

**UNIVERSITY OF THE PUNJAB**  
**NOTIFICATION**

It is hereby notified that the Syndicate in its meeting held on 15.11.2021 approved the recommendations of the Academic Council dated 25.08.2021 & 07.10.2021 regarding admissions made in the light of HEC's new policy for Ph.D. programs effective from Fall, 2021 alongwith eligibility of those Ph.D. students (Session, 2020) who got admission without having research/thesis of 06 credit hours in MS/M.Phil, be considered in the light of policy decision already made in the meeting of the Academic Council dated 13.12.2019 and the Syndicate dated 04.01.2020.

The revised/amended rules pertaining to Admission, Registration and Examination for MS/M.Phil./equivalent and Ph.D. Degrees (effective from Fall, 2021) are attached. These rules will supersede the previous rules notified vide No. D/1871/Acad, dated 02-05-2016.

Quaid-i-Azam Campus,  
Lahore.

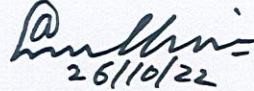
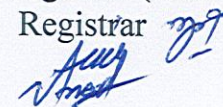
Sd/-  
Muhammad Rauf Nawaz  
Registrar

No. D/8785/Acad.

Dated: 26-10-2022.

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 the Faculties
3. All the Heads of the University Teaching Departments
4. Chairperson, DPCC
5. Director, Quality Enhancement Cell (QEC)
6. Controller of Examinations
7. Director, IT Centre
8. Secretary to the Vice-Chancellor
9. Secretary to the Registrar
10. Admin. Officer (Statutes)
11. Admin. Officer (Syndicate)
12. Admin. Officer (Meetings-II)

  
26/10/22  
Deputy Registrar (Academic)  
Registrar 

# **UNIVERSITY OF THE PUNJAB**

## **REVISED**

### **Rules relating to Admission, Registration and Examination for Ph.D. Degrees**

The following are the rules relating to Admission, Registration and Examination for Ph.D. Degrees at PU in the Faculties (Notified No.D/10/G.S, dated 22.01.2021 regarding establishment and composition of the Faculties of University of the Punjab) as under:-

1. Agricultural Sciences
2. Arts and Humanities
3. Behavioral and Social Sciences
4. Faculty of Business, Economics and Administrative Sciences
5. Faculty of Chemical and Materials Engineering
6. Commerce
7. Computing & Information Technology
8. Education
9. Electrical, Energy & Environmental Engineering
10. Geo sciences
11. Health Sciences
12. Islamic Studies
13. Information and Media Studies
14. Law
15. Life Sciences
16. Oriental Learning
17. Quality & Industrial System Engineering
18. Pharmacy
19. Science

\* New departments/centres/institutes/colleges/schools have to take NOC from HEC.

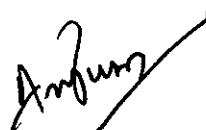
#### **1. ADVERTISEMENT:**

- I. Before the advertisement, the Faculty /Department/ Institute/ Centre / College / School should ascertain the number of seats/ programs/ facilities available.
- II. The Ph.D. programs shall be advertised in the beginning of each academic session. The advertisement shall normally appear in the newspapers during July/ August and commencement of classes will be as per academic calendar.

#### **2. ELIGIBILITY:**

##### **Completion of Prior Degree:**

- a) **Completion of Prior Degree is mandatory for admission in postgraduate and doctoral program**
  - i. Prior to entry 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. Sixteen years of schooling or BS -4 year education (130 credit hours) after HSSC/F.A. /F.Sc/Grade 12 equivalent. No third division in the career.

- ii. Prior to entry into a PhD 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. Sixteen years of schooling or BS -4 year education (130 credit hours) after HSSC/F.A. /F.Sc/Grade 12 equivalent
- iii. MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS /equivalent (24 +06 credit hours research); candidates without thesis can be admitted in PhD but they have to complete deficiency of 06 credit hours research thesis (Academic council decision -13-12-2019; 4-01-2021; syndicate 4.1.2020).
- iv. In case of those students who have previously completed a graduate degree in the same discipline (MS/MPhil or equivalent), such students shall receive credit for prior coursework The course work already done will be evaluated by the Board of studies /DDPC and accordingly will be notified by DDPC. Same will be intimated to ASRB.
- v. Specific eligibility criteria of different disciplines/programs will be decided by Department / Institute / College / Centre/school before the admission.

