

**UNIVERSITY OF PUNE**



**Application for Admission for the degree of Doctor of Philosophy (Ph.D.)  
(To be forwarded through the Head, Place of Research)**

1. Faculty: .....2. Subject : .....

3. Research Topic : .....

.....

To,  
The Registrar  
University of Pune  
Pune-411007 (INDIA)

Tel./Mobile No.: .....

E-mail : .....

Dear Sir

I hereby apply for admission to the Ph.D. Degree. I state that I have not been admitted as a student for this or any other Degree in this or any other University. The required details about myself are as follows :

1.Name in full (in Capital Letters) : .....  
(Beginning with Surname) (Surname) (Name) (Father/Husband) (Mother's Name)

2.Date of Birth : 

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3.Gender : Male/Female(Strike out whichever is not applicable)

4.Nationality : .....

5.Permanent Address : .....

.....

6.Present (Local) Address : .....

.....

7.I belong to the category mentioned below

(Please Tick the appropriate box & attach attested cast certificate)

1 Open Category	2 SC	3 ST	4 DT (A)	5 NT (B)	6 NT(C)	7 NT (D)	8 OBC	9 SBC

8. Present Occupation/Employment .....  
 (Give Name and Address of  
 the Employer) .....

9. Particulars of Degrees previously obtained (attach attested copies of statement of marks and certificates) :

Degree	University	Year of Passing	Subjects Offered	Class Grade	Percentage Grade Points
Bachelor's Degree					
Master's Degree					
M. Phil. Degree					
Any other Degree/ Diploma					

10. Particulars of Publications :

Title of the Paper/Book	Name of the Journal/ Publisher	Place and Year of Publication
1.		
2.		
3.		

11. Details of Teaching Experience :

Name of the College	Subject(s) Taught	Year(s)

12. Details of professional experience, if any (Attach necessary Certificates) :

(i) Nature of Professional Experience : .....

(ii) The Institute where Professional experience was gained : .....

(iii) Period of Professional experience : .....

13. (i) Title of M. Phil. Dissertation, if applicable : .....

.....

(ii) Is the Proposed topic of Doctoral Research Related to or an Expansion of the M. Phil. Dissertation? : Yes / No

14. Name of the Research Guide: : .....  
(under whom I propose to work  
for my Ph.D.)

15. Name of Co-Guide, if any : .....

16. Name and address of the approved : .....  
place of research (where I desire to  
do Doctoral Research) .....

All the particulars given above are true to the best of my knowledge .I have read the Rules for the Degree of Doctor of Philosophy (Ph.D.) and I undertake to abide by them. I also undertake to regularly report at the Place of Research unless otherwise permitted by the Head, Place of Research on the recommendation of the Research Guide.

Eight copies of the research outline (as per appendix 'B' of the Rules) and a xerox copy of the registration fee receipt are enclosed.

Thanking you

Sincerely yours,

Date : .....

Applicant

Place : .....

.....

### Recommendation of the Guide

I, ..... am willing to supervise the  
research work of Mr./ Ms. ....and  
I recommend that he/she be given provisional admission.

Ref. No. of Recognition letter:

Presently..... students are pursuing their research work under my supervision.

Research Guide

Date :

.....

N.B.: The Research Guide is expected to communicate separately to the Head, Place of Research two names of Research Guides as per Rule II.4 and time and date for the presentation.

### Decision of the Head, Place of Research

On verifying the relevant documents I found the student *eligible/ ineligible* for admission to the degree of Doctor of Philosophy (Ph. D.) of the University of Pune. He/She has been *provisionally admitted/ not admitted* to the Ph. D. Programme as a student of the University Department/ Research Institute/ Centre (a copy of the letter has been attached).

The presentation has been scheduled at .....am /pm on .....(Day).  
.....(Date). The Report of the presentation will be forwarded to the University office immediately after the scheduled date.

Head, Place of Research

Date: .....

Seal of the Place of Research

.....

### **Decision of the Research and Recognition Committee**

On the basis of the merit of the proposal and the report of the presentation, the Committee

(a) Approve/s the topic of Research/ recommends the following change in the topic :

.....

(b) Appoint/s the following Co-guide : .....

Chairman

Research and Recognition Committee

Date : .....

In .....

.....

**Appendix 'B'**

**Submission of Research Proposal**

Along with the application form (for Registration) the researcher has to submit eight copies of his/her research proposal. This is a brief description of the research plan which should include : a) rationale and significance of the study, b) a survey of work done in the research area and the need for more research, c) a statement of aims and objectives, d) methodologies and techniques to be used, e) the kinds of conclusions expected and their possible value, f) plan of research, and g) bibliography.

The expected length of the research proposal is six to eight double-spaced A-4 size pages.

The names of the researcher and the proposed guide and the topic of research should be printed at the top. Both the guide and the researcher should sign the proposal.

.....

