

# PUNJAB TECHNICAL UNIVERSITY

(Department of Research, Innovation and Consultancy)

## Guidelines for approval/additional/change of Supervisor/Co-supervisor

### 1. Requirement for the approval of New Supervisor

- a) Supervisor approval form duly forward by HOD of College (available on PTU website).
- b) Faculty from PTU affiliated colleges and MOU-PTU signed Institute are eligible for supervisor.
- c) Certificate from Supervisor duly forwarded by Principal of college with seal (available on PTU website).
- d) Ph. D degree / Notification (*Provisional degree will not be accepted*)
- e) Academic Certificates.
- f) All certificates should be self attested.

### 2. Requirement to be approved as co-supervisor

- a) Co-Supervisor approval form duly forward by HOD of College (available on PTU website).
- b) Faculty from Out of PTU.
- c) Certificate from Co-Supervisor duly forwarded by Principal of college with seal (available on PTU website).
- d) Ph. D degree / Notification (*Provisional degree will not be accepted*)
- e) Academic Certificates.
- f) All certificates should be self attested.

### 3. Change of Supervisor

**Supervisors who have shifted out of PTU system may be asked to submit their fresh consent to continue as PhD supervisor for said candidate through proper channel.**

- a)
  - a) *Supervisor can be changed only before Presentation of synopsis.*
  - b) *If supervisor left PTU system/Retired from Job before synopsis Presentation, then supervisor must changed immediately.*
  - c) *PhD students who have defended their PhD synopsis may be allowed to continue with their approved supervisors, however they must have one co-supervisor from PTU system.*
  - d) *Supervisors who have shifted out of PTU system may be asked to submit their fresh consent to continue as PhD supervisor for he said candidate through proper channel.*
- b. **Below mentioned documents are must for change of supervisor:-**
  - a) Request letter from student concerned with state the reason.
  - b) Certificate from proposed supervisor duly forwarded by Principal of college with seal (available on PTU website)
  - c) NOC from old supervisor on letter head with seal.
  - d) In case of appointment / leaving of guide from PTU affiliated college then a letter regarding this from Principal of college of supervisor is required.
  - e) Consent letter from proposed supervisor on letter head with seal.
  - f) If Supervisor is not approval, then complete Sr. No. 1 requirement along with above documents.

### 4. Addition of Co-Supervisor (Co-Supervisor can be add only before Presentation of synopsis.)

- a) Request letter from student concerned with stating the reason.
- b) Certificate from proposed co-supervisor duly forwarded by Principal of college with seal (available on PTU website)
- c) Justification from Supervisor to have co-supervisor on letter head with seal.
- d) Consent letter from proposed co-supervisor on letter head with seal.
- e) If Co-Supervisor is not approval, then complete Sr. No. 2 requirement along with above documents.

**NOTE: Scan documents/through E-mail's documents will not be accepted.**