

Programme related Proformas of the MS/M.Phil. Review Process

- M.Phil. Programme Proforma
- M.Phil. Student Proforma
- M.Phil. Faculty Porforma
- MS/M.Phil. Student File
- MS/M.Phil. Faculty File



M.Phil Programme Proforma # 1

Quality Assurance Directorate

M.Phil. Programme Review University Proforma

This proforma is to be completed by the university prior to the
HEC Program Review Committee Visit

Name of University _____

Name of Degree Program _____

Duration of Degree _____

Type of Program _____

Total Cr. Hours of Degree _____

Total No. of M.Phil. Faculty _____

(Attach Details as per given template)

The Following details may also be provided

1. List of Courses (Attach Scheme of study)
2. Time Table (Attach Current Time Table)
3. Approval of the concerned statutory body of scheme of studies, Launching of programs etc.



**M.Phil. Student Programme
Proforma # 2**

Quality Assurance Directorate
MS/M.Phil./ Equivalent Programme Review University Proforma
(Semester-wise Details of Enrolled Students)

Program Name: _____ (e.g. Microbiology)
Semester: _____ (e.g. Fall 2016)

| Sr No | Name of Student | 16 years Education Completed | GAT General/Equivalent Test | Last Degree Obtained (e.g M.Phil. Microbiology) | Semester Load (How many credit hours registered for this semester) | For Research Base Program | | |
|----------|-----------------------|------------------------------------|-----------------------------------|---|---|---------------------------|----------------------------|---|
| | | Yes/No | Yes/No | | | Thesis Topic | Approval of Synopsis | Allocation of Supervisor If yes, mention |
| | | | | | | | Yes/No | The name of Supervisor |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |

Note:

1. The details of students (Semester-wise) may please be attached, on the same template
2. For Annual System, please provide details on a yearly basis
3. Please Attach extra sheets as per requirement, with the same Template.



**M.Phil. Faculty Programme
Proforma # 3**

Quality Assurance Directorate

MS/M.Phil. /Equivalent Programme Review University Proforma

Program Name _____ (e.g. Pathology)

| Sr. No. | Qualification Details | | | | | | | Total No. of students currently being supervised |
|------------|------------------------------|-------------|------------------------------|--------------------|------------------------------|------------------------|-------------------------------|--|
| | Name of faculty member | Designation | Status Permanent/Visiting | Title of Degree | Area of Specialisation | Awarding University | Year of Award of Degree | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

(Details Regarding MS/M.Phil. OR Equivalent Faculty)

1. The details of faculty (Semester-wise) may please be attached, on the same template
2. For Annual System, please provide details on a yearly basis
3. Please attach extra sheets as per requirement, on the same Template.

MS/M.Phil. Student File**M.Phil. Programme
Proforma # 4**

| Name of Document | Evidence Attached | | |
|---|-------------------|----|-----|
| | Yes | No | N/A |
| Secondary School Certificate or Equivalent | | | |
| Mark-sheet of Secondary School Certificate or Equivalent | | | |
| Higher Secondary School Certificate or Equivalent | | | |
| Mark-sheet of Higher School Certificate or Equivalent | | | |
| Bachelors or Equivalent Degree (16 years, Qualification) | | | |
| Transcript of Bachelors or Equivalent Degree (16 year, Qualification) | | | |
| Equivalence Certificate from HEC | | | |
| Admissions Form | | | |
| CNIC | | | |
| GAT General or Equivalent | | | |
| Admission Confirmation Letter | | | |
| Transcript of First Semester | | | |
| Transcript of Second Semester | | | |
| Transcript of Third Semester | | | |
| Transcript of Fourth Semester | | | |
| Completing Degree through Thesis/Project | | | |
| Approval Thesis Title (minutes of BASR or equivalent body) | | | |
| Approval of Supervisor allocation | | | |
| Progress of Thesis | | | |

MS/M.Phil. Faculty File

M.Phil. Programme Proforma # 5

| Name | Evidence Attached | | |
|---|-------------------|----|-----|
| | Yes | No | N/A |
| Offer Letter | | | |
| Joining Report | | | |
| Contract/Notification of Appointment | | | |
| Detailed CV | | | |
| Degree of MS/M.Phil. Or Equivalent | | | |
| Transcript of MS/M.Phil. Or Equivalent | | | |
| Equivalence of MS/M.Phil. from HEC | | | |
| Degree of Bachelors or Equivalent | | | |
| Transcript of Bachelors or Equivalent | | | |
| Semester Workload | | | |
| Details of courses being taught in the current semester | | | |
| List of MS/M.Phil. Students are currently supervised | | | |
| Certificate of undertaking that no student is being supervised outside the University | | | |