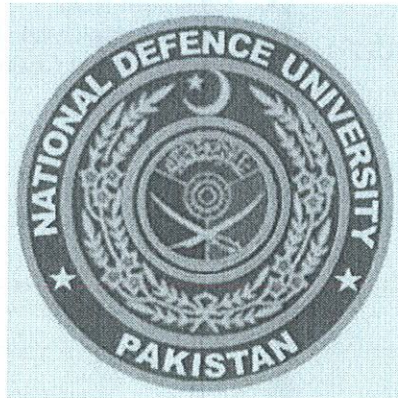


Policy # Regn – 1

Admissions Policy – FCS



REGISTRAR OFFICE

Version: 2.0
(2024)

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This Policy contains 16 pages and has been prepared in line with the provisions of NDU Academic Regulations / HEC guidelines and will remain enforced till amended, cancelled or suspended. It shall be revised / amended after approval of any changes in the Academic Regulations or HEC guidelines or after the statutory bodies' decision concerning admissions or as when considered necessary by the Competent Authority. No provision of this document shall supersede information / direction contained in the Academic Regulations / HEC guidelines or other superior documents on the subject.



Record of Approvals/Revisions

| Ver | Approval Date | Effective Date | Approving Authority | Revision Details |
|--------------------------|---------------------------|---------------------------|--|---|
| Admissions SOP | | | | |
| 1.0 | 5 Dec 2014 | 5 Dec 2014 | President NDU | New SOP |
| 2.0 | 17 May 2019 | 17 May 2019 | Deputy President NDU | Complete Revision |
| Admissions Policy | | | | |
| 1.0 | 7 Nov 2022 | 7 Nov 2022 | <ul style="list-style-type: none"> ▪ President NDU ▪ To be approved by the Academic Council subsequently | New Policy |
| 2.0 | 30 th Aug 2024 | 30 th Aug 2024 | 26 th <ul style="list-style-type: none"> ▪ Academic Council | Revised Policy in line with NDU GEP Committee Recommendations |
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List of Acronyms

| | |
|--------------------|--|
| CAC | Central Admission Committee |
| CBT | Computer Based Test |
| CGPA | Cumulative Grade Point Average |
| COE | Controller of Examination |
| Div | Division |
| DMAC | Departmental MPhil Admission Committee |
| DPAC | Departmental PhD Admission Committee |
| FCS | Faculty of Contemporary Studies |
| GAT (G) | Graduate Assessment Test (General) |
| GAT (S) | Graduate Assessment Test (Subject) |
| GEP | Graduate Education Policy |
| GRE | Graduate Record Examinations |
| HEC | Higher Education Commission |
| IBCC | Inter Board Chairmen Committee |
| NDU | National Defence University |
| NTS | National Testing Service |
| PRSA&IT | Public Relations Students Affairs & Information Technology |
| QEC | Quality Enhancement Cell |
| RAC | Relevance Assessment Committee |
| SOP | Standard Operating Procedures |



ADMISSIONS POLICY – FCS

1. **General.** This policy is devised to lay down guidelines to streamline procedure and modalities for admission in BS, MPhil & PhD at Faculty of Contemporary Studies (FCS) in accordance with provisions of NDU's Academic Regulations and HEC's guidelines.
2. **Aim.** To lay down procedures for smooth conduct of Admissions.
3. **Dean FCS.** Dean FCS shall overall supervise and oversee the admission process at FCS and shall:
 - a. Chairperson of Admission Committee of the University.
 - b. Nominate one faculty member as Chairperson NDU GAT (G) / BS Entry Test Committee for approval by President NDU.
 - c. Finalize / select the Entry Test papers for MPhil & PhD and Interview panels for BS candidates.
4. **Offering of Admissions.** Faculty of Contemporary Studies (FCS) offers admissions in BS (4 years), BS Bridging (2.5 years), MS/MPhil and PhD in each Semester to the candidates fulfilling eligibility criteria of respective programmes in following departments:
 - a. Department of Government and Public Policy (GPP)
 - b. Department of Peace and Conflict Studies (PCS)
 - c. Department of Strategic Studies (SS)
 - d. Department of International Relations (IR)
 - e. Department of Leadership and Management Studies (LMS)
5. **Eligibility Criteria and Weightage.** The eligibility criteria and weightage for merit determination for admissions in various degree programmes will be as under:-

