



# KUVEMPU UNIVERSITY

## APPLICATION FOR Ph.D., REGISTRATION

Department \_\_\_\_\_

Passport size Photo  
of the researcher

01.	Name of the Candidate	:				
	(in Block letters)					
02.	Permanent Address	:				
	Address for communication :					
	Mobile:					
03.	Category		GM _____	SC _____	ST _____	
			(if belongs to SC/ST, enclose caste certificate)			
04.	Details of Post graduate Degree Examination passed:					
P.G. Degree	Subject	Reg. No.	Year & Month of Passing	% of Marks obtained	Class Obtained	University
05.	Specialisation Papers studied in Master Degree:					
06.	Whether passed M.Phil Degree ?				YES / NO	
	( If passed enclose Marks card and Degree Certificate)					
07	a) Title of the proposed thesis		:			
	b) Area of Research :					

08. Name & Address of the guide/Co-guide (under whose supervision the candidate proposes to work)

Guide	Co-Guide

09. a) Name of the Research Centre :  
 b) Whether the proposed Centre has been recognized by the Kuvempu University (if yes, a copy of the recognition order to be enclosed) Yes / No

10. Probable period of Research :  
 (Maximum period allowed 3 + 2 years)

11. Whether employed in any of the Govt./ Semi Govt. Concerns Yes / No  
 (If yes, No Objection Certificate from the Employer should be enclosed / If not, declaration regarding non-employment should be enclosed)

12. Whether the Research work will be on :  
 full time or Part time

13. Details of Fee paid Rs.:  
 (D.D./Receipt should be enclosed) D.D/Rt.. No.  
Date:

#### Declaration of the Candidate

1. I, Certify that, the above particulars are Correct and True.
2. I, Certify that, the proposed research work is new and nowhere it is published.
3. I have enclosed (10) copies of Synopsis.

Signature of the Research Candidate

Forwarded the application alongwith necessary documents to the Chairman, BOS  
 Dept. of \_\_\_\_\_ for further needful

Place:

Date:

Head of the Department.  
 With seal.

#### **NON – EMPLOYMENT DECLARATION**

I, the undersigned applying for Registration for Ph.D. Degree, declare that, I am not employed in any of the Government / Semi Government / Govt. Undertaking / Limited companies / Private Concerns.

In case of my employment elsewhere , I will submit the **NO OBJECTION CERTIFICATE** form the Employer within **THREE MONTHS** from the date of appointment.

Date:

Place:

Signature of the Candidate

**CERTIFICATE BY THE GUIDE**

I am a recognized guide for Ph.D., programme in the field of \_\_\_\_\_  
 \_\_\_\_\_ as per Kuvempu University Order No. \_\_\_\_\_  
 dated \_\_\_\_\_.

As I possess all the required qualifications to work as guide I undertake the responsibility of guiding Sri/Smt. \_\_\_\_\_ for the Ph.D., programme in the proposed field of research.

I find that the research proposed by the above candidate is new and the contents are not published anywhere.

I lookout that, the half yearly progress reports will be submitted regularly and I guide the candidate to pay regular tuition/laboratory fee prescribed by the University from time to time.

Latest particulars of candidates who are working for the Ph.D., programme under my guidance are given below:

Sl. No.	Name of the Candidate	Gen	Ph.D. Registration	
		SC/ST	Regn. No.	Date
01				
02				
03				
04				
05				
06				
07				

**(Out of 07 candidates two seats should be reserved for SC/ST )**

Certified that the above particulars furnished by the candidates are in accordance with the existing regulations of the University and found correct.

Name:

Designation:

Address:

Signature of the Guide.

**CERTIFICATE BY THE CO-GUIDE**

As I have verified the particulars given by the candidate and found to be correct, I am willing to work as his/her co-guide, in the topic chosen.

I possess all the required qualifications to work as co-guide.

I have verified the Synopsis and found the research is new and it's contents are not published anywhere.

Name:

Designation:

Address:

Signature of the Co-Guide.

**ANNEXURE – III****RECOMMENDATION BY THE HEAD OF THE DEPT./INSTITUTION**

1. It is verified that the particulars given by the candidate, guide & co-guide, are found correct.
2. This Department/Institution has been recognized by the Kuvempu University and has adequate facility for carrying out research work by Sri/Smt. \_\_\_\_\_ under the guidance of Dr. \_\_\_\_\_ and Co-Guidance of Dr. \_\_\_\_\_. ( Institutions recognized by the University as research institutes should enclose the recognition order for reference)
3. I recommend that the Candidate's application for registration for Ph.D.programme may be considered.
4. Application along with the necessary documents received by the Chairman, P.G. BOS is forwarded for further needful.

Date:

Signature of the Head of the Dept./Institution  
(Seal)

**CERTIFICATE BY THE CHAIRMAN OF BOARD OF STUDIES**

After due verification of the application and documents in accordance with the Ph.D., regulations, I, Certify as follows :

1. Sri/Smt. \_\_\_\_\_  
is **Eligible / Not Eligible** to enrol for Ph.D., programme .
2. The Subject and the title of the topic chosen by the said Candidate, is an attempt of **new research** and proposed research thesis or part of the thesis is not published anywhere.
3. The subject and title of topic chosen by the said candidate for Ph.D., programme is **APPROVED / NOT APPROVED** by the Board of Studies in its Meeting held on \_\_\_\_\_. **(the copy of Proceedings is to be enclosed)**
4. The subject and title of topic chosen by the said candidate, for Ph.D. programme is **APPROVED / NOT APPROVED** by the B.O.S by circulation. (the approval copies are to be enclosed)

In pursuant to the above certification, I recommend that the said candidate may be registered for Ph.D., programme.

