

Application No.:



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE - 632 115

APPLICATION FORM FOR ADMISSION TO Ph.D. DEGREE PROGRAMME

[To be submitted only in person]

Note: Candidates should submit their application on or before 2nd January, 1st April, 1st July and 1st October of every year.

FULL TIME/PART TIME (Teaching/Non-Teaching)	SUBJECT	SESSION
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1.	Name of the Applicant (IN BLOCK LETTERS)	In English	
		In Tamil	

2.	Sex		Marital status	Date of Birth (Evidence to be enclosed)			Age
	Male	Female		Date	Month	Year	

3.	Nationality		Religion	Community (Evidence to be enclosed)				
	Indian	Foreign		OC	BC	MBC/DNC	SC	ST

4.	Address to which communication should be sent with contact Phone Number.	
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5.	Academic Qualifications	Name of the Institution	University/ Board	Year of Study	Major	% of Marks in Major subject	Class
	SSLC						
	PUC/HSS						
	Bachelor's Degree						
	Master's Degree						
	M.Phil. Degree						

Note: Attested photocopy of Pass/Provisional/Degree/Diploma Certificates must be enclosed.

6.	Professional Experience Starting from the present employment and giving full details of duration of each employment. [Service Certificate must be enclosed].	Name of the Institutions where employed	From	To

7.	Whether His/Her Qualifications for the post of Lecturers has approved by the University. If yes, Enclose copy of the qualification approval letter.	YES/NO
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8.	Furnish Research experience already gained [Details of the Themes of Study, Research Work carried out, Technical aspects of the work etc.] - enclose evidence.	
9.	Whether He/She has been awarded Fellowship like UGC, CSIR etc. If yes, enclose attested Xerox copy of the Award Letter with date of Award etc.	
10.	Award, Medals, Prize and Honours achieved in His/Her Career [Enclose attested photocopy].	
11.	Any other particulars He/She Should like to present for the consideration of the authorities.	
12.	Whether He/She has already registered for Ph.D./M.Phil. Course etc. If yes, give details.	
13.	Whether He/She has any publications/Articles to His/Her credit. If yes, enclose copy of publications.	
14.	Title of the Proposed research topic with broad theme [IN BLOCK LETTERS]	TITLE:
		BROAD THEME:
15.	Name, Designation and Institution/College where the proposed Research Supervisor/Guide is employed.	
16.	No. of candidates registered under the Supervisor /Guide.	
17.	Date of Retirement of the Supervisor/Guide	
18.	Supervisor's/Guide's comments with signature about the suitability of the candidate for Research and consent.	
19.	Consent of the Head of Institution/College for permission to do Research and to provide necessary facilities [with Signature and Seal].	
20.	Consent of the Head of Institution/College where the candidate is employed for permission to do research [with Signature and Seal].	

THE ABOVE PARTICULARS GIVEN ARE CORRECT TO THE BEST OF MY KNOWLEDGE

STATION:

DATE:

SIGNATURE OF THE APPLICANT

SELF DECLARATION FOR FULL-TIME CANDIDATE

I declare that I am not working either as a Full-time or Part-time basis anywhere.

SIGNATURE OF THE SUPERVISOR / GUIDE
WITH SEAL

SIGNATURE OF THE APPLICANT



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[To be filled in by the Supervisor/Guide concerned]

Particulars required with regard to the candidates of Ph.D. Degree already Registered under the Supervisor of

[Note: candidates who have been permitted recently to Register for Ph.D. Degree should also be indicated]

S.No.	Name of the Candidate(s)	Whether Stipendiary or Non-Stipendiary/ Teaching/Non-Teaching candidate	Whether Full-time or Part-time	Date of Registration	When likely to submit Thesis
A)	(B)	(C)	(D)	(E)	(F)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

- Note:
1. Please indicate the Number of Non-Teaching Candidates already registered under your Guidance.
 2. Whether the Supervisor is recognized to Guide students leading to Ph.D. Programme. If yes, furnish the No..... & Date..... Of this office communication through which he/she is recognized as a Supervisor for the Ph.D. Programme [Enclose photocopy of the communication].

