

README File to Scholars, Board of Studies Chairpersons, and Administration Officers – Online Submission and Processing of Ph.D. Thesis

I. Scholars

- Scholar visits the URL: **kuexams.org/ Ph.D Online Submission**
- If already registered, press 'login' else press on 'signup' to register.
- Scholar will be directed to the instructions page.
- Note down the bank details to which he/she needs to pay the fee.
- Read and accept all the given terms and instructions.
- Scholar will be directed to the application form, provides the requested information along with documents and submit.
- A response form will be generated showing the information provided by them.
- Scholar validates the given information and edits by going back using "Back" button.
- After submission of Thesis and other documents, a success page will be displayed to demonstrate the successful submission of their application.
- After verification, Submission Certificate will be generated by clicking on 'Generate Certificate'.
- If the application is rejected, reason will be specified and fill in new application form.
- Scholar can check status of their application by logging into their account time to time.

II. Officers Login

- All the below officers Login through URL **www. kuservices.in/paylogin** or click on Officer's login button in URL **www.kuexams.org/ Ph.D Online Submission**.

1. Plagiarism Cell Coordinator

- Verifies the thesis and synopsis, issues plagiarism certificate on successful verification and uploads the certificate.
- Specifies reason if rejected.

2. Assistant Registrar, Accounts in Examination Branch

- Verifies the payment receipts and upi id, approve payment details by clicking on 'approve' button.
- Specifies reason if rejected.

3. Section Officer, Confidential Section, Examination Branch (EII)

- Verifies all the details and documents submitted by scholar and approve by clicking on 'approve' button.
- Specifies reason if rejected.

III. Administrative Officer's Login

All the below officers Login through URL **www.kuservices.in/bcvdlogin**) or click on Administrative Officer's login button in URL: **www. kuexams.org**.

1. Chairperson, Board of Studies

- After logging in, click on "BOS Fill" and complete the Panel of Adjudicators form.
- All the rejected applications can be viewed by clicking on "Rejected" button.
- The user can be logged out by clicking on 'logout' button.

2. Additional Controller of Examination in Confidential Section, EII

After logging in, by clicking on 'BOS Panel', the Panel uploaded by BOS appears. Print button can be used to print or save a copy.

- Generate Note File 1 to approve the Panel and submit for the approval of Controller of Examinations.
- Generate Note File 2 for the appointment of Examiner for Viva Voce
- Generate Note File 3 for Press Note for the Award of Ph.D Degree.

3. Controller of Examinations

After Login, approves the Note File 1/ Note File 2/ Note File 3 (Minutes of Viva Voce), and submit for the approval of Vice Chancellor.

4. Vice Chancellor

After Log in,
Selects three Adjudicators in Note File 1
Selects one Examiner for Ph.D Viva Voce in Note File 2.
Approves the Minutes of Viva Voce (Note File 3).