

Savitribai Phule Pune University

Name of the Students :
Faculty :
Subject :
Name of Guide :
Name of the Centre :
Date of Admission :

Check List

List of Documents at the time of Admission (For R & R Committee)

Sr. No.	Document List	Attachment
1.	Admission Form in prescribed format duly signed by Guide and Principal with stamp please fill all the details including Guide details and Mothers name also in English and Marathi	
2.	Presentation Report (As per Ph.D./M.Phil Rule) One Expert must be from outside research center please mention subject, date and every details along with experts name sign and stamp	
3.	Approval Letter i.e. selection letter of University	
4.	All Marksheets (10 th , 12 th , Graduate, Post Graduate)	
5.	Center Affiliation Letter 9Valid Period)	
6.	M.Phil., NET/SET/GATE/SRF/JRF in case of Exemption	
7.	Challan of Rs.1,300/-	
8.	Non-Creamy Layer (If required)	
9.	Marriage Certificate (If required)	
10.	NOC in case of working Candidates	
11.	Provisional Admission Letter (Original)	
12.	Guide Recognition Letter (Valid Period)	
13.	Eligibility Letter	
14.	Three copies of Research Proposal	
15.	Cast Certificate (if applicable)	
16.	Work Experience Certificate	
17.	Transference Certificate / Migration	
18.	PET Application and copy of Result as Qualified	
	Please flag the file	

Above attached document is checked & verified.

Assistant / Sr. Assistant	Asst. Section Officer	Section Officer	Assistant Registrar
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Savitribai Phule Pune University

Name of the Students :
Faculty :
Subject :
Name of Guide :
Name of the Centre :
Date of Admission :
Date of Pre-synopsis Presentation before Research Advisory Committee:

Check List

List of Documents for Synopsis Submission

Sr. No.	Document List	Attachment
1.	Synopsis Form duly signed by Guide and Principal, Stamp of Centre	
2.	Original Pre-Synopsis Presentation Report	
3.	Confirmation Letter (in prescribed format)	
4.	Eligibility Letter /T.C. / Migration	
5.	M.Phil / Course Work Completion Certificate	
6.	Recognition Letter of Guide and Research Center	
7.	Copy of all Fees Receipt	
8.	Copy of all Progress Reports	
9.	Report of Research Advisory Committee of every Progress Report along with all progress reports	
10.	Re-Registration Letter / Special Extension (If any)	
11.	Change of Guide (If required)	
12.	Change of Topic (If required)	
13.	Change of Research Centre (If required)	
14.	Evidence of National / International Published Papers signed by Guide/ Paper presentation	
15.	Copy of Synopsis duly signed by Guide	
16.	Details of payment of University share as per University order dated 26/02/2016	
17.	Research & Recognition Letter / Approval letter	
18.	Panel with Bio-data of all referees (Experience more than 15 years) Panel should consist as per provision of M.Phil. / Ph.D. prescribed by the University	

Above attached document is checked & verified.

Assistant / Sr. Assistant	Asst. Section Officer	Section Officer	Assistant Registrar

Savitribai Phule Pune University

Name of the Students :

Faculty :

Subject :

Name of Guide :

Name of the Centre :

Date of Admission :

Date of Pre-synopsis Presentation before Research Advisory Committee:

Date of Synopsis Submission:

Check List

List of Documents for Thesis Submission

Sr. No.	Document List	Attachment
1.	Application for submission in prescribed format along with payment details of fees as per	
2.	Plagiarism report Turnitin Report / Urkund Report less than 10% with DAIP committee report signed by 2 experts and Director and Guide	
3.	Abstract with the Signature of Guide and Student	
4.	Soft copy of thesis duly signed by Guide and Student	
5.	Evidence of National / International Published Papers signed by Guide and Student	
6.	Acknowledgement of thesis received by Guide	
7.	Acknowledgement of thesis received by Centre with sign and stamp	
8.	NOC from concern Department, Library, Hostel, etc. (for University Department only)	

Above attached document is checked & verified.

Assistant / Sr. Assistant	Asst. Section Officer	Section Officer	Assistant Registrar