

UNIVERSITY OF THE PUNJAB

NOTIFICATION

It is hereby notified that the Syndicate in its meeting held on 09-03-2024 approved the recommendations of the Academic Council dated 04-12-2023 regarding revised rules and regulations related to Admissions, Registration and Examinations for MS/M.Phil/M.Sc. (Engineering)/MBA/M.Com/LL.M./Equivalent and Ph.D. Degrees offered at the University of the Punjab in the Faculties (Notified vide No. D/10/G.S, dated 22.01.2021), in the light of HEC's Graduate Education Policy-2023 (GEP-2023) effective from Fall, 2023.

The revised rules and regulations for MS/M.Phil/M.Sc.(Engineering)/MBA/M.Com/LL.M./Equivalent and Ph.D. Degrees are enclosed vide *Annexure-A*.

Admin. Block,
Quaid-i-Azam Campus,
Lahore.



Sd/-
Dr. Ahmad Islam
Registrar

No. **D/3049/Acad.**

Dated: **02-05-2024**

Copy of the above is forwarded to the following for information and further necessary action:-

1. Pro-Vice Chancellor/Chairman, Admission & Implementation Committee
2. All the Deans of Faculties
3. All the Heads of Teaching Departments/Conveners, Boards of Studies
4. Chairperson, DPCC
5. Director, Quality Enhancement Cell (QEC)
6. Controller of Examinations
7. Director General, IT Centre
8. Director, IT Centre (*for uploading PU website*)
9. Secretary to the Vice-Chancellor
10. Secretary to the Registrar
11. Assistant Registrar (Statutes)
12. Admin. Officer (Syndicate)
13. Assistant Meetings-II


2/5/24
Deputy Registrar (Academic)
for Registrar 

Annexure-A

UNIVERSITY OF THE PUNJAB
REVISED

Rules and Regulations related to Admissions, Registration and Examinations for MS/M.Phil/M.Sc. (Engineering)/MBA/M.Com/LL.M./Equivalent and Ph.D. Degrees offered at the University of the Punjab in the following Faculties (Notified vide No. D/10/G.S, dated 22.01.2021):-

- i. Agricultural Sciences
- ii. Arts and Humanities
- iii. Behavioral and Social Sciences
- iv. Business, Economics and Administrative Sciences
- v. Chemical and Materials Engineering
- vi. Commerce
- vii. Computing & Information Technology
- viii. Education
- ix. Electrical, Energy & Environmental Engineering
- x. Geo Sciences
- xi. Health Sciences
- xii. Islamic Studies
- xiii. Information and Media Studies
- xiv. Law
- xv. Life Sciences
- xvi. Oriental Learning
- xvii. Pharmacy
- xviii. Quality & Industrial Systems Engineering
- xix. Sciences

1. ADVERTISEMENT

- i. Before the advertisement, the faculty of every Department/ Institute/ Centre / College / School should ascertain the number of seats/ programs/ facilities available.
- ii. MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS or equivalent degree and Ph.D. programs shall be advertised in the beginning of each academic session. The advertisement shall normally appear in the newspapers during August/September and commencement of classes will be as per academic calendar.

2. ELIGIBILITY

I. MS/MPhil /Equivalent Degree Programs

- i. Prior to admission into a MS/MPhil/equivalent program, the student shall have been awarded his or her M.A./ M.Sc./ LL.B./ BS(Hons.) 4 years/ B.Sc.(Hons.) 4 years, B.Sc. (Engineering)/ B. Pharmacy/ Pharm D/ MBBS/ BDS Degrees or its equivalent in the relevant subject from a recognized University.
- ii. Eligibility criteria for a relevant field/discipline (in accordance with the department's policy) shall be provided by the relevant Board of studies/DDPC of Department / Institute / College / Centre / School.

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• **Category A:**

Eligibility of candidates of relevant disciplines seeking admission in MS/M.Phil/ M.Sc. (Engg/Hons.)/ MBA / M.Com/ L.L.M/ Equivalent program:

- i. BS (Hons.) 4 years/ M.A. / M.Sc. / B.Sc (Hons.) 4 years / B.Sc. (Engg)/ B. Pharmacy/ Pharm D/ MBBS/ BDS degree or equivalent in the relevant subject from a HEC recognized University (At least 16 years of education after HSSC/F.A./F.Sc/Grade 12 or Equivalent; 120 credit hours).
- ii. No third division in the whole academic career.
- iii. Qualifying marks in the admission test conducted by the University shall be 50%. (**Annex-I**)
- iv. Qualifying marks in the interview shall be 50%.

• **Category B:**

Eligibility of candidates of other disciplines (Intradisciplinary/Interdisciplinary) seeking admission in MS/M.Phil/ M.Sc. (Engg/Hons.)/ MBA / M.Com/ L.L.M/ Equivalent program. Following requirements mentioned below shall be in addition to the requirements set already stated or mentioned above for admission in MS/M.Phil/ M.Sc. (Engg/Hons.)/ MBA / M.Com/ Equivalent:

- i. Eligibility criteria for other disciplines (in accordance with the department's policy) shall be provided by the relevant Board of studies/DDPC of Department / Institute / College / Centre / School.
- ii. Qualifying marks in the admission test conducted by the University shall be 50%. (**Annex-I**)
- iii. 6-9 CH of deficiency courses of level 6 after starting the program in zero semester. To qualify zero semester as per PU rules shall be compulsory

II. Ph.D. program:

- i. Eligibility criteria for a specific field/discipline (in accordance with the department's policy) shall be provided by the relevant Board of studies/DDPC of Department / Institute / College / Centre / School before the admission.
- ii. Prior to admission into a PhD the student shall have been awarded his or her MS/MPhil/or its equivalent degree from a recognized University.

• **Category A:**

- i. MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS or equivalent degree with minimum CGPA of 3.00 (out of 4.00) in the semester system or first division (60%) in the annual system
- ii. No third division in the whole academic career.
- iii. MS/MPhil/equivalent without thesis shall complete deficiency of 06 credit hours research thesis.

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- iv. Qualifying marks in the admission test conducted by the University shall be 60%. (**Annex-I**)
- v. Qualifying marks in the interview shall be 50%.

• **Category B:**

- i. MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS or equivalent degree with CGPA less than 3.00 (out of 4.0) in the semester system or less than 60% in the annual system.
- ii. No third division in the whole academic career.
- iii. Qualifying marks in the admission test conducted by the University shall be 60%.
- iv. Qualifying marks in the interview shall be 50%.
- v. Additional courses of 9-12 CH of level 7 in zero semester and shall score minimum 3.00 out of 4.00 GPA. If these conditions are not fulfilled by the applicant the admission shall stand cancelled.
- vi. MS/MPhil/equivalent without thesis shall complete deficiency of 06 credit hours research thesis.
- vii. If the CGPA/Percentage is not mentioned on the transcript, the candidate shall produce equivalent weightage from the parent university.
Or
CGPA/Percentage will be equalized by the committee notified by the registrar office. In this case equivalence of HEC shall be required.
- viii. In the case of a foreign degree (from universities that award degrees without course work and where a CGPA is not available), after equivalence from HEC, applications shall be considered for admission to the PhD program as per the subject eligibility of the department/institute/college/ center/or school. Other admission requirements must be fulfilled by the applicants.

• **Category C:**

Eligibility of candidates of other disciplines (Intradisciplinary/Interdisciplinary) seeking admission in Ph.D. program. Following requirements mentioned below shall be in addition to the requirements set already stated or mentioned above for admission in Ph.D. program:

- i. Eligibility criteria for a specific field/discipline (in accordance with the department's policy) shall be provided by the relevant Board of studies/DDPC of Department / Institute / College / Centre / School before the admission.
- ii. Qualifying marks in the admission test conducted by the University shall be 60%. (**Annex-I**)
- iii. 6-9 CH of deficiency courses of level 7 after starting the program in zero semester. To qualify zero semester as per PU rules shall be compulsory.

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3. **ADMISSION TEST REQUIREMENTS**

I. MS/MPhil/Equivalent Degree Programs

- i. A rigorous admission test as an eligibility condition for admission to MS/MPhil/Equivalent programs, developed at the university with a passing score of 50%. (**Annex-I**)

OR

- ii. Accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.

Option (ii) will be opted by the permission of the worthy Vice Chancellor if needed in any case for whole session at the time of admission.

II. Ph.D. program

- i. The test equivalent to GRE/HAT General developed at the university with the passing score of 60%. (**Annex-I**)

OR

- ii. Accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.

- iii. Subject test for admission in Ph.D. programs.

Option (ii) will be opted by the permission of the worthy Vice Chancellor if needed in any case for whole session at the time of admission. The test shall be on the basis of (i) and (iii) as mentioned above.


4. **GRE/HAT COMMITTEES**

- i. Departmental committees (GRE/HAT) shall be required for admission to MS/M.Phil/Equivalent and PhD programs. Departmental committees (GRE/HAT) shall be notified by the Registrar office and the same be intimated to the HEC.
- ii. Composition of GRE based committee shall be as guidelines provided by the HEC (Minimum 2-3 faculty members holding Ph.D. degree of the relevant discipline and one preferably from outside the University). If required more faculty members may be added.

5. **STATEMENT OF PURPOSE**

Statement of Purpose shall be a part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspeciality in which the applicant is interested. A statement of purpose shall, at least, include the following.

