

| | ACTION | GUIDELINES | Scale 1 3 months(submit hardbound copy) | Scale 2 6 months(submit hardbound copy) | Scale 3 9 months(submit hardbound copy) |
|-----|------------|--|--|--|---|
| | | | Weeks/Months from date of viva-voce | | |
| 1. | STUDENT | IPS receives Form BE-05A(list of correction) from student endorsed by supervisor | 1 st & 2 nd week of 1 st month | 1 st week of 1 st month- 2 nd week of 1 st month | 1 st week of 1 st month- 2 nd week of 1 st month |
| 2. | IPS | IPS submit Form Be-05A to examining committee | | | |
| 3. | IPS | IPS receives Form Be-05A from examining committee | | | |
| 4. | IPS | IPS sends Form BE-05A to student and cc supervisor, Deputy Dean Research and Dean | | | |
| 5. | STUDENT | Student work on corrections with Supervisor | 2 nd - 4 th week of 1 st month | 2 nd week of 1 st month – 4 th week of 4 th month | 2 nd week of 1 st month – 4 th week of 7 th month |
| 6. | STUDENT | Student submit soft bound copy of thesis, softcopy of corrections and Form BE-05B to supervisor | | | |
| 7. | SUPERVISOR | Supervisor checked the soft bound copy of thesis, softcopy of corrections and Form BE-05B. | | | |
| 8. | FACULTY | After endorsement from supervisor, Deputy Dean Research, student submit soft bound copy of thesis, softcopy of corrections and Form BE-05B to IPS | 1 st week of 2 nd month | 1 st week of 5 th month | 1 st week of 8 th month |
| 9. | IPS | IPS submit Form BE-05B and soft bound copy of thesis of corrections and to External Examiner(s) and / Internal Examiner | 2 nd week of 2 nd month | 2 nd week of 5 th month | 2 nd week of 8 th month |
| 10. | IPS | IPS receives Form BE-05B and draft thesis of corrections from External Examiner(s) and /Internal Examiner | 3 rd week of 2 nd month 3 rd week of 2 nd month - 3 rd week of 3 rd month | 3 rd week of 5 th month | 3 rd week of 8 th month |
| 11. | IPS | IPS submit Form BE-05B and soft bound copy of thesis, Form BE-05B from External Examiner(s) and /Internal Examiner to student, supervisor, Deputy Dean Research and Dean | | 3 rd week of 5 th month - 3 rd week of 6 th month | 3 rd week of 8 th month - 3 rd week of 9 th month |
| 12. | STUDENT | Student work on corrections with supervisor | | | |
| 13. | STUDENT | Student submit soft bound copy of thesis to IPS to check for formatting and all in the list of submission is available. | 3 rd week of 3 rd month | 3 rd week of 6 th month | 3 rd week of 9 th month |
| 14. | STUDENT | Student submit hard bound copy of thesis to IPS | 4 th week of 3 rd month | 4 th week of 6 th month | 4 th week of 9 th month |

| | ACTION | GUIDELINES | Scale 4 12 months(submit soft bound thesis for re-examination or re-viva) |
|-----|------------|---|--|
| | | | Weeks/Months from date of viva-voce |
| 1. | STUDENT | IPS receives Form BE-05A(list of correction) from student endorsed by supervisor | 1 st week of 1 st month- 2 nd week of 1 st month |
| 2. | IPS | IPS submit Form Be-05A to examining committee | |
| 3. | IPS | IPS receives Form Be-05A from examining committee | |
| 4. | IPS | IPS sends Form BE-05A to student and cc supervisor, Dep Dean Research and Dean | |
| 5. | STUDENT | Student work on corrections with Supervisor | 2 nd week of 1 st month – 3 rd week of 12 th month |
| 6. | STUDENT | Student submit soft bound copy of thesis, softcopy of corrections and Form BE-05B to supervisor | |
| 7. | SUPERVISOR | Supervisor checked the soft bound copy of thesis, softcopy of corrections and Form BE-05B. | |
| 8. | STUDENT | After endorsement from supervisor, Dep Dean Research, student submit soft bound copy of thesis and Form BE-05B to IPS | 4 th week of 12 th month |
| 9. | IPS | IPS submit Form BE-05B and draft thesis of corrections and to External Examiner(s) and / Internal Examiner | 1 st week of 13 th month |
| 10. | IPS | IPS receives Form BE-05B and draft thesis of corrections from External Examiner(s) and /Internal Examiner | 1 st week of 14 th month |
| 11. | IPS | IPS prepares for Viva-Voce. Prepares file, inform internal examiner, external examiner, supervisor, student and Dean. | 2 nd week of 14 th month |