

Documents to be attached along with the application for Final Thesis Submission

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| 1 | Duly filled in application in the prescribed format forwarded through the Head of the Centre |
| 2 | Original Challan receipt for Rs. 6155/- (w.e.f. 05/07/2024) towards the fee for thesis submission |
| 3 | Copy of the Registration Order |
| 4 | Re-registration order |
| 5 | Extension order |
| 6 | Conversion order |
| 7 | Condonation order |
| 8 | Title Change order if already obtained (Title change order is not being issued from the University w.e.f. 29.07.2023) |
| 9 | Pre-submission Minutes. (The title of the thesis is to be furnished clearly in the minutes if title change has been recommended by RAC) |
| 10 | Centre Change order |
| 11 | Guide Change / Joint-Supervisor Order |
| 12 | Preliminary Qualifying Examination (PQE) Pass Memo |
| 13 | PQE Exemption Memo in the case of M.Phil. Graduates |
| 14 | Copy of a Research Paper published along with the details in the prescribed format, duly certified by the HoD/ HoI that it is Peer reviewed. The name of the University shall be cited in the Research Publications |
| 15 | Paper presentation certificates (2 Nos), as per UGC regulation 2016 |
| 16 | Copy of the proceedings of the pre-submission Seminar endorsed by the Head of the Research Centre in the prescribed format |
| 17 | Certificate on Plagiarism check, along with the copy of the minutes of the doctoral committee |
| 18 | No due certificates from the Department, Hostel and CHMK Library. |
| 19 | Joining Report from the HOD/HOI with seal and signature. |
| 20 | Monthly statement of attendance for the last two years (January to December) of the period of research till the date of submission of thesis. The attendance statement is to be forwarded by HoD/HoI of the Institution with seal and signature. |
| 21 | Self attested copy of Qualifying Certificate (Original is to be produced for verification while submitting thesis) |
| 22 | The soft copy of the synopsis. The soft copy of the synopsis is to be forwarded by the email ' phd@uoc.ac.in '. The hard copy of the synopsis is not required. |

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| 23 | Two copies of the Thesis with one soft copy in pdf format. A third copy of the thesis shall be retained by the scholar and submitted only upon request. The soft copy of the thesis is to be forwarded by the email ' phd@uoc.ac.in '. The soft copy of thesis in CD/DVD is not required. |
| 24 | <p><u>Panel of examiners - Instructions</u></p> <ul style="list-style-type: none">• The panel shall include a minimum of 10 examiners not below the rank of Associate Professor and out of which 5 numbers shall be from the outside state. However, for the subject of Malayalam the condition for the examiners from outside the state is not insisted.• The teachers of this University and affiliated colleges shall not be included in the panel as examiners.• Panel shall be forwarded with the seal and countersignature of the Supervising teacher.• The panel shall include the institutional address, e mail address and mobile number of the examiners.• The residential address as well as the institutional address of the examiners who are retired from the service shall be included in the panel <p>. The panel of examiners is to be forwarded to Directorate of Research by the email 'phd@uoc.ac.in'. The hard copy of the panel of examiners is not required.</p> |