- i. Title of the potential research proposal
- ii. Clear articulation of the current understanding of the intended field and ideas for potential research



- iii. Explanation of the intended impact of the proposed research
- iv. The prospective candidates shall demonstrate passion and enthusiasm for the area of research.

6. EQUIVALENCE

- i. Equivalence from PU is required (Qualification from Institutions other than the University of the Punjab will be equalized by the Equivalence Committee of the University of the Punjab). Candidates shall apply for equivalence well in time to the Equivalence Cell, PU and shall provide the same before the interview.
- ii. Equivalence of Degrees Awarded by Chartered Foreign Universities will also be required from HEC Pakistan. PU equivalence is also required.

7. PROCEDURE FOR APPLICATION, ADMISSION AND REGISTRATION

- i. An applicant seeking admission to MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS /equivalent /Ph.D. programs shall apply on a prescribed online form within the due date given in the advertisement for admission.
- ii. Application submission shall be submitted only online. DDPC shall scrutinize the applications received for eligibility.
- iii. **Composition of the DDPC:** The Departmental Doctoral Programme Committee shall be notified by the Registrar office and composition shall be:

Chairman/Chairperson/Director/Principal/Head (DDPC Convener), All Professors & Associate Professors and 2-3 senior most Assistant Professor/Lecturer holding Ph.D. degree. In departments where there is no Professor/Associate Professor, Departmental Doctoral Program Committee (DDPC) will be constituted by the Vice-Chancellor on the recommendations of the Dean of the Faculty/Chairperson DPCC. In such cases for the evaluation of synopsis, 2-3 experts will be co-opted. The quorum for a meeting of DDPC shall be one-half of the total number of members, a fraction being counted as one.
- iv. An applicant shall be judged on the basis of the following criteria for admission/merit calculations:
 - a. Academic qualifications*- 40 Marks (as already given in the table of merit calculator)
 - b. Publications in HEC approved journals - (1 Mark per publication)- 05 Marks
 - c. Professional experience in relevant field – 05 Marks (One Mark for each year for job in the relevant field / as per Departmental preference)
 - d. Departmental written/entry test (comprehension of the subject, GRE/HAT Test) 40 Marks
 - e. Interview –10 Marks (In interview qualifying marks are 50%)

NOTE: Different universities grading system different for those universities departmental committees should calculate GPA/CGPA as per HEC grading system guidelines. As decided by the NQAD, in its 22nd meeting held on January 09, 2017, the HEIs should preferably use four (04) grade point system (Ref. 1-22/NQAC/QAD/2017/HEC/03-360, dated March 24, 2017). However, the HEIs using other grade point scales shall refer to

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HEC's Policy Guidelines, issued from time to time, for Implementation of Uniform Semester Examination System in Higher Education Institutes of Pakistan)

- v. Only those candidates who qualify for the GRE/HAT test and departmental written entry test as per PU policy [designed by the respective department or conducted by PU itself (**Annex-I**)] will be called for an interview.
- vi. The Departmental Doctoral Program Committee (DDPC) shall recommend to the Dean of Faculty for approval of the names of applicants who are found eligible. Same shall be forward to Chairperson DPCC. The selected candidates shall pay their dues within the stipulated time, failing which their admission shall be liable to be cancelled.

*** Break up of 40 marks for academic qualifications:**

M.S / M.Phil.

Course/ Degree	%age marks						
		45-49.99%	50-54.99%	55-59.99%	60-69.99%	70-79.99%	≥80%
Matric	Marks	2	4	5	7.5	8.5	10
F.A./F.Sc.	Marks	2	4	5	7.5	8.5	10
B.A./BSc.	Marks	2	4	5	7.5	8.5	10
M.A.M.Sc. (Annual System)	Marks	2	4	5	7.5	8.5	10
M.A. M.Sc. (Semester System)	CGPA						
		2.50-2.69	2.70-2.99	3.00-3.39	3.40-3.79	≥3.80	
	Marks	5	6	7.5	8.5	10	
BS (Hons.) 4 years / B.Sc (Hons) 4 years (16 years edu.)	Marks	10	12	15	17	20	

Ph.D

Course/ Degree	%age Marks						
		45-49.99%	50-54.99%	55-59.99%	60-69.99%	70-79.99%	≥80%
Matric	Marks	2	4	5	6	7	8
F.A./F.Sc	Marks	2	4	5	6	7	8
B.A./BSc	Marks	2	4	5	6	7	8
M.A./MSc (Annual System)	Marks	2	4	5	6	7	8

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BS Hons. 4 years / B.Sc Hons (16 years edu.)	CGPA					
		2.50-2.69	2.70-2.99	3.00-3.39	3.40-3.79	≥3.80
	Marks	8	10	12	14	16
M.A./MSc (Semester System)	Marks	4	5	6	7	8
M.S / M.Phil / LLM (18 years edu.)	Marks	3.00 CGPA / 1 st Div.		3.30-3.59	3.60-3.79	≥3.8
		5		6	7	8

Candidates having less than having 45% or CGPA 2.5 in any degree will get 0 scores for that degree

8. FOREIGN STUDENTS:

Efforts be made to attract foreign students around the globe. The University should advertise both on the World-Wide Web and through Embassies, posters etc. The admission of foreign students should be processed as under:

- A foreign candidate should apply through his/her Home Country's Embassy and Pakistan Mission Abroad office.
- The concerned department/institute shall send a provisional admission letter to the Registrar and copy to Chairperson DPCC along with HEC proforma of foreign students for clearance of the vetting agencies before joining the program.
- The candidate should also pass the entrance test of the concerned institution/admission on arrival or submit GRE International with admission form.
- After fulfilling all above requirements, the candidate will be allowed to attend classes with a valid visa.


NOTE: Qualification from Institutions other than the University of the Punjab will be equalized by the Equivalence Committee of the University of the Punjab. Foreign students must provide NOC and equivalence from HEC and clearance from all vetting agencies.

9. PROGRAME OF STUDIES

I. Course Work - MPhil/MS/Equivalent Degree Programs

The following requirements shall be fulfilled before the award of MPhil/MS/equivalent degree:

- Complete 30 credit hours of course work
Or



- ii. Complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis/ internship / project (as the case may be).
- iii. The students shall complete the deficiency coursework of at least 9-12 credit hours of level 6, if they are from the other discipline in a zero semester, prior to start regular semesters of MS/M.Phil/Equivalent program.

II. Course Work- Ph.D. Program

The following requirements shall be fulfilled before the award of a Ph.D. Degree:

- i. The students shall complete the coursework of at least 18 credit hours if they are from the same discipline.
- ii. The students (admitted under category B and C) shall complete the deficiency coursework of at least 9-12 credit hours of level 7, if they are from the other discipline in a zero semester, prior to start regular semesters of PhD.
- iii. The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university).
- iv. The course codes shall preferably be of 800 level.
- v. PhD degree should be based on research, not only on credit hours (i.e., course work and research)
- vi. The research work submitted for M.Phil. will not be part of PhD thesis.
- vii. There will be 48 credit hours for Ph.D. research thesis in addition to course work credit hours.

10. COMPREHENSIVE EXAMINATION:

- i. Students admitted to Ph.D. course shall take comprehensive examination after successful completion of 18 credit hours. The concerned Departments/ Institutes / Colleges / Centres / School shall hold the said examination. The Comprehensive Examination shall be held within one month after the completion of the course work.
- ii. The comprehensive examination will cover all course work and will consist of one composite paper (60% subjective and 40% objective), the objective part will be based on multiple choice questions. The examination will test the student's ability to integrate and assimilate the knowledge obtained from the courses, seminars, and independent studies.
- iii. Examiners (3-5 including Internals) for the comprehensive examination shall be appointed by the Dean out of a panel of names recommended by the Departmental Doctoral Program Committee. At least 2 examiners will be from outside the University.
- iv. To pass the comprehensive examination, a student must get GP/GPA not less than 3.0.
- v. If the student does not pass the comprehensive examination or doesn't get at least GPA 3.0, in the first attempt he/she may be given one more chance on the recommendation of Departmental Doctoral Program Committee. Similarly, a student who remains absent during the comprehensive examination will only be given a second chance to sit in the examination subject to a condition that his/her circumstances of not being able to attend the examination are well justified and



accepted by the concerned DDPC. On the recommendations of the concerned DDPC, the Dean/DPCC may allow such a student to reappear. The second Comprehensive Examination shall be held within one month of the first examination.

NOTE: The benefit of Sub-Clause (v) may also be given to the students enrolled in previous sessions on the recommendations of DDPC and approval from ASRB.

11. RULES FOR Ph.D CANDIDATES ADMITTED UNDER CATEGORY B AND CATEGORY C.

I. Category B

MS / M.Phil. / M.Sc. (Engg/Hons.)/ equivalent degree with CGPA less than 3.00 (out of 4.0) in the semester system or less than 60% marks in the annual system as per HEC and PU rules.