**Minimum Requirement for admission in MS/MPhil /Equivalent Programs:**

- I. M.A./ M.Sc./ LL.B./ BS(Hons.) 4 years/ B.Sc.(Hons.) 4 years, B.Sc. (Engineering)/ B. Pharmacy/ Pharm D/ MBBS/ BDS degree or its equivalent in the relevant subject from a recognized University (16 years of education; 130 credit hours) as per HEC rules.
- II. No third division in the career.

**Minimum CGPA Requirement for admission in PhD programs:**

- I. A minimum CGPA of 3.0 (out of 4.0 in the semester system) or First Division (in the annual system) in the most recent degree obtained is required, whether such was degree obtained from Pakistani or foreign universities.
- II. No third division in the career.

**b) Prior Degree in Different Discipline. (In case of PhD admission)**

- i. Discipline specific eligibility criteria shall be given by the relevant Board of studies/ DDPC in accordance with the department's policy.



- ii. If admitted from other disciplines, then deficiency courses must be taken by the candidate to meet the requirement before starting PhD studies. The course work already done will be evaluated by the Board of studies /DDPC and accordingly deficiency courses will be notified by DDPC.

**c) Testing requirements:**

- i. The Graduate Record Examination (GRE) test administered by the Education Testing Service

In the case GRE subject test, the minimum score will be acceptable as follows:

- a. 45 Percentile Score: Valid for Admissions until December 31. 2010
- b. 50 Percentile Score: Valid for Admissions until December 31,2011.
- c. 60 Percentile Score: Valid for Admissions thereafter.

- ii. A graduate admission test administered by the Education Testing Council; or (NTS arranged by PU where applicable)
- iii. With the permission of the HEC, An equivalent test developed by the university, or by another university, for admissions to graduate programs. The 70% marks for PhD and 50% for MS/M.Phil/Equivalent is required in the Entry test, if test is conducted by departmental committees (GRE- based) notified by registrar office (same be intimated to the HEC). GRE based Subject tests arranged by committee (Notified and intimated to the HEC) shall be required for admission to MS/M.Phil/Equivalent and PhD programs. Other options (i and ii) will be opted by the permission of the worthy Vice Chancellor if needed in any case for whole session admission.
- iv. Composition of GRE based committee will be as guidelines provided by the HEC (2-3 faculty members of the relevant discipline and one preferably from outside the University). If required more faculty members may be added.

GRE  
Committee

**d) 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 have to apply well in time to Equivalence Cell, PU and must provide the same before interview.
- ii. Equivalence of Degrees Awarded by the chartered foreign universities will be also required from HEC Pakistan. PU equivalence is also required.

**3. DISCONTINUATION OF CERTAIN PROGRAMS LEADING TO PHD. MS/MPHIL LEADING TO PHD PROGRAMS:**

Admission have been discontinued by the HEC, and as previously notified, no further admissions are allowed in such programs.

**4. 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 (with the provision of MS/MPhil/ equivalent exit degree) award shall apply on a prescribed online form within the due date given in the advertisement for admission.

*Angura*

- II. Online application submission
- III. As 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 subspecialty he or she is interested in.
- IV. The Departmental Doctoral Programme Committee (DDPC – Chainman/chairperson/director, All Professors & Associate Professors, 2-3 senior most Assistant Professor/Lecturer, holding Ph.D. degree) shall scrutinize the applications received for eligibility. 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.
- V. An applicant shall be judged on the basis of the following criteria for admission/ merit calculations
- Academic qualifications\*- 40 Marks (as given in the table of merit calculator already)
  - Publications in HEC approved journals - (1 Mark per publication)-05 Marks
  - Professional experience in relevant field – 05 Marks (One Mark for each year for job in the relevant field / as per Departmental preference)
  - Departmental written/entry test (comprehension of the subject, General aptitude for research) 40 Marks
  - 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)

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

**M.S / M.Phil.**

Course/ Degree	%age marks						
		45%	50%	55%	60%	70%	≥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						
		2.5	2.7	3.0	3.4	≥3.8	
	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	

*Arjun*

**Ph.D**

H.D							
Course/ Degree	%age Marks						
		45%	50%	55%	60%	70%	≥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
BS Hons. 4 years / B.Sc Hons (16 years edu.)	CGPA						
		2.5	2.7	3.0	3.4	≥3.8	
	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	3.0 CGPA / 1 <sup>st</sup> Div.		3.3	3.6	≥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							

Only those candidates who qualify the departmental written/entry test (designed by the respective department) will be called for an interview (both for M.Phil/Equivalent and PhD).

