



# **User Manual For Research Scholar 2024-25**

**Ph.D Program at BNCA**

**Maharshi Karve Stree Shikshan Samstha's  
Dr Bhanuben Nanavati College of Architecture for Women  
Ph.D Research Centre**

**Affiliated to**

**Savitribai Phule Pune University  
Faculty - Science and Technology  
Subject - Architecture**

**Compiled by  
Dr. Meera Shirolkar**

## Ph.D Program at BNCA

The SPPU shall admit candidates by a two-stage process through

### Stage 1- PET Exam – Conducted by SPPU.

1. The Entrance Test will be of 100 marks (100 questions of one mark each with multiple choice) with 50% marks as qualifying marks.
2. The syllabus of the Entrance Test shall consist of questions, 50% based on research methodology and 50% shall be subject specific.

### Stage 2 – Personal Interviews – Conducted by Research Center

An interview organized by the SPPU when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee.

### Process of Admission/Registration after the interview:

A selected applicant shall be required to make a brief presentation at the place of research before the **Research Advisory Committee**. The presentation will be arranged by the Head of the Place of Research, on a date suggested by the Research Supervisor.

Research Advisory Committee shall prepare a report on the basis of the presentation and send it to P.G. Admission Section of the SPPU, to be placed before the Research and Recognition Committee.

### For Documents required for PhD Registration – Refer

1. <https://www.bnca.ac.in/research/sppu-circulars/>
2. <https://www.bnca.ac.in/research/important-downloads-links/>

**Ph.D. programme shall be of a minimum duration of three years, including course work and a maximum of six years.**

### Mandatory Instructions:

1. Candidate has to meet his/her Research Supervisor minimum TWICE a MONTH and submit ATTENDANCE LOG at the center on scheduled Coursework/Review day.
2. Candidate has to submit APPLICATION FOR REVIEW to center with consent of RESEARCH SUPERVISOR once he/she is ready for appearing for PROGRESSIVE REVIEW.
3. Candidate has to report in person minimum 30 minutes prior to the scheduled time of review. It is mandatory to get attendance log, Application of review and progressive write-up ( FOUR COPIES) for the review.
4. Candidate has to check all the entries of the progressive report for its correctness that includes Report number, Title of thesis, Full name, Supervisor name, Co-supervisor (If applicable), and Date of registration.
5. Post review respective candidate have to communicate/follow-up with appointed admin staff for acquiring the reports & comments page duly signed by RAC to update Progressive review report on tracking system within a week's time from review date.

6. PhD Center maintains every Candidates File as it progresses. All original reports are kept in the file.
7. For convenience TWO sets of original Progressive reports are produced out of which one set could be retained by candidate.
8. Candidate has to keep a photocopy of file as their personal copy for reference. Your personal file has to be maintained till the completion of PhD Program.
9. Candidate requires ONLY scanned copy to upload on tracking system till Pre-submission seminar stage.
10. Ph.D. Tracking Account has to be individually maintained and updated every month with all documents listed. Submit a Six-monthly updated pdf of tracking system.
11. As per modified tracking system it is required that respective supervisor monitors tracking update of their candidates.
12. Yearly fees receipts and University share has to be preserved and updated on Tracking system.
13. Report to centre in person every month.
14. Update your details on College ERP system to issue your ID as PhD Research Scholar.

*Please note that you have to strictly follow all the norms and regulation laid down by SPPU and Research centre while conducting your research*

#### **SEMESTER I – Ph.D. Coursework**

	Ph.D. course work shall be of 16 credits.	
	NAME OF COURSE	CREDITS
<b>Course 1 :</b>	<b>Research Methodology</b> (Including Quantitative methods, Computer applications, review of published research in the relevant field, training, fieldwork, Writing of Research Proposal for obtaining Financial assistance from national funding agencies, etc.)	4
<b>Course 2 :</b>	<b>1. Attending Conference/ Workshop (National/ International)</b>	1
<b>Course 3 :</b>	<b>Subject specific advanced level courses/Workshops</b> HISTORY AND CONSERVATION	8
	SOCIAL ASPECTS	
	LANDSCAPE ARCHITECTURE	
	ENVIRONMENTAL ARCHITECTURE	
<b>Course 4 :</b>	<b>Research &amp; Publication Ethics</b>	2
<b>Course 5 :</b>	<b>Pedagogical Training/Industrial Visit Report/ Assessment Statement</b>	1
	Contents of Course 1 and Course 3 above shall be prescribed by the Board of Studies concerned	

