



PONDICHERRY UNIVERSITY
Examination Wing

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

| Sl. No. | Documents Required | 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/NoS |
| 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(Duly signed by the Candidate, Supervisor and forwarded by the HOD /Dean) | 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 | Public Presentation of the Synopsis, Attendance and Minutes of the Doctoral Committee | Yes/No |
| 20 | Panel of Examiners (Not less than Six Indian Examiners and Not less than Four Foreign Examiners duly Approved by DC and forwarded by HOD/Dean and authenticated by the DC members in every page) | Yes/No |
| 21 | Certificate from the Supervisor for having published at least one paper in Peer Reviewed Journals | Yes/No |
| 22 | Certificate from the Supervisor for having presented papers in National/International Seminars/Conferences/Workshops | Yes/No |
| 23 | Copies of Publications & Papers Presented | Yes/No |
| 24 | Provisional Registration & Confirmation letter issued by COE | Yes/No |
| 25 | In case of extension; letter for approval of extension from COE's Office | Yes/No |
| 26 | Forwarding letter through HOD/Dean | Yes/No |
| 27 | Tuition Fee (Semester) Chalan (copy) | Yes/No |
| THESIS SUBMISSION CHECK LIST | | |
| 28 | Thesis Application Form(Duly signed by the Candidate, Supervisor and forwarded by the HOD /Dean) | Yes/No |
| 29 | Chalan | Yes/No |
| 30 | Hard Copies (soft binding only) of the Thesis (5 Nos) | Yes/No |
| 31 | Soft Copies of the Thesis (2 Nos) | Yes/No |

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| 32 | Minutes of the Doctoral Committee | Yes/No |
| 33 | Provisional Registration & Confirmation letter issued by COE | Yes/No |
| 34 | In case of extension; letter for approval of extension from COE's Office | Yes/No |
| 35 | Forwarding letter through HOD/Dean | Yes/No |
| 36 | Tuition Fee (Semester) Chalan (copy) | Yes/No |
| 37 | No Dues Certificate (Dept, Hostel & Libray, etc.,) | Yes/No |
| 38 | Basic Qualifying Degree (PG/M.Phil.) (Attested Copy) | Yes/No |
| CONSOLIDATED REPORT FORWARDING CHECK LIST | | |
| 39 | Forwarding letter through HOD / Dean | Yes/No |
| 40 | Consolidated Report (I, II, III), forwarded from the COE office. | Yes/No |
| 41 | Report of the supervisor & DC members along with DC meeting minutes | Yes/No |
| 42 | Declaration by the Guide / supervisor | Yes/No |
| 43 | ETD Approval Form | Yes/No |
| 44 | Two error free soft copy of the thesis | Yes/No |
| 45 | Errata Portion of corrections duly signed by the Supervisor & DC members | Yes/No |
| VIVA VOCE REPORT SUBMISSION CHECK LIST | | |
| 46 | Forwarding letter enclosing all the documents duly forwarded by HoD / Dean | Yes/No |
| 47 | Viva Voce Report duly signed by supervisor & external expert forwarded through HoD & Dean | Yes/No |
| 48 | Attendance of Viva Voce | Yes/No |
| 49 | Application for Provisional Certificate | Yes/No |
| 50 | Requisite Provisional Certificate fee | Yes/No |
| CHECK LIST FOR CONVERSION FROM F.T. TO P.T. & VICE VERSA | | |
| 51 | Request of the PhD Student | Yes/No |
| 52 | Reasons for Conversion | Yes/No |
| 53 | Copy of the Appointment Letter | Yes/No |
| 54 | Recommendations of the Doctoral Committee | Yes/No |
| 55 | Forwarding letter through HOD/Dean | Yes/No |
| 56 | Conversion fee | Yes/No |
| CHECK LIST FOR CHANGE OF GUIDE | | |
| 57 | Request of the PhD Student | Yes/No |
| 58 | Reasons for Change of Guide | Yes/No |
| 59 | Consent of Both the Guides (Present/Proposed) | Yes/No |
| 60 | Recommendations of the Doctoral Committee | Yes/No |
| 61 | Forwarding letter through HOD/Dean | Yes/No |
| 62 | Tuition Fee (Semester)Chalan (Copy) | Yes/No |
| CHECK LIST FOR EXTENSION | | |
| 63 | Request of the PhD Student | Yes/No |
| 64 | Reasons for Extension of Time | Yes/No |
| 65 | Extension sought within the Maximum Period | Yes/No |
| 66 | Recommendations of the Doctoral Committee | Yes/No |
| 67 | In case of 2 nd extension approval letter of 1 st extension from COE'S Office | Yes/No |
| 68 | Forwarding letter through HOD/Dean | Yes/No |
| 69 | Chalan for Extension of time | Yes/No |


 B. CHITHRA 25/9/15
 Joint Registrar (Exams)