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## ANNEXURE – I

### APPLICATION FORM FOR ADMISSION IN Ph.D.

<b>APPLICATION FORM</b> FOR ADMISSION TO DOCTORAL PROGRAM IN ARCHITECTURE AND PLANNING	<b>Doctoral Program Year</b>	Application No.		
Last date for receipt of application form is 30 <sup>th</sup> May 2012		(Not to be filled by the candidate)		
	<b>School of Planning and Architecture, Bhopal</b> (An Autonomous Institution of MHRD, Govt. of INDIA) Present Campus: Sports Complex, MANIT Bhopal Bhopal (M.P.) - 462051 (INDIA) Phone: 0755-2670910,2670046,2670108 Fax No. 0755-2670908 E mail: admission@spabhopal.ac.in	Affix self attested passport size photograph		
Please read the instructions carefully before filling this form				
1. Name in block letters:				
2 a. Address for communication:	2 b. Permanent Address:	2 c. Nationality:		
		2d. <b>Category</b> <input style="width: 50px; height: 20px;" type="text"/>  GEN SC ST OBC SPONS		
District: <input style="width: 100px;" type="text"/> State: <input style="width: 100px;" type="text"/>	District: <input style="width: 100px;" type="text"/> State: <input style="width: 100px;" type="text"/>			
Pin: <input style="width: 100px;" type="text"/>	Pin: <input style="width: 100px;" type="text"/>			
Phone: <input style="width: 100px;" type="text"/>	Phone: <input style="width: 100px;" type="text"/>			
Mobile: <input style="width: 100px;" type="text"/>	Mobile: <input style="width: 100px;" type="text"/>			
E mail: <input style="width: 100px;" type="text"/>	E mail: <input style="width: 100px;" type="text"/>	2 e. Sex M/F <input style="width: 50px;" type="text"/>		
3. Date of Birth: <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> DD <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> MM <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> YEAR				
4. Father's Name:				
5. Academic Career: (Matriculation onwards)				
Name of Exam	% of Marks	Full time / Part time	Year of passing	Name of institution/University
6. GATE a) Score <input style="width: 50px;" type="text"/> b) Rank <input style="width: 50px;" type="text"/> c) Year <input style="width: 50px;" type="text"/> d) Subject:.....				
7. Whether UGC/ NET qualified (validity during academic year 2012) (Y/N)..... (Attached Self attested copy of your GATE/UGC NET score card)				
8. Particulars of Scholarships, Prizes, Awards, etc. Awarded (Please use additional sheet if necessary)				

9. Mention below if you have affiliation/ membership of any Professional Bodies / Organizations.


10. Work Experience:

Organization	Nature of Responsibility	Duration	
		from	to

11. If time beyond Bachelors degree is not fully accounted for by education/ work experience, please give the reason/s for the same:

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12. Publications: (attach separate sheet ,if required)

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13. Give the name, designation and address with phone no. of two referees (not related to you) who are familiar with your academic background and work and **enclose a recommendation letter from one of them.**

Referee 1.	Referee 2

**14. Attach research proposal (not more than 500 words) in a separate sheet.**

15. Enclose DD of ` . 1000/- drawn in Favour of "Director SPA Bhopal", payable at Bhopal.  
 Bank draft no: \_\_\_\_\_ Date: \_\_\_\_\_ Drawn on Bank: \_\_\_\_\_

**Declaration**

I declare that to the best of my knowledge, the information furnished above is correct. If selected for admission, I promise to abide by the rules and regulations of the School. I fulfil the eligibility requirements and if at any time the information provided by me is found to be incorrect, my admission may be cancelled.

Place.....  
 Date ...../...../.....  
Signature of the Applicant.....

**Sponsorship Certificate (Only for the sponsored candidates.)**

This is to certify that: Mr./Ms ..... is employed in this organization on full time basis from..... till date in the post of .....in ..... Department and,  
 1. He / She will be sanctioned leave for the required period as per PhD regulations to carry out Ph.D. studies in SPA, Bhopal.  
 2. He/ She will be paid full salary and allowances during this period.