| S.# | Eligibility Criteria | Weightage for Merit Determination |
|-----|--|---|
| a. | Bachelor of Science (BS) | Bachelor of Science (BS) |
| | (1) Intermediate / A level / DAE / Equivalent minimum 2 nd division (No 3 rd Division in entire academic background) | (1) Academic Background: 40% (SSC / O level 10%, HSSC / A level 30%) |
| | (2) Passing of NDU Entry Test | (2) NDU Entry Test : 40% |
| | (3) Interview (mandatory) | (3) Interview (mandatory) : 20% |
| | | (Passing marks in NDU Entry test and interview are 50%) |



| | | |
|----|---|--|
| b. | BS Bridging (1) BA/BSc or Equivalent (14 years) 2 nd Div or above (No 3 rd Division in entire academic background) (2) Passing of NDU Entry Test (3) Interview (mandatory) | BS Bridging (1) Academic Background: 40% (SSC / O level 10%, HSSC / A level 10%, BA/BSc 20%) (2) NDU Entry Test : 40% (3) Interview (mandatory) : 20% (Passing marks in Entry test and interview are 50%) |
| c. | Master of Philosophy (M.Phil) (1) BS (4 years) / MA /MSc equivalent to 16 years with minimum CGPA 2.5 or 45% (2 nd Division) in last degree. (2) Valid NTS / NDU GAT (G) GRE/HAT (Gen in Social Sciences) by HEC with a passing score of 50% (3) Passing of NDU Entry Test (4) Interview (mandatory) (5) Admission will be restricted to the academic background relevancy. | Master of Philosophy (M.Phil) (1) Academic Background: 40% (BA/BSc: 15%, MA/M.Sc: 25% OR BS 40%,) (2) NTS/ NDU GAT (G) GRE/*HAT(G) : 10% (3) NDU Entry Test : 30% (4) Interview (mandatory) : 20% (Passing marks in GAT(G), Entry Test and Interview are 50%). <i>*HAT-3 category (Social Sciences) will be accepted for GPP, IR, PCS, SS, ECO & FSS. Whereas, HAT-2 category (Management Sciences/Business Edu) will be accepted for LMS only.</i> |
| d. | Doctor of Philosophy (Ph.D) (1) MS / M. Phil or equivalent (17 or 18 years of education with at least First Div or 3.0 / 4.0 CGPA in relevant discipline from HEC recognized institution. (No 3 rd Division in entire academic background) (2) Valid NTS / NDU GAT (S) with a Passing Score of 60% (3) Passing of NDU Entry Test (4) Interview / Proposal Presentation/ Statement of Purpose (5) Preference will be given to those candidates having research-based degrees. | Doctor of Philosophy (Ph.D) (1) Academic Background: 35% (MPhil 20%, MA/MSc 10% OR BS 15%, BA/BSc 5%) (2) NTS / NDU GAT (S) : 20% (3) NDU Entry Test : 20% (4) Interview / Research Proposal Presentation / Statement of Purpose : 25% (Passing marks in NTS GAT (S) are 60% whereas, passing marks in entry test and interview are 50%) |

Note:

(1) Educational Background Relevancy (discipline) shall be determined in accordance



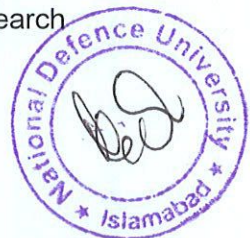
with Para 10 of this Policy.

- (2) Result awaiting candidates will not be considered for MPhil and PhD Admissions (except NDU graduates). Submission of complete transcript for MPhil candidates and HEC attested degree(s) for PhD candidates is mandatory.