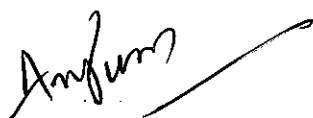
- i. Additional courses of 9-12 CH of level 7 in zero semester shall be required. DDPC will decide about the deficiency courses.
- ii. It shall be mandatory to appear in both examinations (i.e., Mid-term and Final term) and to complete the sessional activities.
- iii. At the end of the zero semester a student must obtain a minimum Grade Point Average (GPA) of 3.00 to be promoted/ eligible for PhD regular first semester.
- iv. To qualify for an individual course GP 2.3 shall be required.
- v. If above mentioned conditions are not fulfilled by the applicant, the admission shall stand cancelled.

II. Category C

- i. Additional courses of 6-9 CH of level 7 in zero semester shall be required. DDPC will decide about the deficiency courses.
- ii. It shall be mandatory to appear in both examinations (i.e. Midterm and Final term) and also to complete the sessional activities.
- iii. At the end of the zero semester a student must obtain a minimum Grade Point Average (GPA) of 3.00 to be promoted/ eligible for PhD regular first semester.
- iv. To qualify for an individual course GP 2.3 shall be required.
- v. Candidates without Research thesis in MS/MPhil/equivalent shall complete deficiency of 06 credit hours research thesis.
- vi. If above mentioned conditions are not fulfilled by the applicant, the admission shall stand cancelled.

12. RULES FOR MS/MPHIL/M.SC.ENGG/HONS.)/MBA/M.COM/EQUIVALENT CANDIDATES ADMITTED UNDER CATEGORY B.

- i. Additional courses of 6-9 CH of level 6 in zero semester shall be required. DDPC will decide about the deficiency courses.
- ii. It is mandatory to appear in both examinations (i.e., Mid-term and Final term) and to complete the sessional activities.



- iii. At the end of the zero semester a student must obtain a minimum Grade Point Average (GPA) of 2.00 to be promoted/ eligible for MS/MPHIL/ M.Sc.Engg/Hons.) /MBA/M.Com/Equivalent regular first semester.
- iv. To qualify for an individual course minimum 'D' grade (50% marks) cumulative in mid-term, final term examinations and sessional activities required.
- v. If above mentioned conditions are not fulfilled by the applicant, the admission shall stand cancelled.

13. MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS /equivalent (Level 7)

- i. MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS /equivalent will be for four semesters. In the first two semesters, 24 credit hours course work and in 3rd and 4th semesters 06 credit hours research work / internship / project (as the case may be) will be carried out.
- ii. The research work submitted for M.Phil. will not be part of PhD thesis.
- iii. The minimum and maximum period for completion of M.S/M.Phil./ equivalent program will be 1.5 to 4 years (8 regular semesters) as per HEC policy. The period shall be counted from the date of commencement of classes.
- iv. Extension for a specific period in the case of M.S/M.Phil./ equivalent program after 2 years (four regular semesters) will be granted only to those students who maintain their student status and are not absconders. Six-month extension will be granted by the Vice Chancellor, beyond 06 months extension will be granted by the ASRB.
- v. Extension will be granted on provision of full justification, a progress report by the Supervisor and recommendation by the DDPC.
- vi. In case a student is unable to secure an MS/MPhil within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes of delay. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons. The Committee will also decide about the fee for that duration.

14. RULES OF PROMOTION OF MS/M.PHIL/EQUIVALENT DEGREE PROGRAMS.

- i. All courses given in the first year (1st & 2nd semesters) will be designated by 500.
- ii. All courses given in the second year (3rd & 4th semesters) will be designated by 600.
- iii. All courses will be preceded by 2-4 alphabets to be decided by the Departments / Centres / Institutes / Colleges / School indicating the title of the degree/ area of specialization.
- iv. Each Departments / Centres / Institutes / Colleges / School shall decide its own compulsory, core/ minor, major and elective subjects. The courses offered by a Departments / Centres / Institutes / Colleges / School shall be announced with a short description of each course along with time, day, classroom, name of the teacher, semester, and credit hours.



- v. A regular student will normally be required to take a workload (for course work) of nine to twelve credit hours in each semester.
- vi. At the end of the first semester, a student must obtain a minimum Grade Point average (GPA) of 2.50 to be promoted to the second semester. To qualify for a course GP 2.30 is required in course work of all semesters.
- vii. In case a student obtains GPA of 2.30 or more but less than 2.50, he / she will be promoted to the second Semester on probation. The candidate who fails to secure 2.30 GPA in the first Semester shall stand automatically dropped from the rolls.
- viii. At the end of the second semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.50 and must also pass at least 50% of the courses offered by him / her to be promoted to the third semester. If any of the preceding two conditions is not complied with by a student, then he / she shall be removed from the rolls of the Departments / Centres / Institutes / Colleges / School.
- ix. In the 3rd and 4th semesters, a student will carry out research work / internship under the supervision of his / her supervisor and submit research thesis / report / project by the end of 3rd or 4th semester.
- x. In the third semester, a student will also be required to repeat those courses of the first semester in which he/she had failed and maintains CGPA of 2.50 failing which his / her name will be removed from the Departments / Centres / Institutes / Colleges / School.
- xi. In the fourth semester, a student will be required to repeat those courses of the second semester in which he / she had failed and maintains CGPA of 2.50 failing which his / her name will be removed from the Departments / Centres / Institutes / Colleges / School.
- xii. A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 2.50 but not less than 2.30 at the end of the 4th semester, may be allowed to repeat up to two courses (varying 2-6 credits) in which he / she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50 failing which he / she shall not be awarded degree and removed from the rolls of the Departments/ Centres/ Institutes/Colleges/ School.
- xiii. A student who had earned less than GP 2.3 in a course in 1st semester and promoted on probation to second semester, may be allowed to take one additional course during the 2nd/3rd semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.
- xiv. A student who had earned less than GP 2.3 in a course in 2nd semester may be allowed to take one additional course during the 3rd/4th semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.
- xv. The teacher shall send a copy of the activity record of the courses on prescribed Proforma to the DDPC, Chairman / Director / Principal / Head at the end of each semester.
- xvi. After two semesters (24 credit hours) of course work, research work of six credit hours will be carried out in third and fourth semesters. The title of the thesis / report/ project will be recommended by DDPC / Board of Studies routed through DPCC for the approval of the Vice-Chancellor. Thesis / report shall be submitted within six weeks after the termination of fourth semester (as the case may be). In case of genuine reason on the recommendation of the supervisor, DDPC and DPCC, the Vice Chancellor can give extension up to six months for the

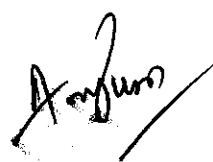
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submission of thesis/ report/ project. Evaluation of thesis will be by External Examiner. Board of Examiners for the examination of thesis shall be appointed by the Vice Chancellor out of the panel recommended by DDPC concerned routed through DPCC. Evaluation normally be completed within six weeks of submission of the theses.

- xvii. Only those students who scored CGPA ≥ 2.5 will be awarded MS/ M.Phil. Degree

15. Ph.D. PROGRAMME OF STUDIES

- i. Departmental Doctoral Program Committee (DDPC) shall regulate the supervisory process and act as a supervisory committee in all matters related to the PhD scholar.
- ii. Research shall be allocated to the scholar at the time of commencement of classes.
- iii. There shall be a residency requirement for a period of at least two years.
- iv. The minimum and maximum period for completion of Ph.D. shall be 3 to 8 years as per HEC policy. The period shall be counted from the date of commencement of classes.
- v. Extension for a specific period in Ph.D. after 5 years will be granted on full justification, a progress report by the Supervisor and recommendation by the DDPC only to those students who maintain their student status and are not absconders. Extension, if fully justified should be 5+2 and in case of extreme circumstances extension will be 5+2+1.
- vi. PhD scholars who are unable to complete the program within eight (8) years, the said case shall be presented in ASRB. In case a student is unable to secure PhD within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes of delay. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons. The Committee will also decide about the fee for that duration.
- vii. The date of notification of the award of the PhD degree after the PhD defense shall be the date of the completion of PhD studies.
- viii. It shall be mandatory for Supervisor/s to submit detailed progress report biannually of Ph.D. students to the DPCC office/Registrar office. i.e., on 30th June and 30th December.
- ix. Candidates from Scientific Research Organizations, after successful completion of course work and two years residency, if required may carry out their experimental work in laboratories of their parent departments on the recommendations of the supervisor, approved by the DDPC/ Faculty Council.
- x. A Ph.D. scholar shall be required to pass a comprehensive examination (written) after completing course work, and before undertaking the synopsis/research work.



- xi. There shall be a Comprehensive Examination within one month after completing the Ph.D. course work.
- xii. The student will write and submit a synopsis for Ph.D. research work within six months of completing the Ph.D. course work
- xiii. A Ph.D. scholar shall be required to submit a synopsis within six months of completing course work as well as qualifying for a comprehensive examination before commencing the research work. If a synopsis is not submitted within the designated time, permission for submission of synopsis from ASRB will be required first.
- xiv. A Ph.D. scholar shall give a seminar relevant to his/her field of research (PhD research work) as per the schedule given by the department before thesis submission.

