

Standard Operating Procedure for Appearing In Board of PGS

Process for Appearance in PGS board

The student shall submit seven copies of Synopsis/final thesis along with final presentation and soft copy of thesis/synopsis to PGS office at least two days before the PGS meeting day. In case of late submission, he will not appear in that meeting. **No request for entertaining the student copies after the due date will be entertained at any cost.**

No changes in the final presentation will be allowed after the due date. The student will have to present the same submitted presentation from the Computer system already present in the PGS presentation room.

The student with plagiarism more than the HEC allowable limit will not be allowed to appear in board.

Process for announcement of PGS board

The PGS board date will be communicated to PGS coordinator and Engr. Abdul Rehman. The date of PGS board will be displayed on PGS website. It will be the student responsibility to check website at regular intervals. No other announcement will be made.

Procedure for appearance on interview date

The student should reach and mark attendance on announced date thirty minutes before the meeting time.

Procedure for sequence of student appearance on interview date

The sequence of the candidate for interview will be displayed on the PGS meeting room two hours before the meeting scheduled time.

Procedure for submission of changes by the students

The student should submit the document with recommendations (if any) latest by next day. If the changes has not been received by then, the student will have to appear again in the PGS board.

Procedure for minutes of meeting

The minutes of meeting of the board of PGS must be ready not later than two days after the PGs board meeting.

Procedure for paper Plagiarism check

Student will submit the soft copy to PGS office. The soft copy of plagiarism report should reach Engr Abdul Rehman on the same day. The PGS office will return the plagiarism report after two working days. The plagiarism checking requests with intention for removal of plagiarism will not be entertained.

Procedure for Board Agenda

The agenda will be finalized a day before the PGS meeting. It will be the responsibility of the PGS coordinator to prepare agenda as per guidelines and take approval from chairman and Dean sb.

Procedure for thesis/synopsis distribution for board members

The copies of the thesis and synopsis will reach to the board members for review one day before the meeting day along with plagiarism percentage report. It will be the responsibility of the PGS coordinator for timely distribution of above said items to the members.

Director PGS

Dr. Salman Hussain
Assistant Professor
IED UET Taxila