

Ph. D REGISTRATION PROCESS AY-2021-22 (January Session)

1. Ph D Admission - AY 2021-22 (January Session - Even semester)

Admission Procedure

- a. Ph D admission is scheduled on 03-03-2022.
- b. Both research scholar and supervisor should be present for the admission.
- c. **Report at Dean Research Office -**
 - i. Research scholar should write a request letter to Principal for taking admission in the institute. Meet Dean research.
 - ii. Collect cover, registration form and check list from Dean Research Office.
- d. **Report at concerned Department -** Certificate verification by Research supervisor/Internal supervisor and Department research co-ordinator at concerned department
 - i. Verification of original certificates
 - ii. Data verification in the KTU Portal with original certificates
 - iii. Verification of registration form
 - iv. Get approval from HOD
- e. **Report at Dean Research office -** Get approval from Dean Research
- f. **Report at college office & PTA office -** For fee payment
 - i. At college office - Rs. 19,180/- (Govt. Fee + KTU Fee)
 - ii. At PTA office - Rs. 7,225/-
 - iii. Bus Fund - 1000/-
 - iv. Total Fee for First Semester - Rs. 27,405/- (Details attached)
- g. **Report at Dean Research office -** After fee payment, report to Dean Research office for completing the admission process. Following documents are to be submitted.
 - i. Registration form
 - ii. Copies of all relevant documents
 - iii. Copies of fee receipts
 - iv. Scholar should ensure that all details including fee details and registration details are entered in the corresponding registers for completing the admission process.

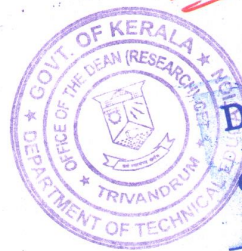
2. Conduct of First DC

- a. Guidelines are attached as a separate sheet. DC meetings can be conducted in hybrid mode (Online &/Offline mode).
- b. Schedule of DC meetings will be intimated through research supervisor.

3. Documents to be submitted at Dean Research Office after the first DC for completing the registration process

- a. R0-1 Form
- b. R0-2 Form
- c. R0-3 Form
- d. DC minutes
- e. PDF document of the approval mail
- f. Attendance statement

Signature of research supervisor/internal supervisor is mandatory in all documents.



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28/02/22

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