

Flow Chart for Master Thesis processing

Step	Movement of Thesis			Purpose	Time Frame
	From	Documents	To		
1.	Chairperson	<ul style="list-style-type: none"> • Thesis draft • Performance Certificate 	DAS	<ul style="list-style-type: none"> • Checking of record (admission, dues/fees, approval of synopsis & supervisory committee), and allow thesis for further processing 	2 days
2.	DAS	<ul style="list-style-type: none"> • Thesis Draft 	PGC	<ul style="list-style-type: none"> • Format checking of thesis • Ensure that contents of hard & soft copies of thesis are same (supervisor will provide the soft copy) 	5-10 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. 	
4	Anti-plagiarism cell	<ul style="list-style-type: none"> • 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 thesis 	Supervisor	<ul style="list-style-type: none"> • Incorporation of suggestions / corrections or if similarity of thesis is not as per HEC standards, PGC will send back thesis to Supervisor for revision. • Supervisor will send the revised thesis to PGC for approval. 	7-30 days
6	PGC	<ul style="list-style-type: none"> • Approval for seminar • Plagiarism report • Checked thesis 	Chairperson	<ul style="list-style-type: none"> • On receiving approval from PG, the Chairperson will organize the thesis defense seminar. • After incorporation of suggestions given in the Seminar, the Chairperson will submit the panel of viva voce examiners along with checked and fair copies of thesis. 	7 days
7	Chairperson	<ul style="list-style-type: none"> • Panel of three thesis viva voce examiners (01) • Checked and fair thesis • Performance certificate (01) • Plan of study (02) • Seminar Circular (02) • Seminar Attendance (02) • PGC approval and Plagiarism report (02) 	DAS through Dean	<ul style="list-style-type: none"> • Dean will endorse the panel of examiners for thesis viva voce examination and send the documents to DAS. 	2 days
8	DAS	<ul style="list-style-type: none"> • Panel of Examiners • Fair thesis • Performance certificate • Plan of study • Plagiarism report 	Controller of Exam.	<ul style="list-style-type: none"> • Issuance of authority letter for viva voce examination after approval by the Vice Chancellor. 	3 days
9	Controller of Exam.	<ul style="list-style-type: none"> • Authority letter • Fair thesis • Award list • Remuneration bills 	Internal and external examiners	<ul style="list-style-type: none"> • Conduct of thesis viva voce examination 	10 days
10	Chairperson	<ul style="list-style-type: none"> • Bound thesis (02) • No Dues Certificate (02) • Result of viva voce exam. • Receipt of Central library • Receipt of Departmental library • Remuneration bills • Thesis soft-copy (02) 	DAS Through Dean	<ul style="list-style-type: none"> • Checking of record 	2 days

		<ul style="list-style-type: none"> • Paid challan for announcement of thesis result 			
11	DAS	<ul style="list-style-type: none"> • Bound thesis • No Dues Certificate • Result of viva voce exam. • Receipt of Central library • Receipt of Departmental library • Remuneration bills • Thesis soft-copy (01) • Paid challan for announcement of thesis result 	Controller of Exam.	<ul style="list-style-type: none"> • Announcement of results. 	3 days

MASTER'S THESIS FLOW CHART