The Doctoral Program Committee shall recommend to the Dean of Faculty concerned 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 stipulated time, failing which their admission shall be liable to be cancelled. Remaining same no amendments

**5. FOREIGN STUDENTS:**

- I. Efforts be made to attract foreign students around the globe. The University should advertise both on World-Wide Web and through Embassies, posters etc. The admission of foreign students should be processed as under:
- II. A foreign candidate should apply through his/her Home Country's Embassy and Pakistan Mission Abroad office (in case of overseas Pakistani).

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 have to provide NOC and HEC equivalent

- III. The concerned department/institute will 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.



- IV. The candidate should also pass the entrance test of the concerned institution/admission on arrival or submit GRE International with admission form.
- V. After fulfilling all above requirements the candidate will be allowed to attend classes with a valid visa.

## 6. PROGRAMME OF STUDIES:

### MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS /equivalent :

- I. MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS /equivalent (will be for four semesters. In first two semesters, 24 credit hours course work and in 3<sup>rd</sup> and 4<sup>th</sup> 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 4years as per HEC policy. The period shall be counted from the date of commencement of classes.
- IV. Extension for a specific period in cases of M.S/M.Phil/ equivalent program after 2 years (four semesters) will be granted only to those students who maintain their student status and are not absconders. Six month extension will be given 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.

## 7. RULES OF PROMOTION:

**a) Award of MS / M.Phil/Equivalent (Exit cases as well) rules of promotion will be same as previously notified (rules of 2016)**

- A. All courses given in the first year (1<sup>st</sup> & 2<sup>nd</sup> semesters) will be designated by 500.
- B. All courses given in the second year (3<sup>rd</sup> & 4<sup>th</sup> semesters) will be designated by 600.

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.

Courses will be divided into following categories:

- |                |                  |
|----------------|------------------|
| a.) Compulsory | b.) Core / Minor |
| c.) Major      | d.) Elective     |

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, class room, name of the teacher, semester and credit hours.

- C. A regular student will normally be required to take workload (for course work) of Nine to twelve credit hours in each semester.
- D. 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. In order to qualify a course GP 2.30 is required in course work of all semesters.
- E. In case a student is able to obtain 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

*Auf*

secure 2.30 GPA in the first Semester, shall stand automatically dropped from the rolls.

MS 2nd  
Semester

F 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 in order 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.

G In the 3<sup>rd</sup> or 3<sup>rd</sup> and 4<sup>th</sup> 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 3<sup>rd</sup> or 4<sup>th</sup> semester.

MS 3rd  
Semester

H 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.

I 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.

J 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 4<sup>th</sup> 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.

K. A student who had earned 'F' grade (less than GP 2.3) in a course in 1<sup>st</sup> semester and promoted on probation to second semester, may be allowed to take one additional course during the 2<sup>nd</sup>/3<sup>rd</sup> semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.

L A student who had earned 'F' grade (less than GP 2.3) in a course in 2<sup>nd</sup> semester may be allowed to take one additional course during the 3<sup>rd</sup>/4<sup>th</sup> semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.

M The teacher shall send a copy of the activity record of the courses on prescribed Proforma to the DPC, Chairman / Director / Principal at the end of each semester.

N After two semesters (24 credit hours) of course work, research work of six credit hours will be carried out in third and fourth semesters. 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, DPCC, Vice Chancellor can give extension up to six months for the 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.





O Only those students who scored CGPA  $\geq 2.5$  will be awarded MS/ M.Phil. Degree

**b) Award of MS/M.Phil degrees on the basis of PhD Studies (Direct Admission in PhD-exit cases)**

- I. If a student successfully completes the full set of requirements for the award of an MS/MPhil (or equivalent) degree during the course of their PhD studies, the university may award the applicable degree to such students upon completion of the relevant requirements.
- II. Students who are unable to maintain CGPA 3.00 and GP 2.7 in individual course, throughout PhD shall be awarded MS/MPhil degree (but not less than CGPA 2.50 and GP 2.3 in individual course)
- III. Who want to have an exit from PhD after having 24 credit hours course work and 06 credit hours research shall be awarded M.S/M.Phil degrees.(but not less than CGPA 2.50; GP 2.3 in individual course)