6. **PhD Admissions.** PhD admissions will be granted on merit, determined on the basis of academic background, GAT (S), NDU Entry Test results and interview/ research proposal and statement of purpose score.

a. **Departmental PhD Admission Committee.**

- (1) **Composition.** It shall comprise of HoD as its Chairperson and all PhD Faculty as members.
- (2) **Functions/ Responsibilities.**
 - (a) Identify number of vacant PhD seats and Research areas along with relevant supervisor for PhD admissions before advertisement.
 - (b) Scrutinize PhD applications and review background relevancy, research area, deficiency courses (if any).
 - (c) Chairperson Department Admission Committee to assign each research proposal to at least three concerned faculty members including potential supervisor for preliminary review. If they feel interacting with potential applicant, he/ she may do so.
 - (d) Prior interaction / searching of respective faculty in the department/ HOD for supervisor in his / her research domain by the applicant.
 - (e) Prepare three sets of papers for PhD Entry Test and submit to Dean FCS / Deputy President on the scheduled test day for selection /approval and print question paper.
 - (f) Conduct, coding / decoding and marking PhD Entry Test and forward final award list of Entry test of PhD candidates to Admission Office.
 - (g) Review statement of purpose, research proposal and provisional topic.
 - (h) Attend preliminary review session of Research Proposals submitted by applicants and ask structured questions related / focused on the research area during evaluation of research proposal by the applicant.



- (i) Review and recommend request for admission through credits transfer/ Exemption of credit hours/ migration.
- (j) Recommend final list of candidates to President NDU for grant of provisional admission in PhD Programme.

b. PhD GAT (Subject) Test

(1) **Composition - GAT (Subject) Committee.** GAT(S) committee for each discipline / department offering PhD programme shall be appointed after approval of the President NDU on the recommendation of HOD concerned and Dean FCS for 2 years as under:

- (a) **Chairperson.** Head of respective Department.
- (b) **Members.** At least 2 x Assistant Professors from respective department and One external member (not employee of the NDU).

(2) **Functions/ Responsibilities.**

- (a) Develop pool of questions to create data bank for Computer Based GAT (S).
- (b) Conduct of GAT (S) Test.
- (c) Prepare three question papers and submit to Dean FCS / Deputy President for selection of one paper on the scheduled test day for paper based / written GAT (S).
- (d) Mark GAT(S) papers and process prepared result / CBT result for approval through Dean FCS for paper based GAT (S).
- (e) Forward result to Exam Branch for notification and Registrar Office after approval for entry in ADMAX **by Admission Office.**

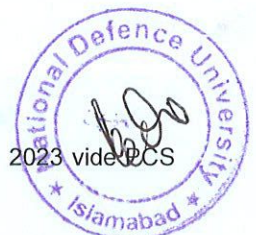
(3) **Conduct.** GAT Subject test shall be conducted by GAT(S) Committee of the respective department for the applicants who paid the fee, irrespective of status of the admission form which shall be valid for two years. Applicants who are not willing to apply for admission in specific session and want to attempt GAT(S) will be registered manually. PhD GAT(S) and PhD Entry test will be held on two separate days. In case of Computer Based Test (CBT), GAT (S) shall be conducted by the GAT (S) Committee of the respective department in consultation with Admission Office and PRSA&IT.

(4) **Paper Format and Duration of GAT (S) Test.** Paper shall be of two hours duration with 100 objective type questions.



- c. **PhD Entry Test.** PhD Entry Test shall be conducted by Departmental PhD Admission Committee for the candidates having valid GAT (S) qualified result. Test shall be descriptive type and candidates will be required to attempt 2 out of 3 questions (Research Methodology, Theory and Subject knowledge) in one hour.
- d. **PhD Proposal, Statement of Purpose and Interview¹.** The PhD candidate's eligibility will also be assessed in an interview by a panel headed by Dean FCS and comprising of Departmental PhD Admission Committee, who will be required to provide a research proposal and statement of purpose. However, the proposal at this stage will only be required to provide statement of academic interest, motivation and understanding that how the proposed research area fits in to his/her long term career goals and contribute to address / enrich the key challenges faced by Pakistan. The process of interview and assessment of research proposal and statement of purpose will be steered / monitored by the Deputy President NDU and Director QEC as per the template / procedure attached as **Annexure-A**.
- e. **Relevance Assessment Committee.** As per HEC GEP-2023 guidelines, the Relevance Assessment Committee (RAC) for each dept, shall determine the relevance of the faculty member(s) based on Qualifications (including Bachelor, Master and Doctoral degrees), Research (including thesis / dissertation and published articles) and Experience (consisting of teaching and administrative domains) in the relevant discipline to the program and supervision of theses. The RAC shall submit a report with detailed reasons and rationale for the assessment decision in anticipation approval of relevant statutory bodies. The RAC shall consist of at least five (5) members:-
- (1) Respective Dean of the university
 - (2) Director QEC of the university
 - (3) Two External subject expert not less than a prof /Associate Prof level
 - (4) Program Team/Assessment Team member who was involved in preparing Self- Assessment Report of the program.