3. He/ she will be re-employed in this organization on completion of the Ph.D programme for a minimum period of ..... years.

Place.....

Signature of the sponsoring authority with seal

Date...../...../.....

Office Seal (By Head of the institute/organization or competent authority)

For office use only

Certificates verified..... Scrutinized..... Reasons for ineligibility.....

PROVISIONALLY SELECTED FOR REGISTRATION TO Ph.D. PROGRAM

Chairperson- Doctoral Admissions.....

## ANNEXURE – II

### MINUTES OF THE Ph.D. ADMISSION COMMITTEE MEETING

1. Date of Ph.D. Admission Committee Meeting:

2. Name of the Candidate:

3. Qualification of the Candidate:

Degree	Year of passing	% marks	University

4. Contact Address & E-mail:

5. Proposed Research Topic:

6. Recommendation of Ph.D. Admission Committee [RG 9 (2) b] on Scale 1-5 :

A. Utility of the proposed research area:

B. Suitability of the applicant to undertake the proposed research area:

C. Availability of infrastructure and guides in the school for undertaking the research in the proposed research area:

7. Any other Comments:

8. Signature of the C.D.P.

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**ANNEXURE - III**

**UNDERTAKING BY AN APPLICANT WORKING AS REGULAR STAFF OF SPA,  
BHOPAL**

I, Mr./Ms. .... member of the teaching/non-teaching staff holding a permanent post of ..... in the Department/Centre/Lab ..... at the School of Planning and Architecture, Bhopal, hereby give the undertaking that I shall abide by the rules and regulations as may be laid down by the Academic Council of the School from time to time for undergoing the Ph.D. program. I also hereby undertake that since I shall be on duty while undergoing the program of studies/research, I shall ensure that all normal official duties assigned to me are executed without any constraint. I further understand that the permission granted to me for joining the program can be withdrawn at any time if I fail to perform official duties so require or if I cause breach of any of the provisions of rules and regulations. I also understand that permission granted to me for joining the program does not entitle me any kind of leave to undertake this program.

Date: .....

(Signature)

## ANNEXURE – IV

### PH.D. GUIDE CONSENT FORM

1. Name of the Candidate: \_\_\_\_\_
  
2. Scholar Number: \_\_\_\_\_
  
3. Date of Registration: \_\_\_\_\_
  
4. Proposed Research Topic/Area: \_\_\_\_\_
  
5. Name and Designation of the Proposed Guide: \_\_\_\_\_  
\_\_\_\_\_
  
6. Address for Communication of the Proposed Guide: \_\_\_\_\_  
(With pin-code, e-mail and contact phone numbers) \_\_\_\_\_  
\_\_\_\_\_
  
7. Consent of the Proposed Guide: I am willing to guide Mr/Ms \_\_\_\_\_  
for his/her Ph.D. programme in the area of research \_\_\_\_\_  
\_\_\_\_\_ for the registered term. The rules and regulations of the  
School, concerning the course and relevant matters are fully acceptable to me and  
will be abided.  
(Please enclose CV of the proposed guide, if he/she is not a faculty member of the  
School)

Place: \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEXURE – V

### MINUTES OF THE FIRST DOCTORAL RESEARCH COMMITTEE MEETING

1) Date of Doctoral Committee Meeting:

2) Scholar's Name:

3) Qualification of the Candidate:

Degree	Year of passing	% marks	University

4) Scholar Number:

5) Date of Registration:

6) Receipt Number and Date of submission of Annual Fees:

7) Research Topic:

8) Guides (Internal Guide/ External Guide, if finalized):

9) Recommendations of Doctoral Committee:

(a) Details of the Course-Work: [ RG 10]

Semester I			
S. No.	Subject Code.	Course Title	Credits
Semester II			
Semester III			
Total Number of Credits:			