Name of the Supervisor / Guide :

SIGNATURE OF THE SUPERVISOR /
GUIDE

Designation :

Name of College / Institution :

CHECK LIST

Sl. No	Particulars	Remarks	Office Use
1.	Application Fees Rs. 200/-	Yes	
2.	Attested Copy of SSLC /X Std Mark sheet	Yes / No	
3.	Attested Copy of HSC (+2) / PUC / XII Std Mark sheet	Yes / No	
4.	Attested Copy of UG Degree Certificate	Yes / No	
5.	Attested Copy of PG Degree Certificate	Yes / No	
6.	Attested Copy of PG Mark sheet (Cumulative)	Yes / No	
7.	Attested Copy of M. Phil. Degree Certificate	Yes / No / NA	
8.	Attested Copy of Any other Degree Certificate	Yes / No / NA	
9.	Attested Copy of Transfer Certificate (Last Studied)	Yes / No	
9.	Attested Copy of Community certificate	Yes	
10.	Brief research proposal of 500 words	Yes	
11.	Recognition / Equivalence certificate for M.A / M.Sc./ MBA / M. Com and M. Phil Degree certificate from other university	Yes / NA	
12.	Photocopy of recognition of guideship order issued by the Registrar, Thiruvalluvar University, Vellore	Yes	
13.	Guideship order copy for Co-guide	Yes / NA	
14.	Minutes of the Departmental Research Committee (DRC).	Yes	
15.	Board area of Research	Yes	
16.	Title of Research	Yes	
For Part Time applicants only			
17.	Original " Service Certificate " from the head of the institute showing the details of Service in the Official format	Yes	
18.	Original " No Objection Certificate " from the head of institution / Employer / Director of School education / College Education / IMS / Others	Yes	
For Full-Time applicants only			
19.	Self declaration for full-time candidate	Yes	
For Interdisciplinary only			
20	Proforma given in Appendix A	Yes	

SIGNATURE OF THE SUPERVISOR / GUIDE
WITH SEAL

SIGNATURE OF THE APPLICANT

Note :

- ✓ The research guide and the candidate must ensure that the application is complete and all the necessary documents are enclosed before submitting the application.
- ✓ Incomplete applications submitted without enclosing any necessary document will not be accepted, **No interim correspondence will be made.**

ELIGIBILITY:

For purposes of admission to Ph.D. Programme, an applicant should have obtained a Master's Degree with not less than Second Class or Equivalent Grade. In the case of Examinations, where classification does not exit, a minimum of 50% Marks is needed in the qualifying examination.

In the case of candidate who have qualified for their P.G./M.Phil. Degree from other Universities, such candidates have to apply for Recognition in the prescribed application form together with attested Photocopy of the certificates

Applicant should submit their application **only in person** duly forwarded through the respective departments, where they desire to do Ph.D. Programme on or before 2nd January for JANUARY SESSION, 1st April for APRIL SESSION, 1st July for JULY SESSION and 1st October for OCTOBER SESSION of every year.

Research Follows/Research Assistants/Technical Assistants/Project Assistants/Training Officers in Extension Departments approved by the University, appointed in the Research Projects funded by recognized agencies/Government are also eligible to register for the Ph.D. on a Full-time in the same Department provided they satisfy the eligible criteria laid in.

There shall be following categories of candidates registered for Ph.D. Degree Programme:-

1. Full-time (with or without Stipend or Fellowship)
2. Part-time (Teacher or Non-Teacher, Internal vis-a-vis External)

Both the categories may register at the recognized Departments, Colleges or Research Institutions coming under these regulations.

INSTRUCTIONS

1. Application form should be downloaded from the University Website (www.thiruvalluvaruniversity.ac.in), payment of Rs.200/- should be remitted through NEFT/RTGS mode in the Indian Overseas Bank, IFSC Code: IOBA0002484, MICR Code:632020014, Account Number: 248401000000001 and the **ORIGINAL BANK CHALLAN** with UTR number should be enclosed with the application form.
2. The filled-in application should be **submitted in person** for on-the spot verification. If the application is found defective it would be summarily rejected. Such candidates should submit their application afresh.
3. Column Nos.13 to 19 are to be filled by the Supervisor, Head of the Department and Head of the Institution/College respectively.
4. The testimonials/certificates as required in the application form should be enclosed.
5. Part-time applicant should enclose the following certificates along with application:
 - a) A service certificate from the Head of the Institution/College where the applicant is employed indicating the Date of appointment, Nature of appointment (i.e. whether Permanent or Temporary or Leave Vacancy etc.) should be furnished.
 - b) If there is any break in service, if it is a continuous service, the details should also be furnished.
 - c) A certificate from the Director of Technical Education/District Educational Officer stating that the Polytechnics/Higher Secondary/High School where the teacher is employed has been recognized by the Government.

