

**Ph.D.
Scholar's task list-2016 REGULATION**

- | Sl.No. | Task Name |
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| 1 | Apply for Ph.D. registration |
| 2 | Qualify for Doctoral Committee |
| 3 | Doctoral Committee |
| 4 | Passing of Doctoral Committee |
| 5 | Submit the Proforma, Consent from Guide, Agreement from Research Center, Modified Research Proposal |
| 6 | Issuing Registration Order |
| 7 | Joining Research Centre and upload the joining report in the research portal(Within 10 days on joining the Research centre in the prescribed format) |

COURSEWORK

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| 8 | Attending the Course Work -(single spell of 6 months for full time scholars from the course start date every year and 2spells of 3 months each for part time scholars, april-june is the usual time span unless specified otherwise) |
| 9 | Approval of paper III syllabus.-based on the topic selected by each candidate,the guides prepare the paper 3 syllabus and forward the syllabus through head of the research centre to the concerned section for approval .once approval is received orders are issued |
| 10 | 75% attendance in course work is mandatory for attending coursework examination (Generally 4 papers/exemption for certain papers are allowed to individual applicants based on their previous qualifications) |
| 11 | Qualify internal exams are essential for attending/passing coursework examinations |

Registration for Course work examination after completing the 6 month course work

Course Work Exam registration through Research portal, fees payment through the portal Documents to be uploaded :

- 12 Provisional Registration Order, Course III Syllabus approved order, PG Certificate and Mark List, M.Phil Certificate and Mark List (if applicable), Eligibility/ Equivalency Certificate (if applicable), University Orders (Mode of Registration Conversion – Full Time to Part Time and Vice Versa, Centre Change, Guide change, Leave, Condonation etc) (if applicable).

- 13 Passing of Course Work Exam

APPLICATION FOR UNIVERSITY JUNIOR RESEARCH FELLOWSHIP (UJRF)

- Research scholars may apply for UJRF through their profiles in the research portal, if eligible, as per notification published by the University.
- On the issuance of the UO sanctioning UJRF, Research scholar should submit bill for claiming Fellowship in the prescribed form.
- Check list for claim bill submission is listed below.

Sl. No.	Item
1.	Detailed Bill with Sign & Seal of Principal/Director on both pages with Bank account details
2.	Duplicate of detailed bill
3.	Receipt signed by research scholar on one rupee Revenue stamp, counter signed by Principal/Director
4.	Monthly Progress Reports for each & every month claimed even if it is only for a day
5.	Agreement on stamp paper worth Rs. 200/- Signed by research fellow, two Sureties and Guardian.
6.	Copies of University Order sanctioning fellowship, Registration order, Joining report, Bank pass book and copy of Course Work mark list
7.	Any other University Order relating to the scholar, like, Maternity Leave, Conversion to Part Time etc.
8.	A Declaration from research scholar stating that he/she is not in receipt of any other scholarship or financial assistance.

Contingency claim bill should be submitted separately. Check list for Contingency claim bill submission is listed below:

Sl. No.	Item
1.	Detailed Bill with Sign & Seal of Principal/Director on both pages with Bank account details
2.	Duplicate of detailed bill
3.	Receipt signed by research scholar on one rupee Revenue stamp, counter signed by Principal/Director
4.	Original bills of expenditure incurred with "paid by me" certification of research scholar duly forwarded by research guide.
5.	Copies of University Order sanctioning fellowship, Registration order, Joining report, and Bank pass book

6.	Any other University Order relating to the scholar, like, Conversion to Part Time etc.
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EXTENSION OF UJRF FOR THE THIRD YEAR

Research Scholars after receiving UJRF for first two years may apply online for Extension of UJRF for the third year.

Check list for submitting application for extension of UJRF for the Third year is listed below:

Sl. No.	Item
1.	Request letter from Research Scholar addressed to the Registrar (Please mention number and date of University Order sanctioning fellowship in the letter)
2.	Recommendation letter from Research Guide countersigned and forwarded by head of the research centre.
3.	Copy of peer reviewed journal publication attested by research guide
4.	Copy of Certificate of National/International paper presentation attested by research guide
5.	No due Certificate from PhD academic section concerned (format available in Circular No. 60608/AC A6-2/2025/AC A 6, Dated: 31.03.2026)

Research scholar should submit claim bill after University issues an Order sanctioning extension of UJRF for the third year.