**PhD Program**

**8. PHD PROGRAMME:**

- I. The PhD scholar shall complete coursework of at least 48 credit hours of which the majority shall be fulfilled through regular classes.
- II. If admitted from other disciplines then deficiency courses must be taken by the candidate to meet the requirement before starting PhD studies. The course work already done will be evaluated by the Board of studies /DDPC and accordingly deficiency courses will be notified by DDPC.
- III. In case of those students who have previously completed a graduate degree in the same discipline (MS/MPhil or equivalent), such students shall receive credit for prior coursework. The course work already done will be evaluated by the Board of studies /DDPC and accordingly will be notified by DDPC. Same will be intimated to ASRB.
- IV. There shall be a residency requirement for a period of at least two years.

**Period of  
PhD Degree**

- V. 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.
- VI. 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.
- VII. PhD scholars who are unable to complete the program within eight (8) years, the said shall be presented in ASRB. Or university may designate a competent authority to determine whether the delay was caused by circumstances beyond the student's control, and if so, on the recommendation of the statutory bodies, in such exceptional circumstances; the PhD degree be awarded not more than ten (10) years after the enrolment of the student in the program.
- VIII. The date of notification of the award of the PhD degree subsequent to the PhD defense shall be considered to be the date of the completion of PhD studies.
- IX. 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 30<sup>th</sup> June and 30<sup>th</sup> December.



- X. 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.
- XI. A Ph.D. scholar shall be required to pass a comprehensive examination (written) after completing course work, and before undertaking the synopsis/research work.
- XII. A Ph.D. scholar shall be required to submit synopsis within six month of completing course work and before commencing the research work. If synopsis is not submitted within designated time period, permission for submission of synopsis from ASRB will be required first.
- XIII. A Ph.D. scholar will give a seminar relevant to his/her field of research (PhD research work) as per schedule given by the department before thesis submission.

#### **9. RULES OF PROMOTION PhD after MS/MPHIL/Equivalent:**

- i. Candidate has to complete 18 credit hours course work, qualify comprehensive examination and carry out research for 2-4 years.
- ii. All courses given in the Ph.D programme will be designated by 700
- iii. 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
- iv. All courses given in the Ph.D programme will be designated by 700
- v. A regular student will normally be required to take workload of 9-12 credit hours in each semester. (amendment also in 2016 rules)
- vi. 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.
- vii. In order to qualify a individual course GP 2.70 required in all semesters.
- viii. In case a student is able to obtain GPA of 2.80 or more but less than 3.00 he / she will be promoted to the second Semester on probation. The candidate, who fails to secure 2.80 GPA in the first Semester, shall stand automatically dropped from the rolls.
- ix. At the end of the second, third and fourth semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 3.00 and must also pass the 50% of the courses offered by him / her in order to be promoted to the next subsequent semesters (amendment also in 2016 rules). 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.
- x. 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 2<sup>nd</sup> 3<sup>rd</sup>, 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).
- xi. A student who had earned 'F' grade (less than GP 2.7) in a course in 1<sup>st</sup> semester and promoted on probation may be allowed to take one additional course during the 2<sup>nd</sup>/3<sup>rd</sup> semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.
- xii. A student who had earned 'F' grade (less than GP 2.7) in a course in 2<sup>nd</sup> semester may be allowed to take one additional course during the 3<sup>rd</sup>/4<sup>th</sup> semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.



- xiii. The teacher shall send a copy of the activity record of the courses on prescribed proforma to the DPC, Chairman / Director / Principal at the end of each semester.
- xiv. 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.
- xv. A course may range from one credit hour to four credit hours.
- xvi. The minimum number of contact hours for course work will be 14 per Semester for one credit hour course.
- xvii. 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.
- xviii. Only those students, who have attended not less than 75% of lectures and practicals separately in each course, shall be eligible for admission to such examination.
- xix. A teacher shall report the names of the students who are absent from the lectures/practicals continuously for 14 days (consecutive two weeks) to the Chairman/ Director/ Principal of the Departments/ Institutes / Colleges / Centres / School concerned who will forward the names of the student/s to the Dean/DPCC to enable him/her to strike off the names of such student/s. The Dean/DPCC may for valid reasons readmit such a student/s on the recommendation of DPC.
- xx. 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.
- xxi. The teacher shall send the final award list to the Chairman /Director /Principal of the Departments/ Institutes / Colleges / Centres / School who will forward it to the DPCC, Controller of Examinations for notification and a copy to the respective Dean.

