DIRECTORATE OF ADVANCED STUDIES RESEARCH &TECHNOLOGICAL DEVELOPMENT



University of Engineering & Technology

 TAXILA – 47050 Pakistan

 No. UETT/ASR&TD/837

 Dated: \_ \_04-03-2016.

Subject:- **SOPs FOR PHD STUDIES PROGRESS .**

Please find enclosed here with SOPs Proformas for PhD studies approved by the competent authority.

 **(sd)**

**(Prof. Dr. Muhammad Yaqub)**

 Director, ASR&TD

DIRECTORATE OF ADVANCED STUDIES RESEARCH &TECHNOLOGICAL

 DEVELOPMENT (Form-B)



University of Engineering & Technology

 TAXILA – 47050 Pakistan

QUARTERLY PROGRESS REPORT FOR PhD STUDIES

(For the Quarter of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Name of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Regd.No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Full/Part Time)

Discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Regn.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scheduled Completion Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of Specialization:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Remaining period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor/Co-Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Research Activities:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Work Status** | **(2)****Literature****Review****Status**  | **(3)****Comprehensive****Test/Oral** **Status****(Tick √ any one )** | **Research Topic Approved Status** | **Progress on the Research Topic** |
|  **No. of Courses** | **Knowledge****(Tick √ any one )** | **Stages****(Tick √ any one )** |
| Ist Semester | 2nd Semester | 3rdSemester | Total Passed courses | Surface | In depth | Research Gap/Novelty | Pass | Fail | Not appeared yet | Yes | No | Pre-execution | Execution  | Results |
|  |  |  |  |  |  |  | Date |  |  | Date: |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Thesis Write-up** **Status** | **Publication Status** | **Thesis Submission Status** | **(9) Thesis Submitted to Foreign Evaluators** | **(10)Over all Progress Based on time duration** |
| Start Date | Expected date to Start | Completed (%) | No. of Publications | Submission Date | Journal (HEC Category) | AcceptedDate  | Expected date  | Submission Date | Yes | No | **Time well distributed for the requirement of each activity** |
|  |  |  |  |  |  |  |  |  | Date: |  | Yes | No |

**Progress other than the above activities (conference papers, seminars & workshops etc)** \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Comments:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation by Supervisor:**

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| --- | --- | --- | --- | --- |
| **Research Progress Status Based on 1-10 activities (Tick any one)** | **Poor** | **Satisfactory** | **Good** | **Excellent** |

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 **Director (ASR&TD) Signature of Supervisor**

 Note: (Please feel free to use extra sheets)

**SOP (PROFORMA) FOR PhD RESEARCH TOPIC APPROVAL (Form-1A)**

**Name of PhD Scholar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Regd. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Area of Specialization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Scheduled Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Remaining Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Research Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Name of Supervisor** | **Name of Co-Supervisor** | **Name of External Member** | **Name of External Member** | **Name of Internal Member** | **Availability of RMC Members** |
| **Hard/Soft Copy of Research Proposal submitted to Supervisor well in time before RMC meeting** | **Hard/Soft Copy of Research Proposal submitted to Co-Supervisor well in time before RMC meeting** | **\*(1) Hard/Soft Copy of Research Proposal submitted to External Member well in time before RMC meeting** | **\*(2) Hard/Soft Copy of Research Proposal submitted to External Member well in time before RMC meeting** | **\*(3) Hard/Soft Copy of Research Proposal submitted to Internal Member well in time before RMC meeting** |
| Yes | No | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No |
| Date: |  | Date: |  | Date: |  | Date: |  | Date: |  | Expected Date:(Two weeks after submission of hard/soft copy of Research Proposal to RMC members & Supervisor /Co-Supervisor) |  |

**\*** Hard/Soft copy of research proposal should be submitted to RMC members (1-3) through supervisor.

**\* Is the research work focusing on the present and future problems of the country in the light of vision of the University? *(Yes/No)***

**\*\* All the relevant facilities for conducting the research on the presented research topic are available within the university/country and easily approachable to the students. (Yes/No)**

***\*\*\* If yes it must be highlighted in the research topic proposal at the time of presentation before RMC meeting.***

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of PhD Scholar Signature of PhD Supervisor

**SOP (PROFORMA) FOR PhD RESEARCH THESIS APPROVAL (Form-2A)**

**Name of PhD Scholar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Regd. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Area of Specialization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Scheduled Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Remaining Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Research Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name of Supervisor** | **Name of Co-Supervisor** | **Name of External Member** | **Name of External Member** | **Name of Internal Member** | **Availability of RMC Members** |
| **Hard/Soft Copy of Research Thesis submitted well in time before RMC meeting** | **Hard/Soft Copy of Research Thesis submitted well in time before RMC meeting** | **\*(1) Hard/Soft Copy of Research Thesis submitted well in time before RMC meeting** | **\*(2) Hard/Soft Copy of Research Thesis submitted well in time before RMC meeting** | **\*(3) Hard/Soft Copy of Research Thesis submitted well in time before RMC meeting** |
| Yes | No | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No |
| Date: |  | Date: |  | Date: |  | Date: |  | Date: |  | Expected Date:(Two weeks after submission of hard/soft copy of Research Thesis to RMC members & Supervisor /Co-Supervisor) |  |