SEMESTER II	REVIEW 1: LITERATURE REVIEW	}	6
	Past literature study, identify the methodology, research design, context, methods adopted with broad classification of theme		
SEMESTER III	REVIEW 2: LITERATURE REVIEW EXTENDED	}	6
	Finalize the methodology for research, identify the sampling procedure, identify the tactics of research. Paper to be ready for publication based upon review of literature. (journal)		
SEMESTER IV	REVIEW 3: METHODOLOGY	}	6
	Preparation for pilot study – tools of research, pilot testing.		
	Pilot study over		
	Tools finalized Data analysis strategy finalized		
SEMESTER V	REVIEW 4: RESEARCH METHODS AND ANALYSIS	}	6
SEMESTER VI	REVIEW 5: TERM REVIEW	}	6
	Paper to be published based upon pilot study (conference / seminar presentation)		
	Data collection		
	Start writing literature review and methodology chapters.		
	Compilation of data, cleaning the data		
	REVIEW 6: FINAL ANALYSIS AND DISCUSSION	}	6
	Analysis of the data to be over.		
	Findings		
	Paper to be published based upon some important findings of the research (essentially a refereed paper). <i>Pre-Submission Seminar can ONLY be conducted</i> 1. MIN ONE UGC CARE listed publication + 2. TWO conference papers by candidate		
SEMESTER VII	PRE-SUBMISSION SEMINAR		
	Whole process of research design explained, with review and findings and open for discussion	}	3
	REVIEW		
	Revision I		
	Revision II		
	SUBMISSION OF SYNOPSIS WITHIN ONE MONTH OF SEMINAR		
	Draft report ready for review from the guide		
	THESIS REPORT SUBMISSION WITHIN THREE-SIX MONTHS OF PRE-SUBMISSION SEMINAR PRESENTATION		

## List of Documents for PhD Registration

### 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. 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 Marksheet (10 <sup>th</sup> , 12 <sup>th</sup> , Graduate, Post Graduate)	
5.	Center Affiliation Letter (Valid 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

Other Documents

1. Photocopy of receipt of Rs. 1300.00/-
2. Statement of Purpose presentation report by Research Advisory committee.
3. Appendix A- Application for Admission for the degree of Doctor of Philosophy (Ph.D.)
4. Appendix B- Submission of Research Proposal ( signed by student and guide)
5. Appendix C- Provisional admission/registration letter
6. Center recognition letter
7. Guide recognition letter
8. PET Qualifying result.
9. 10<sup>th</sup> Mark list
10. 12<sup>th</sup> Mark list
11. B.Arch Mark list + Certificate
12. M.Arch Mark list + certificate
13. Name change –Marriage certificate +gazette ( If applicable)
14. Eligibility Certificate –PhD interview list
15. Caste certificate (If applicable)
16. Transfer /Migration Certificate
17. COA Registration Certificate
18. EWS certificate ( If applicable)

## Attendance Log

### Attendance Log

Student Name: \_\_\_\_\_

Year of Registration: \_\_\_\_\_

Research Guide: \_\_\_\_\_

Title: \_\_\_\_\_

SR NO Date Work Status Comments Sign

SR NO	DATE	WORK STATUS	COMMENTS	SIGN

Research Guide

Research Scholar

**DR BHANUBEN NANAVATI COLLEGE OF ARCHITECTURE Ph.D RESEARCH CENTER  
(AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY)**

## Application For Review

Name of the Candidate:

Registration Date :

Stage For Review: I ☐ II ☐ III ☐ IV ☐ V ☐

		Tick	Remark	Sign of Guide
<b>STAGE I Literature Review</b>				
1	Structured Literature Review			
2	Inferences Written			
3	Paper Written based on Literature Review			
4	SOP Detailed out			
<b>STAGE II Methodology</b>				
1	Methodology Finalized			
2	Conceptual Framework			
3	Research Design			
4	Theoretical Framework			
5	Pilot survey/Study			
<b>STAGE III Empirical Work</b>				
1	Data Collection			
2	Data Processing			
3	Data Analysis			
4	Paper Published			
<b>STAGE IV Empirical Work II</b>				
1	Data Collection			
2	Data Analysis			
3	Findings			
4	Discussion			
5	Paper Published			
<b>STAGE V Pre- Synopsis</b>				
1	summery			
2	Findings			
3	Discussion			
4	Conclusion			
5	Contribution			

Signature of Candidate



## Research Ethical Committee Application Form

### REC Application Form

Topic of Research \_\_\_\_\_

Does the research involve:

	YES	NO
Questionnaire? (attach copy)		
Interviews (attach interview schedule)		
Observation of participants without their knowledge		
Participant observation		
Audio- or video-taping interviewees or events?		
Access to personal and/or confidential data (including student, patient or client data) without the participant's specific consent?		
Administration of any stimuli, tasks, investigations or procedures which may be experienced by participants as physically or mentally painful, stressful or unpleasant during or after the research process?		
Performance of any acts which might diminish the self-esteem of participants or cause them to experience embarrassment, regret or depression?		
Investigation of participants involved in illegal activities?		

