



PUNJAB TIANJIN UNIVERSITY OF TECHNOLOGY, LAHORE

DOC #: PTUT/ Exams/Frm-013
Rev #: 00

CHECKLIST FOR MS/MSC DOCUMENT REQUIREMENTS

Issue Date: 28-11-2024

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

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

Sr. No.	Required Documents & Dates for Scrutineers	Status
1.	MS/MSc Registration Notification with Date	Date: ___/___/___
2.	Admission Criteria, CGPA in Semester System or % in Annual System, NTS Subject, etc.	
3.	Copies of SSC, HSSC, Bachelor & other Credentials	Yes / No
4.	Copy of CNIC of Scholar	Yes / No
5.	Whether Supervisor is HEC Approved or not (attach Proof)	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 (Date of Publication)	Date: ___/___/___
11.	Status of Publication (Published or Accepted or Submitted)	
12.	Approval of External Examiners	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 & Syndicate (if any)	Date: ___/___/___
20.	Hard Copy of Thesis	Yes / No
21.	Soft Copy of Thesis	Yes / No
22.	Clearance & Scholar's CV for Contact	Date: ___/___/___

Present Address of Scholar -----

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

Sign of Dealing Person of Dept.

Sign of Dealing Person of ASR & TD

Remarks (If any) at Exams Off: _____

Signature Scrutineer 1: _____ Signature Scrutineer 2: _____

Name Scrutineer 1: _____ Name Scrutineer 2: _____

Name of Dy. Controller _____ Sign of Dy. Controller _____