Place:

Date:

Name and Address  
of the Chairman, B.O.S

(Name :.....)  
Signature of the Chairman of BOS  
with Seal

## **INSTRUCTIONS**

**I.** While submitting the Application, the Candidates should follow the instructions given below:

1. The application should be submitted in the prescribed format.
2. All the relevant entries should be made in the application and strikeout unnecessary columns.
3. The following documents should be enclosed to the Application.
  1. Attested copies of the P.G. Degree Marks cards, Convocation Certificate, M.Phil Degree Certificate if M.Phil holder and other relevant Certificates if any should be enclosed.
  2. 10 copies of the proposed synopsis(duly signed by the candidate and the Guide (and if co-guide)
  3. Candidate belonging to SC/ST are required to enclose caste certificate issued by the competent authority.
4. The **Registration fee** should be remitted through Demand draft which should be purchased in favour of “ **Finance Officer, Kuvempu University, Shankaraghatta** ” drawn on SBM/SBI Shankaraghatta or may be remitted to A/c No. 54023036291 of SBM.
5. The Application should be forwarded through the Head of the Dept/Institution to the Chairman of BOS.

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**II. Chairman of the Board of Studies** should return the application to the Head of the Department after scrutinising the application as below :

1. The application and the documents should be scrutinised as per the Ph.D., Regulation
2. Application and all the Certificates given by guide co-guide, Head of the Dept/Institution and Chairman, BOS should be in prescribed proforma.
3. Only two copies of the approved synopsis should be enclosed to the application while forwarding application for registration.

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**III. After processing the papers in Doctoral Committee and obtaining approval of the BOS, the chairman of the department/Head of the institution should arrange to forward the application of the candidate alongwith recommendation of the Doctoral Committee and the BOS to the office of the Deputy Registrar (Academic) for registration.**

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**HALF YEARLY PROGRESS REPORT FOR Ph.D., CANDIDATE**

Period of Research : From 1<sup>st</sup> January \_\_\_\_\_ to 30<sup>th</sup> June \_\_\_\_\_ or  
From 1<sup>st</sup> July \_\_\_\_\_ to 31<sup>st</sup> December \_\_\_\_\_

1. Name of the Candidate :  
and postal address
2. Name of the Guide :
3. Name of the Co-Guide (if any) :
4. Area of Research work :
5. Topic of the Research :
6. Registration No. & Date :
7. Mention the No. of present Progress Report (whether I, II, III, IV, V and so on )

No. of Progress Report	Date of submission to the Guide	Tuition Fee and Laboratory Fee (Laboratory fee only for Science Students)		DD/ Receipt No. and Date
I		Tuition Fee+Lab Fee	Rs.	
II		--		
III		Tuition Fee	Rs.	
IV		--		
V		Tuition Fee	Rs.	
VI		--		
VII		Tuition Fee	Rs.	
VIII		--		
IX		Tuition Fee	Rs.	
X		--		
XI		Tuition Fee	Rs.	
XII		--		

( The tuition fee laboratory fee should be paid alongwith I, III, V, VII, IX and XI reports )

Certified that the progress report as per the Ph.D., regulation is enclosed herewith.

Signature of the Candidate.

Certified that the Progress of Research work undertaken by the candidate is found satisfactory, hence this report can be accepted.

Signature of the Co-Guide

Signature of the Guide

### NOTE FOR PROGRESS REPORT

After getting the Registration, the Candidates should submit half yearly progress reports regularly, in the prescribed proforma to the Deputy Registrar (Academic) through the Chairman of the Concerned Research Department.

The Progress reports should be signed by the candidate, the Guide and the Co-Guide if any.

The Half yearly Progress Report should be submitted within 15 days from the date of the completion of the period i.e., for the period from 1<sup>st</sup> January to the end of June. The report must reach this office before 15<sup>th</sup> of July and for the period from 1<sup>st</sup> July to the end of December before 15<sup>th</sup> of January.

However the VERY FIRST REPORT for the broken period of a fraction of six monthly period shall also be submitted as stated above.

Tuition Fee should be paid along with I, III, V, VII, IX, XI Progress Reports (In case of Science candidates, the laboratory fee should be paid along with I report)

If the candidate fails to submit two consecutive progress reports, the registration will be cancelled as per Ph.D., Regulation.

### INSTRUCTIONS TO SUBMIT THE FINAL SYNOPSIS AND THE THESIS

The **Research Candidate** should follow the instructions given below while submitting the **Final Synopsis** and the **thesis**.

1. The candidate should submit 16 copies of the Final synopsis duly signed by the candidate, the guide and the co-guide if any to the office of the Deputy Registrar (Academic).
2. Adjudication and process fees prescribed by the University should be remitted along with final synopsis either through D.D/or bank challen .
3. No Due Certificates from **the Concerned Department, Library and Hostel** should be enclosed
4. Order of Title change if any.
5. Order of Continuation beyond 5 years if any.
6. Postal Address of the Candidate for issuing of Ph.D., Award Notification.

#### **NOTE:**

1. 04 Copies of the **THESIS** should be submitted and these thesis should include the DECLARATION by the Candidate and CERTIFICATE by the guide and the co-guide if any.
2. Ph.D., thesis shall be submitted within 6 months after submitting the final synopsis under the condition stated below.
3. As per the Ph.D. Regulation **minimum time** for submitting the thesis is **THREE** years for regular candidates and 4 years for external candidate from the date of registration and maximum period for submitting the thesis is **FIVE** years. The candidate may obtain extension beyond **5 years** for **ONE** year with an approval of the University.