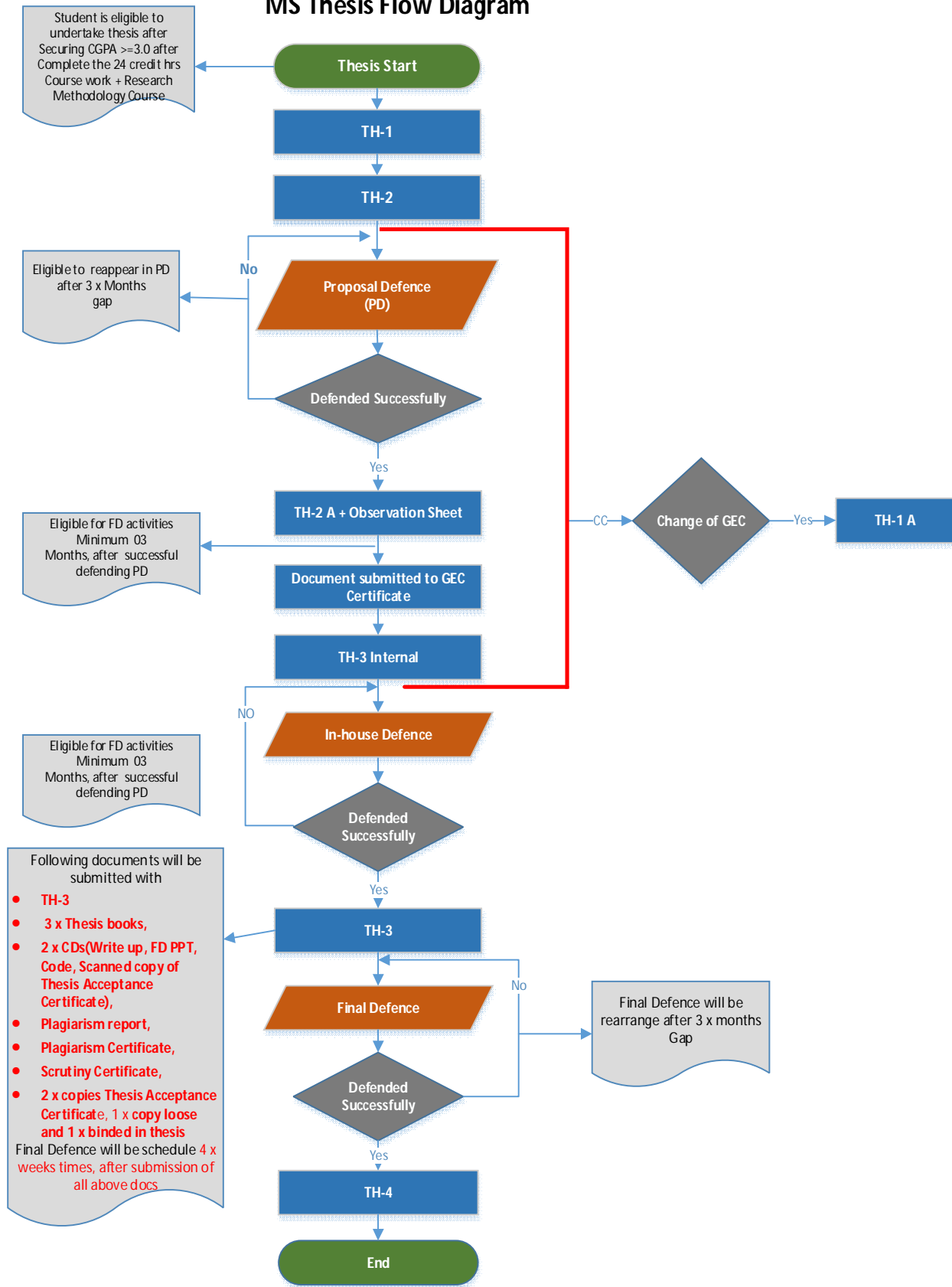


## MS Thesis Flow Diagram



## MS Thesis Flow diagram and TH Forms process

Forms	Purpose	Actions to be ensured by students before submission
TH-1	<b>This is for the Formulation of Guidance and Examination Committee (GEC)</b>	<ul style="list-style-type: none"> <li>• Course work , CGPA duly verified by Exams branch</li> <li>• Research Methodology Course with Pass/Fail grade</li> <li>• Form should be signed and stamped by respective HoD</li> <li>• Annex "A" with 11 x key points must be completed</li> <li>• Annex "B" with must be completed with</li> </ul>
TH-1A	<b>Petition for change in the Guidance and Examination Committee (GEC)</b>	<ul style="list-style-type: none"> <li>• This is a form for changing committee members.</li> <li>• The form must be signed by GEC member who is being deleted and the one who is being added.</li> <li>• In case the member who is being deleted from GEC is not available, then attach an email showing his/her consent that he/she has no objection for this change.</li> <li>• Form should be signed and stamped by respective HoD</li> </ul>
TH-2	<b>Schedule For Preliminary Examination (Approval of Research Topic)</b>	<ul style="list-style-type: none"> <li>• Target date of Examination must be later than the signature date. For example, if the Advisor is signing form digitally on 1<sup>st</sup> July 2016 then the target date of examination should be at least one day after this date.</li> <li>• Supervisor sig and stamp of Assistant Professor are also required on TH-2 form</li> </ul>
<b>TH-2A along with Observation Sheet</b>	<b>Report Of Preliminary Examination</b> + Observations pointed out by GEC members during the Proposal defence, and action taken against each	<ul style="list-style-type: none"> <li>• Target date of examination written on this form should be the same as already specified on TH-2.</li> <li>• Actual date of exam occurred must be same i.e.(Target Date) or later than the target date. For example, if the target date of examination is 15<sup>th</sup> July 2016, then the actual date of examination may be same or later than this date.</li> <li>• Actual date of examination will be updated by ACB based upon the email received by the PTS, [once all the GEC members have complete the defence evaluation on PTS, an auto mail is generated]</li> <li>• Form should be signed and stamped by respective HoD</li> <li>• <b><i>For batch 2014 students only: Observation sheet can be downloaded from SEECs website under downloads section. Observation sheet should be filled and signed by the Advisor with stamp.</i></b></li> </ul>
