



Department of
Shaheed Benazir Bhutto University
Sheringal, Dir-Upper, Khyber Pakhtunkhwa, Pakistan

SUBMISSION OF SYNOPSIS

To

ADVANCE STUDIES & RESEARCH BOARD (ASRB)

SCHOLAR'S NAME:.....

DEPARTMENT:.....

PROGRAM:.....

PROPOSED SUPERVISOR:.....



Department of

Shaheed Benazir Bhutto University

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Checklist for Submission of MPhil/Ph.D. Synopsis to ASRB

Scholar's Name: _____ Deptt: _____

Session: _____ Title of the Synopsis: _____

(Attach all documents in the order listed below and follow the instructions carefully)

S#	Description	Yes/No	P.No
01	The checklist has been completely filled (Yes/No), and all documents are attached in the same order.		
02	A cover letter from the Supervisor to the Director ASRB, showing the HEC criteria for the number of scholars supervised at MS/MPhil/PhD level. It must be signed and forwarded through the Head of Department (HoD) using the prescribed format.		
03	All changes or observations suggested by the GSC have been made in the synopsis under the supervisor's guidance and listed in a tabular form, signed by both the Supervisor and HoD.		
04	A copy of the scholar's Course Work Transcript (DMC) is attached.		
05	The Supervisor's Consent Form , signed by the supervisor, is attached.		
06	Only the title page of the GSC meeting minutes' plus the GSC minutes page relevant to the scholar (showing approval of title, synopsis, and supervisor, along with any comments or changes) are attached and signed by all GSC members.		
07	The research work/synopsis is being submitted within the allowed duration. If not, an extension approval must be attached.		
08	For in-service scholars, a copy of the No Objection Certificate (NOC) signed by the HoD is attached.		
09	The Accounts Section clearance form, signed by the relevant officer, is attached.		
10	The Turnitin similarity report (as per HEC rules) shows less than 19% total similarity and less than 5% from any single source. The report is attached.		
11	The synopsis has been prepared according to the University official format available on the website, including correct title page, margins, font size, and line spacing.		
12	A soft copy of the synopsis has been emailed to: director_gcc@sbbu.edu.pk		
13	Fifteen (15) hard copies of all documents listed above are submitted for onward submission to ASRB.		

Supervisor's Name & Signature: _____

Co-Supervisor's Name & Signature (If any): _____

Counter Signature of HoD with Seal _____



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The Director,

Quality Enhancement Cell /Advanced Studies and Research Board (ASRB),
Shaheed Benazir Bhutto University, Sheringal.

Subject: Submission of the Synopsis of Mr./Ms. _____,
Recommended by the _____ Graduate Studies Committee (GSC), for
Consideration by the ASRB

This is to certify that all minor and major corrections, observations, and changes suggested by the Graduate Studies Committee (GSC) in its _____ meeting held on _____, regarding the research proposal of the following scholar, have been made under my supervision.

Scholar's Name: _____ **Department of** _____

Session: _____ **Date of Enrollment:** _____ **Reg No:** _____

MS/M.Phil/Ph.D in the subject: _____

Research Title: _____

The research proposal has been revised according to the University's prescribed format. It is, therefore, requested that permission be granted for the above-mentioned scholar to present their research proposal before the Advanced Studies and Research Board, as per the approved procedure of Shaheed Benazir Bhutto University. Details of the incorporated corrections and changes are attached.

Supervisor's Name: _____ **Designation:** _____

Department: _____ **Contact & E-mail:** _____

Total No of M.Phil Scholars currently under my supervision are _____ **& Ph.D** _____

Signature _____

Countersigned by _____
(Head of Department)



Department of

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THE DETAIL OF INCORPORATED CORRECTIONS AND CHANGES

(This portion must be typed in English or Urdu as the case may be. Write NA if not applicable)

S#	Observations ofGSC	Action Taken	Page No of Synopsis
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			

Scholar's Name & Signature: _____

Supervisor's Name & Signature: _____

Co-Supervisor's Name & Signature (If any): _____

Countersigned by the Head of Department _____



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Copy of the scholar's Course Work Transcript (DMC)



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SUPERVISOR / CO-SUPERVISOR CONSENT FORM FOR M.PHIL / Ph.D

(Delete whichever is not relevant)

MS/MPhil Supervision:

Scholar's Name: _____ Department of _____
Session: _____ Date of Enrollment: _____ Reg No: _____
MS/M.Phil in the subject: _____ Course Work CGPA: _____
Research Title: _____

I, Dr./Mr./Ms./Mrs. _____, confirm that I have the necessary facilities and agree to supervise/co-supervise the research work of the above-mentioned M.Phil scholar, as per the rules of the University and the HEC policy guidelines. I also confirm that the criteria set by the HEC regarding the number of students supervised at the MS/M.Phil/Ph.D. level have been strictly followed.

Name (Full in Capital Letters): _____

Designation: _____ Department: _____

University: _____ Signature: _____

For PhD Supervision:

Scholar's Name: _____ Department of _____
Session: _____ Date of Enrollment: _____ Reg No: _____
Ph.D in the subject: _____ Course Work CGPA: _____
Research Title: _____

Comprehensive Examination Committee Notification (Copy attached as Annex.....)

I, Dr. _____, confirm that I have strictly followed the HEC criteria regarding the number of scholars supervised at the MS/M.Phil/Ph.D. level. I agree to supervise/co-supervise the research work of the above-mentioned Ph.D. scholar as per the University rules and HEC policy guidelines within the approved time frame.

Name (Full in Capital Letters): _____

Designation: _____ Department: _____

University: _____ Signature: _____



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Title page of GSC minutes and the page of GSC Minutes relevant to the scholar (showing approval of title, synopsis, and supervisor, along with any comments or changes etc)



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Time extension Notification (if any)



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NOC from the Employer (if any)



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The Accounts Section clearance form



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Turnitin Report/Certificate



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Copy of Synopsis (but should be on plain paper instead of this letter Head)