** Women University of Azad Jammu & Kashmir, Bagh.**

 Office of the Advanced Studies & Research Board (Science Block, Bagh (AJ&K)

 Ph. No 05823\_\_\_\_\_\_\_\_\_\_\_\_\_\_, E-Mail director-asr@wuajk-edu-pk

NO.WUAJK/BASR/ /2018 Date: 27/08/2018

**CHECKLIST FOR THE COMPLETION OF M.S/ M.PHILL, PROGRAME**

Name of Scholar\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Session \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please ensure that (1) Proofs are verified according to the M.S/ M.Phil. Equivalent degree program as per University and HEC requirement, (2) the relevant documents must be attached prior to forwarding scholar’s admission/examination case. (3) Observer the regulation relating to degree program in details as per university/HEC rules /Guide lines.

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| S.No | *Item-Wise Requirements* | PageNo. |
| ***1st Semester*** |
| 1 | Copy of Admission Notice in National News Paper |  |
| 2 | Copy of Approved Admission Committee for M.Phil./M.S/ Equivalent Program |  |
| 3 | Original Admission Form [Attested copies of all personal documents, Admission / Merit List] |  |
| 4 | Request for Admission Confirmation by ASRB through Concerned Dean/ HOD |  |
| 5 | Order of Study Leave for Government Employs /Certificate by Chairman /Director in Case of University Teacher, |  |
| 6 | Result Card of University (General) Test Gate (General) Test +Subject Test |  |
| 7 | Course Registration Form and Fee Receipt of 1st semester |  |
| ***2nd Semester*** |
| 8 | Allotment of Supervisor by Admission Committee (Approved by ASRB) |  |
| 9 | Course Registration Form and Fee Receipt of 2nd Semester |  |
| 10 | Copy of Result Notification of 1st Semester by the Controller of Examination |  |
| ***3rd Semester*** |
| 11 | Course Registration Form and Fee Receipt of 3nd Semester |  |
| 12 | Copy of Result Notification of 2st Semester by the Controller of Examination |  |
| 13 | Submission of Synopsis after Review/Recommendation from Departmental Synopsis Committee (approved by ASRB) |  |
| 14 | 3rd Semester Registration Report on Prescribed Proforma |  |
| ***4th Semester*** |
| 15 | Course Registration Form and Fee Receipt of 4th Semester |  |
| 16 | List of three Examiners [ by HOD/Chairman /Director in sealed Cover to ASR] |  |
| 17 | Plagiarism Report Attested by Concerned Supervisor |  |
| 18 | Prescribed Application form for Conduct of Open Public Thesis Defense/ Evaluation |  |
| 19 | These submissions along with Format Check List (available online on WUB Web) or 4th Semester Progress Report on Prescribed Proforma (available online on WUB Web)( if Extension for 5th Semester is Required) |  |
| 20 | Request for Extension of 4th Semester on Prescribed Proforma (Available online on WUB Web) |  |
| ***5th Semester (If Applicable)*** |
| 21 | Course Registration Form and Fee Receipt of 5th semester |  |
| 22 | Thesis submission along with thesis format Check List (Available online on WUB Web) or 5th Semester Progress Report on Prescribed Proforma (Available online on WUB Web)( if Extension for 6th Semester is Required) |  |
| 23 | Submit Sr. 16 to 18 (Applicable in Cases of Thesis Submission) |  |
| 24 | Request for Extension of 5th Semester on Prescribed Proforma (Available online on WUB Web) |  |
|  | ***6th Semester (If Applicable)*** |  |
| 25 | Course Registration Form and Fee Receipt of 6th Semester |  |
| 26 | Thesis submission along with Thesis Format Check List (Available online on WUB Web) |  |
| 27 | Submit Sr. 16 to 18 |  |

*Approved in 5th meeting of Board of Advanced Studies and Research held on 25/11/2018*