

Checklist for Submission of Thesis of MS/ M.Phil./ Equivalent Program

University of Sargodha

College/Institute/Department of _____

M. Phil Thesis of Ms. / Mr. _____

Discipline _____

Session _____

Sr#	Requirements	Copy Annex	Remarks	Page
A	Admission Requirements:			
i	CGPA/Division in MA/MSc or Equivalent			
ii	Score in GAT (General) / Departmental test/or equivalent (whichever is applicable)			
iii	Enrolment Date/Fee Submission date of 1st Semester			
iv	Registration No./Copy of Registration Card			
B	Course Work:			
i	GPA in 1st Semester result (attached)			
ii	GPA in 2nd Semester result (attached)			
iii	CGPA in Course work result (DMC attached)			
iv	Repeat Courses (if any)			
C	Research:			
i	Date of BOS Meeting in which Title of Research and Supervisor were recommended (Agenda item no. _____)			
ii	Title of Thesis Recommended by the BOS			
iii	Name of Supervisor Recommended by the BOS			
iv	Date of BOS Meeting in which Research Proposal /Synopsis was recommended (Agenda item no. _____)			
v	Date of Meeting of BOS in which Panel of examiners was recommended (Agenda item no. _____)			
vi	Copy of Synopsis			
vii	Date of approval of Supervisor and Title of Thesis by AS&RB (Meeting Dated Agenda No. _____)			
viii	Title of Thesis Approved by AS&RB			
ix	Name of Supervisor approved by the AS&RB			
x	Change of Supervisor (Yes/No). if yes, mention date of meeting of AS&RB			
xi	Date of approval of Panel of examiners by the AS&RB (Meeting Dated Agenda No. _____)			
D	Submission of Research Work for Evaluation:			
i	Bio-Data Form (Attested By Chairman Concerned) i. CNIC ii. Attested Copies of Matriculation Certificate (as a proof of D.O.B), Intermediate or Equivalent, Graduation or Equivalent iii. Transcript Notification Fee Rs. 1500/- Bank Challan No. _____ Dated _____			

	iv. Date of Fee deposited for evaluation of thesis i.e. Rs. 30000/- Bank Challan No. _____ Dated _____			
ii	Whether thesis is submitted in prescribed time (Yes or No)			
iii	Extension in Maximum Time Limit (if applicable)			
iv	Similarity index and date of plagiarism report generated by software (Turnitin) duly vetted by office of Central Library (The overall similarity index should be <20% and any single source should be <5%)			
v	Declarations from the student and supervisor Regarding Plagiarism + Plagiarism Check			
vi	Certificate from the student and supervisor regarding completion of thesis as per requirements of HEC & UOS			
vii	Date of Submission of Thesis for evaluation (Covering letter)			
viii	Thesis: 01-CD (soft copy) along with 02-hard copies			
ix	Certificate of ethical review board (if applicable)			
x	Submitted research paper, verified by the Chairperson			

Signature of Supervisor

Signature of Chairperson/In-charge

Note: Please attach copies of all relevant documents mentioned in the above list

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Directorate, Advanced Studies & Research

It is hereby certified that the office of the undersigned has received the thesis of the above-mentioned scholar. The thesis has been checked, found complete and correct in all respects, all records are available in the student's file, for your kind perusal and further necessary action.

SU/DAS&R/_____ Dated: ____/____/202__

Director, AS&R _____

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Controller of Examinations

ACE (Secrecy)

ACE (Semester)

Additional CE

Controller of Examinations

Checklist for Submission of Thesis of PhD Program

University of Sargodha

College/Institute/Department of _____

PhD Thesis of Ms. / Mr. _____

Discipline _____ Session _____

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i	GPA in 1st Semester result			
ii	GPA in 2nd Semester result			
iii	CGPA in Course work result			
iv	Repeat Courses (if any)			
v	Date of conduct of Comprehensive Examination			
vi	Date of Result Notification of Comprehensive Examination			
vii	Number of attempts to pass Comprehensive Examination			
C	Research:			
i	Date of BOS Meeting in which Title of Research and Supervisor were recommended (Agenda item no. _____)			
ii	Title of Thesis Recommended by the BOS			
iii	Name of Supervisor Recommended by the BOS			
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v	Date of Meeting of BOS in which Panel of examiners was recommended (Agenda item no. _____)			
vi	Copy of Synopsis			
vii	Date of Synopsis Defence			
viii	Date of approval of Supervisor and Title of Thesis by AS&RB (Meeting Dated _____ Agenda No. _____)			
ix	Title of Thesis Approved by AS&RB			
x	Name of Supervisor approved by the AS&RB			
xi	Change of Supervisor (Yes/No). if yes, mention date of meeting of AS&RB			
xii	Date of approval of Panel of examiners by the AS&RB (Meeting Dated _____ Agenda No. _____)			

D	Submission of Research Work for Evaluation:			
i	Bio-Data Form (Attested By Chairman Concerned) i. CNIC ii. Attested Copies of Matriculation Certificate (as a proof of D.O.B), Intermediate or Equivalent, Graduation or Equivalent iii. Attested copy of Master or equivalent degree iv. Transcript/ Degree Notification Fee Rs. 1500/- Bank Challan No. _____ Dated _____ v. Fee deposited of evaluation of thesis i.e. Rs. 60000/- Bank Challan No. _____ Dated _____			
ii	Whether thesis is submitted in prescribed time (Yes or No)			
iii	Extension in Maximum Time Limit (if applicable)			
iv	Plagiarism report of thesis vetted by office of Central Library (The overall similarity index should be <20% and any single source should be <5%)			
v	Declarations from the student and supervisor Regarding Plagiarism and Plagiarism Check			
vi	Certificate from the student and supervisor regarding completion of thesis as per requirements of HEC & UOS			
vii	Notification that the scholar has successfully pre-defended his/her research work before submission for Final Evaluation			
viii	Acceptance/ Publication of Research Paper in HEC approved Journal vetted by ORIC			
ix	Submission of Thesis for evaluation (Covering letter)			
x	Thesis: 01-CD (soft copy) along with 04-hard copies			
xi	Certificate of ethical review board (if applicable)			

Signature of Supervisor

Signature of Chairperson/In-charge

Note: Please attach copies of all relevant documents mentioned in the above list

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Directorate, Advanced Studies & Research

It is hereby certified that the office of the undersigned has received the thesis of the above-mentioned scholar. The thesis has been checked, found complete and correct in all respects, all records are available in the student's file, for your kind perusal and further necessary action.

SU/DAS&R/_____/Dated: ____/____/202__

Director, AS&R _____

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ACE (Semester)

Additional CE

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