¹ Para-6 d has been revised and duly approved by the Dy President NDU on 31st March, 2023 vide PCS dept NFC No.842/NDU/FCS/PCS dated 27th Jan, 2023.



f. **Merit List.** Departmental PhD Admission Committee will prepare merit list on the basis of overall merit position in respective discipline.

g. **Foreign Degree Qualification Holders.** Candidates having foreign degree / qualification must provide HEC equivalence while applying. In case, equivalence of years is provided and numerical rating is not available then minimum eligibility criteria i.e 3.0/4.0 for PhD candidates shall be applicable for generation of merit.

7. **M.Phil Admissions.** M Phil admissions will be granted on merit, determined on the basis of academic background, GAT (G) & Entry Test results and interview score.

a. **Departmental MPhil Admission Committee (DMAC).**

(1) **Composition:** shall consists of a **Chairperson** (1x Professor/ Associate Processor/ Senior Assistant Professor) and three members (2x Assistant Professors and 1x lecturer) nominated by HOD for 2 years.

(2) **Role and Functions.**

(a) Oversee and supervise the MPhil admission process in the department and review the applications w.r.t. background relevancy, deficiency/ exemption of courses.

(b) Prepare and submit three sets for MPhil Entry Test question papers for selection of one Question paper by Dean FCS/ Deputy President on Entry Test day.

(c) Conduct and mark M.Phil Entry Test answer sheets and conduct interviews after checking original documents of candidates.

(d) Prepare and forward final award list of Entry test result and Interviews marks of MPhil candidates duly recommended to Admission Office.

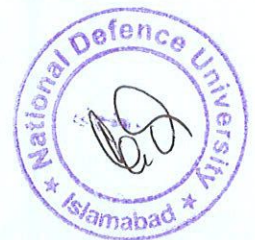
b. **GAT (G) / GRE Test.** GAT(G) will be conducted by NDU GAT (G) Committee:

(1) **Conduct.** Candidates applying for MPhil programmes at FCS must qualify NTS / NDU GAT (G) or GRE(Intl) or HAT (Cat-III for Social Sciences and Cat –II for Management Sciences) by HEC with a passing score of 50% marks. Passing criteria of GRE intl shall be as under (% average score of all components will be entered in the ADMAX):-

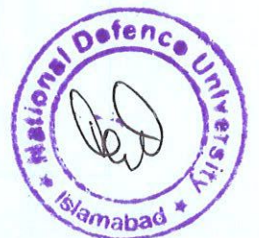
| Section | Score |
|--------------------|---------|
| Quantitative | 130/170 |
| Verbal | 140/170 |
| Analytical Writing | 3.0/6.0 |



- (2) **Paper Format.** Applicants who pay the GAT (G) fee shall be eligible to appear in the test. Paper shall consist of 100 objective type questions with 2 hours duration. NDU GAT (G) will be valid for 2 years.
- c. **MPhil Entry Test.** MPhil Entry test will be conducted by Departmental MPhil Admission Committee. GAT(G) qualified candidates shall be eligible to appear in entry test and paper shall comprise of three descriptive type questions. Applicant shall attempt any two out of three questions in one hour duration.
- d. **Interviews.** Interviews of entry test qualified applicants shall be conducted (on campus/ online) by the Departmental MPhil Admission Committee (DMAC).
- e. **Merit List.** Departmental MPhil Admission Committee will prepare merit list on the basis of overall merit position in respective discipline.
- f. **Change of Department.** A student may be allowed to Change the Department on the recommendations of both HODs and with the approval of Dean FCS within 15 days after the commencement of the semester subject to availability of seat and closing merit of the desired department.
- g. **Foreign Degree Qualification Holders.** Candidates having foreign degree / qualification must provide HEC equivalence while applying. In case equivalence of years is provided and numerical rating is not available then minimum eligibility criteria i.e 2.5/4.0 CGPA for MPhil candidates shall be applicable for generation of merit.
8. **BS Admissions.** BS admissions will be granted on merit determined on the basis of academic background, BS Entry Test results and interview score.
- a. **Entry Test.** BS Entry Test (paper based) shall be conducted under arrangements of NDU GAT (G) and BS Entry Test Committee for the applicants after payment of Entry Test fee irrespective of status of their Admission Form OR Computer based test under arrangements of Admission Office and PRSA&IT.
- b. **Interviews.** Interviews of entry test qualified applicants shall be conducted (on campus/ online) by the panel of faculty members nominated by Dean FCS on the recommendation of respective HOD.



