

## **Standard Operating Procedure (SoP)**

### **Annual Registration of PhD Scholar**

1. After the confirmation of PhD registration by the University Research Committee (URC), every PhD scholar shall submit the registration continuation report by filling the annual registration form (Annexure).
2. Annual registration shall be done every January of the year and form shall be submitted in the Research Unit of each campus.
3. Each Research Unit shall share the list of annually registered candidates to the University.
4. No fee shall be charged for annual registration. However, the scholar must produce the receipt / challan of fee payment astride prescribed annual fee.
5. Non submission of annual registration by the scholar stands for cancellation / discontinuation.