

## Ph.D REGISTRATION

### CHECK-LIST

1. Consent from Guide
2. Proforma from Guide (Only in the new format available as in the Research Portal with all details filled in)
3. Facility Certificates from Centre
4. Synopsis (Corrections, if any made as per the recommendations of the Doctoral Committee is to be properly attested)
5. NOC from employer (if Part-time)
6. Undertaking from candidates stating that 3 years leave without allowance would be taken for research (in Full-time and employed)
7. Community/Caste Certificate (if SC/ST)
8. a) Marks obtained for PG-55% and above (relaxation for college teacher and SC/ST only)  
Attested copy of mark list/certificate to be submitted. Attested percentage conversion table mandatory if marks are awarded in grade points.  
b) Candidates from other University have to produce attested copies of eligibility certificates issued from the University of Kerala
9. Attested copies of additional qualifications (Ph.D. Entrance test, UGC-JRF-NET, M.Phil and other Fellowships)
10. Experience Certificate may be furnished by College teachers claiming exemption from entrance test (Minimum 7 years)
11. Registration Fee Rs. 520/- (If DD Rs. 530/-)
12. Doctoral Committee Recommendations are to be filled in as per the latest proforma available in the Research Portal with all columns completely filled in.
13. Doctoral Committee shall ensure that Ethics Committee clearance is there if human subjects are involved in research
14. Please arrange the documents in the Order of the Checklist with application and Doctoral Committee recommendations on top.
15. In order to avoid re-validation of DD's resulting in huge revenue loss the University department concerned shall detach the DDS and submit it at the University Cash Counters (at Palayam/ Kariavattom Campus) and attach the remittance slips with the applications before forwarding the documents to the University.

  
Deputy Registrar (Academic III)  
**For Registrar**