

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in the year 1998)



Accredited 'A' Grade by NAAC

No. MANUU/Acad/F. N.8/2018-19/61

27th September, 2018

CIRCULAR

Sub: Off-Line Claim, Certification, and Release of Non-NET Fellowship to Ph. D. Scholars admitted during the Academic Year 2015-16 and 2016-17 respectively - approval - Reg.

Ref: Approval of the Incharge Vice Chancellor dated: 25th September, 2018 – Reg.

Consequent to the approval of the Competent Authority, the following schedule and procedure is to be followed for OFFLINE submission(Proforma enclosed), Claim, Certification and Release of Non-NET Fellowship to Ph. D. Scholars admitted during the Academic Year 2015-16 and 2016-17 respectively: -

- i) **Submission of Claim Form by Students OFFLINE-Last working day of every month;**
- ii) **Certification by the Research Supervisor – 1st of every month;**
- iii) **Forwarding by the HODs/Principals – 2nd of every month;**
- iv) **Process by Academic Section – on or before 3rd of every month; and**
- v) **Release of Fellowship by F & A – on or before 5th of every month.**

The above dates are to be invariably complied with by the Research Scholars, Supervisors, HoDs/Principals, Academic Section and Finance and Accounts.

Sd/-
Assistant Registrar
(Academics)

Encl.: A/a

To
All the Research Scholars, Supervisors, HoDs/Principal's

Copy to:

- (i) **O/o the Vice Chancellor/PVC/Registrar/F&A;**
- (ii) **The Director, CIT – with a request to upload on the University website;**
- (iii) **PRO/Hindi Officer – for Urdu and Hindi Translation; &**
- (iv) **Concerned file.**



PROFORMA FOR CLAIMING MONTHLY NON-NET FELLOWSHIP

MONTH...../ YEAR.....

School.....Department.....

1.	Name of the Scholar	:	
2.	Enrolment No.	:	
3.	Topic of Research		
4.	Date of commencement of classes for the course work		
5.	Date of expiry of fellowship		
6.	No. of working days		
7.	(a) Period of leave availed of during the claim period excluding public holidays		
	(b) Total leave including (a) above availed of during the academic year		
8.	Travel / Field Work, if any	No. of days & dates	
		Places visited	
9.	No. of days scholar remained present at the University		
10.	Did scholar accept any teaching assignments or job during the period the fellowship is claimed for? If yes, please mention nature of teaching assignments (permanent / temporary/ internship etc.) / job and their places.		
11.	Amount of fellowship		
12.	Details of fee paid		
13.	Title of article(s)/ paper(s) published during the period for which the fellowship is claimed (please enclose copy of each article/ paper)		
14.	Title of monograph written during the period for which the fellowship is claimed.		
15.	a) Whether boarder or non-boarder? b) Mess dues, if any	a)..... b)	
16.	Recommendations of Research Advisory Committee (Quarterly RAC certificate to be enclosed)		
17.	Comments of Supervisor on the progress of Research (please attach report in separate sheet).		

Undertaking by the scholar

- I, Mr. / Ms., do hereby undertake that:
- 1) The information furnished by me at serial no. 1 to 15 are true and if any of the above information is found false at any time, the fellowship shall stand cancelled;
 - 2) I have not availed financial assistance from any other source during the period for which fellowship is claimed;
 - 3) I was not unauthorisedly absent and did not avail any inadmissible leave during the period for which fellowship is claimed.

Signature of the scholar

Forwarded to Head of the Department

Signature of Supervisor

Certified that:

- a) The information furnished by the scholar are correct as per records of the Department;
- b) There has been no reported case of any misconduct by the scholar during the claim period.

Head of the Department
 Date & Seal

Forwarded to Dean (Academics)