16. RULES OF PROMOTION Ph.D. PROGRAM

- i. Candidate shall complete 18 credit hours course work, qualify comprehensive examination, and carry out research for 2-4 years (48 credit hours)
- ii. All courses given in the Ph.D. programme will be designated by 800.
- iii. The course shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university)
- iv. A regular student will normally be required to take workload of nine to twelve credit hours in each semester. Eighteen credit hours course work must be completed within two semesters.
- v. At the end of the first semester a student must obtain a minimum Grade Point Average (GPA) of 3.00 to be promoted to the second semester.
- vi. In order to qualify for a individual course GP 2.70 is required in all semesters.
- vii. In case a student obtains GPA of 2.70 or more but less than 3.00 he / she will be promoted to the second Semester on probation. The candidate who fails to secure 2.70 GPA in the first Semester, shall stand automatically dropped from the rolls.
- viii. At the end of the second, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 3.00 and must also pass the more than 50% of the courses Or at least two courses offered by him / her to be promoted to the next subsequent semesters. If any of the preceding two conditions is not complied with by a student, then he / she shall be removed from the rolls of the Departments / Centres / Institutes / Colleges / School.
- ix. A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 3.00 but not less than 2.80 at the end of the 2nd 3rd, and fourth semester, may be allowed to repeat one course (varying 2-4 credits) in which he / she had obtained the lowest grades in the next semester, in order to improve the CGPA so as to obtain the minimum of 3.00 failing which he / she shall not be awarded PhD degree (or allowed to continue research work).
- x. A student who had earned less than GP 2.7 in a course in 1st semester and promoted on probation may be allowed to take one additional course during the 2nd/3rd semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.
- xi. A student who had earned less than GP 2.7 in a course in 2nd semester may be allowed to take one additional course during the 3rd/ 4th semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.

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- xii. The teacher shall send a copy of the activity record of the courses on prescribed proforma to the DDPC, Chairman / Director / Principal/ Head at the end of each semester.
- xiii. No student will take any course unless he has cleared the pre-requisite for it as determined by the respective Departments / Centres / Institutes / Colleges / School.
- xiv. A course may range from one credit hour to four credit hours.
- xv. One credit hour stands for at least one hour class contact per week per semester. For practical / laboratory work, 3 hours shall be considered equivalent to one credit hour.
- xvi. The scripts of each examination shall be shown to the students concerned by the teacher and taken back immediately. The Department concerned shall keep such record for one year.
- xvii. The teacher shall send the final award list to the Chairman /Director /Principal/Head of the Departments/ Institutes / Colleges / Centres / School who will forward it to the DPCC and Controller of Examinations for notification and a copy to the respective Dean.

17. CLASS ATTENDANCE

- i. A student must have attended at least 75% of the classes held in a course to be allowed to sit in the midterm and final examination. In the case of short attendance up to the midterm, the student will be allowed provisionally to appear in the midterm exam, but he will have to meet the minimum attendance requirement till final term exam. The concerned HOD can award 5% relaxation in attendance on student's request. The student availing this attendance relaxation, will have to pay absent fine amounting Rs. 2,000/- per short attendance course with maximum absent fine of Rs. 5,000/- per semester.
- ii. There is a maximum 25% absent allowance (not in a stretch). At any stage in a semester (2nd semester and onwards) if a student has availed this maximum absent allowance, then the student will be awarded FW grade in low-attendance courses. The student having class attendance of less than 75% in a particular course will be required to repeat the course when it is offered again. The student will be awarded grade FW i.e., forced withdrawal and will not be counted towards calculation of GPA/CGPA. The students will pay the course(s) fee and the examination fee while repeating the FW courses with junior sessions to complete all the formal requirements of the degree.
- iii. In case of Hajj / maternity, the maximum 25% absent allowance can be availed in a stretch with the prior approval of HOD.
- iv. The 30% relaxation i.e., 25% allowed absenteeism and 5% relaxation (with fine) by HOD in total attendance is inclusive of absents (without prior approval) or leave (with prior approval).
- v. At the end of each month the teacher concerned shall send, to the head of the Department / Centre / Institute / College / School, a statement giving the total number of lectures delivered and practicals conducted by him/her together with the number of lectures and practicals attended by each student. The cumulative attendance record will be displayed on the noticeboards monthly.
- vi. In case the student remains absent from all the classes of all the courses of Semester-I for two consecutive weeks without leave (medical / emergency),

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his/her admission will be cancelled. Such students, however, will be eligible to apply for admission next year, subject to fulfillment of other conditions for admission.

- vii. For all the semesters, except for the first semester, in case the student remains absent from all the classes of all the courses for two consecutive weeks without approval then he/she will not be allowed to continue in that session and his/her semester will be forced freeze. Such students will rejoin the same semester with his/her immediate junior session.
- viii. A teacher shall report the names of the students who are absent from the lectures/practical continuously for 14 days (consecutive two weeks) to the Chairman/ Director/ Principal of the Departments/ Institutes / Colleges / Centers / School concerned who will forward the names of the student/s to the DDPC to enable him/her to strike off the names of such student/s. The Dean/DDPC may, for valid reasons, readmit such a student/s on the recommendation of DDPC.

18. CANCELLATION OF ADMISSION/REGISTRATION

I. M.Phil/MS/Equivalent:

M.Phil admission shall be cancelled by the department on the recommendations of the DDPC and notified by the concerned Chairman/Director/Principal/Head, if the scholar:

- a. Earns adverse progress reports from his/her supervisor.
- b. Fails to contact his/her supervisor or leaves the program.
- c. Does not complete the course work.
- d. Does not meet 75% attendance criteria in theory and practical separately
- e. Is found guilty of misconduct.
- f. The policy decision about cancellation of admission based on non-payment of fee submission shall be given by the Treasure office.

The aggrieved scholar may file an appeal against cancellation of his/her M.Phil/MS admission to the concerned Dean within a period of 15 days. The Dean will give him/her an opportunity to be heard in person and the case will be sent with the comments of Dean to the Vice Chancellor for final approval/decision. The final decision will be notified by the Registrar office. However, the notified decision will be final and will not be questioned in any court of law.

II. Ph.D:

PhD admission shall be cancelled and notified by the Registrar on the recommendations of the Chairperson/Director/Principal/Head/DDPC, concerned Dean of the Faculty followed by the approval of the Vice-Chancellor, if the scholar: -

- i. Earns two consecutive adverse progress reports from his/her supervisor.
- ii. If two consecutive adverse reports are submitted by the Supervisor then the Head of Teaching Department/Supervisor will issue two consecutive warnings (one month gap) to the PhD scholar.
- iii. In case no report is submitted /forwarded by the supervisor to the Head of Department/Institute/Centre/College/School then the HOD, after issuing warning, may initiate the process of admission cancellation.

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- iv. Fails to contact his/her supervisor or leaves the program.
- v. Does not complete the course work.
- vi. Does not qualify for the Comprehensive Examination even in the second attempt.
- vii. Does not meet 75% attendance criteria in theory and Practical separately.
- viii. Is found guilty of misconduct.
- ix. The policy decision about cancellation of admission based on non-payment of fee submission shall be given by the Treasure office.

The aggrieved scholar may file an appeal against cancellation of Ph.D. registration to the Advanced Studies and Research Board within a period of 30 days. The Advanced Studies and Research Board will give him an opportunity to be heard in person. However, the decision of the Advanced Studies and Research Board will be final and will not be questioned in any court of law.

19. EVALUATION SYSTEM

- i. The teacher shall be responsible for the evaluation of work/performance of the students of his/her class and for the award of grades to them based on such evaluation:
- ii. The number and nature of tests and assignments depends on the nature of the course. However, in case of taught course there will be at least one home assignment, sessional works and two examinations (Mid and final term examinations of each semester) in each course with the Weightage as under:-

a.	Sessional activities	25%
b.	Mid-term examination	35%
c.	Final term examination	40%

 - It is mandatory to appear in both examination (i.e. Midterm and Final term) and also to complete the sessional activities.
 - In addition to these examinations, the teacher shall give home Assignments, term papers, quizzes etc. The result of a course will be submitted after one week of examination and result will be notified after two weeks of completion of examination. The DDPC shall be responsible for supervising the teaching, examination, and their related matters. The DDPC may also review the evaluation of any student/class if it deems appropriate within one week of submission of result. The course files, result of semesters as well as comprehensive examinations shall be maintained properly by the Department/Centres/ College/ school and whenever needed by DPCC/Registrar/Controller office shall be readily available.
- iii. In view of the weightage for the various examinations the minimum duration of the papers will be as follows:

a.	Mid-term Examination:	One and half hour
b.	Final term Examination:	Two hours

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- iv. Home assignments shall be submitted to the concerned teacher as scheduled by the teacher.
- v. There shall be no choice in questions in the midterm and final term examination papers.
- vi. Examinations should be held on consecutive days excluding holidays. The schedule of papers showing to the students shall be displayed along with the examination date sheet. This paper showing activity should be performed within one week according to the schedule announced along with the examination date sheet.
- vii. The scripts of each activity shall be shown to the students by the concerned teachers. After paper showing, the scripts will be immediately collected back from the students. The scripts of the mid-term and final-term examinations will be submitted to the department exam or concerned office after the result declaration.
- viii. Course contents, if revised, shall be approved by the DDPC/BOS of each department and by the other relevant bodies. The teacher concerned will be responsible for determining the details of the course.
- ix. There will be two - three semesters in each year, Fall, Spring, and Summer (optional), of 16-18 weeks each (Fall and Spring) with a minimum of 14-16 weeks for the course work, summer semester will be of 8-10 weeks. The DPCC shall regulate the commencement of the semesters. The first semester shall normally start on the second Monday of September each year and terminate by the first week of January. The second semester shall start on the 4th Monday of January and its examinations shall be held in the 3rd week of May. Summer semester shall commence in the third week of June and end by fourth week of August.

