

# North-Eastern Hill University



## RESEARCH REGISTRATION FOR PH.D DEGREE

### Instructions to Scholars

1. Application for registration for those admitted after 16th September, 2003 should be submitted to the Head of the Department/Centre within 18 months from the date of admission.
2. The application should be submitted in triplicate, duly filled in and attached with attested copies of certificates/marksheets of the previous examinations qualified and synopsis of the research in triplicate copies. The registration fee of Rs. 100/- in the form of Bank Draft/Bankers Cheque drawn in favour of "North-Eastern Hill University, Shillong" or in the form of NEHU Challan, fee book receipt paid in the NEHU SBI Branch, should be attached with the application.
3. Scholars who had received their last academic qualification from another University should submit the Migration Certificate in original alongwith two attested copies.
4. The application forms with enclosures are to be submitted through the supervisor to the Head of the Department/Centre concerned for onwards transmission to the Dean of the School for consideration by the School Board concerned.
5. The date approved by the Board will be the effective date for the registration.
6. By virtue of the ordinance, the scholars are instructed that if he/she wishes to change the topic of his/her research proposal, he/she should do so, only within one year from the date of his/her registration. The proposed change is to be applied in plain paper stating all particulars which include the previous title and the proposed modified title. The application is to be submitted through the supervisor to the Head of the Department/Centre concerned for the consideration of the Board of Post Graduate Studies/Steering Committee and its approval by enclosing three copies of the revised synopsis, to be further approved by the School Board.
7. The minimum time for submission of the thesis is not less than two years from the date of Registration. The maximum time is 5(five) years from the date of Registration (being the date approved by the School Board) as laid down in Clause 5(1) (2) of the ordinance. The Scholar's name will be removed from the rolls of the University if the thesis is not submitted within 5(five) years of the registration.
8. Provided that in exceptional circumstances the extension of two more years may be considered by the School Board. If such a situation arises, the scholar has to apply in plain paper to the Dean of the School through his/her supervisor and the Head of the Department/Centre giving in detail the circumstances which came his/her way. The application is to be submitted through the Head of the Department/Centre to the Dean of the school concerned. If he/she fails to submit the thesis within the extended period of two more years allowed by the School Board, his/her registration will lapse automatically.
9. Submission of thesis in triplicate is through the supervisor and Head of Department/Centre concerned, who will both check all enclosures including clearances, pre-submission seminar report etc. for onward transmission to the Controller of Examination. In case of those who are prosecuting Ph.D on part time basis, they should also enclose a certificate at the time of submission to the effect that they had stayed within the University i.e., the Department/Centre at least 30 days in each year including vacation for participating in academic programmes and the total period of such stay should not be less than six months and also the periodical certificates from the supervisor as required under clause 9(5) of the Ordinance.

### PROFORMA for Ph.D. Registration

1. Name of the Candidate:
2. Whether belonging to SC/ST/OBC (certificate to be enclosed):
3. Department/Centre:
4. Date of admission :
5. Date of Registration :  
(Approved by the School Board)



# North-Eastern Hill University Shillong

## Particulars

1. Name in full (in block letters) Shri/Smti/Kum .....
2. Father's / Husband's Name .....
3. Home Address .....
4. Present Address .....
5. Present Occupation .....
6. Academic record (Copies of marksheets, attested by the Guide should be submitted) .....

Examination Passed	Year of Passing	Div/Class	Name of Board/University
H.S.L.C.			
H.L.S.C./P.U.			
B.A./B.Sc./B.Com.			
M.A./M.Sc./M.Com.			
M.Phil.			
Other Degree/Diploma			

7. Publications (if any) .....
8. Subject and field of Specialisation in M.A./M.Sc./M.Com. ....
9. \*Subject (title) of research of investigation (in Block Letters) .....
10. Name of the Guide (recognized by the University) under whose supervision he/she is doing or proposed to do research .....
11. Date of commencement of Research (in case the work has already been taken up) .....
12. Registration Fee paid vide Bank Draft/Bankers Cheque/NEHU Challan No. ....  
Date : .....

Date : .....

Signature of the Candidate

Note : \* A brief statement in a separate paper on the proposed line of investigation, should be enclosed in triplicate. A tentative bibliography and a copy each of the publication, if any, should also be enclosed.

## Recommendation of the Guide

Rs. 30/- for triplicate

Certified that Shri / Smti / Kum .....  
has been doing research since .....  
proposed to do research under my guidance in the project stated in the application. I recommend the registration  
of his/her name for the Ph.D Degree.

### Instructions to Scholars

Application for registration for those admitted after 16th September, 2003 should be submitted to the Head  
of the Department/Centre within 18 months from the date of admission.

The application should be submitted in triplicate, duly filled in and attached with attested copies of certificates  
of the previous examination, qualification and synopsis of the research project. The registration fee of Rs. 1000/-  
in the form of Bank Draft/Banker's Cheque drawn in favour of Eastern Hill University, Shillong or in the form of NEHU Challan, for bank receipt paid in the NEHU  
Sill Branch, should be attached with the application.

Date : ..... Signature with Designation of the Guide

### Applicable to Cases where the School Board Recommends Modification on the Topic of Research

The date approved by the Board will be the effective date of the registration.

By virtue of the ordinance, the scholars are instructed that if he/she wishes to change the topic of his/her  
research proposal, he/she should do so, only within one year from the date of his/her registration. The  
proposed change is to be applied in plain paper stating all particulars which include the previous title and  
the proposed change. The application is to be submitted through the Head of the Department/Centre  
concerned for onward submission to the School Board for consideration.

Certified that the brief statement on the line of investigation / synopsis has been revised in accordance with the  
recommendations made by the School Board in its meeting held on .....

the School Board.

The minimum time for submission of the thesis is not less than two years from the date of Registration.  
The maximum time is 5 (five) years from the date of Registration. The date approved by the School  
Board will be the effective date of the registration.

Signature of the Candidate ..... Signature with Designation of the Guide

Date : ..... Date : .....

Provided that in exceptional circumstances, the extension of two more years may be granted by the  
School Board. In such cases, the scholar has to apply in plain paper to the Dean of the School  
through his/her supervisor and the Head of the Department/Centre giving in detail the circumstances  
which came to his/her notice. The application is to be submitted through the Head of the Department/Centre  
to the Dean of the School. If he/she fails to submit the thesis within the extended period of two  
more years allowed by the School Board, his/her registration will lapse automatically.

### For Office Use Only

Submission of thesis is to be made to the Head of Department/Centre concerned,  
who will both check all enclosures, including clearances, pre-submission seminar report etc. for onward  
transmission to the Controller of Examinations. In case of those who are prosecuting Ph.D on part time  
basis, the application is to be submitted to the Controller of Examinations, NEHU, Shillong.

The application is found complete in all respects. The candidate may be granted research registration for Ph.D  
degree as approved by the School Board in its meeting held on.....

participating in academic programmes and the total period of such stay should not be less than six months  
and also the periodical certificates from the supervisor as per clause 9(4) of the Ordinance.

### PROFORMA - Ph.D. Registration

- Name of the Candidate: ..... Registrar / Officer-in-Charge
- Whether belonging to SC/ST/OBC (certificate to be attached): ..... Date : .....
- Department/Centre: .....
- Date of admission: .....
- Date of Registration: .....