- c. **Merit Lists.** Merit list will be generated from Admax by **Admission Office**, merit position wise of all candidates and signed by Admission Committee of the University before processing on case file.
- d. **Change of Department.** Change of department is allowed within 15 days of commencement of semester by Dean on the recommendation of respective HoD (subject to meeting closing merit). In case the merit of any applicant falls within the closing merit of desired department after payment of dues, he / she shall be shifted to 1st choice by **Admission Office**.
- e. **Result Awaiting Applicants/ Foreign Qualification Holders**
- (1) **Local Boards/ Universities Candidates.** BS applicants waiting for result announcement may be granted provisional admission and are required to submit their intermediate result within 2 weeks after announcement of HSSC result by respective BISE. If a student fails to achieve the eligibility criteria i.e. at least 2nd Div, his/her admission will be cancelled. Merit of result awaiting applicants shall be determined on HSSC-1 or Equivalent.
- (2) **International General Certificate of Secondary Education (IGCSE) / A' Levels Candidates.** Applicants having foreign qualifications, (O/ A Levels) British/ American or any other country, must submit the IBCC equivalence at the time of applying for admission. A' Levels candidates awaiting result can apply, but their merit shall be calculated on the basis of numerical marks determined by IBCC. In case IBCC equivalence is not issued, merit will be provisionally determined on grades equated to minimum numerical ratings of correspondence grades in IBCC conversion formula, which shall not be updated at later stage. **IBCC equivalence of ' Level must be provided in any case.** Admitted Candidates shall be required to submit IBCC equivalence within 4 weeks of commencement of classes failing which their provisional admission will be cancelled. Grades and Pakistan Equivalent score will be determined as elaborated below:-



| Actual scores | Grades | Pak. Equivalent Marks |
|---------------|--------|-----------------------|
| 90 – 100 | A | 80.75 |
| 80 - 89 | B | 71.25 |
| 70 – 79 | C | 61.75 |
| 60 – 69 | D | 52.25 |
| 50 - 59 | E | 42.75 |
| 40 – 49 | F | 38 |
| 35 – 39 | G/N/P | 33.25 |

9. **Reserved/ Quota Seats Allocation.** Reserve quota seats are available for applicants from Ex-FATA, Gilgit Baltistan, Balochistan, Wards of Shuhada and differently abled applicants. Valid proof of identity/certificate, issued by respective Dy Commissioner Office must be submitted for consideration under quota seat. There is no concession in the 'Fee Structure'. Degree Program wise detail of Quota seats allocation is as under:-

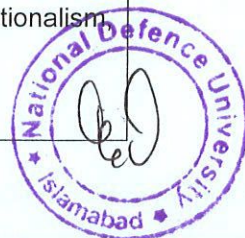
| Program | FATA | G/B | Balochistan | Ward of Shaheed | Disabled |
|-----------------|----------------|----------------|-----------------|-----------------|----------------|
| BS | 2 in each dept | 1 in each dept | 2 in each dept. | 2 in each dept | 2 in each dept |
| MS/MPhil | 1 in each dept | -- | 1 in each dept. | 2 in each dept | 2 in each dept |

Note: If number of candidates as per set quota are selected on open merit then the quota seats will deemed to have been filled. Moreover, for cases where no candidate belonging to quota category has made it in open merit then student from quota can be entertained only if difference in closing merit and merit of that student is less than 10%.