20. SUMMER SEMESTER

- i. Summer semester will be offered as an optional semester of 08- 10 weeks duration.
- ii. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08-10 credit hours during summer.
- iii. Moreover, a student who has either failed or has been stopped taking the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.
- iv. The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

21. GRADING SYSTEM

Equivalence in numerical grades, letter grades and grade points will be as follows:

Percent Marks	Letter Grade	Grade Points
85 & Above	A	4.00
80-84	A-	3.70

75-79	B+	3.30
70-74	B	3.00
65-69	B-	2.70 for qualifying individual course 2.70 is required in PhD
61-64	C+	2.30 qualifying individual course 2.30 is required in MS/MPhil/equivalent
58-60	C	2.00
55-57	C-	1.70
50-54	D	1.00
Below 50	F	0.00

- i. Maximum possible Grade Point Average is 4.00.
- ii. GP below qualifying marks in individual course will contribute towards calculation of GPA
- iii. Minimum Cumulative Grade Point Average for obtaining MS/M.Phil (course work and research based) is 2.50. To qualify in the examination of semester a student must obtain at least GPA 2.50 and in individual subject not less than 2.30.
- iv. Minimum Cumulative Grade Point Average for PhD (course work and comprehensive) is 3.00 and in individual subjects not less than 2.70.
- v. A fraction of mark in a course is to be counted as '1' mark e.g. 64.1 or 64.9 is to be shown as 65.
- vi. Letter Grade and Grade Point for a course will be calculated as given above.
- vii. To calculate the GPA, multiply Grade Point with the Credit Hours in each Course to obtain total grade points, add up to cumulative Grade Points and divide by the total number of Credit Hours to get the GPA for a Semester.

$$\text{GPA} = \frac{\sum (\text{GP} \times \text{Credit Hours}) \text{ courses of a semester}}{\text{Total Credit Hours of a semester}}$$

- viii. For calculating CGPA, sum total of GPs in a semester earned in different courses multiplied by respective credit hour of a course and divided by total numbers of credit hours.

$$\text{CGPA} = \frac{\sum (\text{GP} \times \text{Credit Hours}) \text{ of all courses in a Program}}{\text{Total Credit Hours of all courses in that Program}}$$

22. RE-SIT EXAMINATION

The students who cannot appear in examination because of genuine excuse / reasons (only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments) shall be allowed to appear in re-sit examination within one week after the examination subject to the payment of special examination fee of Rupees 5000/- for one course. If the number of courses is more

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than one, then a lump sum of Rs. 10,000/- shall be paid as a special examination fee to the department.

23. RE-ADMISSION ON MEDICAL / EMERGENCY GROUNDS

A student who discontinues studies on medical/emergency ground (only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments) will be allowed to seek readmission in the same semester next year after paying semester fees. During the period of discontinuation of studies, the hostel, medical and transport facilities shall be withdrawn which are normally available to regular students. If they fail to appear next year, the admission should be considered cancelled.

24. FREEZING OF SEMESTER:

The freezing of the second semester to onward will be dealt on case-to-case basis by the DPCC office on the recommendation of DDPC as per rules.

25. WITHDRAWALS / ADDITIONS OF COURSES

The enrolled students may withdraw / add other courses to their programme within two weeks after commencement of the semester with the permission of the Supervisor/ Head of the Departments/ Institutes / Colleges / Centres / School if such withdrawals / additions do not affect requirements of minimum / maximum course workload conditions.

26. SUBMISSION OF RESULTS

The teachers are required to submit the result within one week after the examination so that result shall be declared by the Examination Committee of the Departments/ Institutes / Colleges / Centres / School within two weeks after examination. The result will be declared by the DDPC and the copies of the results will be sent directly to the Controller of Examinations PU for issuance of result notification within stipulated period of two weeks.

27. RESEARCH PROPOSAL/ SYNOPSIS:

i After securing a minimum of CGPA 3.0 in the course work of 18 credit hours and qualifying the comprehensive examination with minimum of CGPA 3.0, a student shall prepare a synopsis for PhD research work within the next six months. If a synopsis is not submitted within the designated time, permission for submission of synopsis from ASRB will be required first. Guidelines for synopsis write-up are given in **Annex-II**. The synopsis must be recommended by the DDPC for approval from Advanced Studies and Research Board.

ii Students shall submit copies of their synopses to the Departmental Doctoral Programme Committee (DDPC) and one copy to the Punjab University Doctoral Programme Co-ordination Committee (DPCC) for approval.

iii The Departmental Doctoral Programme Committee (DDPC), after evaluation, shall forward the synopsis within a period of three months to the DPCC for approval of the Advanced Studies and Research Board (ASRB).

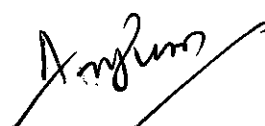
- iv In case the DDPC fails to forward the synopsis within three months, the DPCC will directly forward the synopsis to the Advanced Studies and Research Board for approval.
- v Panel of Examiners for Ph.D. thesis evaluation shall also be routed through DDPC/DPCC to ASRB for approval.
- vi The Departmental Doctoral Programme Committee (DDPC), after evaluation, shall forward the panel of Examiners within a period of one month to the DPCC for approval of the Advanced Studies and Research Board (ASRB).
- vii Supervisor will submit a copy of the Panel of Examiners for Ph.D. thesis evaluation to DDPC and DDPC will forward it to the PU Doctoral Programme Co-ordination Committee (DPCC) for approval from ASRB.
- viii In case the DDPC fails to forward the Panel of Examiners within one month, the DPCC will directly forward the Panel of Examiners to the Advanced Studies and Research Board for approval.

28. THESIS EXAMINATION:

I. M.Phil Research Thesis

The research thesis shall be submitted within the specified period of registration or up to a maximum of six weeks after the final examination at the end of 4th Semester. The Vice-Chancellor on the recommendations of the respective DDPC, to avoid any hardship in genuine cases, shall have the power to extend the date of submission of thesis for a total period not exceeding six months. Afterwards case will be presented in ASRB for extension.

- i A Board of Examiners for the evaluation of thesis shall be appointed by the Vice-Chancellor out of the panel of three experts recommended by the DDPC / Board of Studies concerned.
- ii. The Board of Examiners shall comprise:
 - a) Chairman/ Director/ Principal/Head of the Departments/ Institutes / Colleges / Centres / School (Ex-Officio)
 - b) External Examiner (One)
 - c) Research Supervisor/s (Internal/s)
- iii The candidate shall have to appear before the Board of Examiners for the assessment of his/her thesis and comprehensive examination. The Board of Examiners shall either accept or defer for re-submission or reject the thesis.
- iv No degree shall be awarded unless the Board of Examiners recommends the award.
- v If the Board of Examiners finds that the thesis is wholly inadequate, the thesis shall be rejected.
- vi If the thesis, though inadequate, is of sufficient merit, in the opinion of at least two examiners including the external examiner, the Board of Examiners may recommend re-submitting it in a revised form within a period of six months.
- vii. The Chairman/Director/Principal/Head shall forward to DPCC and the Controller of Examinations the names and particulars of successful candidates for award of the Degree of M.Phil.



- viii On receipt of the names of successful candidates from the Chairman/ Director/ Principal/ Head, the Controller of Examinations shall issue a result notification.

NOTE: In case the Chairman/Director/Principal/Head is the supervisor, the coordinator of the program will also be the part of the examiners. In case of conflict of interest, the Dean/Chairperson DPCC will be part of the examination.

II. Ph.D. Thesis

The thesis (guidelines for the thesis format given in **Annex-III**) submitted by the candidate for Ph.D. degree must comply with the following conditions: -

- i) It must form a distinct contribution to knowledge and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical judgment.
- ii) It must not include research work for which degree has been conferred on anybody in this or any other University.
- iii) For candidates in all Faculties of University of the Punjab (except Department of French or other modern languages where thesis be written in French language or respective language) the thesis must be written in English and the presentation must be satisfactory for publication. In Faculties of Islamic Studies & Oriental Learning, each Department shall decide about the Language (English/Urdu/any other) in which the dissertation is to be written. However, in case of Urdu / any other language, an abstract in English shall be included.
- iv) Requirement of Publication: Publication in HEC approved journals is requisite for thesis submission.
- v) Any part of the thesis that has been published before submission of the thesis must be appended at the end of the thesis.
- vi) The candidate shall submit through his supervisor five copies (6 copies in case of co-supervisor or supervisors) of his thesis typed or printed, along with 5/6 copies of a short abstract of about 1000 words and a CD of the thesis after qualifying Ph.D.
- vii) The candidate shall pay the prescribed fee for the examination at the time of submission of thesis.
- viii) The candidate shall at the time of thesis submission supply the documents as per university requirements.
- ix) The university shall allocate supervision/research space to the doctoral students.
- x) PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
- xi) The guidelines for PhD supervision should be followed in letter and spirit, as prescribed in rules.

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NOTE: Further guidelines about synopsis/dissertation if needed, guidelines of HEC Graduate Education Policy 2023 may be consulted after discussion in concerned DDPC and the same be approved by ASRB.

