



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 M.S./ M.PHIL. PROGRAMME

Name of Scholar _____ Department _____ Faculty _____
 Session _____ Please ensure that (1) Proofs are verified according to the M.S./ M.PHIL./ L.L.M. Equivalent degree programs 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 M.Phil. /M.S./ L.L.M/Equivalent Program	
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 University (General) Test/ GAT(General) Test+ Subject Test	
7	Course Registration Form and Fee receipt of 1 st semester	
2nd Semester		
8	Allotment of Supervisor by admission committee (Approval of supervisor from BASR)	
9	Course Registration Form and Fee receipt of 2 nd semester	
10	Copy of Result Notification of 1 st semester by the Controller of Examinations	
3rd Semester		
11	Course Registration Form and Fee receipt of 3 rd semester	
12	Copy of Result Notification of 2 nd semester by the Controller of Examinations	
13	Submission of Synopsis after review/recommendation from Departmental Synopsis Committee for Approval by BASR	
14	3 rd Semester Progress Report on prescribed Proforma [<i>available online</i>]	
4th Semester		
15	Course Registration Form and Fee receipt of 4 th semester	
16	List of three Examiners [by HOD/ Chairman/Director in Sealed Cover to DASR]	
17	Plagiarism Report attested by concerned Supervisor	
18	Prescribed Application Form for Conduct of Open Public Thesis Defense/ Evaluation	
19	Thesis submission along with thesis format check list "available online" or 4 th semester Progress Report on prescribed Proforma [<i>available online</i>] (if extension for 5 th semester is required)	
20	Request for extension to 5 th Semester on prescribed Proforma [<i>available online</i>]	
5th Semester (If applicable)		
21	Course Registration Form and Fee receipt of 5 th semester	
22	Thesis submission along with thesis format check list [<i>available online</i>] or 5 th semester Progress Report on prescribed Proforma [<i>available online</i>] (if extension for 6 th semester is required)	
23	Submit Sr. No. 16 to 18 (applicable in case of thesis submission)	
24	Request for extension to 6 th Semester on prescribed Proforma [<i>available online</i>]	
6th Semester (If applicable)		
25	Course Registration Form and Fee receipt of 6 th semester	
26	Thesis submission along with thesis format check list [<i>available online</i>]	
27	Submit Sr. No. 16 to 18	