



# KALASALINGAM

## ACADEMY OF RESEARCH AND EDUCATION

### (DEEMED TO BE UNIVERSITY)



Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A" Grade

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## OFFICE OF RESEARCH AND DEVELOPMENT

### Instructions for online applications to Ph.D. Programme

1. New candidates must register with KARE Research through the online portal <http://research.kalasalingam.ac.in>
2. E-Mail ID is mandatory for registration, and this will be used by KARE for any future correspondence. An activation link and password will be send to the registered email while registration. Use the same for further login.
3. Once logged in, you will be asked to apply for the Ph.D. programme. The following details are mandatory for registration. Make ready all the details before proceeding.
  - a. Research area and department in which you are applying for
  - b. Personal details
  - c. Qualification details in UG and PG level
  - d. Experience if any
4. After furnishing the details you have to upload the following documents separately
  - a. Research Proposal (\* Mandatory and must be a PDF file)
  - b. All degree certificates in a single PDF file (\* Mandatory and must be a PDF file)
  - c. All mark statements in a single PDF file (\* Mandatory and must be a PDF file)
  - d. Transfer Certificate (\* Mandatory and must be a PDF file)
  - e. Experience Certificate (\*Mandatory and must be a PDF file, \*Optional for Fresher)
  - f. Self-attested copy of PAN Card (\* Mandatory and must be a PDF file)
  - g. Self-attested copy of Aadhaar Card (\* Mandatory and must be a PDF file)
  - h. Community Certificate (\* Optional, must be a PDF file)
  - i. Annexure-I (\* Mandatory for part-time scholars and must be a PDF file)
  - j. Scanned Copy of Passport Sized Photograph (\* Mandatory and must be a jpg file)
  - k. Scanned Copy of signature (\* Mandatory and must be a jpg file)

**Note:** Photograph Image: Size should be between 10KB to 200 KB with the dimension of 3.5 CM X 4.5 CM. Signature Image: Size should be between 10KB to 200 KB with the dimension of 3.5 CM X 1.5 CM. For Photograph, background must be plain white or off-white. Head must be directly facing the camera with your full face in view. No hats or head coverings, unless you wear it daily for religious purposes. Your full face must be visible and your head covering cannot cast shadows on your face.
5. Once the files are uploaded, Payment option will be enabled.
  - a. You can use Debit/Credit Card or Internet Banking or UPI like GPay, Paytm, Bhim etc. for transaction.
  - b. Do not refresh or press back button while doing the transaction. Mobile users don't swipe the screen from top to bottom or left to right or right to left, which may lead to cancellation of transaction.

- c. Once the transaction is successful, your application is complete any you can view your application and e-bill.
  - d. In case if the transaction is interrupted in between and money is debited from your account, wait for 2 to 24 hours and recheck your transaction through the link available in the application page. Most of the transactions will be cleared in 24 hours and worst case will take 3 working days.
6. Further if you have any query you can mail us at [deanrd@klu.ac.in](mailto:deanrd@klu.ac.in)
  7. There is no need to send any printed copy of application form to KARE. You will be notified through Mail and your status can be viewed through your login at any time.

**ANNEXURE-I**

**CERTIFICATE FROM THE ORGANISATION WHERE THE CANDIDATE IS EMPLOYED**

Certified that Mr./Ms./Mrs. \_\_\_\_\_ is  
employed as \_\_\_\_\_ (Designation) in the  
\_\_\_\_\_ (Department/Division Name)  
of \_\_\_\_\_  
(Institution/Industry Name).

We have no objection in forwarding his/her application for the Ph.D. Research Programme.

**FOR FULL TIME:**

The candidate will be sanctioned leave for the duration of the research programme and will be relieved from duty from \_\_\_\_\_ to \_\_\_\_\_ to undertake the full time research work in the University.

**FOR PART TIME:**

The candidate will be permitted to undertake part time study in the University/College and will be allowed to be present for discussions with the supervisor, attending course works, conduct of experiments and participations in seminars and related presentations. Further the required facilities at our organization will also be provided to the candidate for doing research.

Date:

Signature of the Head of Organization with office seal