

**Check List for Individual File for Research Scholars**  
**(From the time of joining to Completion)**

**Name of the Research Scholar** :

**Name of the Supervisor** :

**Department of the Supervisor** :

**Month & Year of Registration** :

**Title of the Ph.D work** :

**Registration Number** :

**Type of Joining** : Direct / Transferred

**Mode of Registration** : Full Time / Part Time

S. No	Requisite	Available / Not Available	Verified & Approved
1	Ph.D Registration - Application Copy.		
2	Ph.D Registration - Approval letter.		
3	Approved DC Members Details.		
4	DC Meeting Minutes with Attendance.		
5	Six Month Progress Report.	Multiple Files	
6	Course Work Status.		
7	Ph.D Confirmation.		
8	Financial Assistance Details.		
9	Synopsis Meeting (MoM+ Attendance)		
10	Ph.D Viva Voce Notification.		
11	Approved list of Examiners (Ph.D viva)		
12	Thesis copy (front page)		
13	Copy of Degree Certificate		
14	All Email Notifications (from Anna university) and its responses		
15	Proof for Guide Transfer		
16	Journal Publication Evidence		

**Faculty In-charge**      **ERP In-charge**      **Dept. Research**      **Asso. Dean-CFRD**      **Dean-CFRD**  
*Verified by*