29. APPOINTMENT OF EXAMINERS:

- i. The DDPC (with co-opted members if needed) will recommend to the Advanced Studies and Research Board to approve a panel of External Examiners of six foreign experts (as per HEC guidelines - for thesis evaluation and local – for viva voce exam (as rules already decided by the University authority and notified by the Registrar office) for evaluation of thesis before submission or at the time of submission of thesis.
- ii. The Vice-Chancellor shall appoint two foreign External Examiners.
- iii. The Controller of Examinations shall get thesis evaluated within six months after the date of submission/resubmission of thesis to his office. Any delay beyond six months be brought to the notice of the Vice-Chancellor immediately.
- iv. No degree shall be awarded unless all Examiners recommend the award of the degree. While recommending the award of degree, the examiners shall also report whether the thesis is fit for publication both from the point of view of content and language.
- v. If both External Examiners find that the thesis is wholly inadequate, the candidate will be asked for additional research work of a maximum of one year.
- vi. If one of the External Examiners approves the thesis and the other rejects, it shall be sent to a fresh (3rd) external examiner, for evaluation. If the new (3rd) external examiner disapproves the thesis, the candidate shall be declared to have failed. In case of approval of the thesis by the 3rd examiner, the case shall be processed further for the thesis defense.
- vii. If any of the examiners adjudges the thesis inadequate and suggests major modification/ revision of the thesis, the candidate will be required to re-submit a Revised Version of the thesis within one year. He/she will be required to pay a fresh fee for the examination.
- viii. If the same examiner who suggests modification of the thesis again recommends modification and not recommended the award of Degree, then thesis shall also be sent to a fresh (3rd) external examiner for evaluation of the thesis. In case of appointment of 3rd / new external examiner, the candidate will be required to pay a fresh fee for the examination.
- ix. If the Examiner suggests modification/ corrections and recommends the award of Ph.D. degree, the candidate will make changes within three months. The corrections/modifications/ changes in the revised version will be verified by the Supervisor (Internal Examiner) and concerned Dean of the Faculty.
- x. If any of the examiners finds the thesis adequate but suggests minor modifications/ revision, this may be incorporated within three months and certified by the thesis Supervisor (Internal Examiner) and Dean of the relevant faculty.

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- xi. If the thesis is adjudged as adequate by all the Examiners and accepted by the Advanced Studies and Research Board, the scholar shall be required to undergo a Viva-Voce Examination to be conducted by one External Examiner (local) and Supervisor/s.
- xii. One examiner for viva-voce examination should be appointed from within Pakistan from the approved panel.
- xiii. Examiners may have separate viva-voce examinations which will be followed by Public Defense.
- xiv. The Viva Voce Examination shall be open to the public (public defense) but only the Examiners appointed for this purpose will do the evaluation.
- xv. If the scholar fails to satisfy the examiners in the viva-voce examination, they may require the scholar to defend the thesis for the second (and the final) time within a period of six months.
- xvi. If the scholar passes the Viva Voce Examination, the Syndicate on the recommendation of the Advanced Studies and Research Board will approve the reports of the examiners for the thesis and oral examination and award of the degree of DOCTOR OF PHILOSOPHY in the relevant subject to the candidate.

30. EXTERNAL EVALUATION OF PHD DISSERTATION

The PhD dissertation must be evaluated by:

A. At least two external foreign experts who shall be:

- i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year.

The following general guidelines shall, at least, be observed while selecting external evaluator:

- a. Relevance of Expertise: in the same or related fields as in the dissertation.
- b. No Conflict of Interest: in personal, financial, or professional stakes in a particular decision or outcome.
- c. Objectivity: capable of making unbiased evaluations.
- d. Diversity: in terms of geography, culture, professional backgrounds etc.
- e. Reputation: must be good in the field, with a track record of fair and thorough evaluations.
- f. Availability: should have the time and availability to review the dissertation.
- g. Professionalism: capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).
- h. Communication: capable of providing clear and constructive feedback on the dissertation.
- i. Confidentiality: capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- j. Compatibility: well-versed with the research methodology, approach, and theories used in the dissertation.

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31. RESEARCH PUBLICATION FOR AWARD OF Ph.D.

For award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria:

- i. At least:
 - a. One research article in W category HEC recognized journal or two research articles in X category journals, **for Science disciplines**
 - b. One research article in X category journal or two research articles in Y category journals, **for Social Science disciplines**.
- ii. The PhD researcher shall be the first author of these publications.
- iii. The research article shall be relevant to the PhD research work of the PhD researcher.
- iv. The article shall be published after approval of the research synopsis.
- v. The article shall be published in a relevant research journal.

NOTE:

- A research article appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI.
- As categorized in HJRS at the time of acceptance of the research article.
- Thesis can be submitted for evaluation with the status of the paper submitted but viva voce and public defense will only be conducted after publication of the said article.

32. APPOINTMENT OF SUPERVISOR FOR M.PHIL.

- i. A faculty member with MS/MPhil qualification having 4 years Post MS/MPhil/equivalent experience can supervise M.Phil thesis and having less than 4-years' experience can assist the main supervisor as a second supervisor for maximum of 02 MS/MPhil scholars.
- ii. A faculty member with PhD qualification (not having MS/MPhil qualification i.e., direct PhD) can supervise thesis.

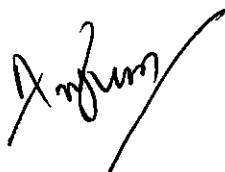
33. APPOINTMENT OF SUPERVISOR FOR Ph.D.

Appointment and approval of Ph.D. Supervisor shall be as per HEC Graduate Education Policy, 2023. As adopted and approved in ASRB (**Annex-IV**).

34. GENERAL CONDITIONS TO SUPERVISE DOCTORAL RESEARCH

The following general guidelines shall, at least, be observed while allocating a PhD supervisor. At the time of supervisor allocation, the supervisors:

- i. Shall be a PhD degree holder complying with the criteria and standards provided by the PU and HEC.
- ii. Shall be relevant to the field of research in which the student intends to conduct research.
- iii. Shall have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
- iv. Shall have the time and availability to supervise PhD dissertation and give clear and constructive feedback.



- v. Shall be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
- vi. Shall be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- vii. Shall, primarily, be a regular/adjunct faculty member of the supervisee's University (primary supervisor will be from the department of the supervisee).
- viii. The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors.
- ix. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise (2nd supervisor) PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided.

NOTE: A PhD supervisor can supervise in total 12 research students (MS/MPhil, PhD), but not more than 05 PhD student simultaneously.

35. AN OPEN DEFENSE OF THE DISSERTATION

- i. An open defense of the dissertation is required after positive evaluation of the dissertation.
- ii. In general, the following minimum principles and guidelines shall be ensured:
 - a. Public Announcement: On the university website and other forums of communication, so that anyone interested can participate.
 - b. Public Access: Within the university.
 - c. Neutral Chair: To ensure that defense was conducted fairly and in accordance with the rules and regulations.
 - d. Review Committee: To evaluate the dissertation and defense.
 - e. Presentation: of the dissertation by the PhD researcher.
 - f. Question and Answer Session: To provide a basis for defense evaluation.
 - g. Objective Evaluation: based on the quality of the research and the researcher's ability to defend.
 - h. Final Decision: expressed in the following terms:
 - Pass or
 - Pass with minor amendments or
 - Deferred for resubmission and re-defense or
 - Fail (in exceptional circumstances and for the reasons to be recorded by the defense committee and case be forwarded to ASRB for final decision)

36. AWARD OF POST GRADUATE DIPLOMA/CERTIFICATE/MS/M.PHIL EQUIVALENT

A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a Graduate Level Diploma/Certificate/transcripts or another MS/MPhil upon completion of necessary requirements as per HEC / PU policies and the university rules and regulations.

37. TEACHING ASSISTANTSHIPS AND RESEARCH ASSISTANTSHIPS

- i. The university departments may offer Teaching and Research Assistantships to outstanding PhD enrolled students at various stages of their enrollment.
- ii. Teaching assistantship provides an opportunity to PhD students to assist professors in preparing teaching and research materials for groups of students enrolled in their classes.
- iii. Research assistantships are paid fellowship stipends for outstanding research scholars for assisting a professor, who pays the research assistant out of the research grant he/she has received. The stipend varies based on the level of effort and budget available to the Principal Investigator. Universities may have named scholarships to promote quality research by philanthropic donors based on priority themes and topics on the national research agenda.

38. INCENTIVE/FACILITIES FOR NON-PH.D UNIVERSITY TEACHERS/OFFICERS

- i. For facilitating University's own faculty, workload of a teacher (appointed on regular basis) enrolled in Ph.D. program at PU will be reduced to half. Provided that those teachers will not take any class in the evening program on payment basis in PU or other than PU. The period of privileges regarding Ph.D. studies will be maximum upto two years (relaxation in workload or study leave).
- ii. Relaxation of workload to the employees during Ph.D. studies shall also be granted as is admissible to faculty members subject to approval by the Registrar and Vice Chancellor on case-to-case basis. The period of privilege in this regard shall be a maximum of upto two years.
- iii. A University Teacher/Officer enrolled as a Ph.D. candidate in the University of the Punjab should receive an "honorarium" of Rs. 5000/- P.M. (to be revised from time to time) subject to his/her satisfactory performance as determined by the DDPC and DPCC.
- iii. A University Teacher/Officer after completion and award of PhD degree be given Rs. 50,000/- as an honorarium.
- iii. The registration and tuition fee may be waived for University Teacher/Officer.