<b>DoC Submit to GEC</b>	First draft of the write up is submitted to GEC	<ul style="list-style-type: none"> <li>• This is the pre requisite to schedule the in-house</li> <li>• GEC will give the certificate that student have submitted first draft of write-up.</li> </ul>

<b>TH-3 Internal</b>	<b>To schedule the In-house Defence</b>	<ul style="list-style-type: none"> <li>• Duly completed and signed form with consultation of GEC, student will submit</li> <li>• Forms must be submitted in ACB a week before the in-house FD.</li> </ul>
<b>TH-3</b>	<b>Final Oral Exam</b>	<ul style="list-style-type: none"> <li>• The digitally signed form must be manually signed and stamped. (Stamp of Assistant Professor)</li> <li>• Left blank the Location and Date/time columns</li> </ul>
<b>TH-4</b>		<ul style="list-style-type: none"> <li>• This form is manual</li> <li>• Form can be downloaded from SEECS website under downloads section.</li> <li>• Form must be type written. Handwritten form is not acceptable at all.</li> <li>• Students are responsible to get the form signed from GEC members and respective HoD (with stamp). Pl note HoD Sig must be later than the GEC members</li> </ul>
<b>Thesis Books +  CDs</b>		<ul style="list-style-type: none"> <li>• 3 x thesis books <ul style="list-style-type: none"> <li>○ On Thesis submission certificate <ul style="list-style-type: none"> <li>▪ 1 x book will be submitted to Advisor</li> <li>▪ 1 x book will be submitted in library</li> <li>▪ 1 x book to ACB along with thesis duly signed thesis submission certificate (Lib, Adv)</li> </ul> </li> </ul> </li> <li>• Must be include <ul style="list-style-type: none"> <li>○ Thesis Acceptance Certificate</li> <li>○ Approval Certificate</li> </ul> </li> <li>• 2 x CDs must include <ul style="list-style-type: none"> <li>○ Thesis write-up</li> <li>○ Final Presentation</li> <li>○ Code</li> </ul> </li> </ul>
<b>Plagiarism Certificate</b>		<ul style="list-style-type: none"> <li>• Must be signed and stamped by the respective supervisor</li> </ul>
<b>Plagiarism Report</b>		<ul style="list-style-type: none"> <li>• Similarity index <math>\leq 19\%</math>, acceptable</li> <li>• Any single source Similarity index <math>\geq 5\%</math> without citation, need revision</li> <li>• Each page of complete summary report, must be signed and stamped by the supervisor</li> </ul>
<b>Scrutiny Certificate</b>		<ul style="list-style-type: none"> <li>• Must be signed by the OiC Thesis (Sir Muhammad Ramzan)</li> </ul>
<b>Thesis Acceptance Certificate</b>		<ul style="list-style-type: none"> <li>• 1 x copy of thesis certificate will be submitted with certificates as loose copy</li> </ul>

- **Pl. note the TH Forms process manually must be type written. Handwritten Forms is not acceptable at all**