Application No.:

Cost of application Rs.200/-
SUBMISSION – SECOND

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APPLICATION FORM FOR REGISTRATION FOR Ph.D. DEGREE PROGRAMME
[To be submitted only in person]

FULL-TIME / PART-TIME [TEACHING/NON-TEACHING]	
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Date of Payment:..... Name of the Bank:..... UTR No. : Amount Rs.....	<u>For office use only</u>
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1.	Name of the Applicant [As entered in the Degree Certificate] in BLOCK LETTERS		In English	
			In Tamil	
2.	Date of Birth	Sex	Community	Nationality
3.	Residential Address of the Applicant with contact Phone Number			
4.	If Part-time, Please furnish the details of Designation /Occupation/Official Address			
5.	State the Qualification: Note: Candidates should enclose the respective Original Degree and Transfer Certificate along with the application [Transfer certificate will be returned to the candidate after verification]			
	Name of the degree	University	Register Number	Month & Year of Passing
				Date of Convocation
6.	Name of College or Institution through which the applicant qualified for the P.G. Degree.			
7.	If the Examination is passed from other university, the Degree Certificate [Original] and its Regulations are to be forwarded along with Recognition application			YES/NO
8.	Whether the applicant is undergoing any other course in this University or in any other University? [If yes, please furnish details]			YES/NO
9.	Name of the Department of Thiruvalluvar University or College affiliated to this University where the Applicant proposes to conduct Research.			
10.	Whether the Department has been recognized by the University for conducting Research.			YES/NO
11.	Broad field of Research [in CAPITAL LETTERS]: The subject of research shall be one which relates to the main branch of knowledge chosen for the Post Graduate Degree. [Note: The exact title of thesis should be given at the time of Registration].			
	TITLE:			
	BROAD THEME:			
12.	Name and Designation of the Supervisor/Guide under whom the Applicant desires to do research work.			

13.	a). Whether the applicant has obtained permission to work in the Department/ College/Research Institution and if yes enclose photocopy of No objection certificate.		YES/NO
	b). Whether the applicant obtained sponsorship certificate from the concerned Authority i.e. UGC/CSIR etc and if yes enclose a copy the same.		YES/NO
	c). The date of joining the department/College for Research [Enclose original copy of the joining report through the Guide/Supervisor]		
14.	a). Whether the Supervisor is a Recognized to Guide Ph.D. Research.		YES/NO
	b). No. and Date of Communication of this University in which the Supervisor has been Recognized as Supervisor/Guide for Ph.D. Degree [Enclose photocopy of the same].		No.: Date:
15.	Date of Superannuation of the Supervisor/Guide		
16.	Whether the candidate is related to the Supervisor/ Guide. If yes, please state the nature of Relationship	YES/NO	Nature of Relationship
	17. The Name of Candidates now doing Research under His/Her Supervisor/Guide for Ph.D. Degree [to be filled in by the Supervisor/Guide]		
	S.No.	Name of the Candidate(s)	Month & Year of Registration
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
18.	Signature of the Supervisor / Guide with seal		

Station:

Date :

Signature of the Applicant

Signature of the Head of Institution/College where the applicant is working with seal

Signature of the head of the institution/College/Head of the department of the university where the applicant is proposed to conduct research with seal

IMPORTANT NOTE:

THE FOLLOWING DOCUMENTS SHOULD BE ENCLOSED ALONG WITH THE REGISTRATION APPLICATION FORM AT THE TIME OF SUBMISSION IN PERSON. DEFECTIVE APPLICATION WILL BE SUMMARILY REJECTED. SUCH CANDIDATES NEED TO APPLY AFRESH

1. Application form should be downloaded from the University Website (www.thiruvalluvaruniversity.ac.in) the amount given in the intimation letter from the university should be remitted through NEFT/RTGS mode in the Indian Overseas Bank, IFSC Code: IOBA0002484, MICR Code:632020014, Account Number: 248401000000001 and the original Bank Challan with UTR number should be enclosed with the application form
2. P.G./M.Phil. Original Degree Certificate with attested photocopy of the same.
3. In the case of candidate qualified for M.Phil. Degree and other Degrees equivalent thereto are requested to enclose an attested Photocopy of the P.G. Degree Certificate
4. Transfer certificate in original for the course last studied and issued by the competent authority for verification and return.
5. Attested Photocopy of the permission letter received from the Registrar, Thiruvalluvar University, Vellore.

INSTRUCTIONS TO THE CANDIDATES

After obtaining the approval letter from the Registrar, Thiruvalluvar University the following procedures should be followed.

- a. Joining Report as well as prescribed fee should be forwarded to The Registrar, Thiruvalluvar University through proper channel.
- b. Registration form along with the original bank challan and copy of the Joining Report, Copy of the approval letter from the University. Original and attested photocopy of P.G. Degree / M. Phil degree should be enclosed
- c. The application should be duly forwarded through the Heads of the Department/Principal of the College/Head of the Institution.
- d. If the candidate has not studied any course in this University, they have to obtain and forward the Matriculation form, with the prescribed fee to this University.