Participant's Profile: Elderly/ Child/ Women/ PWD/ Others

#### Compliance Status

	Measures Taken
Sources of Data	
Risk	
Informed Consent	
Parental Consent	
Privacy and Confidentiality of Data	
Benefits	
Studies Involving External Parties	

Signature of the Candidate

Signature of the Research  
Supervisor

## सावित्रीबाई फुले पुणे विद्यापीठ ( पूर्वीचे पुणे विद्यापीठ )



परिपत्रक २०५/२०१६

विषय : पीएच.डी. अभ्यासक्रमास प्रवेश घेतलेल्या विद्यार्थ्यांची माहिती ऑनलाईन अद्ययावत करणेबाबत (Ph. D. Tracking System 2016).

विद्यापीठ विभाग व संशोधन केंद्र येथे पीएच.डी. अभ्यासक्रमास प्रवेश घेतलेल्या विद्यार्थ्यांसाठी Ph. D. Tracking System सुरू करण्यात येणार असून याकरिता सदर अभ्यासक्रमास नोंदणी झालेल्या विद्यार्थ्यांची माहिती ऑनलाईन प्रक्रियेत अद्ययावत असणे आवश्यक आहे.

यासंदर्भात सर्व संबंधितांना कळविण्यात येते की, पीएच.डी. अभ्यासक्रमास प्रवेश घेतलेल्या विद्यार्थ्यांनी संबंधित विद्यापीठ विभाग/संशोधन केंद्रामार्फत विद्यापीठाच्या [bcud.unipune.ac.in](http://bcud.unipune.ac.in) या संकेतस्थळावरून दि. ३१/१२/२०१६ पर्यंत आपली माहिती अद्ययावत करून शैक्षणिक प्रवेश विभाग, सावित्रीबाई फुले पुणे विद्यापीठ येथे जमा करावी.

विद्यार्थ्यांसाठी ऑनलाईन प्रक्रिया :-

- Sign-up for Ph. D. Tracking या link वर Click करावे.
- या लिंकव्दारे प्रत्येक विद्यार्थ्यांनी आपला योग्य ई-मेल आयडी व मोबाईल नंबर वापरून अकाउंट तयार करावे.
- अकाउंट तयार झाल्यानंतर login link ला Click करून आपली माहिती अद्ययावत करावी.
- सर्व माहिती अद्ययावत केल्यानंतर त्याची प्रिंट काढून आपल्या संशोधन केंद्रात जमा करावी.
- सदर अकाउंट विद्यार्थ्यांनी त्याच्या पुढील सर्व प्रक्रियेसाठी वापरावयाचे आहे. त्यामुळे आपला User Name व Password जतन करून ठेवावा.

संशोधन केंद्र/संस्था/विद्यापीठ विभागासाठी ऑनलाईन प्रक्रिया :-

- संशोधन केंद्र/संस्था/विद्यापीठ विभाग यांनी आपल्या BCUD Online Login व्दारे Login करावे.
- Login झाल्यानंतर Ph. D. Tracking System या डाव्या बाजूला दिलेल्या मेनू मधुन link Open करावी.
- आपल्या संशोधन केंद्र/संस्था/विद्यापीठ विभाग अंतर्गत ज्या विद्यार्थ्यांनी ऑनलाईन माहिती भरलेली असेल अशा विद्यार्थ्यांची माहिती Confirm Button करून स्वीकारावी.
- विद्यार्थ्यांचे नाव Confirm केल्यानंतर आपणास विद्यार्थ्यांची माहिती बघता येईल व त्यात काही दुरुस्ती करावयाची असेल तर दुरुस्ती करता येईल.
- सर्व विद्यार्थ्यांची माहिती अद्ययावत करून त्याची यादी शैक्षणिक प्रवेश विभाग, सावित्रीबाई फुले पुणे विद्यापीठ येथे जमा करावी.
- यादी सोबत सर्व विद्यार्थ्यांचे स्वाक्षरीत फॉर्म जमा करावेत.