#### **10. RULES OF PROMOTION PhD (After BS/MSc or equivalent):**

- i. Candidate has to complete 48 credit hours course work, qualify comprehensive examination and carry out research for 2-4 years.
- ii. All courses given in the Ph.D programme will be designated by 700
- iii. A regular student will normally be required to take workload of 9-12 credit hours in each semester. (amendment also in 2016 rules)
- iv. 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.
- v. In order to qualify a individual course GP 2.70 required in all semesters.
- vi. In case a student is able to obtain GPA of 2.80 or more but less than 3.00 he / she will be promoted to the second Semester on probation. The candidate, who fails to secure 2.80 GPA in the first Semester, shall stand automatically dropped from the rolls.
- vii. At the end of the second, third and fourth semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 3.00 and must also pass the 50% of the courses offered by him / her in order to be promoted to the next subsequent semesters (amendment also in 2016 rules). 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.
- viii. 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 2<sup>nd</sup> 3<sup>rd</sup>, 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).

*Ans*

- ix. A student who had earned 'F' grade (less than GP 2.7) in a course in 1<sup>st</sup> semester and promoted on probation may be allowed to take one additional course during the 2<sup>nd</sup>/3<sup>rd</sup> semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.
- x. A student who had earned 'F' grade (less than GP 2.7) in a course in 2<sup>nd</sup> semester may be allowed to take one additional course during the 3<sup>rd</sup>/4<sup>th</sup> semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.
- xi. A student who had earned 'F' grade (less than GP 2.7) in a course in 3<sup>rd</sup> semester may be allowed to take one additional course during the 4<sup>th</sup>/5<sup>th</sup> semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.
- xii. A student who had earned 'F' grade (less than GP 2.7) in a course in 4<sup>th</sup> semester may be allowed to take one additional course during the 5<sup>th</sup>/6<sup>th</sup> semester with the permission of the DDPC of the Departments / Centres / Institutes / Colleges / School.
- xiii. The teacher shall send a copy of the activity record of the courses on prescribed proforma to the DDPC, Chairman / Director / Principal at the end of each semester.
- xiv. 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.
- xv. A course may range from one credit hour to four credit hours.
- xvi. 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.
- xvii. Only those students, who have attended not less than 75% of lectures and practicals separately in each course, shall be eligible for admission to such examination.
- xviii. A teacher shall report the names of the students who are absent from the lectures/practicals continuously for 14 days (consecutive two weeks) to the Chairman/ Director/ Principal of the Departments/ Institutes / Colleges / Centres / School concerned who will forward the names of the student/s to the Dean/DPCC to enable him/her to strike off the names of such student/s. The Dean/DPCC may for valid reasons readmit such a student/s on the recommendation of DDPC.
- xix. 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.
- xx. The teacher shall send the final award list to the Chairman /Director /Principal of the Departments/ Institutes / Colleges / Centres / School who will forward it to the DPCC, Controller of Examinations for notification and a copy to the respective Dean.

## 11. CANCELLATION OF ADMISSION/REGISTRATION:

PhD admission shall be cancelled by the Registrar on the recommendations of the Chairperson/DPC, concerned Dean of the faculty followed by the approval of the Vice-Chancellor, if the scholar: -

- a. earns two consecutive adverse progress reports from his supervisor.
- b. fails to contact his supervisor or leaves the program
- c. does not complete the course work
- d. does not qualify the Comprehensive Examination even in the second attempt
- e. does not meet 75% attendance criteria in theory and Practical separately
- f. is found guilty of misconduct.

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.

## **12. EXAMINATION (Course Work):**

- I. Course contents, if revised, shall be approved by the DPC of each department and by the other relevant bodies. The teacher concerned will be responsible for determining the details of the course
- II. 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 (for . The DPCC shall regulate the commencement of the semesters. The first semester shall normally start on second Monday of September each year and terminate by first week of January. The second semester shall start on the 4<sup>th</sup> Monday of the January and its examinations shall be held in 3<sup>rd</sup> week of May. Summer semester shall commence in third week of June and end by fourth week of August.

