



## UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

No. Ac.E1.B/Ph.D Regn/2014 (2)

Thiruvananthapuram,  
Dated: 11.07.2014

### CIRCULAR

**Sub: Conduct of Doctoral Committee meetings for Ph.D candidates – regarding.**

Notification inviting online applications for Ph.D registration for the July 2014 session has already been issued and the applicants are to register online till 5 pm on 15.07.2014 .

Eventhough in the previous sessions guidelines were issued on how to conduct the Doctoral Committee and procedures to be followed for forwarding the Recommendations of the Doctoral Committee along with relevant documents, many University departments failed to adhere to the guidelines. Doctoral Committees were conducted months after the deadline and the documents were not forwarded to the University in time. This resulted in delay in processing applications and granting registration.

A few departments failed to follow directions given in the last session to change DDs submitted by candidates into remittance slips at the University cash counter, Kariavattom and forward the same along with the documents. All departments are to strictly follow this, as huge revenue loss is incurred for re-validating the DDs when received at the University.

The Doctoral Committee recommendations and the Proforma of the guides are to be submitted in the prescribed format, available in the website with all details filled in. Any corrections in the Minutes of the Doctoral Committee shall be properly attested. The Doctoral Committee is to be conducted on time and the minutes and other documents are to be forwarded to the University as per the given guidelines.

The word 'Co-guide' should be written along with the name of the Co-guide in the space provided in the Doctoral Committee minutes .

All concerned are requested to comply with the contents of the circular.

Sd/-  
Registrar