



PONDICHERRY UNIVERSITY
EXAMINATION WING

Dr. B. CHITHRA Ph.D (Law)
JOINT REGISTRAR (EXAMS)

R. VENKATARAMAN NAGAR
KALAPET- 605 014

Ref.No: PU/EW/JR/Ph.D/2015/85

Date: 27.08.2015

CIRCULAR 001

Sub: Process after Registration of Ph.D Scholars – Check list issued for Compliance - Reg

Dear Sir/ Madam,

It is felt, that the process after registration of the Ph.D. candidates, pertaining to the University Departments and the Affiliated Colleges, has to be streamlined with regard to the Examination/Exemption of the Pre-Ph.D. – Part I exam, submission of synopsis, submission of Thesis, conduct of Viva-Voce and submission of panel of Examiners for evaluation of Thesis.

The Examination Wing has been receiving incomplete documents/materials of the Research Scholars without adequate information and a lot of time is wasted in seeking clarification through correspondence from the respective Deans/HOD's /Supervisors.

In order to tide over this situation and ensure the smooth conduct of the above mentioned process, and to avoid hardship to the Research Scholars, a check list has been prepared and enclosed herewith.

You are requested to meticulously follow the procedure mentioned therein, in order to ensure that all the required Information/documents/materials are sent to the Exam Wing to enable the Section to process the file without delay and also avoid unwanted correspondence seeking clarification on the enclosures submitted to the Exam wing.

Your earnest Co-operation in this regard is solicited.


Joint Registrar (Exams)

To

1. All the Deans/HODs /Supervisors – University Departments, Pondicherry University.
 2. All the Directors/Principals of Affiliated Colleges, Puducherry, Karaikal, Port Blair.
- for circulation among the departments and for necessary action please

LIST OF DOCUMENTS REQUIRED STAGE-WISE
CHECK LIST FOR REGISTRATION FOR PHD PROGRAMME

Sl.No.	List of Documents Required Registration Check List	Enclosures
REGISTRATION CHECK LIST		
01	Admission Order (Attested Copy)	Yes/No
02	Registration Form duly signed by the Supervisor, HOD and Dean	Yes/No
03	Post Graduate Degree Certificate/Provisional Certificate (Attested Copy)	Yes/No
04	M.Phil., Degree Certificate/Provisional Certificate	Yes/No
05	Fee Remittance Chalan	Yes/No
06	Joining Report	Yes/No
07	Undertaking Certificate	Yes/No
08	Case Sheet	Yes/No
PRE-PHD EXAMINATION CHECK LIST		
09	Panel of Examiners	Yes/No
10	Pre-PhD Exam Fee	Yes/No
11	Marks obtained in each papers	Yes/No
12	Doctoral Committee Minutes	Yes/No
13	Forwarding letter through HOD/Dean	Yes/No
14	Tuition Fee (Semester) Chalan (copy)	Yes/No
SYNOPSIS SUBMISSION CHECK LIST		
15	Synopsis Application Form	Yes/No
16	Chalan	Yes/No
17	Hard Copies of the Synopsis (5 Nos)	Yes/No
18	Soft Copies of the Synopsis (2 Nos)	Yes/No
19	Minutes of the Doctoral Committee	Yes/No
20	Panel of Examiners (Duly Approved by HOD/Dean)	Yes/No
21	Certificate from the Supervisor for having published the papers in Peer Reviewed Journals	Yes/No
22	Forwarding letter through HOD/Dean	Yes/No
23	Tuition Fee (Semester) Chalan (copy)	Yes/No
THESIS SUBMISSION CHECK LIST		
24	Thesis Application Form	Yes/No
25	Chalan	Yes/No
26	Hard Copies of the Thesis (5 Nos)	Yes/No
27	Soft Copies of the Thesis (2 Nos)	Yes/No
28	Minutes of the Doctoral Committee	Yes/No
29	Panel of Examiners (Duly Approved by HoD/Dean)	Yes/No
30	Forwarding letter through HOD/Dean	Yes/No
31	Tuition Fee (Semester) Chalan (copy)	Yes/No
32	No Dues Certificate (Dept, Hostel & Libray, etc.,)	Yes/No
33	Basic Qualifying Degree (PG/M.Phil.) (Attested Copy)	Yes/No

PROGRAMME CONVERSION CHECK LIST FROM F.T. TO P.T. & VICE VERSA		
34	Request of the PhD Student	Yes/No
35	Reasons for Conversion	Yes/No
36	Copy of the Appointment Letter	Yes/No
37	Recommendations of the Doctoral Committee	Yes/No
38	Forwarding letter through HOD/Dean	Yes/No
39	Conversion fee	Yes/No
CHECK LIST FOR CHANGE OF GUIDE		
40	Request of the PhD Student	Yes/No
41	Reasons for Change of Guide	Yes/No
42	Consent of Both the Guides (Present/Proposed)	Yes/No
43	Recommendations of the Doctoral Committee	Yes/No
44	Forwarding letter through HOD/Dean	Yes/No
CHECK LIST FOR EXTENSION		
45	Request of the PhD Student	Yes/No
46	Reasons for Extension of Time	Yes/No
47	Extension sought within the Maximum Period	Yes/No
48	Recommendations of the Doctoral Committee	Yes/No
49	Forwarding letter through HOD/Dean	Yes/No
50	Chalan for Extension of time	Yes/No

B. Chidambaram
Joint Registrar