



**The Islamia University of Bahawalpur**  
Directorate of Advanced Studies & Research Board  
Syed Tabish Alwari Building, Baghdad-ul-Jadeed Campus

No:370/AS&RB  
04 / 03 / 2021

## CIRCULAR

**Subject: Procedure for Issuance of Online Consent letters to PhD Candidates**

1. The Advanced Studies & Research Board is playing its vital role for improving the PhD admission process at the Islamia University of Bahawalpur. In pursuit of excellence, the Directorate of Advanced Studies & Research Board, has developed a "PhD Online Portal" with the coordination of Directorate of Information Technology for data management of PhD scholars and to provide immediate information to all the stakeholders.
2. This PhD Online Portal has progressed and developed a system to generate online consent letters and admission offer letters of PhD candidates. However, a process for generating online documents needs be developed in coordination of all stakeholders including the Incharges/Chairpersons/Principals/Directors/Deans of departments/constituent colleges/institutes/faculties and the candidates.
3. In this regard, this office has prepared some guidelines to facilitate the supervisors/Incharges/Chairpersons/Principals/Directors/Deans and candidates to help them regarding the use of this portal. These guidelines are available at Annex-A.

Assistant Registrar (AS&RB)  
for Director (AS&RB)

### Copy for action to:-

1. Deans/Incharges of all Faculties.
2. Directors of Institutes.
3. Principals of all constituent colleges.
4. Incharges/Chairpersons of all teaching departments.
5. Director Sub-campus Rahim-Yar-Khan
6. Director Sub-campus Bahawalnagar
7. Director Information Technology.

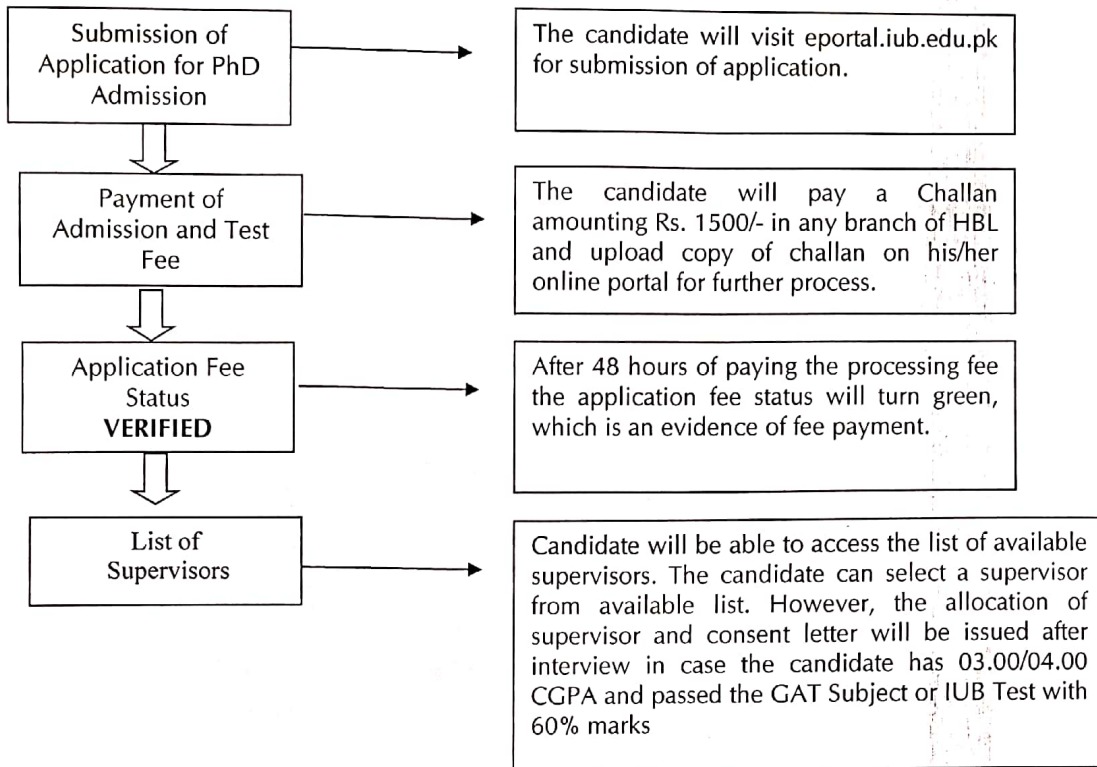
### Copy for information to:-

8. Controller of Examinations.
9. Treasurer.
10. Secretary to Vice Chancellor.
11. P.A to Registrar.

## PHD ADMISSION PROCEDURE

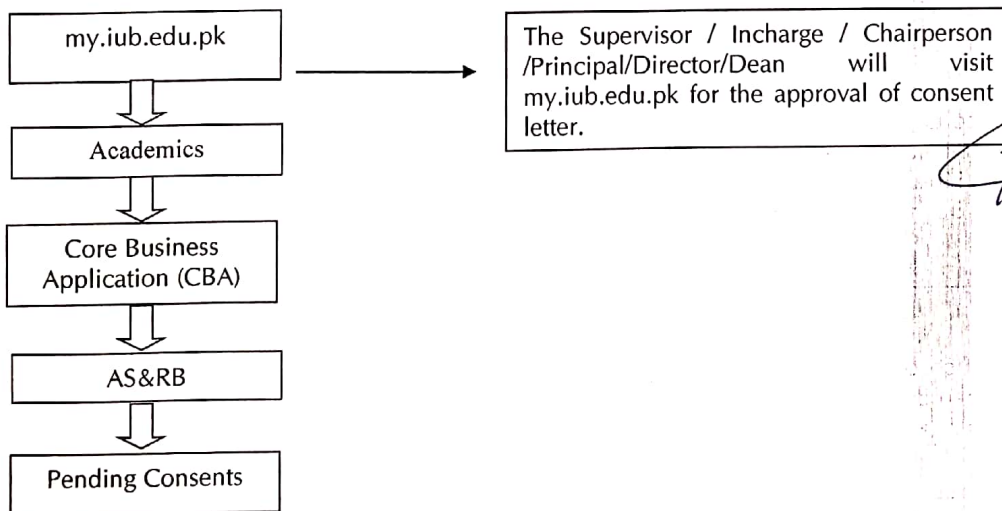
### A. Candidate Role:

The candidates desirous to secure admission in any PhD program at the Islamia University of Bahawalpur are required to apply on [eportal.iub.edu.pk](http://eportal.iub.edu.pk). These candidates will have to complete the following procedure:



### B. Supervisor/Incharge/Chairperson/Principal/Director/Dean Role:

The Supervisor/Incharge/Chairperson/Principal/Director/Dean will adopt the procedure approved by the Syndicate and notified vide Notification No. 315/AS&RB dated 17<sup>th</sup> February, 2021 for issuance of consent letter(s) and conduct of interviews. The supervisor(s) can approve/reject the consent letters/request through the following online procedure:



### Preparation of Files

Candidates will receive a text message on their given mobile phone numbers regarding the approval of consent letter. After receiving the text message, the candidates can download their consent letter from online portal and prepare two sets of documents as mentioned in the consent letters. The Directorate of Advanced Studies & Research Board will issue Admission Offer Letter and fess & dues Challan to the successful candidates upon successful completion of the above process. The **Statement of Purpose** should be signed by Supervisor, Chairperson and Dean concerned.