all his/her advice is met and project is according to DUHS template for research project complied. The supervisor will perform plagiarism check through the Turnitin software. The supervisor may also ask the research office to perform the plagiarism test. After obtaining a satisfactory similarity level, the student will send the soft copy of his/her RP and plagiarism report and a hard spiral binding will also be submitted to the research coordinator.

4.2.6. The MBA/EMBA Research Projects: External Review

Students RPs with satisfactory plagiarism level will be sent to external reviewers. The external reviewers will perform the review and send it back to IHM. The external review form is attached as appendix 2g. A student will make changes as pointed out by the external reviewer with the help of the supervisor. In case of major or lengthy revisions, the student will make the recommended changes and submit a summary of changes made and a "Certificate of Revision" duly signed by supervisor, with his/her RP report. The plagiarism test will be performed again in this case, until satisfactory report is generated.

4.2.7. The MBA/EMBA Research Projects: Approval of Research Project Defense Seminar

The Chairperson, Department of Post Graduate Studies will approve the date and examiners for the Research Project Defense Seminar on the recommendation and request of the Director IHM. After this approval, the examiners will be formally requested to come and evaluate the research students in the defense seminar. The RP defense seminar schedule will also be communicated to the examiners and defending students in advance, as per academic calendar.

4.2.8. The MBA/EMBA Research Projects: Research Project Defense Seminar


Students will defend their research work before a panel of examiners. The examiners will evaluate the students based on the criteria attached as appendix 2H and submit the report to the Research Coordinator, who will compile the results and submit to the examinations department as part of internal evaluation marks.

4.2.9. The MBA/EMBA Research Projects: Submission for BASR

Successful students will submit four hard bindings and clearance form with all necessary clearances taken from respective department to Research Coordinator. Research Coordinator will send the clearance forms with all necessary documents to the Research Department DUHS to obtain BASR approval.

4.2.10. Plagiarism Policy

The total similarity index is not to exceed 19%; whereas maximum 5% similarity in an individual

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source, as per the university and HEC policy.

4.2.11. The MBA/EMBA Research Projects: Selection of Supervisors and External Reviewers

A research supervisor and/or reviewer must have at least a master degree in the business administration/management sciences or related disciplines, earned after 18 years of education. He/she must also have done research thesis/project during their higher education studies or have at least 1 publication in a research journal.

4.2.12. Honorarium to Supervisors and External Reviewers

A Research Project supervisor will receive an honorarium of Rs.10,000/- for the supervision of a research project and an external reviewers will receive an honorarium Rs. 3000/- for a review as per the approved policy of BASR. This entitlement will be matured after the successful RP defense of respective students.

4.2.13. Research Project as Terminal Activity

The research project will be a terminal activity i.e. if a student is failed to complete his/her RP in a given semester, he/she will re-appear in the next semester. He/she will re-register for the research project and re-defend the proposal. However, he/she is allowed to defend the same proposal defended earlier by him/her and continue to work under the same supervisor.

4.2.14. Additional Research Project Defense Seminars

An additional Research Project Defense seminar may be arranged during a semester on need basis. For that purpose, the request will be sent to the chairperson PG Committee for the approval of Research Project Defense Seminar for a specific date, and appointment of examiners as per the procedure mentioned above.

5. RELATED DOCUMENTS

Related documents with reference to this SOP are as follows:

- Clearance Form for BASR

6. RELATED RECORDS

- | | |
|---|-------------|
| • BBA General Guidelines/template of RP | Appendix 1a |
| • BBA RP Evaluation Template | Appendix 1b |
| • Research Calendar for MBA/EMBA | Appendix 2a |
| • Master Project Writing Guidelines | Appendix 2b |
| • Online RP Registration Form | Appendix 2c |
| • Template for Synopsis | Appendix 2d |
| • RP Proposal Form | Appendix 2e |
| • Synopsis Change Form | Appendix 2f |
| • External Reviewer Evaluation Form | Appendix 2g |
| • RP Defense Evaluation Form | Appendix 2f |