CONFIRMATION OF REGISTRATION

Submit Application, Course work marklist copy, matriculation memo - If any (any other pending original academic documents at the time of registration) with proper recommendations of guide and centre head for confirmation of registration.

- 14 Submit Half Year reports every 6 months-
Scholars should submit half yearly report and prescribed fees semester fee/library fee/lab fee regularly in order to avoid fine/penalties
- 15 Paper publication :- at least one research paper in a refereed journal of national / inter national standing, which is in the UGC-CARE list (or other journals prescribed by the University) copy of the same attested by the guide submit to Research Director
- 16 Seminar presentation :- 2 paper presentations in seminars or conferences copy of the same attested by the guide submit to Research Director

- 17 Pre-Ph.D. presentation :- Application from Guide , Confirmation Order, Other Orders if any. Minutes, Report, Undertaking, Attendance statement (Minimum 25 scholars / faculties)

18. SYNOPSIS SUBMISSION-supporting documents

1) Application for Adjudication (Fee-prescribed fee at the time of submission-)

2) Fee for Adjudication –prescribed fee at the time of submission-)

3) Forwarding Letters

a) From Guide

b) From Principal/Director of the Research Centre

4) Orders from University

a) Registration Order and Joining Report.

b) Extension Order.

c) Conversion from Full time to Part time or vice versa, if any

d) Title Change etc

e) Qualifying exam notification, in the case of research scholars under the faculty of Science

f) If exempted from Qualifying exam, copy of the order exempting from the same

g) Grade card/evidence for having qualified in the course work

h) Certificate from the Director of Research regarding pre-Ph.D presentation.

i) Copy of the research paper published in a refereed journal, or the letter of acceptance from a refereed journal, duly certified by the Director of Research.

5) Documents to attached

a) First page of SSLC Book

b) Qualifying Certificate (PG Degree Certificate)

6) Synopsis

19. Thesis Submission-supporting documents

1) Forwarding Letters

a) From Guide

b) From Principal/Director of the Research Centre

2) Author Approval Form

3) Thesis

4) Original report on the Percentage of Plagiarism (10% or below) of the Ph.D thesis, obtained from the University Library, countersigned by the Supervising Teacher.

5) In the case of the research Scholars staying in the University Hostels a no dues certificate and a certificate to the effect that the student has vacated from the hostel, from the Section Officer in charge of hostel shall be submitted.

6) No dues certificate from University Library.

Ph.D. Scholar's Application list

Sl.No.	Task Name	Documents to be uploaded
1	Extension of joining the course work	Application, Supporting documents, fees
2	Condonation for attendance for attending course work examination	Application, Supporting documents, fees
3	Application for registration of Course work examination	Course Work Exam registration through Research portal, fees payment through the portal Documents to be uploaded : Provisional Registration Order, Course III Syllabus approved order, PG Certificate and Mark List, M.Phil Certificate and Mark List (if applicable), Eligibility/ Equivalency Certificate (if applicable), University Orders (Mode of Registration Conversion – Full Time to Part Time and Vice Versa, Centre Change, Guide change, Leave, Condonation etc) (if applicable).
4	Confirmation of registration	Application, Course work marklist copy, matriculation memo - If any
5	Conversion of Mode of research	Application, Appointment Order, Duty Joining report, NOC from Research center, NOC from the employer, Undertaking, fees
6	Change of Research Guide	Application, NOC from Guide, Consent from new Research Guide, fees
7	Inclusion of Co-guide	Application, NOC from Guide, Consent from Co-guide, DC or RAC report, fees
8	Change of Research centre	Application, NOC from Research centre, Agreement from new Research centre, fees

9	Change of Area/Topic of research	Application, Research Advisory committee report, New Synopsis, fees (within first four semesters)
10	Application for relocation	Application, NOC from parent institution, Copy of Course work mark list (if any), Undertaking as per Clauses in Regulation, fees
11	Application for special leave for full time scholars	Application, Supporting Documents sufficient and reasonable for granting special leave, Self declaration of not availing any fellowship/Scholarship
12	Application for medical leave	Application, Medical certificate
13	Application for maternity leave	Application, Medical certificate
14	Application for De-registration	Application, fees
15	Application for discontinuance	Application, fees
16	Application for Re-registration	Application, fees
17	Application for first extension of period of research	Application, fees
18	Application for second extension of period of research	Application, fees
19	Application for third extension of period of research	Application, fees
20	Application for first grace time	Application, fees
21	Application for second grace time	Application, fees
22	Application for third grace time	Application, fees
23	Application for fourth grace time	Application, fees
24	Application for cancellation	Application, No due certificates, fees
25	Change of title of research	Application, Pre-Ph.D minutes, Pre-Ph.D Report, fees
26	Application for permission for Pre-Ph.D. presentation	Application from Guide, Confirmation Order, Other Orders if any
27	Application for Pre-Ph.D. CERTIFICATE	Minutes, Report, Undertaking, Attendance statement (Minimum 25 scholars / faculties)

