



Notice Under COVID-19 Pandemic Situation for Ph.D. Thesis Submission

(This Notice is for the Ph.D. students who have completed presentation in departmental seminar and all other formalities (vide appropriate Ph.D. regulations of CU) but could not submit the thesis due to COVID-19 pandemic situation)

To initiate the Ph.D. Thesis submission process, the following documents (in pdf format) are to be sent *via* email to: thesis.submission@caluniv.ac.in

1. The Supervisor must approve the soft copy of the Ph.D. thesis. The Research Scholar must take the Supervisor's approval preferably through email and submit the copy of the email as a proof of approval.
2. Self-attested Approved copy of the report on Departmental Seminar.
3. Self-attested approved copy of summary of works (5000 words).
4. Self-attested copy of University Registration Certificate.
5. Self-attested copy of letter revalidating old CU Registration certificate for candidates migrating back to this University.
6. Self-attested copy of Master Degree Mark-sheet and Certificate.
7. Self-attested copy of Aadhaar card/ PAN card/ EPIC card/ Passport
8. Self-attested relevant pages of Passport and research visa for foreign students.
9. Certificate from the supervisor with his/ her residential address (Not to be attached with the thesis) mentioning therein the fact of publication, at least one paper, in peer reviewed journal with the statement that the thesis is free from plagiarism (if so).
10. Certificate from the joint supervisor with his/ her residential address (Not to be attached with the thesis) mentioning therein the fact of publication, at least one paper, in peer reviewed journal with the statement that the thesis is free from plagiarism (if so).
11. Self-attested copy of Ph.D. Registration Letter.
12. Self-attested copy of Enrollment Certificate "Probationary Ph.D. Student".
13. Self-attested copy of Completion Certificate of the Course work for Ph.D. programme.
14. Self-attested copy of Exemption certificate for course work in case candidates has been entitled to such exemption.
15. Self-attested copy of acceptance letter or the reprint of the publication of research paper in the referred journal.

After verification of the documents, the Ph.D. section, CU will inform the candidates *via* email for submission of the following.

1. One folder containing the following:
 - (a) Soft copy of Thesis (in PDF format within 24 Mb) marked as “Thesis for Evaluation”.
 - (b) Self-attested Abstract of the Thesis (in PDF format within 500kb).
 - (c) Self attested photograph (in JPG format with in 50 kb)
2. The copy of the money receipt of Rs. 3500/- (Three thousand and five hundred only), paid online through SBI collect after getting the intimation from Ph.D. section for submission of thesis.

However, if any document is missing or not in order that will also be informed to the candidate *via* email.

Please note:

Once the lockdown is over and academic department reopens the Research Scholar has to submit library clearance certificate from the departmental/ campus/ Central Library (as the case may be) and one hardbound hard copy of the Ph.D. thesis (exact copy of the earlier submitted soft copy marked as “Thesis for Evaluation”) along with other required documents mentioned above to the Ph.D. Section, CU. The University Ph. D. section will ask for submission of those documents and give an appointment for submission of the same.

1. No logo of University is to be used in the thesis.
2. Certificate from supervisor/ joint supervisor not to be attached with the thesis.
3. Thesis be printed on both side of the page
4. E-mail: thesis.submission@caluniv.ac.in (for Ph.D. Thesis Submission)
registration.phd@caluniv.ac.in (for Ph.D. Registration)
enquiry.phd@caluniv.ac.in (for Ph.D. related enquiry)



Registrar
University of Calcutta