## **13. 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 to take 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.
- V. There shall be a Comprehensive Examination within one month after completing the Ph.D. course work
- VI. The student will write and submit synopsis for Ph.D. research work within six months of completing the Ph.D. course work.
- VII. There shall be two examinations for each course during each semester. These examinations shall be termed as mid semester (mid-term) and the final term. The mid semester examination shall be held during 8<sup>th</sup> week of each semester. The final examination is to be held at the end of the semester. (Marks: Mid term 35%, home assignments 25%, Final examination 40%). 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 week of completion of examination. The DPC shall be responsible for supervising the teaching, examination and their related matters. The DPC may also review the evaluation of any student/class if it deems appropriate within one week of submission of result. The result of semesters as well as comprehensive examinations shall be communicated to DPCC within two weeks of announcement of result
- VIII. A regular student will normally be required to take workload (for course work) of six to twelve credit hours in each semester.



#### 14. 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 (To qualify individual course 2.70 is required in PhD)
61-64	C+	2.30 (To qualify 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 will contribute towards GPA
- i. Minimum Cumulative Grade Point Average for obtaining 2 year MS/M.Phil (course work and research) is 2.50. In order 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.
- ii. Minimum Cumulative Grade Point Average for PhD (course work and comprehensive) is 3.00 and in individual subject not less than 2.70.
- iii. 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. In order 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.

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

#### **15. RE-SIT EXAMINATION:**

The students who cannot appear in examination because of genuine excuse / reason ((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 than one then a lump sum of Rs. 10,000/- shall paid as special examination fee to the department.

#### **16. 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.

#### **17. 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.

#### **18. SUBMISSION OF RESULTS:**

The teachers are required to submit 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 DPC 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.

#### **19. COMPREHENSIVE EXAMINATION:**

- i. Students admitted to Ph.D., course shall take comprehensive examination after successful completion of 18 credit hours (after admission of 18 years of education ) and 48 credit hours course work (after admission of 16 years). 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 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 but  $\geq 2.70$  he/ she may be given one more chance on the recommendation of his Supervisor and 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 DPC. On the recommendations of the concerned DPC, the Dean/DPCC may allow such a student to reappear. The second Comprehensive Examination shall be held within one month of the first examination.

## 20. RESEARCH PROPOSAL/ SYNOPSIS:

- i After securing a minimum of CGPA 3.0 in the course work/ comprehensive examination of 48 credit hours, a student shall prepare a synopsis for PhD research work within the next 6 months.. Guidelines for synopsis write-up are given in Annex-III. The synopsis has to be recommended by the DPC for approval from Advanced Studies and Research Board. In those Departments where no Professor and Associate Professors present DPC will co-opt 2-3 experts in the relevant field (on the recommendations of the Dean) for the evaluation of synopsis.
- ii Students will submit copies of their synopses to the Departmental Doctoral Programme Committee (DPC) and one copy to the Punjab University Doctoral Programme Co-ordination Committee (DPCC) for approval.
- iii The Departmental Doctoral Programme Committee (DPC), 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 DPC 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 DPC/DPCC to ASRB for approval .
- vi The Departmental Doctoral Programme Committee (DPC), 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 the Punjab University Doctoral Programme Co-ordination Committee (DPCC).
- viii In case the DPC 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.





## 21. THESIS EXAMINATION:

### **a. M Phil Research / Thesis (Exit cases)**

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 4<sup>th</sup> Semester. The Vice-Chancellor on the recommendations of the respective DPC, 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.

- 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 DPC / Board of Studies concerned.
- ii The Board of Examiners shall comprise:
  - a) Chairman/ Director/ Principal 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 recommend the award.
- v If the Board of Examiners find 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 to re-submit it in a revised form within a period of six months.
- vii. The Chairman/Director/Principal 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/ School, the Controller of Examinations shall issue a result notification.

### **b. Ph D Thesis**

The thesis (guidelines for the thesis format given in **Annex-IV**) 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 Faculties of Behavioral and Social Sciences, Arts and Humanities (except Department of French or other modern languages where thesis be written in French language or respective language), Economics and



Management Sciences, Commerce, Law, Engineering and Technology, Life Sciences, Sciences, Pharmacy, Medicine and Dentistry and Education 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) A 1-3 (to be decided by the faculty) publication in HEC approved journals (see HEC website) 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.

