



Directorate of Advance Studies & Research Board

# Shaheed Benazir Bhutto University

Sheringal, Dir-Upper, Khyber Pakhtunkhwa, Pakistan. Ph # 0944-885424 Email: directorASRB@sbbu.edu.pk

## CHECK LIST WHILE SUBMITTING MPhil/Ph.D. SYNOPSIS

Scholar Name: \_\_\_\_\_ Department \_\_\_\_\_ Session \_\_\_\_\_

Title of the Synopsis: \_\_\_\_\_

01	The Synopsis has been prepared as per the approved format available at University's Official Web	YES/NO	
02	Supervisor has already assigned for the Synopsis by the Board in its _____ meeting held on _____	YES/NO	
03	The research title has already been approved by the Board as Agenda Item No. _____ in its _____ meeting held on _____	YES/NO	
04	HEC prescribed similarity index limit of less than 19% as a whole and < 05% from any single source is followed	YES/NO	
05	15 copies of the Synopsis as per requirement are attached in the following order (i) Checklist (ii) Proforma for submission of Synopsis & GSC Observation Proforma (iii) Supervisor/Co supervisor Consent form (iv) Research Synopsis (v) Minutes of GSC (Only with 15 copies of the first scholar if more scholars were recommended by the GSC for the current ASRB meeting) (vi) Turnitin Originality report (vii) DMC (viii) Clearance form	YES/NO	
06	The title page of all the copies of the Synopsis has been signed by the GSC members in Original	YES/NO	
07	A soft copy of the Synopsis has been sent to the Directorate's official email address (directorASRB@SBBU.edu.pk)	YES/NO	
08	The minutes of the Graduate Studies Committee signed by all the members is Attached	YES/NO	
09	all the changes and suggestions recommended by the Graduate Studies Committee are properly incorporated in the present synopsis	YES/NO	
10	The Synopsis (in its present form) has been recommended by the GSC for the approval of the Board	YES/NO	
11	The scholar has cleared the coursework requirement within prescribe duration	YES/NO	
12	copy of the coursework clearance (DMC) is attached.	YES/NO	
13	Whether Synopsis is submitted within the maximum duration.	YES/NO	
14	If No. Extension of time obtained? If yes attach a copy of the notification	YES/NO	
15	The criterion set by the HEC with regard to the number of scholars supervised at MS / M.Phil /PhD level has been strictly followed.	YES/NO	
16	Covering letter duly signed by the Supervisor and forwarded through the HoD	YES/NO	

Supervisor-I: \_\_\_\_\_

Signature \_\_\_\_\_

Supervisor II (If any): \_\_\_\_\_

Signature \_\_\_\_\_

Head of the Department