



UNIVERSITY OF CALICUT
DIRECTORATE OF RESEARCH

Documents for Ph.D. Registration:

1. Application Form (in prescribed format).
2. CAP ID printout.
3. Chalan Receipt (**Rs. 2815/-**).
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 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-2/2015/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 FT & PT; 6 to 9 for conversion to FT; 10 to 14 for conversion to PT)

1. Application in the prescribed format duly endorsed and forwarded by the Guide & Head of research center.
2. Challan receipt of required fees.
3. Copy of the registration order.

4. Specific recommendation of the Research Advisory Committee for conversion with directions to the candidate to complete the research work and submit thesis within the period granted.
5. Details of Course work & PQE.
6. Copy of the relieving order from the employer/parent institution as the case may be.
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 Guide Change:

1. Detailed Request from the candidate (recommended and forwarded by the head of the research centre).
2. NOC from the present guide.
3. Acceptance letter from the new guide (with mention of number of scholars already registered under him/her if any).
4. Copy of registration order.
5. Challan receipt of required fees.

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 of required fees.
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. Evidence of Publication and Paper Presentation.

Documents for Cancellation of Registration:

1. Detailed request from the candidate (Duly recommended and forwarded by the research supervisor and head of the Research Centre).
2. Challan Receipt of required fees.
3. Copy of registration order.
4. Letter sent to the funding agency for stoppage of fellowship Or Certificate from the Head of the Research Centre to the effect that the candidate has not availed any fellowship during his/her research (whichever is applicable).
5. No Due Certificate.

Documents for Joint-Supervisor Induction:

1. Request from the candidate.
2. Consent Letter from the guide.
3. Willingness Letter from the Joint-Supervisor.
4. Challan Receipt of the fee required.
5. RAC recommendation (RAC should recommend that the Co-guide appointment is for academic purpose).
6. Copy of Registration order.

Documents for exemption from CW & PQE:

1. Detailed request from the candidate recommended by the guide and forwarded by the HoD/ Principal.
2. M.Phil. marklists and original certificate (copies attested by the candidate).
3. Recognition Certificate of MPhil if it is from other than Calicut University.
4. Challan receipt of required fees.
5. RAC recommendation for exemption from CW & PQE in the format attached herewith.
6. Copy of the Registration Order.
7. Copy of any other Memos issued to the candidate.

Format for PQE & CW exemption

1. "Certified that Mr./Ms. (Name of the candidate) holds a regular recognised M.Phil Degree in the relevant area of Ph.D. research topic and he/ she has done the Compulsory Course Work and Research Methodology, both in the relevant area of research and may be exempted from doing PQE & CW."

Or

2. “Certified that Mr./Ms.(Name of the candidate) holds a regular recognised M.Phil Degree not in the relevant subject, but has done a course in Research Methodology during the programme, he/she may be exempted from Course Work and PQE, if he/she successfully clears a separate examination in Course Work in the relevant subject of research, conducted by the University.

**In the case of interdisciplinary research, MPhil degree (as stated in 1 above) in the concerned area in any of the disciplines can be considered as equivalent to the Course work. In the case of any dispute in the topic of the candidate in Multi-disciplinary research, Dean of faculty can take decision in consultation with the RAC/ Head of the Department in which the candidate is registered for the Ph.D. degree. The requests for exemption from PQE & CW not supported with the above specific certification of the duly constituted Doctoral Committee will not be considered on any ground.

Documents for Centre Change:

1. Detailed request showing the reason for Centre Change duly recommended by the Guide and HoD/Principal.
2. Copy of Registration Order.
3. No Objection Certificate from the HoD/Principal of both Centres/Colleges.
4. RAC recommendation for centre change from the new centre.
5. Challan receipt of required fees.
6. NOC from the Guide.
7. If Guide Change is required, proposal for guide change.
8. Attendance and Progress Report of the candidate till date from the present centre.

Documents for De-registration:

1. Detailed request from the candidate recommended by the guide.
2. PQE Pass Memo.
3. RAC recommendation.
4. Copy of Registration Order.
5. No Due Certificate.