



UNIVERSITY OF CALICUT

No. 197406/RESEARCH-D-ASST-1/2015/Admn

Dated: 10.08.2026

CIRCULAR

Sub:- Directorate of Research - Reporting of vacancies of research guides for Ph.D. 2026 Admission - reg.

Ref :- 1. Orders of the Vice Chancellor in the DDFS file of even no. dated 21.07.2026 and 10.08.2026.
2. Orders of the Director, DoR in the DDFS file of even no. dated 05.08.2026.

With reference to the above, all Heads/approved research guides of University Teaching Departments and approved research centres (at Affiliated Colleges/Research Institutions/MoU Centres) of the University are requested to upload the Ph.D. vacancy position of the research guides for Ph.D. 2026 Admission for entrance category candidates (entrance qualified and exempted candidates) through the link provided in the Supervisors login at Department Portal/ College Portal.

Faculty members with a retirement age of 60 must have a minimum of three years of remaining service to admit candidates . Faculty members with a retirement age of 56 must have a minimum of one year of remaining service to admit candidates . Faculty members with less than the specified remaining service must not report vacancies for Ph.D. Admission 2026 .

It is also informed that, the research supervisors who wish to admit candidates under anytime category should keep apart those vacancy and report only the vacancy they wish to admit candidates from the entrance list.

The Last date for Reporting/Editing/Approval of vacancies is 14.08.2026.

It is further informed that, only the number of vacancies to which the guide intends to admit students should be entered in the portal. The research supervisors should also enter the number of research scholars admitted under their co-guidance in the portal. The co-supervisorship should be treated as half vacancy. If the guide has an existing co-supervisorship, this should be counted in fixing further vacancies. **If the existing co-supervisorship exceeds the limit, no further vacancies can be notified until the existing scholars submit their thesis and vacancies arise.**

Instructions for Portal Updates

Entrance Vacancy Reporting by Research Supervisor:

Login to College/Department Portal:

Menu: Research -> Research Supervisor -> Vacancy -> Entrance

- *Enter the number of available vacancies and submit for approval.*
- *No further modifications or edits are allowed after the vacancy is approved by the HoD/Principal/Research Administrator*
- *Only vacancies approved by the HoD/Principal/Research Administrator will be considered for the Entrance Admission process.*

Entrance Vacancy Approval by HoD/Principal/Research Administrator:

Menu: Research -> HoD/HoI Entrance Vacancy Approval

The HoD/Principal/Research Administrator can verify the reported vacancy details and approve them during the approval period specified. Only vacancies approved within the permitted period will be considered for the Entrance Admission process.

Note :Once a vacancy is approved, the corresponding Research Supervisor will no longer be able to modify the reported vacancy details.

- All the research supervisors should update the details of co-guidance, Ph.D. Thesis Submission on the College/Department Portal before reporting the vacancies.
- The sanctioned strength of vacancy depends upon the Teaching Designation of the Research Supervisor. Hence each supervisor should ensure that their designation is updated on the portal.

NB: (1) Admission of candidates for Ph.D. 2026 is possible only against the notified vacancies of Guides.

(2) The Research Supervisors can upload the vacancy only if they update the profile on the research portal.

(3) All Heads of University Teaching Departments and approved research centres (Affiliated Colleges/ MoU centres) should ensure that all the research guides in their Institutions have uploaded the vacancy in the research portal.

(4) No requests for uploading the vacancies after the last date will be entertained.

Kindly treat the matter as most urgent.

Aseeja K
Deputy Registrar

To:-

The Heads of all University Teaching Departments/Approved Research Centres.

Copy to:

All Research Supervisors.

Forwarded / By Order

Section Officer