## **22. APPOINTMENT OF EXAMINERS:**

- i. The DPC (with co-opted members) will recommend to the Advanced Studies and Research Board to approve a panel of External Examiners of six experts (foreign from technically advanced countries – for thesis evaluation and local – for viva voce exam) 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 or not 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 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 (3<sup>rd</sup>) examiner, for evaluation. If this new (3<sup>rd</sup>) examiner disapproves the thesis, the candidate shall be declared to have failed. In case of approval of the thesis by the 3<sup>rd</sup> 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 will be required to pay fresh fee for the examination.

- viii. The same examiner who suggests modification of the thesis, but not recommended the award of Degree, shall evaluate the Revised Version of the thesis.
- ix. If Examiner suggests modification/ corrections and also 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 and Dean of the Faculty.
- x. If any of the examiners finds the thesis adequate but suggests minor modifications/ revision, this may be incorporated and certified by the thesis supervisor (Internal Examiner) and Dean of the relevant faculty.
- 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 examination 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.

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.

### **23. RESEARCH PUBLICATION:**

Each PhD scholar shall be required to publish at least one research paper as first author during his or her doctoral studies in an HEC approved Y category (or above) journal for the award of PhD degree.

### **24. APPOINTMENT OF SUPERVISOR FOR M.PHIL:**

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.

A faculty member with PhD qualification having 3 years' post PhD experience can supervise thesis and having less than 3 years' experience can assist the main supervisor as a second supervisor for maximum of 02 MS/MPhil scholars.



**25. FREEZING OF SEMESTER:**

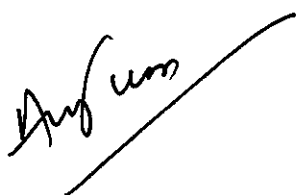
The freezing of second semester to onward will be dealt on case to case basis by the DPCC office.

**26. INCENTIVE /FACILITIES FOR NON-PHD 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 PhD studies will be maximum upto two years (relaxation in work load or study leave). Within university enrolled.
- ii. 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 DPC and DPCC.
- iii. A University Teacher/Officer after completion and award of PhD degree be given Rs. 50,000/- as honorarium.
- iii. The registration and tuition fee may be waived for University Teacher/Officer.

**27. INCENTIVES PROVIDED TO M.PHIL/PhD SUPERVISOR:**

- i. A University teacher holding a Ph.D. degree and supervising Ph.D. research work will be paid honorarium of Rs. 100,000/- per student at successful completion of Ph.D degree. In case of more than one supervisor this amount will equally be divided among all supervisors.
- ii. Since Ph.D. research Guidance by Lecturer and Assistant Professor tantamount to additional workload, it should be compensated by adjusting in 9 Credit Hour workload (one Credit Hour per student with maximum of three Credit Hours).
- iii. In case of MS/M.Phil. exit cases supervisor will be awarded an honorarium as per university rules





## 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 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 must be allocated funds in the budget specified for Ph.D. program for purchase of equipment/strengthening of infra structure/books/Journals/Internet Facilities.

### **C. Pre-Requisites For Quality Research:**

In order 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 guide lines) keeping the bench space available for next 3-5 years, so that reasonable number of positions is available each year for admission.
- ii. Professor/Associate Professors/Assistant Professors working in the College/Institutions/Departments that 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 supervisors and allowed to act as examiners on the recommendations/approval of the "Doctoral Programme 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. Programme, 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 our Ph.D. student could work for short periods for which, Punjab University does not have adequate equipment facilities.
- iii. Sandwich programme 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 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 also will render many pieces of equipment serviceable.
- ii. A Central Resource Centre should be established where the facility of important journals, online journals and online databases should be provided.

**F. Funding:**

- i. Purposeful research is high tech; requiring intensive monitory 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 centre 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 the Punjab, 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 of the university to regulate admission and coordinate the execution of the program. He/She should keep a liaison with Controller of Examinations and the Vice-Chancellor in order to remove unnecessary delays in evaluation of thesis/other administrative matter.



**GUIDELINES 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 manifest why the present work is undertaken. **The introduction may include literature review as per 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** : Define clearly 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 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

*Signature*

**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 LiteratureAs 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:

	<b>Science Subjects</b>	<b>Social Sciences/ Humanities/ Oriental Learnings</b>
Ph.D	Dark Maroon/ Dark Gray	Light Maroon/ Metalic 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.

-----

*Amur*