

DIRECTORATE OF RESEARCH AND GRADUATE STUDIES UNIVERSITY OF SINDH

PhD Thesis submission process for final Evaluation and Examination Guidelines

- Please carefully read all following guidelines before submission of thesis
- Follow all guidelines to avoid any delay in the thesis evaluation process.

Stages	Details
A	<p>1- Finalize softcopy your thesis according to the UoS thesis formatting guideline (Back of this page) and MS word template is available on http://drgs.usindh.edu.pk in downloads option.</p> <p>2- Organize softcopy into following folders and store on a CD for submission to DRGS office for Plagiarism checking process.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Folder-1 -MS Word (Complete thesis in one file) • Folder-2 -MS Word (Thesis-Chapter wise) • Folder-3- PDF format (Complete thesis in one file) </div> <p>Note:</p> <ul style="list-style-type: none"> • Write your full name, Program (MPhil/MS/PhD), Department, Email and Mobile phone number on the cover of CD/DVD. • After writing data on disk please double check your CD/DVD • Download and fill up the thesis submission form available on: Website http://drgs.usindh.edu.pk in downloads option or can get a printed copy from inquiry desk. • Attach all required documents and finalize your remaining fees. <p>Important Note: <u>Please read following guidelines to save your time and expenses on printing of your thesis.</u></p> <p>1-Before printing thesis carefully check the guideline provided by the DRGS (Hard copy sample of thesis are available on Inquiry desk to show)</p> <p>2- Number of Hard copies required for evaluation and examination process.</p> <ul style="list-style-type: none"> • Two (02) Copies(with soft binding) for the External Expert (National) • Two (02)/Three (03) Copies (with soft binding) for supervisors (Internal Experts) <p>Submit following to the office of DRGS for further process.</p> <ol style="list-style-type: none"> 1) Thesis copies (Printed) 2)CD/DVD (Softcopy of Thesis) 3) Completed thesis submission Form 4) and Paid Challan copy
B	<p style="text-align: center;">Very Important</p> <p>After successful thesis examination/Viva voce</p> <ul style="list-style-type: none"> • One final (01) hard copy (with soft binding) after incorporating all corrections and suggestions and signed from main supervisor and co-supervisor/s (<i>For the final approval and award of the PhD degree from the Board of Advanced Studies and Research (BASR)</i>) <p>Note: The thesis should be submitted within a week after successful Viva voce examination to the office of DRGS.</p>
C	<p>After approval of the degree from the BASR you have to submit the final revised printed copies of thesis to following sections of the university:</p> <ul style="list-style-type: none"> • One (01) Hard bind copy of thesis to the CENTRAL LIBRARY. • One (01) Hard bind copy of thesis to the SINDHOLOGY. • One (01) Hard bind copy and One (01) Softcopy on CD/DVD of thesis to the Office of Controller of examination (Semester) for HEC, Islamabad.
D	<ul style="list-style-type: none"> • Submit receipt of thesis submission (download from http://drgs.usindh.edu.pk) fill and sign from the CENTRAL LIBRARY and SINDHOLOGY on inquiry desk at DGRS. • Collect your NOC to get your Pass and degree certificate

For any further guideline please feel free to contact inquiry desk between-9:30 AM- 2:30 PM
Phone: **Email:** info.rgs@usindh.edu.pk **website:** <http://drgs.usindh.edu.pk>
 February 2021

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Ph.D. Thesis Guideline

- The language of the thesis in case of disciplines under the Faculties of Natural Sciences, Arts, Education, Commerce and Business Administration, Social Sciences and Law shall be English language only. In case of Islamic Studies and Languages, the thesis may however be written in a language approved by the Advanced Studies and Research Board.
- In case of Natural Sciences, the final Ph.D. thesis should not be more than **80,000** words (excluding Appendix) whereas, in case of Social Sciences and Humanities, the thesis should not be more than **100,000** words.
- The thesis, which is submitted in a language other than English, e.g., in Islamic Culture and Religion etc., must have a summary of the thesis written in English also.

4-Structure of Ph.D. Thesis:

- Title page
- Second Page (Intellectual Property and Publication Statements)
- Acknowledgement page
- Abstract
- Table of Contents
- Lists of Tables.
- List of Figures
- Abbreviations
- Chapters
- References
- Appendices

5-Referencing styles:

- APA (American Psychologists Association): For social science and Business.
- IEEE (Institute of Electronics and Electrical Engineers): For Engineering, Science, and IT.

6- Formatting:

- **Page Margins:** The page with 1.5" margin on the left and 1" margin on the other three sides.
- **Page Numbers:** Page numbers must appear on each page preferably at the center of the bottom of the page.
- **Maximum three heading levels:** Main Heading 1 should be 16 in size and Bold; Main Heading 2 should be 14 in size and bold and Main Heading 3 should be 12 in size and bold.
- **Paragraphs:** Times New Roman, size 12 with 1.5-line spacing.
- **Figures:** Should be aligned in the center with caption below the figure in Times New Roman, size 12. Example: Figure 1. Map of Indus valley.
- **Tables:** Should be aligned in the center with label on above the table with Time new roman, size 12. Example: Table 1. Comparison of Technologies

Note: MS word template is available on <http://drgs.usindh.edu.pk> in downloads option.