

**LIST OF DOCUMENTS REQUIRED STAGE-WISE**

**CHECK LIST FOR REGISTRATION FOR PHD PROGRAMME**

Sl.No.	List of Documents Required Registration Check List	Enclosures
<b>REGISTRATION CHECK LIST</b>		
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
<b>PRE-PHD EXAMINATION CHECK LIST</b>		
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
<b>SYNOPSIS SUBMISSION CHECK LIST</b>		
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
<b>THESIS SUBMISSION CHECK LIST</b>		
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 of the Thesis (5 Nos)	Yes/No
31	Soft Copies of the Thesis (2 Nos)	Yes/No
32	Minutes of the Doctoral Committee	Yes/No
33	Provisional Registration & Confirmation letter issued by COE	
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
<b>PROGRAMME CONVERSION CHECK LIST FROM F.T. TO P.T. &amp; VICE VERSA</b>		
39	Request of the PhD Student	Yes/No
40	Reasons for Conversion	Yes/No
41	Copy of the Appointment Letter	Yes/No
42	Recommendations of the Doctoral Committee	Yes/No
43	Forwarding letter through HOD/Dean	Yes/No
44	Conversion fee	Yes/No
<b>CHECK LIST FOR CHANGE OF GUIDE</b>		
45	Request of the PhD Student	Yes/No
46	Reasons for Change of Guide	Yes/No
47	Consent of Both the Guides (Present/Proposed)	Yes/No
48	Recommendations of the Doctoral Committee	Yes/No
49	Forwarding letter through HOD/Dean	Yes/No
50	Tuition Fee (Semester)Chalan (Copy)	
<b>CHECK LIST FOR EXTENSION</b>		
51	Request of the PhD Student	Yes/No
52	Reasons for Extension of Time	Yes/No
53	Extension sought within the Maximum Period	Yes/No
54	Recommendations of the Doctoral Committee	Yes/No
55	In case of 2 <sup>nd</sup> extension approval letter of 1 <sup>st</sup> extension from COE'S Office	Yes/No
56	Forwarding letter through HOD/Dean	Yes/No
57	Chalan for Extension of time	Yes/No

*B. Chidambaram*  
8/9/15

Joint Registrar