इतर सुचना :-

- प्रत्येक विद्यार्थ्यास अकाउंट तयार करताना PUNCODE टाकणे आवश्यक आहे. PUNCODE म्हणजे विद्यापीठ विभाग/संशोधन केंद्र /संस्था यांचा BCUD Online चा User Name.
- संशोधन मार्गदर्शकाचे (Research Guide) BCUD Online त्या त्या विद्यापीठ विभाग/संशोधन केंद्र/संस्था या अंतर्गत Teacher Profile मध्ये नोंदणी असणे आवश्यक आहे. तसेच त्यांचे PG Recognition/Research Guide Details अंतर्गत माहिती अद्ययावत असणे आवश्यक आहे.

ऑनलाईन संदर्भात तांत्रिक मदतीसाठी संपर्क :-


- मोबाईल क्रमांक :- 7447563041
- ई-मेल आयडी :- phdtracking\_support@pun.unipune.ac.in

विद्यार्थ्यांनी संशोधन केंद्रामार्फत Ph. D. Tracking System मध्ये नोंदणी करणे बंधनकारक असून नोंदणी नसलेल्या विद्यार्थ्यांची पीएच.डी. अभ्यासक्रमासंदर्भातील पुढील कोणतीही प्रक्रिया केली जाणार नाही याची नोंद घ्यावी.

गणेशखिंड, पुणे — ४११००७

संदर्भ : शै. प्रवेश/४६७८

दिनांक : ०५/१२/२०१६

  
उपकुलसचिव,  
शैक्षणिक प्रवेश विभाग

प्रत :-

१. मा. विभागप्रमुख, सर्व शैक्षणिक विभाग, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे
२. मा. प्राचार्य, सर्व संलग्नित महाविद्यालये, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे
३. मा. संचालक, सर्व मान्यताप्राप्त संस्था/संशोधन केंद्र, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे

आपणांस विनंती करण्यात येते की, सदर परिपत्रक आपल्या विभागात/संशोधन केंद्रात पीएच. डी. अभ्यासक्रमास नोंदणी झालेल्या विद्यार्थ्यांच्या निदर्शनास आणून देण्यात येऊन उपरोक्त दिलेल्या सुचनेनुसार कार्यवाही करण्यात यावी.

### **List of Documents to be updated on Ph.D. Tracking System**

1. Admission Form in prescribed format as per provision of Ph.D. rules (Appendix 'A')
2. Copy of Provisional Admission / Registration letter (Appendix 'C')
3. Copy of Topic & Title approval letter (R & R Committee letter)
4. Copy of Confirmation letter (Appendix 'D')
5. Copy of Statement of Marks (10th, 12th, Graduate, Post Graduate)
6. Copy of certificate of M.Phil., NET/SET/GATE/SRF/JRF (if applicable)
7. Course Work Completion Certificate / In case of exemption upload M.Phil. declaration / Degree
8. Copy of Guide Recognition Letter (valid period)
9. Copy of Research Centre Recognition Letter
10. Copy of Cast Certificate (if applicable)
11. Copy of Guide Change Letter (if applicable)
12. Copy of Title Change Letter (if applicable)
13. Copy of Centre Change Letter (if applicable)
14. Copy of Re-Registration Letter / Special Extension (if applicable)
15. Copy of documents if the candidate availed any fellowship / scholarship
16. Copy of six monthly progress report as per provision of Ph.D. rules (Appendix 'E')

**List of Documents required to be uploaded for Synopsis Submission as per provision of Ph.D. rules**

**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

**List of Documents required to be uploaded for Thesis Submission as per provision of Ph.D. rules**

**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

1. Thesis Form in prescribed format with soft copy of thesis as per Appendix 'G'
2. Copy of online payment details against Thesis submission fees

3. Copy of Plagiarism report as per provision of University Circular No. 175/2018 dated 27/09/2018
4. Copy of Abstract of thesis
5. Copy of acknowledgment of thesis by Guide and Research centre
6. Copy of published paper in refereed journal (in case if not submitted at the time of synopsis)
7. Copy of NOC from University Department, Library, Hostel  
(Only applicable for University Department Students)

**Process of Viva Voce- For online viva-voce refer Circular No. 113/2020 dated 0806/2020 and Circular No. 115/2020 dated 12/06/2020.**

**Revised updated circulars shall be applicable and referred on website [www.unipune.ac.in](http://www.unipune.ac.in) from time to time.**

**Note:**

☐ Student shall fulfil and complete all the norms and requirements of Synopsis and Thesis submission and mandatory publications as per provision of revised Ph.D. rules vide as per ordinance 186. And Circular No. 195/2025 dated 23/07/2025 with Ref No: PGS/1860

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