



Savitribai Phule Pune University

Name of the Students :
Faculty :
Subject :
Name of Supervisor :
Name of Co-supervisor (if any) :
Name of the Centre :
Date of Admission :
Date of Re-Registration :
Date of Extension (if any) :

Date of Pre-synopsis Presentation before Research Advisory Committee:

Check List of Documents for Synopsis Submission

Sr. No.	Document	Attachment
1.	Synopsis Form duly signed by Supervisor (Co-Supervisor) and Principal with Stamp of Centre (Original form)	
2.	Pre-Synopsis Presentation Report (Original Presentation)	
3.	Confirmation Letter (in prescribed format)	
4.	Eligibility Letter, T.C./ Migration	
5.	M. Phil / Course Work Completion Certificate with mark sheet (Credit Pattern) and Research and Publication Ethics Certificate	
6.	Valid Recognition Letter of Supervisor, Co-Supervisor (if applicable) and Research Center	
7.	Copy of all Progress Reports (mention from – to dates on each progress report)	
8.	Report of Research Advisory Committee of every Progress Report (duly signed by subject expert – internal and external with all committee members)	
9.	Re-Registration Letter (Date : / / to / /)	
10.	Special Extension/s (If any) (Date : / / to / /)	
11.	Change of Supervisor, Appointment of Co-supervisor (If required)	
12.	Change of Topic (If required)	
13.	Change of Research Centre (If required)	
14.	Evidence of National / International Published Papers signed by Supervisor, Co-supervisor (if applicable) & Research Scholar	
15.	Conference Certificates of Paper Presentation (Minimum Two) signed by Supervisor, Co-supervisor (if applicable) & Research Scholar	
16.	Copy of Synopsis duly signed by Supervisor, Co-supervisor (if applicable) & Research Scholar	
17.	Details of payment of University share as per University order dated 26/02/2016 (till date) (other than the students from University Department)	

Above attached document is checked & verified.

Student	Supervisor	Co-supervisor (if any)	Principal
Assistant / Sr. Assistant	Asst. Section Officer	Section Officer	Assistant / Deputy Registrar

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Date of Extension (if any) :

Date of Pre-synopsis Presentation before Research Advisory Committee:

Date of Synopsis Challan :

Check List

List of Documents for Thesis Submission

Sr. No.	Document List	Attachment
1.	Thesis Form duly signed by Supervisor, Co-Supervisor (if applicable) and Principal with Stamp of Centre	
2.	Plagiarism report Turnitin Report / Drillbit Report less than 10% (Signed by Supervisor, Co-supervisor (if applicable) and Student) with DAIP Report (duly signed by subject expert – internal and external with all committee members)	
3.	Abstract Signed by Supervisor, Co-supervisor (if applicable) and Research Scholar	
4.	Soft copy of thesis as per Norms	
5.	Acknowledgement of thesis received by Supervisor, Co-supervisor (if applicable)	
6.	Acknowledgement of thesis received by Centre	
7.	Evidence of National / International Published Papers signed by Supervisor, Co-supervisor (if applicable) & Research Scholar	
8.	a) University Share (till date) (other than the students from University Department) b) NOC from concern Department, Library, Hostel, etc. (for University Department only)	

Above attached document is checked & verified.

Student	Supervisor	Co-supervisor (if any)	Principal
Assistant / Sr. Assistant	Asst. Section Officer	Section Officer	Assistant / Deputy Registrar