(b) Details of any Self Study Courses, if recommended [ RG 10 (4)] Attach contents for approval of the Academic Council]

(c) Any other comments:

10) Signature and Names of the Members of the Doctoral Research Committee:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ANNEXURE – VI

### SIX MONTHLY STUDENT PROGRESS REPORT

*The registered doctoral research scholar is required to submit part-I and part-II of this written report every six months in the given format. The report should be forwarded through the respective guides from SPA to the Ph.D. programme coordinator's office, which in turn shall be put up before the Doctoral Committee for consideration. The progress made by a research scholar shall be reviewed by the Doctoral Committee every six months. Continuance of the registration and award/ continuance of scholarship/ research assistantship will be based on the recommendation made by the Doctoral Committee. If the doctoral Committee finds the progress of the candidate, unsatisfactory on two consecutive occasions, the candidate will not be allowed to continue with the Doctoral Programme.*

**For every registered Ph.D. Scholar this report gets due at the end of December and June every year.**

#### **Part I: Portion to be filled by the Student**

*Please Answer all questions and return to the Ph.D. programme coordinator's office. The signature below indicates that you have discussed the content of this progress report with your guide(s).*

1. Six monthly progress report of the Research Scholar for the period:

From: \_\_\_\_\_ To: \_\_\_\_\_

2. Scholar's Name: \_\_\_\_\_

3. Scholar Number: \_\_\_\_\_

4. Date of Registration: \_\_\_\_\_

5. Receipt Number and Date of submission of Annual Fees: \_\_\_\_\_

6. Title of Ph.D. Thesis: \_\_\_\_\_

\_\_\_\_\_

7. Name of the Guide(s) \_\_\_\_\_

\_\_\_\_\_

8. Status of the Course-work (Research Methods Course, Electives and Seminar):

\_\_\_\_\_

\_\_\_\_\_

9. Progress of the Research Work: (Please attach separate sheets)

- a. Give a short description of your work during the year. This may include a brief description of the problem you are working on, your research objectives and the methodology adopted. (Maximum 300 words)
- b. List the goals that were established for the previous semester (Maximum 100 words)
- c. Give your own assessment of your progress, results obtained, and potential obstacles. (Maximum 200 words)
- d. Identify what you feel may be strengths or weaknesses of your work progress. (Maximum 100 words)
- e. List the publications submitted or in preparation, talks given or planned, posters presented or planned and conferences attended or organized.
- f. Briefly describe your main objectives for the next semester. (Maximum 100 words)
- g. How often and by what means is contact with your guide(s) maintained. Are you satisfied with the frequency and the means of contact? (Maximum 100 words)
- h. Please give an expected date of Completion.

Student Signature:

Forwarded by Guide(s):

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**Part II: Portion to be completed by Guide(s):**

*Please comment on the candidate's progress.*

- a. Comment on whether the student has made progress towards the goals established for the review period.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b. Comment on the areas in which student should focus his or her efforts in the upcoming semester.



- Good
- Satisfactory
- Below expectation
- Unsatisfactory

Signature of the members of the Doctoral/Student Research Committee (as applicable):

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## ANNEXURE – VII

### MINUTES OF THE MEETING OF DOCTORAL RESEARCH COMMITTEE ON TOPIC FINALIZATION SEMINAR

- 1) Date of Topic Finalization Seminar Presentation:
- 2) Scholar's Name:
- 3) Scholar Number:
- 4) Date of Registration:
- 5) Receipt Number and Date of submission of Annual Fees:
- 6) Guides (Internal Guide/ External Guide):
- 7) Research Topic Allotted at the time of Admission:
- 8) Final Research Topic:
- 9) Comprehensive Report and Synopsis Submitted:      YES                      NO
- 10) Comments of the Doctoral Research Committee:
  - i. Does the research have a focused approach to address the gaps in the existing knowledge:
  - ii. Are the aims of the research clearly identified:
  - iii. Are the objectives of the research clearly stated:
  - iv. Does the scholar identify key research questions:
  - v. Is the methodology of research clearly formulated:
  - vi. Is this topic appropriate for the current research work:
  - vii. Does the topic of the research require any further modification:
  - viii. Will the research be a significant contribution to the field:  
(please attached separate sheet if required).
- 11) Any other comments of Doctoral Research Committee:
- 12) Recommendation of the Student Research Committee:

