

List of Documents to be submitted

Documents for Ph.D Registration

1. Application form(in prescribed format)
2. CAP ID printout
3. Chalan Receipt (Rs. 2815/-)
4. RAC minutes in the prescribed format- Specific 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 & co-guide, etc. 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.
5. Qualifying Certificate with mark list/grade-sheet of final semester
6. M.Phil Certificate with mark list(if applicable)
7. Equivalency Certificates(if Master's Degree / M.Phil from universities other than University of Calicut)
8. NET / JRF award letter (if applicable)
9. Synopsis(duly endorsed by the Research Supervisor)
10. No Objection Certificate issued by the appointing authority(for Part-time)
11. Copy of rank list(if applicable)
12. Community Certificate/Non Creamy Layer Certificate(for SC/ST/OBC candidates)

Kindly refer circular- Admission to Ph.D. Programme - Procedure to be followed from 2017 onwards- no. 48963/RESEARCH-B-ASST-3/2016/Admn (I) dated 21.03.2017.

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 610/-)
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 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 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 610/-).
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 Centre Change

1. Detailed Request from the candidate through proper channel
2. Chalan Receipt (Rs.1050/-)
3. NOC from the concerned heads of the research centres
4. NOC from the guide
5. RAC minutes of newly opted research centre.

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 1105/-)

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 610/-)
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: up to 6 months – Rs.1165/-; 6 months to 1 year – Rs. 2265/-)
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 280/-).
3. Specific recommendation of the Research Advisory Committee
4. Copy of registration order
5. Recommendation of the guide