

## CHECKLIST FOR MS/MSc DOCUMENTS

Name of Scholar..... Reg No. ....

Supervisor Name ..... Dept Name .....

Present address of scholar.....

Contact No..... Email:.....

S #	Required Documents & Dates for Scrutineers	Status
1.	MS/MSC Registration Notification	Date: __/__/__
2.	Admission Criteria: CGPA in Semester System or % in Annual System, NTS Subject, HAT/JET Test	
3.	Copies of SSC, HSSC, Bachelor & other credentials	Yes / No
4.	Copy of CNIC of Scholar	Yes / No
5.	Weather Supervisor is HEC approved or not (If yes, Attach Certificate)	Yes / No
6.	24-Credit Hours (08-Courses) after Admission / Copy of incomplete Transcript of Awards	Yes / No
7.	Transfer/Exemption of Courses (If Any)	Yes / No
8.	CGPA > 2.5	Yes / No
9.	Date of Topic Approval	Date: __/__/__
10.	HEC Recognized Journal Publication from 2015 onwards (Date of Publication)	Date: __/__/__
11.	Status of Publication (Published or Accepted or Submitted) <i>As verified by the Supervisor</i>	
12.	Approval of External Examiner	Yes / No
13.	Date of notification of Final Defense / Viva Voce	Date: __/__/__
14.	Recommendations made or Not (If Any)	Yes / No
15.	Performa (Submission of result for MS/MSc Thesis Evaluation signed by internal/External examiner by Dept.)	Yes / No
16.	Certificate of Anti-Plagiarism by Scholar and Countersigned by Supervisor	Yes / No
17.	Anti-Plagiarism report (<=19%)duly signed by Scholar and Supervisor	
18.	Time Limit (Date) for MS/MSc from Admission (Min 1.5 years – Max up to 4 years)	Date: __/__/__
19.	Extension in Time Limit from Academic Council	Date: __/__/__
20.	Hard copy of thesis	Yes / No
21.	Soft Copy of Thesis	Yes / No
22.	Clearance & Scholar's CV for Contact	Date: __/__/__

\_\_\_\_\_  
Sign of In-charge PGS.

\_\_\_\_\_  
Sign of Admin Officer (ASR & TD)

Remarks (If any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature Scrutineer 1: \_\_\_\_\_ Signature Scrutineer 2: \_\_\_\_\_

Name Scrutineer 1: \_\_\_\_\_ Name Scrutineer 2: \_\_\_\_\_

Name of Deputy Controller \_\_\_\_\_ Sign of Dy. Controller \_\_\_\_\_