

## **Documents for Ph.D Registration:-**

1. Application form (in prescribed format).
2. CAP ID printout.
3. Chalan Receipt (Rs. 2960/-).
4. Relevant pages of short list and vacancy list published by the University.
5. RAC minutes (in printed format) - recommending the candidate for registration to full-time/part-time Ph.D programme. It should be specific about the approved title, subject & faculty, details of guide. If recommended for interdisciplinary research, it should be specifically mentioned in the minutes. The recommendation for exemption from CW & PQE, in the case of M.Phil holders, should be as per the Circular No. 222959/RESEARCH-B-ASST-2/2015/Admn dated 17.10.2016. If recommended for the induction of the Co-guide, it should be specified that it is for academic purpose (refer Circular No.45468/RESEARCH-D-ASST-1/2022/Admn dated 10.04.2022).
6. Self attested copies of qualifying certificate with mark list/grade-sheet of final semester.
7. M.Phil Certificate with mark list (if applicable).
8. Equivalency/Recognition Certificates if Master's Degree / M.Phil from Universities other than University of Calicut).
9. NET / JRF/other award letters (if applicable).
10. Synopsis (duly endorsed by the Research Supervisor).
11. No Objection Certificate in original issued by the appointing authority (for Part-time Ph.D).
12. Copy of rank list.
13. Community Certificate/Non Creamy Layer Certificate (for SC/ST/OBC candidates).
14. In case of Teachers working on contract basis a certificate from the Principal stating that he/she is presently working in the institution.
15. Copy of Joining Memo (in the format prescribed by the University) issued to the candidate.
16. Joining Report with date of joining and certificate regarding the starting of marking the attendance.
17. Certificate stating that the Ph.D admission to the Department (specify the name of the Dept.) has been conducted as per the University order (specify the number and date of the order) regarding the implementation of the Reservation Roster.

### **Documents for Conversion:-**

**(Sl No.1 to 5 common for full-time & part-time; 6 to 9 for conversion to full-time; 10 to 14 for conversion to part-time)**

1. Application in the prescribed format duly endorsed and forwarded by the Guide & Head of research center .
2. Chalan Receipt (Rs. 645/-)
3. Copy of the registration order.
4. Specific recommendation of the Doctoral committee with directions to the candidate to complete the research work and submit thesis within the period granted.
5. Details of Coursework & PQE.
6. Copy of the relieving order from the employer/ parent institution as the case maybe.
7. Copy of the proceedings of the employer sanctioning leave (If proceeding on leave for study purpose / research).
8. Copy of the joining report from the Research Centre.
9. Copy of the FIP/ JRF letter (if applicable).
10. Copy of the appointment letter from the employer ( if joined new job).
11. Copy of the joining Report from the employer ( if joined new job).
12. Copy of the NOC from the Employer.
13. Copy of the relieving order from the research centre where the candidate has been doing research in full time mode.
14. Copy of the letter to UGC (or other funding agency) sent by the Head of the Institution, requesting stoppage of fellowship from the date of resignation of the researcher Or a clear statement from the Head of the Research Centre (Principal/Director/HoD of University Departments) in this regard (if the researcher enjoyed fellowship of any type)

### **Documents for Title Change:-**

1. Application Form (in prescribed format).
2. Chalan Receipt (Rs. 645/-).
3. Specific recommendation of Doctoral committee (in prescribed format).
4. Copy of registration order.
5. Copies of centre/guide change memo(applicable only if availed the benefits earlier)
6. Certificate of the guide that the candidate has not availed the benefit of title change earlier.

### **Documents for Guide Change:-**

1. Detailed Request from the candidate through proper channel
2. No Objection Certificate from the present guide
3. Acceptance letter from the new guide
4. Copy of registration order
5. Chalan Receipt (Rs.1165/-)

### **Documents for Appointment of Co-Guide:-**

1. Detailed Request from the candidate through proper channel
2. No Objection Certificate from the present guide
3. Willingness letter from the co-guide
4. Copy of registration order
5. Chalan Receipt(Rs. 645/-)
6. Specific recommendation of Research Advisory Committee

### **Documents for Extension of Registration**

1. Application Form (in prescribed format)
2. Copy of registration order
3. Specific recommendation of the Research Advisory Committee for extension with solid reason(s)
4. Chalan Receipt(Fees : upto 6months -1125; 6 months to 1year–2380)
5. Details of Course Work and PQE
6. Copies of orders of extension/FIP extension granted by UGC/change in guide/mode/topic if any already availed
7. Proof of research papers already published in the peer-reviewed and indexed journals, endorsed by Doctoral Committee

### **Documents for Cancellation of Registration:**

1. Detailed request from the candidate through proper channel
2. Chalan Receipt(Rs. 295/-).
3. Specific recommendation of the Research Advisory Committee
4. Copy of registration order