



## **Notice under COVID-19 Pandemic Situation for Ph.D. Registration (1000-words-Synopsis) and pre-submission (summary of work; 5000 words) for pre-Ph.D. Departmental Seminar**

### **A. For the Ph.D. students to submit proposal for new registration (vide appropriate Ph.D. Regulations of C.U., 2016)**

To initiate the Ph. D. registration process, the following documents are to be sent by the Ph.D. student via e-mail to: **registration.phd@caluniv.ac.in** (for Ph.D. Registration)

### **Documents to be submitted for New Ph.D. Registration**

#### **STEP -1**

1. The soft copy of the Ph.D. proposal (1000 words synopsis) along with a mail from the supervisor and Head of the respective department expressing the consent for submission of the soft copy and approval of the 1000 words synopsis.
2. Duly filled in Application Form in pdf. format as attached with this notice.
3. Self-attested copy of Master Degree Mark sheet/Certificate.
4. Self-attested copy of Calcutta University Registration Certificate.
5. Self-attested Certificate from Employer in case of employed applicant.
6. Self-attested Passport size photograph (in JPG format within 50 Kb).
7. Self-attested copy of 'Probationary Ph.D. Student' enrolment certificate for the Ph.D. Programme issued by the concerned University department and also by the Sister Institute (as applicable).
8. Self-attested copy of the equivalence certificate issued by the University of Calcutta for qualifying degree obtained by the student from other Universities.
9. In case of change of Subject, the endorsement of concerned Ph.D. Research Advisory Committee is required. Meant also for Candidates from Sister Institute.
10. Self-attested copy of relevant certificate for SC/ST/OBC-A/OBC-B/PC.
11. Self-attested copy of Aadhaar Card (if not obtained, then EPIC Card).

#### **STEP-2**

After verification of the documents, the Ph.D. section, C.U. will intimate the candidate by e-mail to pay the registration application fee (non refundable) of Rs. 550/- (five hundred fifty only which includes price of form), online through **SBI collect (URLs: <https://www.onlinesbi.com/sbicollect/icollecthome.htm>)** and the money receipt of the same is to be forwarded with the same intimated e-mail.

#### **STEP-3**

After the Registration form submission procedure is over, the Ph.D. section, C.U. will provide the candidate with a blank registration recommendation proforma by e-mail and direct the candidate to forward this e-mail (along with all the files previously send by e-mail) along with the recommendation proforma to the respective Convener of Ph.D. Research Advisory Committee.

*However, if any document is missing or not in order, that will also be informed to the candidate by the Ph.D. section C. U. via email.*

#### **STEP-4**

- 1. Convener of Ph.D Research Advisory Committee of the respective department will send back the duly approved first page of 1000-word-synopsis & recommendation proforma duly filled in and signed after conducting presentation of the candidate in online mode to this e-mail: [registration.phd@caluniv.ac.in](mailto:registration.phd@caluniv.ac.in)**
- 2. For any other communication or Query regarding Ph.D. registration department/s should use this e-mail only.**

**B. For the Ph.D. students to submit pre-submission (summary of work; 5000 words) (vide appropriate Ph.D. Regulations of C.U.) for pre-Ph.D. Departmental Seminar**

#### **STEP -1**

To initiate the pre-Ph. D. seminar process, the following documents are to be sent by the Ph. D. student to the respective Convener of Ph.D. Research Advisory Committee via e-mail:

- (a) Soft copy of self-attested summary of work (5000 words);
- (b) Supervisor's approval letter on the submitted soft copy;
- (c) Self-attested Ph.D. course work certificate;
- (d) Self-attested Ph.D. registration certificate.

#### **STEP -2**

The Convener, Ph.D. Research Advisory Committee will intimate the Ph.D. student as well as his/her Supervisor and all members of the Ph.D. committee via e-mails regarding the date and time of the seminar. **The seminar will be conducted in online mode.** The Convener will submit the committee's recommendation in the prescribed format and first page of approved 5000 words summary to the Ph.D. section, C.U. via e-mail: [registration.phd@caluniv.ac.in](mailto:registration.phd@caluniv.ac.in)

⇒ **E-mail to:**

- (a) [registration.phd@caluniv.ac.in](mailto:registration.phd@caluniv.ac.in) (for Ph.D. Registration & pre-Ph.D. seminar matters)**
- (b) [enquiry.phd@caluniv.ac.in](mailto:enquiry.phd@caluniv.ac.in) (for Ph.D. related enquiry)**

**Please note:**

**Once the lockdown is over and academic department reopens the Convener, Research Advisory Committee may submit hard copy of the Research Advisory committee's recommendation to the Ph.D. section C.U.**



**Registrar  
University of Calcutta**

**Date : 27.07.2020**