		SYNOPSIS SUBMISSION 1)Application for Adjudication(Fee as per the UOs issued from time to time) 2)Fee for Adjudication – Chelan Fee as per the UOs issued from time to time) 3)Forwarding Letters a)From Guide b)From Principal/Director of the Research Centre 4)Orders from University a)Registration Order and Joining Report. b) Extension Order. c)Conversion from Full time to Part time or vice versa,if any d) Title Change etc e)Qualifying exam notification, in the case of research scholars under the faculty of Science f)If exempted from Qualifying exam, copy of the order exempting from the same g)Grade card/evidence for having qualified in the course work h)Certificate from the Director of Research regarding pre-Ph.D presentation. i)Copy of the research paper published in a refereed journal, or the letter of acceptance from a refereed journal,duly certified by the Director of Research .
28	Adjudication of Ph. D thesis	5) Copy of a) First page of SSLC Book b) Qualifying Certificate (PG Degree Certificate) 6)Synopsis Thesis Submission 1) Forwarding Letters a) From Guide b) From Principal/Director of the Research Centre 2)Author Approval Form 3)Thesis 4)Original report on the Percentage of Plagiarism (10% or below) of the Ph.D thesis, obtained from the University Library,countersigned by the Supervising Teacher. 5)In the case of the research Scholars staying in the University Hostels a no dues certificate and a certificate to the effect that the student has vacated from the hostel, from the Section Officer in charge of hostel shall be submitted. 6) No dues certificate from University Library.
29	Application for grace period of thesis submission for 1 month(Scholars having research period)	Application, fees

30	Application of extension of thesis submission for 1 year	Application , fees
31	Application for Publication of thesis	Application, fees
32	Application for NET exemption Certificate	Application, ,Registration Order, Undertaking from Research Guide, Copies of seminar presentation, Journal publication,Ph. D Degree certificate, Notification, fees
33	Application for Provisional Certificate	Application,fees,Notification,SSLC Certificate, PG Certificate
34	Application for Original Degree Certificate	Application, fees, Notification, SSLC Certificate,PG Certificate
35	Application for Regulation Certificate	Application, Fees, Copy of Ph.D Degree Certificate, Notification, Registration Order,Course Work Certificate, Pre-Ph.D Presentation Certificate, Paper Presentation Certificates(duly certified by the Director of Research), Copy of the research paper published in a refereed journal, duly attested by the Director of Research
36	Application for Genuineness Verification of Degree Certificate	Application,fees,Notification,scanned copies of both sides of the Degree Certificate.
37	Application for Official Transcript	Application,fees,Notification, scanned copies of both sides of the Degree Certificate (WES form)
38	Application for Other Certificate	Application,Registration Order, Undertaking from Research Guide, Copies of seminar presentation, Journal publication,Ph. D Degree certificate, Notification, fees
39	Application for University Junior Research Fellowship	Application form, Recommendation of Guide, Countersigned by Principal/Director,Proof for Date of Birth, Joining Report, Ph. D Registration Order, Marklist of course work examination(if any), Latest progress report

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| 40 | Application for extension of UJRF to the third year. | Application from research scholar, Recommendation of Guide, Countersigned by Principal/Director, Attested copies of Paper published in a refereed journal, and Paper presented in an International Conference. Copy of UO sanctioning UJRF, No Due Certificate, Permanent Registration Order |
| 41 | Application for removing Co-guide/supervisor | Application recommended by Guide.Co-guide and Head/Director of the research centre |
| 42 | Application for foreign visit as part of research work | Application, Offer letter from foreign University / Institution, Copy of the acceptance of the offer letter by scholar, Confirmation of acceptance by the Institution/University, Financial support details got from foreign Institution/University to be disclosed, Self declaration that the scholar is not receiving any other scholarship from any Institutions during the specified period |
| 43 | Complaint/Others | Application, Supporting documents |

VC Please
Done
30 May 2026

[Signature]
 30.5.26
 VICE - CHANCELLOR