39. INCENTIVES PROVIDED TO M.PHIL/PhD SUPERVISOR

I. Ph.D.

- i. A Supervisor/Supervisors holding a Ph.D. degree and supervising Ph.D. research work will be paid honorarium of **Rs. 120,000/- per student** after successful completion of Ph.D degree. In the case of more than one supervisor this amount will equally be divided among all supervisors.
- ii. In case the scholar is holding HEC indigenous scholarship, the supervisor will be paid by HEC as per provision (As HEC has already provision of payments to the supervisor on successful completion of PhD of scholar).

 II.

M.Phil

In case of MS/M.Phil, Supervisor will be awarded an honorarium as per University approved policy.

40. **CONFLICT OF INTEREST (Thesis Supervision)**

As per policy decision of ASRB, no relationship (son/daughter/spouse/brother/sister/nephew/niece) is allowed in the appointment of thesis supervision for purpose to avoid conflict of interest.

41. **PLAGIARISM POLICY**

The Plagiarism Policy will be as per HEC, adopted by the PU.

GENERAL RECOMMENDATIONS

A. Facilities Provided to a M.Phil/PhD Student:

- i. A M.Phil/Ph.D. student shall enjoy all facilities of a regular University student such as: -
 - Accommodation (depends upon the availability of seats) and for a term as specified by Hall Council from time to time.
 - Transport
 - Library/internet
- ii. A limited number of scholarships are available for M.Phil, MS and Ph.D. students. This will be awarded on merit after completing the course work.

B. Facilities Provided to the Department:

The Departments/Institutes/Colleges/Schools must be allocated funds in the budget specified for Ph.D. program for purchase of equipment/strengthening of infrastructure/books/Journals/Internet Facilities.

C. Pre-Requisites for Quality Research:

To maintain quality of research work Ph.D. research supervisor should be:-

- i. A Professor/Associate Professor and Assistant Professor/Lecturer holding Ph.D. degree can enroll Ph.D. students. However, the limit to supervise Ph.D. students should be decided by the Doctoral Program Committee (in the light of HEC guidelines) keeping the bench space available for next 3-5 years, so that reasonable number of positions is available each year for admission. But not exceeding the limit of 05 PhD students simultaneously.
- ii. Professor/Associate Professors/Assistant Professors working in the Colleges/Institutions which are affiliated with the University of the Punjab holding Ph.D. degree or equivalent to the Ph.D. will be allowed to enroll Ph.D. students as 2nd Supervisor and allowed to act as examiners on the recommendations/approval of the "Doctoral Program Co-ordination Committee of the University of the Punjab". The criteria for approval of such teachers will be based upon the academic value of the degree, the length of the teaching experience of the teacher and the number of publications.

D. Utilization of Intra and Inter Departmental Facilities:

- i. In faculty of science where poor infra structure of laboratories could be a bottleneck to initiate Ph.D. Program, coordination, cooperation, and collaboration among different departments within the University be promoted. A University teacher having certain facility and expertise be associated as a Co-Supervisor.
- ii. A strong liaison be established between research Organizations/Institutes (e.g. PCSIR, PINSTECH, NIAB, NIBGE, PARC, HEJ, PTB, BISE, CW) where

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our Ph.D. student could work for short periods for which, Punjab University does not have adequate equipment facilities.

- iii. Sandwich program be initiated between University of the Punjab and other high tech. Labs Universities in Europe and U.S.A. (e.g. DAAD , extends this facility to developing countries.)

E. Establishment of A Central Workshop Facility:

- i. The establishment of a central workshop facility is mandatory for Faculty of Science. The existing arrangements and the departmental workshops (hitherto only in a few Departments) are quite inadequate. In the central workshop, a cell for the repair and maintenance of electronic equipment must also be included. This will save the university a sizeable amount spent on repairs and will render many pieces of equipment serviceable.
- ii. A Central Resource Centre should be established where the facility for important journals, online journals and online databases should be provided.

F. Funding:

- i. Purposeful research in high tech; requiring intensive monetary inputs and the indigenous resources of the university may not be enough for an initial breakthrough from present state of stagnation and impasse. To raise funds, a close liaison between university and industry must be established. Where possible Ph.D. research programme be geared to solve scientific problems encountered by the industry. To achieve this end, a center for research development be established to promote collaboration between industry and the University.
- ii. The Centre Coordinator should also deliberate with the Ministry of Science & Technology, Govt. of Pakistan and HEC etc. for funding (JAICA & other international agencies).

G. Placement/Service Advisory Bureau:

- i. It is strongly felt that no job advisory system exists in the University for our graduates in different disciplines. It is, therefore, suggested that a placement/service Advisory Bureau for acquiring data from various potential employees be established.
- ii. The research program/syllabi and curricula be devised to cater the needs of potential employers.

H. Appointment of Coordinator:

A Ph.D. program coordinator be appointed from amongst the senior Professors/Associate Professor of the university to regulate admission and coordinate the execution of the program. He/she should keep a liaison with the Controller of Examinations and the Vice-Chancellor to remove unnecessary delays in evaluation of thesis/other administrative matter.



ANNEX-I**ADMISSION TEST**

- i. **Test for MPhil:** Subject test and in addition to subject the test must include questions on English/Verbal Reasoning , Analytical Reasoning , Quantitative Reasoning
- ii. **The test for PhD** will be in two-part, **Part A and Part B**
 - a) **Part A:** GRE/HAT general type (Annexure I-guide lines for Content Weightages of English/Verbal Reasoning , Analytical Reasoning , Quantitative Reasoning) and it is mandatory to score 60% marks in Part A and will be MCQs based.
 - b) **Part B:** Relevant Subject based test (It is up to departments/Institution/ centre/ school/college to prepare this portion either subjective or objective MCQs based.
 - c) It is mandatory to score 60% in cumulative in the entry test.

Guidelines Content Weightages for GRE/HAT TEST for PhD admission MCQ's Base

<i>Serial</i>	<i>Title</i>	<i>Criteria and Subject Division</i>	<i>MCQ's Subject % Weight</i>
1	Education in Engineering & Technology, Computer Science, Mathematics, Statistics, Physics	English/Verbal Reasoning	30%
		Analytical Reasoning	30%
		Quantitative Reasoning	40%
			100%
2	Education in Management Sciences, Business Education	English/Verbal Reasoning	30%
		Analytical Reasoning	40%
		Quantitative Reasoning	30%
			100%
3	Education in Art and Humanities, Social Sciences, Psychology (Clinical & Applied), Law Languages	English/Verbal Reasoning	40%
		Analytical Reasoning	35%
		Quantitative Reasoning	25%
			100%
4	Education in Agriculture & Veterinary Sciences, Biological & Medical Sciences, Physical Sciences	English/Verbal Reasoning	40%
		Analytical Reasoning	30%
		Quantitative Reasoning	30%
			100%
5	Education in Religious Studies Students	English/Verbal Reasoning	40%
		Analytical Reasoning	30%
		Quantitative Reasoning	30%
			100%



ANNEX-IIGUIDELINES FOR PREPARATION OF SYNOPSIS

The applicants should organize thesis synopsis to address the following points:

- a. **Title** : The title should be brief but informative.
- b. **Table of Contents**
- c. **Introduction** : should clearly explain why the present work is undertaken. **The introduction may include literature review as per the requirement of the subject.**
- d. **Literature review** : Place the project in academic context by referring to the major work by others on the topic.
- e. **Objectives** : Clearly define the aims of the research proposal.
- f. **Research Questions or Hypothesis** : Research questions or hypothesis related to objectives of the research.
- g. **Significance** : The significance of the proposal for the field and the country.
- h. **Research Design and Methods** : Explain the approach and methods to be followed. Details pertaining to the design of experiments and the data analysis should also be given.
- i. **Plan** : Give year wise tentative plan of the work.
- j. **List of Literature cited / References** : Up to date references. Preferably APA style should be followed



ANNEX-III**GUIDELINES FOR THESIS FORMAT****Ph. D. Thesis**

All theses presented in typescript for the degree of Ph.D should comply with the following specifications unless permission to do otherwise is obtained from the relevant authority/ body

- **Size of paper**
A4. size be used, no restriction is placed on drawings and maps
- **Paper specification**
Six copies on good quality paper (minimum 80 g) be submitted.
- **Method of Production**
The text must be typewritten in acceptable typeface and the original typescript (or copy of equal quality) must normally be submitted as the first copy. The second and subsequent copies may be produced by means of other acceptable copying methods.
- **Layout of Script**
As per the selected research manual / styles (Harvard/APA/MLA), Typescript should appear on one side only, lines at least one-and-a-half spaced. Footnotes, quotations, references and photographic captions may be single-spaced. Where appropriate, these should contain lists giving the locations of figures and illustrations.
- **Font Size**

Title Page	18 – 22
Headings / subheadings	14 – 20
Text	10 – 12
Footnotes	8 – 10

Footnotes be given on the same page where reference is quoted
- **Type Style**
Time New Roman / Arial / Courier New
- **Margins.**
At least 1 ¼ - 1 ½ inches (3.17-3.81 cm) on the left-hand side, 3 /4 -1 inch (2-2.54 cm) at the top and bottom of the page, and about ½ -0.75 inches (1.27- 1.90 cm) at the outer edge. The best position for the page number is at top-right ½ inch (1.27 cm) below the edge. Page containing figures and illustration should also be suitably paginated.