We rate overall work of the candidate as

  - Excellent
  - Good
  - Satisfactory



## ANNEXURE – VIII

### MINUTES OF THE MEETING OF STUDENT RESEARCH COMMITTEE ON PRE-THESIS SEMINAR

- 1) Date of Pre-Thesis Seminar Presentation:
- 2) Scholar's Name:
- 3) Scholar Number:
- 4) Date of Registration:
- 5) Receipt Number and Date of submission of Annual Fees:
- 6) Research Topic:
- 7) Guides (Internal Guide/ External Guide):
- 8) Comments of the Student Research Committee:
  - i. Are the of aims of the research achieved as stated in the research objectives :
  - ii. Has the scholar successfully concluded the thesis in relation to the objectives:
  - iii. Does the title of the thesis require any modification:
  - iv. Organization of the thesis:
  - v. Corrections in punctuation, grammar, spelling, typing or language:
  - vi. Are the references/resources clearly acknowledged in the Thesis:
  - vii. Whether the thesis is acceptable for submission in its present form:
  - viii. Whether the thesis requires any modification/improvement prior to its final submission:
  - ix. If the thesis requires modification/improvement, please specify:  
(please attached separate sheet if required).
- 9) Any other comments of Student Research Committee:
- 10) Recommendation of the Student Research Committee:

We rate overall work of the candidate as

  - Excellent
  - Good
  - Satisfactory
  - Below expectation
  - Unsatisfactory





## ANNEXURE – IX

### Declaration

I \_\_\_\_\_, Scholar No. \_\_\_\_\_  
hereby declare that the thesis titled \_\_\_\_\_,  
\_\_\_\_\_ submitted  
by me in partial fulfilment for the award of \_\_\_\_\_, in School of  
Planning and Architecture Bhopal, India, is a record of bonafide work carried out by me. The  
matter/drawings/results embodied in this thesis have not been submitted to any other  
University or Institute for the award of any degree or diploma.

Signature of the Student

Date: \_\_\_\_\_

### Certificate

This is to certify that the thesis titled \_\_\_\_\_  
\_\_\_\_\_ submitted by \_\_\_\_\_ in partial  
fulfillment for the award of \_\_\_\_\_ in School of Planning and  
Architecture Bhopal, India, is a record of bonafide work carried out by him / her to the best  
of my knowledge. The matter/drawings/results embodied in this thesis have not been  
submitted to any other University or Institute for the award of any degree or diploma.

