



UNIVERSITY OF AZAD JAMMU AND KASHMIR

[Directorate of Advanced Studies and Research]

Chellah Campus, Administration Block, Muzaffarabad (AK)

Ph. No. 05822-960452, E-mail: dasr@ajku.edu.pk

CHECKLIST FOR THE COMPLETION OF Ph.D. PROGRAMME

Name of Scholar _____ Department _____
 Faculty _____ Session _____ Please ensure that (1) Proofs are verified according to the Ph.D. program as per University and HEC requirements (2) the relevant documents must be attached prior to forwarding scholar's admission/ examination case. (3) Observe the regulation relating to degree programs in details as per University/ HEC rules/Guide lines.

S. No.	Item-Wise Requirements	Page No.
1st Semester		
1	Copy of Admission Notice in National News Papers	
2	Copy of Approved Admission Committee for Ph.D. Program (Headed by Dean)	
3	Original Admission Form [attested copies of all Personal Documents, Admission / Merit List]	
4	Request for admission confirmation by BASR through concerned Dean	
5	Order of study leave for Government Employees/ Certificate by the Chairman/ Director in case of University Teacher(s)	
6	Result Card of Subject GRE Subject International/GAT Subject	
7	Course Registration Form and Fee receipt of 1 st semester	
8	Formation of Supervisory Committee for the approval from BASR	
2nd Semester		
9	Result Notification of 1 st Semester	
10	Course Registration Form and Fee receipt of 2 nd semester	
11	Copy of Result Notification of 1 st semester by the Controller of Examinations	
12	Approval of Course work by Supervisory committee and BASR	
3rd Semester		
13	Copy of Result Notification of 2 nd semester by the Controller of Examinations	
14	Course Registration Form and Fee receipt of 3 rd semester	
15	Constitution of Board of Examiners for Comprehensive Examination (Written & Oral) for the approval from BASR	
16	Notification of Comprehensive Examination	
17	Submission of Synopsis after review/recommendation from Departmental Synopsis Committee for Approval from BASR	
18	3 rd Semester Progress Report on prescribed Proforma [<i>available online</i>]	
4th Semester		
19	Course Registration Form and Fee receipt of 4 th semester	
20	4 th Semester Progress Report on prescribed Proforma [<i>available online</i>]	
5th Semester		
21	Course Registration Form and Fee receipt of 5 th semester	
22	5 th Semester Progress Report on prescribed Proforma [<i>available online</i>]	
6th Semester		
23	Course Registration Form and Fee receipt of 6 th semester	
24	List of five foreign and three local Examiners [by HOD/ Chairman/Director in Sealed Cover to DASR]	
25	Plagiarism Report attested by concerned Supervisor	
26	Prescribed Application Form for Conduct of Open Public Thesis Defense/ Evaluation	
27	Submission of Three copies of Thesis (in spiral/tape binding) along with Prescribed Thesis Format Checklist [<i>available online</i>] or 6 th semester Progress Report on prescribed Proforma [<i>available online</i>] (if extension for 7 th semester is required)	
28	Acceptance/publication of at least one research paper based on the PhD research in an HEC approved "X" category journal is a requirement for the award of Ph.D. degree ("Y" in case of Social Sciences only).	
29	Request for extension to 7 th Semester on prescribed Proforma [<i>available online</i>]	
7-10th Semester (If applicable)		
30	Course Registration Form and Fee receipt of relevant semester	
31	Progress report of the relevant semester on prescribed Proforma [<i>available online</i>] (in case thesis not submitted)	
32	Request for extension to next Semester on prescribed Proforma [<i>available online</i>]	
33	Submit sr. No. 24-28 (in case of thesis submission)	