



Directorate of Advance Studies & Research Board

Shaheed Benazir Bhutto University

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CHECK LIST WHILE SUBMITTING MPhil/Ph.D. SYNOPSIS

01	Proforma for submission of Synopsis (download from the website)	YES/NO	
02	The Synopsis has been prepared as per approved format available at University Official Web	YES/NO	
03	Supervisor has already assigned for the Synopsis by the Board in its _____ meeting held on _____	YES/NO	
04	The research titled of the Synopsis has already approved by the Board in its _____ meeting held on _____	YES/NO	
05	Research synopsis must go through plagiarism software before submission to ASRB. Similarity Index (Turnitin Originality Report) is attached?	YES/NO	
06	HEC prescribed similarity index limit of less than 19% as a whole and < 05% from any single source is followed	YES/NO	
07	15 copies of the Synopsis as per requirement are attached	YES/NO	
08	The title page of all the copies of the Synopsis has been signed by the GSC members in Original	YES/NO	
09	Soft copy of the Synopsis has been sent to the Directorate official email address (directorASRB@SBBU.edu.pk)	YES/NO	
10	Minutes of the Graduate Studies Committee signed by all the members is Attached	YES/NO	
11	all the changes and suggestions recommended by the Graduate Studies Committee are properly incorporated in the present synopsis	YES/NO	
12	The Synopsis (in its present form) has been recommended by the GSC for the approval of the Board	YES/NO	
13	The scholar has cleared the course work requirement within prescribe duration	YES/NO	
14	Copy of the course work clearance (DMC) is attached?	YES/NO	
15	Whether Synopsis submitted within the maximum duration.	YES/NO	
16	If No. Extension of time obtained? If yes attach copy of the notification	YES/NO	
17	Criterion set by the HEC with regard to number of scholars supervised at MS / M.Phil /PhD level has be strictly followed?	YES/NO	
18	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