**\*** Hard/Soft copy of PhD research thesis should be submitted to RMC members (1-3) through supervisor.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of PhD Scholar Signature of PhD Supervisor

**SOP (PROFORMA) FOR PhD RESEARCH TOPIC APPROVAL (Form-1B)**

**Name of PhD Scholar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Regd. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Area of Specialization (Scholar): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Scheduled Completion Date: \_\_\_\_\_\_\_\_\_\_\_ Remaining Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Research Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_

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| **Name of Supervisor** | **Name of Co-Supervisor** | **Name of External Member** | **Name of External Member** | **Name of Internal Member** | **Hard/Soft copy of Comments taken along with on the day of RMC meeting** | **Comments on the knowledge level of the scholar** **(in the presented work based on the latest research references)****(Tick √ any one )** | **PhD Research Topic Recommended as per discussion in the RMC meeting** |
| **Hard/Soft Copy of Research Proposal received well in time before RMC meeting** | **Hard/Soft Copy of Research Proposal received well in time before RMC meeting** | **(1) Hard/Soft Copy of Research Proposal received well in time before RMC meeting** | **(2) Hard/Soft Copy of Research Proposal received well in time before RMC meeting** | **(3) Hard/Soft Copy of Research Proposal received well in time before RMC meeting** |
| Yes | No | Yes | No | Yes | No | Yes | No | Yes | No | Surfaceknowledge  | Scholar is fully aware of the current research already done in the area |  Proposed research topic addresses the Research Gap/Novelty | Recommended | Additional work required if any |
| Date: |  | Date: |  | Date: |  | Date: |  | Date: |  |
|  |  | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No | Yes | No |
|  | Supervisor |  |  |  |  |  |  |  |  |  |  |  |  |
| Co-Supervisor |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. External Member
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.External Member |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 3.Internal Member |  |  |  |  |  |  |  |  |  |  |  |  |

**\*The research topic addresses the present and future problems of the country in the light of vision of the University & country. (YES/NO)**

**\*\* All the relevant facilities for conducting the research on the presented research topic are available within the university/country and easily approachable to the students. (Yes/No)**

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Signature of Supervisor Signature of Co-Supervisor Signature of RMC Member Signature of RMC Member Signature of RMC Member

 (External) (External) (Internal)

Chairman:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean, of Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director, ASR&TD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOP (PROFORMA) FOR PhD RESEARCH THESIS APPROVAL (Part-2B)**

**Name of PhD Scholar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Regd. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Area of Specialization (Scholar): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Scheduled Completion Date: \_\_\_\_\_\_\_\_\_\_\_ Remaining Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Research Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_

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| **Name of Supervisor** | **Name of Co-Supervisor** | **Name of External Member** | **Name of External Member** | **Name of Internal Member** | **Hard/Soft copy of Comments on the thesis work taken along with at the time of RMC meeting** | **Publication Status** | **Comments on the thesis based on the latest research references** | **PhD Research Thesis Recommended as per discussion in the RMC meeting** |
| **Hard/Soft Copy of Thesis received well in time before RMC meeting** | **Hard/Soft Copy of Thesis received well in time before RMC meeting** | **(1) Hard/Soft Copy of Thesis received well in time before RMC meeting** | **(2) Hard/Soft Copy of Thesis received well in time before RMC meeting** | **(3) Hard/Soft Copy of Thesis received well in time before RMC meeting** |
| **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **No. of Publication** | **Journal Name** **(HEC/IF)** | **Accepted Date** | **Thesis contains the useful work for the present and future problems of the country**  | **Thesis addresses the novelty in the proposed Research area.** | **Recommended** | **Additional work required if any** |
| Date: |  | Date: |  | Date: |  | Date: |  | Date: |  |
|  |  |  |  |  | Yes | No |  |  |  | Yes | No | Yes | No | Yes | No | Yes | No |
|  | Supervisor |  |  |  |  |  |  |  |  |  |  |
| Co-Supervisor |  |  |  |  |  |  |  |  |  |  |
| 1. External Member
 |  |  |  |  |  |  |  |  |  |  |
| 2.External Member |  |  |  |  |  |  |  |  |  |  |
| 3.Internal Member |  |  |  |  |  |  |  |  |  |  |

**Publication Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments if any** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Supervisor Signature of Co-Supervisor Signature of RMC Member Signature of RMC Member Signature of RMC Member

 (External) (External) (Internal)

Chairman:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean, of Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director, ASR&TD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_