

## CHECK LIST

### Re-Registration

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Re-registration fee of Rs.1000/- for Full-Time and Rs.2000/- for Part-Time candidates (Original Chalan).
3. Copy of the Defaulted payment receipt. (Default payment is the sum of actual research fee to be paid with 50% fine)
4. Copy of registration order (Copy of other orders if issued)
5. Detailed fees statement duly countersigned by the Supervising Teacher.
6. Proforma of the Guide showing date of superannuation, details of scholars etc (Format can be downloaded from [www.research.keralauniversity.ac.in](http://www.research.keralauniversity.ac.in))
7. Certification duly endorsed by the Supervisor and Centre Head, stating no discontinuance has occurred during the research work.

### Change of Research Supervisor

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Fee for Change of Supervisor Rs. 300/- (Original Chalan)
3. Copy of registration order (Copy of other orders if issued).
4. Detailed fees statement duly countersigned by the Supervising Teacher.
5. NOC from the present Supervisor.
6. Consent from the proposed Supervisor
7. Proforma of the proposed Supervisor showing date of superannuation, details of scholars etc (Format can be downloaded from [www.research.keralauniversity.ac.in](http://www.research.keralauniversity.ac.in)) (Inclusion / Exclusion of Co-Supervisor = Rs. 250/- )

### Change of Research Centre

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Fee for Change of Centre Rs. 300/- (Original Chalan)
3. Copy of registration order (Copy of other orders if issued).
4. Detailed fees statement duly countersigned by the Supervising Teacher.
5. NOC from the present Centre.
6. Facility certificate from the proposed Centre.
7. Proforma of the proposed Supervisor showing date of superannuation, details of scholars etc (Format can be downloaded from [www.research.keralauniversity.ac.in](http://www.research.keralauniversity.ac.in))

### Change of Title

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Fee for Change of Title Rs. 300/- (Original Chalan)
3. Copy of registration order (Copy of other orders if issued).
4. Detailed fees statement duly countersigned by the Supervising Teacher.
5. The Research Supervisor has to certify that there is no change in the topic of Research.
6. Proforma of the Supervisor showing date of superannuation, details of scholars etc (Format can be downloaded from [www.research.keralauniversity.ac.in](http://www.research.keralauniversity.ac.in))

## Change of Topic of Research (Allow only within 1 year from the date of registration)

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Fee for Change of Topic Rs. 500/- (Original Chalan)
3. Copy of registration order (Copy of other orders if issued).
4. Detailed fees statement duly countersigned by the Supervising Teacher.
5. Doctoral Committee recommendations with Minutes.
6. Proforma of the Supervisor showing date of superannuation, details of scholars etc (Format can be downloaded from [www.research.keralauniversity.ac.in](http://www.research.keralauniversity.ac.in))

## Pre-submission seminar

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Fee for Pre-submission seminar Rs. 3000/- (Original Chalan)
3. Copy of registration order (Copy of other orders if issued).
4. Detailed fees statement duly countersigned by the Supervising Teacher.
5. Annual Progress Report of the last two years endorsed by Supervisor and Chairman Doctoral Committee.
6. Panel of Experts, forwarded by Chairman Doctoral Committee.
7. Attested copies of mark list and certificate of Course Work examination.
8. Venue certification from Centre Head on which the seminar to be conducted (endorsed by the Supervisor.)

## Conversion

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Fee for Conversion Rs. 1000/- (Original Chalan)
3. Copy of registration order (Copy of other orders if issued).
4. Detailed fees statement duly countersigned by the Supervising Teacher.
5. Joining letter
6. Relieving letter
7. NOC from employer
8. Relinquishment order (for Full-Time to Part-Time conversion).
9. Copy of the FDP/QIP order (if any)
10. Proforma of the Supervisor showing date of superannuation, details of scholars etc (Format can be downloaded from [www.research.keralauniversity.ac.in](http://www.research.keralauniversity.ac.in))

## Cancellation

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Statement from Supervisor endorsed by the Head of Research Centre citing reason for cancellation and details of fellowship availed.
3. Fee for Cancellation Rs. 200/- (Original Chalan).
4. Copy of registration order (Copy of other orders if issued).
5. Order granting relinquishment of fellowship (if any)

## University Fellowship

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Copy of registration order (Copy of other orders if issued).
3. Copy of the fellowship order last issued (if any).
4. Detailed fees statement duly countersigned by the Supervising Teacher.
5. Work progress report given by the Supervisor.
6. Undertaking from the Supervisor showing, the candidate is a full-time scholar, not availing any fellowships, not working anywhere, and if getting an employment the matter will be intimated to the University.
7. Proforma of the Supervisor showing date of superannuation, details of scholars etc (Format can be downloaded from [www.research.keralauniversity.ac.in](http://www.research.keralauniversity.ac.in))

## Recognition as Research Supervisor

(eligible only one year after the award of Ph.D degree)

1. The application for Approval as Research Supervisor for Ph.D, duly endorsed by the Head of the Institution and Chairman, P.G. Board of Studies.
2. Guideship fee of Rs. 1000/- (Original Chalan)
3. Two publications in approved journals after the award of Ph.D degree should be endorsed by the Chairman, P.G. Board of Studies.
4. Facility certificate from the institution where they intend to work as Supervisor.
5. Experience certificate (not needed for teaching faculty working at Dept. of University of Kerala)
6. Undertaking from the applicant that he/she is not an approved Research Supervisor of any other University (in the case of Scientists / Engineers)

## Leave (As per 2016 Regulations)

(Maximum Medical leave = 60 days

Maternity leave = 240 days

Joining spouse = 6 months)

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Copy of registration order (Copy of other orders if issued).
3. Original medical certificate.
4. Detailed fees statement duly countersigned by the Supervising Teacher.
5. Details of the leaves already availed during the research period. (If not availed, submit the undertaking letter from the Supervisor)

## Relinquishment

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Request stating the reason of relinquishment recommended by Supervisor.
3. Copy of registration order (Copy of other orders if issued).
4. Copy of all fellowship orders (University / other)
5. Audit report if fellowship bills are submitted at Kariavattom.  
(If the centre of Research is any one of the University Department)

### Special Certificate

1. The application for Ph.D Research Scholars for various purposes is to be recommended and forwarded by the Supervisor, Centre Head & Chairman Doctoral Committee.
2. Copy of registration order (Copy of other orders if issued).
3. Special certificate fee of Rs. 250/- (Original Chalan)