Following is the preferable layout of the thesis

- Title Page
- Abstract / Summary
- Acknowledgements
- Abbreviations not described in the text
- Contents



- List of Tables (where applicable)
- List of Figures (where applicable)
- Introduction (including literature review) or
 - Introduction
 - Review of Literature
 As separate chapters as per requisite of the subject
- Research Design / Material / Methods
- Findings and Discussion

May comprise of one chapter or a number of chapters depending upon the Subject matter / requirements.

- Conclusion/s, Recommendation/s where applicable
- Reference of the Literature Cited
- Appendices (where applicable)
- Any other information specific to the respective discipline
- **Title Page.**
All theses must contain a title page giving the title of the thesis, the author's name, the name of the degree for which it is presented, the department in which the author has worked or the Faculty of which the work is being presented, and the month and year of submission.
- **Length of Thesis.**
Whilst the regulations do not contain a clause relating to the maximum length of theses, it is expected that work presented for the degree of Ph.D should normally be between 40,000 – 120,000 words of text. Candidates wishing to greatly exceed these sizes should discuss the matter with their supervisors/DPC.
- **Published work**
Published work from the theses be included as appendix (Reprints/ proof / preprint.)
- **Binding**
All final theses and published work presented for higher degrees initially in a temporary form (spiral/tape) binding will be provided after defense of the thesis form approved by the Advanced Studies and Research Board; where printed pamphlets or off-prints are submitted in support of a thesis, they must be bound in with the thesis, or bound in such a manner as Binderies may advise. Front cover should give title of the thesis, name of the candidate and the name of the Departments / Centres / Institutes / Colleges / School through which submitted, in the same order from top to bottom. The lettering may be in boldface and properly spaced. Their sizes should be: title 24 pt. name of the department/ institute/ centre/ college 18 pt. The colour of binding for different degrees in the Science subjects and in Social Sciences is as follows:

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	Science Subjects	Social Sciences/ Humanities/ Oriental Learnings
Ph.D	Dark Maroon/ Dark Gray	Light Maroon/ Metallic Grey
M.Phil	Dark Green/ Black	Light Green/ Black

Spine of the thesis should show "Ph.D. thesis" on top across the width of spine, name of the candidate in the middle along the length of spine, and the year of submission across the width at the bottom. Lettering on spine should be in 18 pt. and may be in boldface.

A handwritten signature in black ink, appearing to read 'Arjun', with a long horizontal stroke extending from the bottom right.

SAMPLE

**PhD Supervisor: Eligibility
Assessment Checklist**

adopted

from HEC

**Name of Directorate of Advance Studies or
Equivalent Body**

Name of the University

Contacts of the Focal Person: focalperson@hei.edu.pk; Landline: 000 00 000 000

Guidelines:

- Eligibility of a PhD supervisor should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of a faculty member.
- The GEP-2023 provides broader guidelines and minimum standards. The HEIs are expected to set their standards above the minimum criteria provided by HEC.
- The sample checklist may be used by HEIs to evaluate eligibility and authorize PhD supervision that need not be shared with HEC unless requested.

**Date of
Submission:** dd-mm-yyyy

To be filled by the Departmental Head/Chair/Dean:

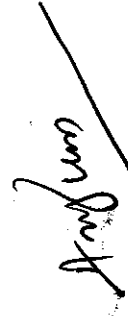
Sr.	GEPs Clause	Minimum Criteria to a PhD Supervisor	Evidence Required to Validate	Yes/ No
The evaluator must ensure that the faculty member, under consideration to be a PhD supervisor:				
1	4.2.1.i	holds Ph.D. or equivalent terminal degree	PCD Number/Attested copy of PhD degree	Ok (adopted as such)
2	4.2.1.ii	is relevant to the student's PhD research field	As determined by following principle and procedure given at clause 7.1.2 of GEP-2023	Ok (adopted as such)

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Sr.	GEP's Clause	Minium Criteria to a PhD Supervisor:	Evidence Required to Validate	Yes / No
3	4.2.1.iii	does not have CONFLICT OF INTEREST with student in personal, financial, or professional stakes	Undertaking from the faculty member and judgement of the evaluator	Ok (adopted as such)
4	4.2.1.iv	have the time and availability to supervise PhD dissertation and give clear and constructive feedback.	Students' Feedback Survey and supervisory and teaching workload of undergrad & graduate level	HOD/Convenor DDPC will generate google form for student Feedback survey as designed by QEC/ Submit the QEC report if evaluated. HOD will calculate the supervision. supervision as per HEC graduate Policy 2023. Work load as per PU
5	4.2.1.v	is capable of conducting themselves in a professional and respectful manner throughout the supervision process.	Professional judgement of the evaluator supported by Students' Feedback Survey	HOD/Convenor DDPC will generate google form for student Feedback survey as designed by QEC/ Submit the QEC report if evaluated
6	4.2.1.vi	is capable of maintaining confidentiality and protecting the intellectual property of the dissertation.	Professional judgement of the evaluator supported by Students' Feedback Survey	HOD/Convenor DDPC will generate google form for student Feedback survey as designed by QEC/ Submit the QEC report if evaluated
7	4.2.1.vii	is a regular/adjunct faculty member of the supervisee's University/HEI/DAI	Notification from the Registrar/HR Department	Ok (adopted as such)
8	4.2.1.ix OR	does not have more than 1 PhD student in 3rd year from obtaining PhD degree.	To be calculated from the date of PhD notification	Ok (adopted as such)
9	4.2.1.ix OR	does not have more than 2 PhD student in 4th year from obtaining PhD degree.	To be calculated from the date of PhD notification	Ok (adopted as such)

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Sr.	GEP's Clause	Minium Criteria to a PhD Supervisor:	Evidence Required to Validate	Yes / No
10	4.2.1.ix	does not have more than 5 PhD student in 5th year from obtaining PhD degree.	To be calculated from the date of PhD notification	Ok (adopted as such)
11	4.2.2.i-a	holds a PhD degree from a recognized national/international university/degree awarding institute (DAI)	Copy of PhD degree attested by HEC	Ok (adopted as such)
12	4.2.2.i-b	has qualified courses containing content on research ethics, publications, patents, etc.	Certificate by the HEI/NAHE or recognized MOOCs	1. Courses arranged by the PU will be Mandatory for I. On Fresh induction of teachers II. Supervisors who have not supervised any PhD scholar. III. Not fulfilling the requirement of specific Publications as required by the HEC for approved supervisors. 2. Supervisors are required to submit the certificates of online trainings/ MOOCs along with their Dossiers IV. Who has supervised (Notification issued) more than five PhDs V. Requirement of specific Publication is fulfilled. 3. Senior teachers having age more than 55 and fulfills all other specific requirements are only required to attend the one training of Graduate Policy -2023
13	4.2.2.i-b.i	has qualified basic level courses to supervise students of MS/MPhil/equivalent degrees	Certificate by the HEI/NAHE or recognized MOOCs	
	4.2.2.i-b.ii	has qualified advanced level courses to supervise students of doctoral level degrees		
14			Certificate by the HEI/NAHE or recognized MOOCs	



Sr.	GEP's Clause	Minium Criteria to a PhD Supervisor:	Evidence Required to Validate	Yes / No
15	4.2.2.ii	is an active researcher.	Publishing in reputed journal and participating conferences/research events regularly.	Ok (adopted as such)
16	4.2.2.ii-A	fulfills the specific publication requirements for Science and Technology:	Check and verify research publications	Ok (adopted as such)
17	4.2.2.ii-A.i	has published at least one research publications in W category journal within 3 years after PhD. OR	Check and verify research publications	Ok (adopted as such)
18	4.2.2.ii-A.ii	has published at least five research publications in X category journal within last 5 years after PhD	Check and verify research publications	Ok (adopted as such)
19	4.2.2.ii-B OR	fulfills the specific publication requirements for Social Science, Arts and Humanities and Business Education i.e.,	Check and verify research publications	Ok (adopted as such)
20	4.2.2.ii-B.i OR	has published at least one research publications in W category journal within 3 years after PhD. OR	Check and verify research publications	Ok (adopted as such)
21	4.2.2.ii-B.ii	has published at least five research publications in X and Y category journal within last 5 years after PhD	Check and verify research publications	Ok (adopted as such)
22	4.2.2.ii-C OR	fulfills the specific publication requirements for Regional and National Languages i.e.,	Check and verify research publications	Ok (adopted as such)
23	4.2.2.ii-C.i OR	has published at least one research publications in X category journal within 3 years after PhD. OR	Check and verify research publications	Ok (adopted as such)
24	4.2.2.ii-C.ii	has published at least five research publications in X or Y category journal within last 5 years after PhD	Check and verify research publications	Ok (adopted as such)

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Chair/DEAN

Prof. Dr. ...

Director Advance Studies/
Equivalent Body

DIRECTOR QUALITY

VC/RECTOR/HEAD of HEI