**Provisional Admission / Registration**

Ref :

Date :

To

.....  
.....  
.....

Subject : Your application for Registration for Ph. D. dated .....

Dear Mr /Ms.....

I am happy to inform you that you have been provisionally admitted to the Ph.D. Programme in .....(subject) .....(Faculty) of the University of Pune with effect from ..... Your place of research will be.....

Your proposal is being forwarded to the University office for approval of the research topic. Your admission/ registration will be confirmed after the University authorities approve the research topic.

Your presentation is scheduled at ..... am/ pm on.....(day),  
.....(date).

yours faithfully,

Director / Head  
Place of Research

Copy to:

1. The Dy. Registrar (Ph.D Unit), University of Pune, Pune 411 007.
2. The Guide : Prof./Dr. ....  
.....
3. The Co-Guide : Prof./Dr. ....  
.....

**Confirmation of Admission/ Registration**

Ref. :

Date :

To,

.....

.....

**Subject:** Confirmation of admission to the Ph.D. in (subject) .....

Dear Mr. / Ms. ....

I am happy to inform you that the Research and Recognition Committee in .....  
..... (Subject) .....(Faculty) has approved your research topic as it  
is/with the modification/s as follows:

.....

.....

Your admission is now confirmed as per Ph.D. Rules II. 3. The details of your admission are:

1. Subject :
2. Faculty :
3. Guide :
4. Co-Guide :
5. Date of Registration :
6. Period of Registration : from ..... to .....

Please note that your admission will be governed by the University of Pune rules for the Degree of Doctor of Philosophy (Ph.D.) with effect from 04<sup>th</sup> October, 2004.

Please also note you will have to pay the fees prescribed as per the following schedule :  
The first installment will have to be paid within a month from the date on which your admission is confirmed. The successive installments will have to be paid within a month from the date of completion of each year. In case of failure to pay the prescribed

fees as per the schedule mentioned, a late fee of Rs. 100/- for Indian students & Rs.500/- for foreign students per month from the due date of payment shall be charged.

Thanking you.

yours faithfully

Head, Place of Research

Copy to :

1. The Dy. Registrar, (Ph.D. Unit), University of Pune, Pune - 411007
2. The Guide : Prof. / Dr.....  
.....
3. The Co-Guide : Prof/ Dr. ....  
.....

.....



**Appendix ‘E’**

**Submission of Progress Report**

The registered research students have to submit progress reports after every six months. The report should include an elaborate description of the reading, writing, data collection or any other work done in relation to the research. The researcher can also mention difficulties encountered, if any.

The guide is expected to certify the report and mention in unambiguous terms whether the progress is satisfactory or not and whether the work done during the period under consideration is relevant and adequate or not.

**Appendix ‘F’**

**Submission of Synopsis**

After the pre-submission seminar, the researcher has to submit fifteen copies of the Synopsis of his/her thesis through the guide .A synopsis is viewed as a mini version of the thesis. It should provide a clear idea about what the thesis is. It should (a) state the objectives, nature and scope of the work done, (b) state the principle conclusions, and (c) state the contribution made to the body of knowledge on the subject.

The expected length of the synopsis is ten double-spaced A-4 size pages. The synopsis will be put on the University website.

**Appendix ‘G’**

**Certificate of the Guide**

CERTIFIED that the work incorporated in the thesis .....

.....(Title)

Submitted by Mr./ Ms.....

was carried out by the candidate under my supervision/ guidance. Such material as has been obtained from other sources has been duly acknowledged in the thesis.

(Supervisor/ Research Guide)

**Appendix 'H'**

**Declaration by the Candidate**

I declare that the thesis entitled .....  
submitted by me for the degree of Doctor of Philosophy is the record of work carried out by me  
during the period from.....to ..... under the guidance of  
..... and has not formed the basis for the award of any  
degree, diploma, associateship, fellowship, titles in this or any other University or other  
institution of Higher learning.

I further declare that the material obtained from other sources has been duly acknowledged in the  
thesis.

Signature of the Candidate

Date : .....

**Appendix 'I'**

**Consolidated Report of the Referees on the Viva Voce**

The viva-voce of Mr. /Ms. .... was conducted on  
..... (day and date). The performance of the candidate was satisfactory/  
unsatisfactory.

We have conducted the open defence of the Ph.D. thesis entitled : .....  
.....  
.....  
..... in the University of Pune .....  
on .....

The performance of the candidate was satisfactory / unsatisfactory. We recommend that he/she be  
awarded the Ph.D. Degree / should not be awarded the Ph.D. Degree/ the viva voce be arranged  
again on .....

.....  
(Guide)

.....  
(External Referee)

.....  
(Chairman)

**UNIVERSITY OF PUNE**

(Attendance Sheet)

Ph. D. Viva Voce of .....

Subject .....

Date of Viva ..... Time ..... Venue .....

**List of the persons attending the Open Defence.**

	Name of the person	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

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