10. **Academic Background Relevance.** Academic Background relevance is mandatory for admissions in MPhil & PhD programmes as follows:-

| S.No | Program | Relevant Background |
|------|-------------------------------------|---|
| a. | Government and Public Policy | |
| | MPhil GPP | Terminal degree in Government & Public Policy, Public Administration, Management Sciences, Economics, Development Studies, Law, Anthropology, Education, Sociology, Public Health, Business Administration, Philosophy, Political Science Civics, Mass Communication, , Strategic Studies, Diplomatic Studies, International Relations, , War Studies, Security Studies, Art and Science of Warfare or any other relevant discipline. |

| | | |
|-----------|--|--|
| | | (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |
| | MPhil Economics | Terminal degree in Economics, Econometrics, Economic history, Political Economics or any other relevant discipline. (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |
| | PhD GPP | Terminal degree in Government & Public Policy, Public Administration, Economics, Development Studies, Law, Anthropology, Education, Sociology, Philosophy, Management Sciences Civics, Mass Communication, Business Administration, Strategic Studies, Diplomatic Studies, International Relations, Political Science, War Studies, Security Studies, Art and Science of Warfare. (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |
| b. | Strategic Studies | |
| | MPhil SS | Terminal degree in Strategic Studies, Strategic and Nuclear Studies, Diplomatic Studies, Defence and Strategic Studies, International Relations, Political Science, Security Studies, International Politics, Art and Science of Warfare, Cyber Security History, Civics, Human Rights, Peace and Conflict Studies, Political History, Public Policy Studies, Military & Defence Studies and War Studies or any other relevant discipline. (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |
| | PhD SS | Terminal degree in Strategic Studies, Strategic and Nuclear Studies, Diplomatic Studies, Defence & Strategic Studies, International Relations, Political Science, War Studies, Security Studies, International Politics, History, Public Policy and Strategic: Cyber Security, Civics, Human rights, Peace and Conflict Studies, Political History, Public Policy and Strategic Security Management, Military & Defence Studies, National Security Management and War Studies and War Studies. (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |
| c. | Peace and Conflict Studies | |
| | MPhil PCS | Terminal degree in Peace and Conflict Studies, Strategic Studies, International Relations, Political Science, -Development Studies, Civics, Human Rights, Public Policy Studies, Military and Defence Studies, Arts and Science of Warfare, or any other relevant discipline. (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |
| | MPhil Ethnicity & Nationalism | Terminal degree in Political Science, International Relations, Defence and Strategic Studies, Peace and Conflict Studies, Defence and Diplomatic Studies, Arts and Science of Warfare, National Security and War Studies, War Studies (Maritime), Strategic Studies, Ethnicity and Nationalism, Sociology, Pakistan Studies, History and Anthropology. (Ref: 21 st Meeting of Academic Council dated 27 th July, 2021) |

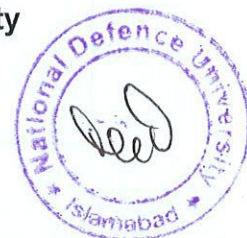


| | | |
|----|--|--|
| | PhD PCS | Terminal degree in Peace & Conflict Studies, International Relations, Public Policy, Strategic Studies, Sociology, Public Policy and Strategic Security Management, Development Studies, Civics, Human Rights, War Studies, National Security Management and War Studies, Military and Defence Studies, (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |
| d. | International Relations | |
| | MPhil IR | Terminal degree in International Relations Strategic Studies, Peace and Conflict Studies, Strategic Studies, Political Science, History, Civics and Human Rights, American Studies, Military & Defence Studies, or any other relevant discipline (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |
| | PhD IR | Terminal degree in International Relations, Strategic Studies, Peace and Conflict Studies International, Political Science, History, American Studies, , Civics and Human Rights. (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |
| e. | Leadership and Management Studies | |
| | MPhil LMS | (1) Terminal degree in Leadership and Management Studies, MBA, Master in Public Administration, M.Com, B.Com (H)/ BBA/BS- Leadership and Management Studies / Public Administration/ Accounting & Finance, Project Management (4 years), ICMA, CA ICMA, CA (minimum 16 years of schooling in relevant discipline). (2) (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |
| | PhD LMS | Terminal degree in Leadership, Management Studies, Management Science, Project Management, Business Administration & Administrative Sciences. (Ref: MoM- HEC Graduation Education Policy (GEP-2023) 2 nd May, 2024 |

11. Roles and Responsibilities.

b. Admission Committee of the University.

