



National University of Sciences and Technology  
**MINUTES OF GEC MEETING – PhD STUDENTS**  
**(To be filled by Institution)**

Student Name: \_\_\_\_\_ Regn No: \_\_\_\_\_

Discipline: \_\_\_\_\_ Department: \_\_\_\_\_

Research Topic: \_\_\_\_\_

Date of Previous meeting: \_\_\_\_\_ Student Signature \_\_\_\_\_

**Agenda Points**

**Decision Taken**


**GEC Members Attending.** The meeting was held on \_\_\_\_\_ following members attended: -

1. Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Supervisor)
2. Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Co Supervisor)
3. Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Member)
4. Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Member)
5. Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Member)

**COUNTERSIGNED**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Head of the Department/Dean

**Notes: -**

1. GEC meetings of each PhD student will mandatorily be held after every six months till completion of PhD program. First meeting will however be held immediately after formulation of GEC i.e. within 30 days of student’s admission. Supervisor is to ensure timely conduct of meetings.
2. At least 03 members (including supervisor and external GEC) should be present during meeting to fulfill the quorum requirement.
3. Agenda of the meeting will be decided by the supervisor in consultation with the student. Agenda points may include: - coursework to be undertaken, Qualifying Exam, Research Progress, Guidance on research work or any other point. Additional sheet may be used/attached (if required).

**Distribution: -**

01 x original copy each to DASR at Main Office NUST and in student’s dossier at the School/College/Centre.  
01 x photocopy each to Examination Dte at Main Office and Supervisor.