

Flow chart for PhD Thesis Processing

Step	Movement of Thesis			Purpose	Time Frame
	From	Documents	To		
1.	Chairperson	<ul style="list-style-type: none"> • Thesis draft • Performance Certificate • Result of comprehensive exam. • Approval letter of synopsis 	DAS through Dean	<ul style="list-style-type: none"> • Checking of record (admission, dues/fees, approval of synopsis & supervisory committee) 	2 days
2.	DAS	<ul style="list-style-type: none"> • Thesis draft 	PGC	<ul style="list-style-type: none"> • Checking of thesis 	30 days
	PGC	<ul style="list-style-type: none"> • Checked thesis 	Supervisor	<ul style="list-style-type: none"> • If there are any suggestions or corrections, PGC will send back thesis to Supervisor for revision. Supervisor will send the revised thesis to PGC for approval. After finalization, the supervisor shall provide the soft copy of the same to PGC. PGC shall ensure that contents of hard and soft copies are same. 	15-60 days
3	PGC	<ul style="list-style-type: none"> • Soft copy of thesis 	Anti-plagiarism cell	<ul style="list-style-type: none"> • For checking plagiarism. 	3 days
4	Anti-plagiarism cell	<ul style="list-style-type: none"> • Complete plagiarism Report. 	PGC	<ul style="list-style-type: none"> • If overall similarity is $\leq 19\%$ and individual sources have similarity $\leq 5\%$, PGC shall ask the concerned chairperson for further process. Otherwise, PGC shall ask for revision and resubmission of soft copy of thesis for checking plagiarism for the second time. 	
5	PGC	<ul style="list-style-type: none"> • Checked & Fair thesis • Complete plagiarism report • PGC approval 	Chairperson	For submission of panel of external thesis reviewers	10 days
6	Chairperson	<ul style="list-style-type: none"> • PGC approval • Checked & Fair thesis • Complete Turnitin Report, • Panel of 6- external thesis reviewers • Research Publication (s) 	DAS Through Dean	For getting approval from the VC for: <ul style="list-style-type: none"> • One/Two external thesis reviewers, as the case may be according to the HEC policy 	7 days
7	DAS	<ul style="list-style-type: none"> • Soft copy of thesis • Covering letter • Review Proforma 	External thesis reviewers	<ul style="list-style-type: none"> • Checking of thesis for technical and scientific merit • Submission of reports to DAS 	30-60 days
8	DAS	<ul style="list-style-type: none"> • Review Reports of external experts • Summary of Turnitin Report • Research Publication (s) 	BASAR	<p>The reports of external expert(s) received by the DAS will be opened in the meeting of BASAR.</p> <ol style="list-style-type: none"> i. If thesis is judged satisfactory for award of PhD degree by external expert(s) after minor revision, the reports shall be handed over to the supervisory committee for incorporation of the suggested corrections. ii. If thesis is judged satisfactory for award of PhD degree by external expert(s) after major revision, the reports shall be handed over to the supervisory committee and a committee will be constituted to oversee the incorporation of reviewer suggestions and corrections by the scholar. Afterwards the thesis shall process further, or the compliance report will be produced to next BASAR meeting (decided by the BASAR). iii. However, if quality of thesis is judged unsatisfactory by the external reviewer(s), then the reports shall be handed over to 	As per BASAR meeting schedule

				<p>the supervisory committee and a committee will be constituted to oversee the incorporation of reviewer suggestions and corrections by the scholar. The revised thesis will be sent to one of the same evaluators or any 3rd evaluator from the panel already sent by the Chairperson, or as decided by BASAR. The evaluation report of the expert shall be produced to next BASAR meeting for the final decision.</p> <p>iv. After approval from BASAR, DAS shall initiate process for viva voce exam as well as knowledge sharing seminar</p>	
9	DAS	Minutes of BASAR meeting	Supervisory Committee, Chairperson, Dean	<ul style="list-style-type: none"> To comply the BASAR decisions and/or to proceed for the viva voce examination and knowledge sharing seminar. 	7 days
10	Chairperson	<p><u>Thesis Defense Seminar & Viva Voce Exam.</u></p> <ul style="list-style-type: none"> Request of Supervisory committee for <i>viva voce</i> examination and thesis defense seminar. Compliance Report either by Supervisory committee or committee constituted by BASAR Approval of BASAR Fair thesis (3 copies) Research Publications, Plagiarism Report Panel of 6- <i>viva voce</i> examiners Minutes of Departmental BoS Academic Performance Plan of Study Matriculation Pacca Certificate Paid Challan for announcement of Result 	DAS & CoE Through Dean	<ul style="list-style-type: none"> Permission by the Competent Authority (VC) to schedule <i>viva voce</i> examination and thesis defense seminar. Issuance of authority letter for <i>viva voce</i> examination by CoE after approval by the Vice Chancellor. DAS shall circulate the schedule Two subject experts (<i>viva voce</i> examiners) shall also be invited for thesis defense seminar and <i>viva voce</i> exam. The two external examiners will evaluate the scholar during or after the seminar and handover the results to concerned Chairperson. The Supervisory Committee shall incorporate the suggestions of <i>viva voce</i> examiners (if any). The concerned Chairperson and Dean shall endorse the compliance of suggestions by <i>viva voce</i> examiners; thesis copies along with results may be submitted. 	15-30 days
11	Chairperson	<p><u>Submission of viva voce results.</u></p> <ul style="list-style-type: none"> <i>Viva voce</i> results (2 copies) Remuneration bills Certificate of compliance from supervisory Committee Approval of compliance report by BASAR, if required Plan of Study Two copies of bound thesis 2 CDs (Containing Thesis in PDF format) Receipt of thesis copy from Central library, and Faculty / department library No Dues Certificate Matriculation Pacca Certificate Booklet in Sindhi & Urdu (10 copies each) 	CoE Through Dean and DAS	<ul style="list-style-type: none"> Upon the satisfactory completion of all requirements, the Controller of Examinations will issue the notification for the award of the degree. The scholar along with supervisory committee, concerned Chairperson, Dean and PGC will be called at VC office to congratulate and formally award the PhD degree to scholar. 	15-30 days

PH.D. THESIS FLOW CHART