- (1) **Composition: Admission Committee of the University** shall be constituted for a period of 2 years consisting of Dean FCS as Chairperson, all HODs, Dir PRSA&IT & Admission Officer as Secretary, after the approval of President
- (2) **Responsibilities of Admission Committee of the University**
 - (a) Planning of the admissions of each Semester



- (b) Review the eligibility criteria for admission in different programmes.
- (c) Review supervision load for admissions for MPhil & PhD programmes and recommend admissions offering / seats keeping in view the availability of supervisors according to the input of Departmental Admission Committees.
- (d) **Propose** admission schedule well before time.
- (e) Recommend BS admission(s) for approval by President NDU through Registration Branch.

b. NDU GAT (G) / BS Entry Test Committee

- (1) There shall be NDU GAT (G) / BS Entry Test Committee constituted for a period of 2 years to conduct NDU GAT-G for MPhil candidates and BS Entry test.

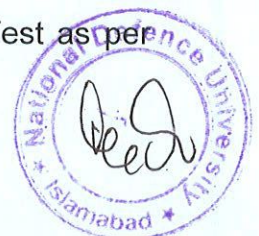
(2) Composition

- (a) **Chairperson GAT-G:** Prof/ Assoc Prof nominated by Dean FCS.
- (b) **Members:**
 - i. 5 x Faculty Members from FCS Departments.
 - ii. Sponsor FLP, FSS
 - iii. Rep Ex Registrar Office
 - iv. Rep Ex Admin Branch
 - v. AM-IT
 - vi. GSO-I (Trg) Co-opted member for FSS.

Note: Members at ser. i-iii shall be responsible for preparing question papers, conduct of test, marking of papers and preparation of results. Members at Serial iv to vi shall be responsible for coordination, admin arrangements and IT support.

(3) Functions/ Responsibilities

- (a) Prepare and update pool/ bank of questions for NDU GAT (G) and BS Entry Test in software.
- (b) Generation of different sets of NDU-GAT(G) and BS Entry Test paper from pool of questions through software as per requirement in case of paper based test
- (c) Printing / Photocopy of NDU-GAT(G) and BS Entry Test as per requirement in case of paper based test.



- (d) Mark NDU-GAT(G) and BS Entry Tests, prepare award lists in case of paper based test and seek approval of result.
 - (e) After approval of the President NDU, forward GAT(G) result to Exam Branch for notification and Registration Branch (Admission Office) for entry in ADMAX.
- c. **Registrar Office:** Registrar Office shall be responsible for operational functioning of Admission Office and shall process constitution of various committees involved in admission process.
- d. **Admission Office:** Admission Office shall function under overall responsibility of Registrar and shall ensure:-
- (1) Updation of NDU website and designing, approval and printing of Prospectus.
 - (2) Preparation of draft admission advertisement and issuance of work order for its publication after approval of President NDU.
 - (3) Ensure Entry and verification of data in ADMAX.
 - (4) Provide list of eligible candidates for BS/MPhil and PhD entry tests and interviews to concerned committees/ depts.
 - (5) Ensure display of GAT General and Subject results on NDU website after entry in ADMAX.
 - (6) Generate BS, MPhil and PhD merit lists and process all admissions on the recommendation of Admission Committee of the University, Departmental MPhil Admission Committee & Departmental PhD Admission Committee respectively for approval of President NDU.
 - (7) Ensure display of merit lists on NDU website and issue letters to selected applicants.
 - (8) Process and get approval of requests for change of Departments.
- e. **PRSA & IT.**
- (1) Assist in operation of ADMAX and ACADMAX, install Computer system network at admission office and GAT Test venues and train DEOs to assist applicant to register online.
 - (2) Provide scholarship details to applicants.
 - (3) Make arrangement for conduct of computer based GAT (G) and BS Entry Test if conducted.



- (4) Provide GAT-G/ BS Entry Test results on Excel Sheets to Chairman GAT-G/ BS Entry Test Committee and Registration Branch respectively.
- (4) **Admin Branch.** Address queries of applicants pertaining to transport / hostel requirements and ensure all security / adm arrangements.
- (5) **Finance Branch.**
- (1) Maintain and update record of received fees for Entry test, GAT and semester dues etc and ensure updation of status in ADMAX.
- (2) Update/ confirm the paid fee status on the ACADMAX and provide 'fee paid status' of successful candidates (on daily or required basis) to Admission Office.
- (6) **Exam Branch.**
- (1) Coding / decoding of answer scripts of M. Phil / PhD Entry test and maintain the record of Entry Test Answer Scripts.
- (2) Issuance of Notification and NDU GAT-G result cards
- (3) Ensure safe custody of NDU GAT(G) records.

