**CHECK LIST**

**QUALIFYING EXAM – PART B**

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| --- | --- | --- |
| **BEFORE** | **D-Day** | **AFTER** |
| * GEC meeting (Supervisor + GEC members) – (D-2 months)
* Research paper assignment (Supervisor) –( D-1 month)
* PhD-3C internal (Supervisor) + minute sheet for ION – (D-2 weeks)
* Oral exam arrangement {ACB+ Supervisor + DCE (PG)} – (D-1 week/)
* ION for oral exam (Exam Branch)- (D-10 days)
* Coordination with oral exam members and ensuring their attendance {Supervisor+ DCE(PG)}
 | * Ensure presence of oral exam members, PG DCE (Supervisor).
* Student file availability (DCE PG)
* Research paper printed available (Supervisor+DCE).
* Total presentation timing

 10 min / paper 15 min / classical paper | * Result (Supervisor + GEC Members) – (D+1 day)
* Declaration of result (Exam) – (D+3 days)
* Notification to Main Office (D+7 days)

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Distribution: All HoDs, All PhD Supervisors, DCE, TM, Webmaster-Website

Info: Principal

Prepared by: Dr. S. M. Hassan Zaidi

 Dr. Hammad Mehmood Cheema

 Mr. Zahid Aslam Raja

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