

Documents Required for Ph.D Registration:-

1. Duly filled application form (in prescribed format).
2. Chalan Receipt of required fees.
3. RAC minutes.
4. Copy of Qualifying Certificate (PG).
5. Mark list/grade sheet of last semester.
6. M.Phil Certificate with mark list (if applicable).
7. Copy of Equivalancy Certificate (for Master's/M.Phil Degree from universities outside Kerala).
8. NET/JRF award letter (if applicable).
9. Synopsis (one copy - duly endorsed by the research supervisor).
10. No Objection Certificate issued by the appointing authority (if applicable).
11. Copy of rank list (if applicable).

Documents for Conversion:-

(Sl No. 1 to 5 common for FT&PT; 6 to 9 for conversion to FT; 10 to 14 for conversion to PT)

1. Application in the prescribed format duly endorsed and forwarded by the Guide & Head of research center.
2. Chalan receipt of required fees.
3. Copy of the registration order.
4. Specific recommendation of the Research Advisory Committee for conversion with directions to the candidate to complete the research work and submit thesis within the period granted.
5. Details of Course work & PQE.
6. Copy of the relieving order from the employer/parent institution as the case may be.
7. Copy of the proceedings of the employer sanctioning leave (if proceeding on leave for study purpose / research).
8. Copy of the joining report from the from the Research Centre.
9. Copy of the FIP/JRF letter (if applicable).
10. Copy of the appointment letter from the employer (if joined new job).
11. Copy of the joining Report from the employer (if joined new job).
12. Copy of the NOC from the Employer.
13. Copy of the relieving order from the research centre where the candidate has been doing research in full time mode.
14. Copy of the letter to UGC (or other funding agency) sent by the Head of the Institution, requesting stoppage of fellowship from the date of resignation of the researcher Or a clear statement from the Head of the Research Centre (Principal/Director/HoD of University departments) in this regard (if the researcher enjoyed fellowship of any type).

Documents for Title Change:-

1. Application Form (in prescribed format).
2. Chalan receipt of required fees.
3. Specific recommendation of Doctoral committee (in prescribed format).
4. Copy of registration order.
5. Copies of order sanctioning centre/guide change(s), if any, (pplicable only if availed the benefits earlier).

Documents for Guide Change:-

1. Detailed Request from the candidate (recommended and forwarded by the head of the research centre).
2. NOC from the present guide.
3. Acceptance letter from the new guide (with mention of number of scholars already registered under him/her if any).
4. Copy of registration order.
5. Chalan receipt of required fees.

Documents for Extension of Registration

1. Application Form (in prescribed format).
2. Copy of registration order.
3. Specific recommendation of the Doctoral Committee for extension with solid reason(s).
4. Chalan Receipt of required fees.
5. Details of Course Work and PQE.
6. Copies of orders of extension/FIP extension granted by UGC/change in guide/mode/topic if any already availed.

Documents for Cancellation of Registration

1. Detailed request from the candidate (Duly recommended and forwarded by the research supervisor and head of the research centre.
2. Chalan Receipt of required fees.
3. Copy of registration order.
4. Letter sent to the funding agency for stoppage of fellowship **Or** certificate from the Head of the Research centre to the effect that the candidate has not availed any fellowship during his/her research (whichever is applicable).