12. This issues with the approval of President NDU and shall come into force with immediate effect.

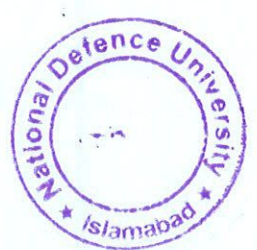
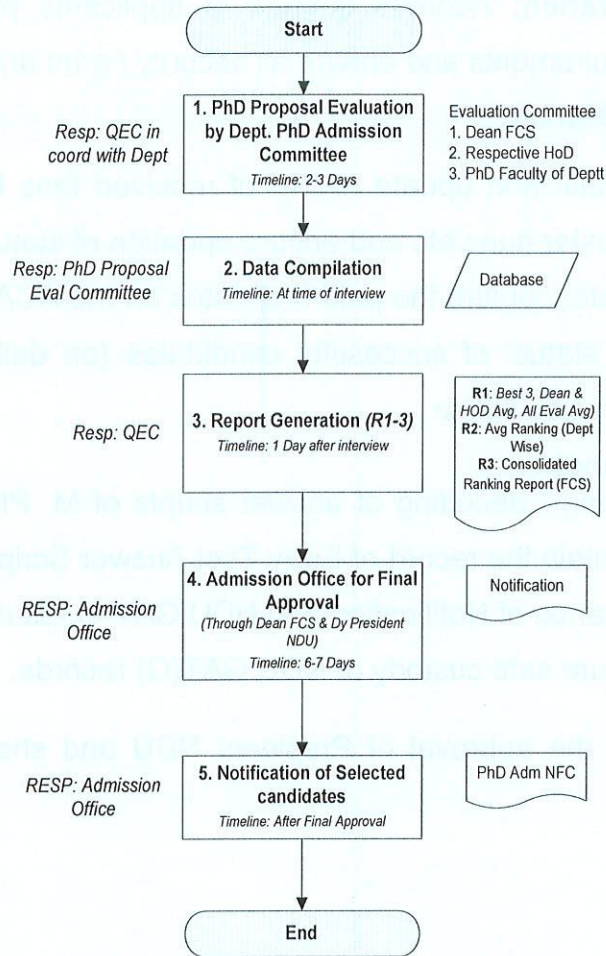


Distribution:

(All Concerned)


Registrar (Acting)
(Dr. Nadia Khan)

Process for Evaluation of PhD Research Proposal at NDU





National Defence University, Islamabad
PhD Interview/ Research Proposal Evaluation Sheet
Admissions Spring / Fall (Year) –
(To be filled by Dept. PhD Admission Committee)

| | |
|----------------------------------|--|
| Name of Candidate | |
| App_ID | |
| Department | |
| MS/M.Phil Degree From | |
| MS/ M.Phil Degree Subject | |
| MS/ M.Phil Degree CGPA | |

Proposed Research Title for PhD

Evaluation Criteria

| Ser | Description of Evaluation Criteria | Total Marks | Obtained Marks | Remarks (if any) |
|-----|--|-------------|----------------|------------------|
| 1. | Relevance with NDU research themes and expertise of available supervisor in department | | | |
| 2. | Significance of research problem | | | |
| 3. | Proposed objectives/research question and hypothesis | | | |
| 4. | Preliminary literature review and proposed research methodology | | | |
| 5. | Maturity/confidence/communication/ articulation and flexibility | | | |
| | Average | | | |

(Name and Appt of Evaluators)

Counter Sign by Dean FCS

| PHD INTERVIEW / RESEARCH PROPOSAL EVALUATION RANKING SHEET Department of _____ Semester Spring / Fall _____ | | | | | | | | | | | |
|--|--------|--------------|-----------------------|----------|-----|-------------|-------------|-------------|----------------|-----|-------------------|
| Ser | App ID | QEC Form Sr. | Name of PhD Candidate | Dean FCS | HoD | Evaluator 1 | Evaluator 2 | Evaluator 3 | Marks Obtained | Avg | Standing Position |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

