



# ALHAMD ISLAMIC UNIVERSITY

Alhamd Research Centre (ARC)  
www.aiu.edu.pk | www.alhamd.pk

Ref No: AIU/ADMIN/ 10323 /06-21

Dated: 29-06-2021

## NOTIFICATION

Alhamd Islamic University had been making persistent efforts to raise the quality of research. However, in order to bring research culture and best standard at AIU we decided to make Departmental Research Committees (DRCs).

In each Department, academic matters related to research shall be supervised by a concern Departmental Research Committee (DRC). Department wise DRCs consisting of the following:

### Department of Islamic Studies

S#	Name	Position
1	Dr. Muneer Ahmed	Chairperson
2	Dr. Umer Farooq	Focal Person
3	Dr. Ahmed Khan	Member
4	Dr. Shakir Mehmood	Member
5	Dr. Qasim	Member
6	Dr. Imran	Member

### Department of Education

S#	Name	Position
1	Dr. Qurat ul Ain	Chairperson
3	Dr. Iffat Basit	Member
4	Dr. Kawish Tassarwar	Member
5	Dr. Fareena Nazim	Member
6	Ms. Shagufta Ambreen	Focal Person
7	Ms. Seher Naz	Member

### Department of Computer Science

S#	Name	Position
1	Dr. Kashif Saghar	Chairperson
2	Dr. Muhammad Shahid	Member
3	Dr. Muhammad Irfan	Member
4	Mr. Zaffar Iqbal	Member
5	Ms. Saira Akram	Focal Person

### Department of Management Science and Commerce

S#	Name	Position
1	Dr. Salim Khan	Chairperson
2	Ms. Marmar Razi	Focal Person
3	Ms. Sheza	Member
4	Mr. Waqas Mushtaq	Member
5	Dr. Imran	Member



# ALHAMD ISLAMIC UNIVERSITY

Alhamd Research Centre (ARC)  
www.aiu.edu.pk | www.alhamd.pk

## Department of Technology

S#	Name	Position
1	Engr. Riaz ul Haq	Chairperson
2	Engr. Rahat Mahmood	Focal Person
3	Engr. Ahmed Faraz	Member
4	Engr. Sadia Wali	Member
5.	Engr. Jahanzaib Khan	Member

## Department of Social Science

S#	Name	Position
1	Mr. Yousaf	Chairperson
2	Ms. Zoya	Focal Person
3	Ms. Amna	Member

## Department of Allied Medical Sciences

S#	Name	Position
1	Dr. Faheem Abbas	Chairperson
2	Dr. Noman Qamar	Focal Person
3	Dr. Aemad Tabasum	Member
4	Dr. Hira Zahid	Member
5	Dr. Ammar Lodhi	Member

The term of the members of the Departmental Research Committee (DRC), will be for a period of two years.

  
Deputy Director ORIC  
Alhamd Islamic University

  
REGISTRAR  
Alhamd Islamic University





# ALHAMD ISLAMIC UNIVERSITY

Alhamd Research Centre (ARC)

[www.aiu.edu.pk](http://www.aiu.edu.pk) | [www.alhamd.pk](http://www.alhamd.pk)

## Role and Responsibilities of DRC

1. Process and submit list of students successfully completed their course work through HOD and Faculty Dean to ARC
2. Process and submit list of supervisors through HOD and Faculty Dean to ARC
3. Propose supervisors to ARC for MS/MPhil scholars
4. Interact with the research students and their supervisor(s) and update/report to ARC about their progress and guide the students accordingly
5. Check the FYP documentation/synopsis/thesis format and guide the students
6. Ensure plagiarism check on the student's thesis
7. Conduct/arrange MS/PhD Comprehensive Examination through ARC
8. Evaluate and maintain the supervisor meeting record of MS/MPhil students submitted by the Supervisors to HOD
9. Create a file of supervisor meeting record in consultation with their supervisors
10. Maintain complete record of research students:
  - a. Complete details of their educational documents as per checklist
  - b. Complete details of their research progress as per checklist
  - c. Supervisor meeting record of the students submitted by the supervisors
  - d. Synopsis/thesis and its approval from the competent authority
  - e. Any other additional information such as registration, freezing of semester and dropping of courses, transfer cases etc.
  - f. Details of internal/external/foreign examiners/evaluators along with assessment sheets/evaluation reports and details of foreign evaluators relevant to his/her department
11. Propose Internal Examiners for MS/MPhil Synopsis Defense to ARC for approval
12. Propose External Examiners for MS/MPhil Thesis Defense to ARC for approval
13. Conduct/manage research proposal/theses defense through ARC
14. Monitor smooth running of MS/MPhil programmes and to submit a progress report of each enrolled/registered scholar at the end of each semester to the ARC through HOD, Faculty Dean and Registrar
15. Inform to ARC regarding the progress, monitoring and feedback of the students
16. Search and disseminate the information concerning funding opportunities
17. Responsible for overall MS/MPhil programmes management and monitoring
18. Undertake any other research related responsibility assigned by the HOD, Faculty Dean and ARC
19. DRC shall maintain minutes of its meetings and forward to the ARC on monthly basis.
20. Undertake any other research related responsibility assigned by ARC.

  
Deputy Director ORIC  
Alhamd Islamic University

  
REGISTRAR  
Alhamd Islamic University