

## **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).

## SUPERVISOR CERTIFICATE (for Ph.D. Submission)

This is to certify that Mr./Ms. \_\_\_\_\_ S/D/o. \_\_\_\_\_ has been admitted to the Ph.D. Course and to do research in \_\_\_\_\_. He has done research work for \_\_\_\_\_ years under my supervision. His/Her thesis on \_\_\_\_\_ is worth for submitting for the Ph.D. degree to the Examination Branch, Kakatiya University. His/Her character is good and the facts mentioned by him/her in the application form have been verified and found to be correct.

Signature of the Supervisor

Designation:

Address:

Mobile No.

e.mail. ID:

Forwarded by;

1. Signature of the Head of the Department with Stamp.
2. Chairperson, Board of Studies concerned with Stamp
3. Dean, Faculty Concerned with Stamp..