

Thesis Work Road Map for Students

Step 1: Synopsis and Thesis Registration

Student Activities:

- Start thesis after passing three subjects
- Consult with supervisor
- Thesis registration in research office
- Submit first draft of research proposal as per format for proposal defense by **6th WEEK of Second Semester**

Documents Required for Registration

1.	MS Thesis registration form	
2.	First draft of research proposal	
3.	Copy of original DMC (3 courses) issued by UET	
4.	File Folder Letter size	

Step 2: Conduct Proposal Defense and send a request for Proposal Approval

Student Activities:

- Presentation in proposal defense seminar within 2 **WEEKS** after the registration (**Note: Before End of Second Semester**)
- Submission of final draft of research proposal to research section within **1 week** of defense after amendments, if any

Documents Required (only for Approved Proposal)

1	Proposal defense presentation on slides (student copy)	
2	Recommended Thesis Proposal	
3	Registration Notification from IB&M/UET	
4	Copy of original DMC issued by UET	
5	PGRC Minutes for consideration and approval of MS Thesis Title and appointment of supervisors.	

Step 3: Receive Proposal Approval Letter

Student Activities:

- Collect copy of proposal approval letter from research section **1 WEEK after PGRC** in which your case is presented (*your time starts for thesis completion*)
- Submit thesis seminar request form **AFTER 3.5 MONTHS** to research section for final defense [Final Defense Form.doc](#) (At least 4.5 months required to process it to UET)

Step 4: Final Defense

Student Activities:

- Presentation of thesis final Seminar (**Submission of 4 ring bound copies of thesis to research section one week before presentation**)

Documents required:

1.	Thesis seminar request form	
2.	4 Ring Bound copies of Thesis (one week before presentation)	
3.	Final defense presentation	

Step 5: Checking of Similarity Index Report

Student activities:

- Submit CD of complete thesis in prescribed format to research section for checking of similarity index **WITHIN ONE DAY of final defense with DMC (only for recommended cases)**
- Receive the copy of similarity index report (within range) from research Section **after 1 WEEK of Submission**
- Request for external/internal examiner appointment for final viva

Documents Required:

1.	Copy of Proposal Approval Letter	
2.	Copy of original DMC issued by UET (8 Courses)	
3.	CD of complete thesis as per format <ul style="list-style-type: none">➤ excluding table of contents and references ,➤ don't forget to add title page of your thesis ,➤ title must be same as per approved by ORIC	
4.	Covering Letter/Request Form/Application for similarity index	

Step 6: Refer case of External/Internal Examiner appointment to PGRC

Student activity:

It is an internal activity; the student should keep a follow up contact with research section for presentation of case for appointment of examiners in PGRC.

Documents Required: (Internal)

1.	Final Defense/Seminar report	
2.	Copy of “Checking of Similarity Index Report”	
3.	Copy of Submission /acceptance of Article or	
4.	Copy of published paper, if any	
5.	Copy of original DMC of Complete 8 Courses	
6.	3 Proposed Names of External Examiners Recommended by Supervisor	
7.	Refer recommended final defense to PGRC for recommendation of examiners and get signed minutes for further proceedings	

Step 7: Request for External/Internal Examiner appointment

Student activity:

- It is an internal activity; the student should keep a follow up contact with research section for approval of examiners

Documents Required: (Internal)

1	Performa of the appointment of Internal/External examiners	
2	Copy of Approval of Research Proposal	
3	Copy of PGSRC Minutes of Appointment of Internal/External Examiners	
4	Copy of “Checking of Similarity Index Report”	
5	Copy of change of roll number of MBA students, if any	
6	Copy of DMC of Complete 8 Courses	
7	CV’s of 3 External Examiners approved in PGSRC	

Step 8: Thesis Viva

Student activity:

- Submit **7 title pages** as per format within **1 WEEK** of appointment of external examiner
- Submit ring bound copy of thesis/email to your supervisor and external examiner for review within **1 WEEK** of **appointment of external examiner**
- **Coordinate with Research Section for Viva Date**
- Submit bank challan fee of Rs. 3000 before viva /on viva day

Documents required: (Internal)

1	3 Copies of Performa for submission of result of M.S thesis evaluation	
2	Ring bound copy of thesis	
3	7 Title Pages	
4	Copy of Appointment of Internal/External examiner	
5	Copy of Research Proposal Approval Letter	
6	Copy of “Checking of Similarity Index Report”	
7	Copy of DMC (Complete 8 courses)	
8	University Grade Sheet	
9	University Award List	
10	Form C (Bill form for the payment to Neutral/External Examiner)	
11	Form D (Bill form for the payment to Internal Examiner)	
12	Attendance sheet for Practical/Viva voice examination	
13	Bank deposit slip of Rs. 3,000/- (Student Dues for Thesis, Account No. 1287901582203)	

Documents required: (from student)

1.	Bank deposit slip of Rs. 3,000/- (Student Dues for Thesis, Account No. 1287901582203)	
2.	Ring bound copy of thesis	
3.	7 Title Pages	
4.	Copy of original DMC issued by UET (8 Courses)	

Step 9: Result Declaration Request

Student activities:

- Submit 2 CDs and 7 hard copies of thesis within 1 WEEK of final viva after amendments, if any

Documents Required: (Internal)

Dean Office:

1st set

1	2 CDs and 7 Hard Copies	
2	Performa for submission of result of M.S thesis evaluation	
3	Bank deposit slip of Rs. 3,000/- (Student Dues for Thesis, Account No. 1287901582203)	
4	Copy of DMC	

2nd set:

1	Performa for submission of result of M.S thesis evaluation	
2	Copy of DMC	
3	Copy of Proposal approval form	
3	Copy of Appointment of Internal/External Examiner	
4	Copy of Published Research Paper, if any	
5	Bank slip copy	

Controller Examination:

1	Form C	
2	Form D	
3	Copy of Appointment of External/Internal examiner	
4	Copy of Attendance sheet	

Internal Record

1	Grade Sheet	
2	Award List	
3	Original Attendance Sheet	
4	Performa for submission of result of M.S thesis evaluation	

SOPs for Extension Cases:

Documents required:

1	Extension Cover Letter	
2	Minutes of Meeting	
3	DMC	
4	Student Application	

Note!!!

- If you start and follow the road map, it will take approximately **6 MONTHS** to complete your thesis.
- Your time for thesis will start after you get proposal approval letter from **ORIC**
- If your degree duration expires, **EXTENSION** could be applied for **1 year** provided you have got proposal approval before expiry of your degree duration.