

Guidelines for the conduct of Doctoral Committee

The University has introduced online registration for Ph.D programme from January 2013 onwards. Consequently there are minor modifications in the procedure for the conduct of the doctoral committee. The applicants have been instructed to submit the print out of the online application, along with the documents, to the concerned departments on the day of the doctoral committee. **The applications are to be scrutinized at the department and the defects (if any) in the applications are to be identified at the level of the department in accordance with the checklist attached.** Only those candidates whose applications are complete in all respects are to be interviewed and such applications shall be forwarded to the university.

The following guidelines are to be followed for the conduct of the Departmental Doctoral Committee:

1. After the last date – i.e. 15/07/2013 – for the first stage of the registration, a list of the applicants with details will be forwarded to the concerned departments. The soft copy of the list as well as the applications will be available on the web: www.research.keralauniversity.ac.in. After preliminary verification of the list, the candidates may be called for the doctoral committee by the department through e-mail. The date of the doctoral committee is to be intimated to the members of the Departmental Doctoral Committee and to those guides of the candidates who have opted other centres. In the case of candidates who have opted other centres, the respective guides shall be the convenor and shall be in the doctoral committee for their candidates. The date of the doctoral committee may also be intimated by e-mail to research.keralauniversity@gmail.com for inclusion in the research portal.
2. Applications of those candidates who fulfill the essential academic requisites on the last day, i.e. 15/07/2013, alone may be considered.
3. Candidates, who hold Postgraduate/M.Phil Degrees from Universities other than University of Kerala, shall be considered only after the submission of **Eligibility Certificates** issued by this University.
4. It should be confirmed that the candidates currently applying for registration do not hold earlier registration to Ph.D research.
5. Whenever human subjects are involved in research, the concerned Doctoral Committee shall indicate whether the clearance of the Institution/University, Ethical Committee has been obtained.
6. All eligible candidates shall be interviewed by the Departmental Doctoral Committee within one month.
7. The Doctoral Committee shall select candidates based on merit and aptitude for research.
8. The Chairman, Doctoral Committee, shall forward the applications of selected candidates together with the recommendations of the Doctoral Committee in the prescribed form along with other relevant documents including the title and syllabus of Course Work to the University within one week after the selection i.e., on or before 23/08/2013. The Faculty and Subject shall clearly be specified in the Doctoral Committee minutes. It should also be specified whether the candidate is exempted from Paper 1: Research Methodology. Only those candidates who have passed the Research Methodology for the M. Phil Degree in the concerned subject shall be exempted. Applications without documents mentioned in the instructions to the candidates will not be considered.
10. For eligibility criteria, the regulations uploaded in the research portal may be verified.
11. The time schedule prescribed is to be strictly adhered to.

Deputy Registrar (Academic III).
For Registrar

Ph.D. REGISTRATION

CHECK-LIST

1. Consent from Guide
2. Proforma from Guide
3. Facility Certificate from the concerned Research Centre
4. Synopsis
5. NOC from employer (if part-time)
6. Undertaking from candidate stating that 3 years leave without allowance would be taken for research (if full-time and employed)
7. Community/Caste Certificate (if SC/ST)
8. Marks for PG-55% and above (relaxation for college teacher and SC/ST only) marklist/certificate
9. Candidates from other Universities have to produce attested copies of eligibility certificates issued from the University of Kerala
10. Attested copy of the pass memo of the Ph.D. Entrance test conducted by the University of Kerala or any of the certificates to claim exemption from the entrance test.
11. Experience Certificate may be furnished by College teachers claiming exemption from entrance test.
12. Registration Fee Rs.510/- [If DD, Rs 520/-]
13. Registration fee is to be remitted before 15/01/2013 [except UGC JRF candidates]
14. Proof of qualifying Research Methodology paper for M. Phil. Degree in the concerned subject. [Attested copy of mark list or certificate from the concerned authority]