

**NOTIFICATION**

**Subject: Guidelines for Approval of Thesis Topic and Appointment of a Supervisor**

Following guidelines will be followed with immediate effect for the approval of Thesis Topic/Concept Note and appointment of Supervisor for Thesis;

**2. Approval of Topic and Concept Note**

- a) A student (at the thesis stage) will submit a two-pager concept note document (template is attached) along with 2-3 slides till 30<sup>th</sup> date of month. The thesis topic must cover a real issue and as per PIDE's research agenda.
- b) In first week of next month, the Vice Chancellor will chair the concept note presentation where a student will in-person present his/her research topic in just five (5) minutes to the Vice Chancellor, Pro-Vice Chancellor, Dean, HOD and subject experts (invited by the concerned HOD).
- c) After approval of topic from Vice Chancellor, the student will develop proposal on it. A student cannot proceed on the topic if it will not be approved by the Vice Chancellor.
- d) The Concept Note will be presented independently without the Supervisor.

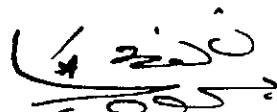
**3. Appointment of Supervisor Concept Note**

- e) During concept note presentation, the student will propose the names of supervisor and Co-Supervisor (if required) by justifying why the concerned should Supervise the Thesis.
- f) The Vice Chancellor and the other members will allocate the Supervisor in view the subject area, work-load of proposed name etc.
- g) The Academic Section shall maintain the record of Supervisor allocation as per HEC Policy.

**Note:** Keeping in view the PIDE's policy on Study-Based Internship, PIDE strongly encourages that students seek their Co-Supervisors from relevant Ministry/Department so it help the student to manage a good-quality research.

4. The above policy is applicable to all those students who have not presented their Concept Notes to the Vice Chancellor and their proposal are yet not presented in GRMC.

5. This issues with the approval of Pro-Vice Chancellor, PIDE, Islamabad.

  
(M. Irfan Rafiq, PMP)  
In-charge (Acad/QEC)

**Distribution:**

- i. Head, PIDE School of Economics, Islamabad.
- ii. Head, PIDE School of Social Sciences, Islamabad.
- iii. Controller of Examinations, PIDE, Islamabad.
- iv. All students through email

**C:**

- i. Pro-Vice Chancellor, PIDE, Islamabad.
- ii. Dean, Faculty of Social Sciences, PIDE, Islamabad.
- iii. SO to Vice Chancellor, PIDE, Islamabad.
- iv. PS to Acting Registrar, PIDE, Islamabad.
- v. Faculty and Research Staff, PIDE. (via email).
- vi. Office Copy.