



**UNIVERSITY OF CALICUT**

No. 134835/RESEARCH-D-ASST-1/2016/Admn

Dated: 13.01.2023

**CIRCULAR**

Sub:- DoR - Ph.D Registration - List of documents to be submitted along with the Ph.D application -informing of - reg.

Ref :- Circular No;134835/RESEARCH-D-ASSI-1/2022/Admn dated 05/01/2023.

In continuation with the reference cited above, all HoDs/ Principals of the research Centres are directed herewith to submit the following documents along with the applications 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.

**Rilesh K.T**  
Deputy Registrar

To:-

The Heads of all Research Centres.

Forwarded / By Order

Section Officer

No.

Date:

**JOINING MEMO**

Sub:- Registration to Ph.D.Programme-(year)-reg.

Ref:- (1) Notification No.....  
(2) Application for Ph.D Registration submitted by Mr/Ms. ....  
(3) Rank list published on.....  
(4) Minutes of the meeting of the RAC held on .....

With reference to the above,Mr/Ms.....is informed that, on scrutinising the documents submitted by you, you are found to be eligible for admission/registration(Full-time/Part time)to Ph.D programme in (name of subject). The candidate has to comply with all the rules and regulations of the Ph.Dprogramme of the University through out the course. You are requested to report before the undersigned within 7 days of the receipt of this memo failing which the application for registration is liable to be rejected without further notice .

**The admission is purely provisional and the admission is liable to be cancelled if any anomalies are found by the Directorate of Research, University of Calicut. The final registration order will be issued by the Directorate of Research after verification of the documents.**

HoD/Principal

To:

Copy To:

1. The Director, DoR, University of Calicut.
- 2 .Research Guide- Name and Designation.
3. SF/FC.