### RECOMMENDED

\_\_\_\_\_  
Signature of the Guide  
Name and Designation

\_\_\_\_\_  
Signature of the External Examiner  
Name and Designation

### ACCEPTED

\_\_\_\_\_  
Signature of the HOD  
Name and Designation

\_\_\_\_\_  
Signature of the Director  
Name and Designation

Date: \_\_\_\_\_ Place: \_\_\_\_\_

## ANNEXURE – X

### SUGGESTED EVALUTION FORMAT FOR EXTERNAL EXAMINER

- 1) Scholar's Name:
- 2) Scholar Number:
- 3) Research Topic:
- 4) Comments of the External Examiner may address the following:
  - i. Are the aims of the research clearly stated?
  - ii. Are the objectives clearly achieved as stated in the research?
  - iii. Is the literature review sound?
  - iv. Has the scholar used sound research methods to achieve the objectives?
  - v. Has the author interpreted the findings correctly?
  - vi. Has the scholar successfully concluded the thesis in relation to the objectives?
  - vii. Does the research lead to innovation in the development of products/results/ recommendations OR show a fresh approach towards interpretation and application of facts theories?
  - viii. Is the research a significant contribution to the field?
  - ix. Is the title appropriate or require any modification?
  - x. Are graphics, photos, illustrations used where needed?
  - xi. Is the writing and structure clear?
  - xii. Is the language clear in the Thesis?
  - xiii. Are the references/resources clearly acknowledged in the Thesis?
  - xiv. Whether the thesis is acceptable for submission in its present form?
  - xv. Whether the thesis requires any modification/improvement prior to its final submission?
  - xvi. If the thesis requires modification/improvement, please specify.  
(Please add more questions if required).
- 5) I rate overall work of the candidate as
  - Excellent
  - Good
  - Satisfactory
  - Below expectation
  - Unsatisfactory
- 6) Recommendation of the Examiner:  
----- Commended

----- Commended with Minor Queries

----- Rejected but recommend that the author works more and re-submit it

----- Rejected as inappropriate or unworthy of submission

7) Name and Signature of the Examiner:

8) Date of dispatching the report:

## ANNEXURE XI

### THESIS FORMAT

#### A. Thesis Report Structure

The thesis report format may broadly be divided as follows:

S.No.	Divisions	Details
i	Preliminaries	Blank page, Title page, Declaration, Certificate, Acknowledgements, Thesis abstract, Table of contents, List of Tables, List of figures, List of Annexures, Abbreviations.
ii	Body	Chapterization shall include around eight chapters in the following structure, however the chapterization may depend on the thesis topic: <ul style="list-style-type: none"><li>• <b>Introduction</b> –Background, aims, objectives, scope, limitations, methodology, expected outcome (one chapter)</li><li>• <b>Literature review</b> – Terminology, concepts/theories, arguments, best practices, experiences, trends (one or two chapters)</li><li>• <b>Data collection</b>- Checklist, formats, criteria, area profile, case study details (one or two chapters)</li><li>• <b>Data synthesis, analysis and inferences</b>- Coding, decoding, methods, techniques, data analysis (one or two chapters)</li><li>• <b>Findings and Proposals</b> – Planning solutions, Tools for implementation, etc. (one chapter)</li></ul>
iii	Reference matter	Annexures, Tables, List of select references (Harvard)

- 1) The cover page of the thesis shall be in light brown in colour and in the standard format as given.
- 2) First page of the thesis shall be plain white and in the standard format as given for the cover page.
- 3) Declaration and Certificate as in Annexure-IX.
- 4) A Preface/Introduction in which the scholar shall state whether the thesis is based on discovery of new facts or new interpretation of established facts by others, or based on exhaustive study and critical analysis of published work of others, or design, or development work undertaken.
- 5) The body text of the thesis shall be single side, in Times New Roman font size 12pt, 1.5 line spacing and 12 pt before and after the paragraph. Chapter Headings should be 16pt bold, Section Headings 14pt bold and Sub Headings 12pt bold.
- 6) Margins should be left 1.5", bottom and right 1.0" and top 1.25"
- 7) All drawings, figures and tables shall be numbered and referred in the text and should have appropriate legend. All drawings should be reproduced in legible scale on regular size of paper used for text and tables.
- 8) All pages should be numbered bottom left from the first page.
- 9) The Scholar must ensure that every reference cited in this text is also present in the reference list (and vice versa). The scholars should strictly follow Harvard system of referencing in the text.

**B. Cover Page**

**<THESIS TITLE>**

**A THESIS**

***Submitted***

*in the partial fulfillment of the requirements for  
the award of the degree of*

**<NAME OF THE COURSE>**

By

**<Student's Name>**

[Sch. No.                      ]

Under the Guidance of

**<Guide's Name>**



**SCHOOL OF PLANNING AND ARCHITECTURE  
SPORTS COMPLEX, MANIT CAMPUS, BHOPAL (MP) – 462 051**

**<Month and Year>**