

Checklist for Synopsis Submission on Savitribai Phule Pune University Ph.D Tracking System

Sr. No.	Document Name
1	Copy of Topic & Title approval letter (R & R Committee letter)
2	Synopsis Form duly signed by Supervisor, Co-Supervisor (if applicable) and Principal/HOD with Stamp of Centre (Original form)
3	Pre-Synopsis Presentation Report (Original Presentation)
4	Copy of Confirmation letter (Appendix 'D')
5	Transfer Certificate/ Migration Certificate
6	Course Work Completion Certificate
7	Course Work Mark Sheet
8	Publication Ethics Certificate by SPPU
9	Copy of Research Supervisor Recognition Letter (valid period)
10	copy of Research Co-Supervisor Recognition Letter (if applicable)
11	Copy of Research Centre Recognition Letter (Valid period)
12	Copy of all Progress Reports (mention from – to dates on each progress report)
13	Report of Research Advisory Committee of every Progress Report (duly signed by subject expert – internal and external with all committee members)
14	Copy of Extension Letter (if applicable)
15	Copy of Supervisor Change Letter (if applicable)
16	Copy of Title Change Letter (if applicable)
17	Copy of Centre Change Letter (if applicable)

18	Evidence of National / International Published Papers signed by Supervisor, Co-supervisor (if applicable) & Research Scholar
19	Conference Certificates of Paper Presentation (Minimum Two) signed by Supervisor, Co-supervisor (if applicable) & Research Scholar [2 Papers]
20	Copy of Synopsis duly signed by Supervisor, Co-supervisor (if applicable) & Research Scholar
21	Details of payment of University share as per University order dated 26/02/2016 (till date) (other than the students from University Department)
22	Re-registration Letter (if applicable)
23	Copy of DD/Challan payment receipt if already paid against synopsis submission fees