

Documents to be attached along with the application for Final Thesis Submission

1	Forwarding letter from the Head of the Research Centre (Mention the Date of Submission)
2	Duly filled application in the prescribed format
3	Original Challan receipt for Rs. 6790/- (w.e.f. 01/06/2026) towards the fee for thesis submission
4	Copy of the Registration Order
5	Re-registration order
6	Extension order
7	Conversion order
8	Title Change order if already obtained (Title change order is not being issued from the University w.e.f. 29.07.2023)
9	Pre-submission Minutes. (The title of the thesis is to be furnished clearly in the minutes if title change has been recommended by RAC)
10	Centre Change order
11	Guide Change / Joint-Supervisor Order
12	Preliminary Qualifying Examination (PQE) Pass Memo
13	PQE Exemption Memo in the case of M.Phil. Graduates
14	Copy of a Research Paper published along with the details in the prescribed format, duly certified by the HoD/ HoI that it is Peer reviewed.
15	Copy of a Research Paper publication. The name of the University shall be cited in the Research Publications
16	Paper presentation certificates (2 Nos), as per UGC regulation 2016
17	Copy of the proceedings of the pre-submission Seminar endorsed by the Head of the Research Centre
18	The Certificate of Plagiarism check, along with the first two pages of Core and Non-core and copy of the minutes of the doctoral committee.
19	No due certificates from the Department, Hostel and CHMK Library.
20	Joining Report from the HOD/HOI with seal and signature.
21	Monthly statement of attendance for the last two years (January to December) of the period of research till the date of submission of thesis. The attendance statement is to be forwarded by HoD/HOI of the Institution with seal and signature.
22	Self attested copy of Qualifying Certificate (Original is to be produced for verification while submitting thesis)
23	The soft copy of the synopsis. The soft copy of the synopsis is to be forwarded by the email 'phd@uoc.ac.in'. The hard copy of the synopsis is not required.

24	Two copies of the Thesis with one soft copy in pdf format. A third copy of the thesis shall be retained by the scholar and submitted only upon request. The soft copy of the thesis is to be forwarded by the email 'phd@uoc.ac.in'. The soft copy of thesis in CD/DVD is not required.
25	<u>Panel of examiners – Instructions</u> • The panel shall include a minimum of 10 examiners not below the rank of Associate Professor and out of which 5 numbers shall be from the outside state. However, for the subject of Malayalam the condition for the examiners from outside the state is not insisted. • The teachers of this University and affiliated colleges shall not be included in the panel as examiners. • The soft copy of Panel shall be forwarded by the email 'phd@uoc.ac.in' . • The panel shall include the institutional address, e mail address and mobile number of the examiners.