



**ASSAM UNIVERSITY : SILCHAR**  
 (To be submitted by Ph.D/M.Phil Scholars)

**Department :** \_\_\_\_\_ **School** \_\_\_\_\_

**Pogramme : Ph.D/M.Phil** \_\_\_\_\_ **Full Time/ Part Time :** \_\_\_\_\_

1	Name (in block letters)																			
2	Father's Name																			
3	Whether General/SC/ST/OBC																			

4	Present Address																			

e-mail :

5	Permanent Address																			

e-mail :

6	AU Regn. No. & Year																			
7	Date of Admission in the programme																			
8	M.Phil/Ph.D Regn. No. & Date																			

9	Whether employed, name of the organization																		
10	Whether drawing any fellowship, if yes name of the fellowship scheme																		

11	Date of joining, if the Fellowship scheme is other than NON-NET																			
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12	Bank A/c No																			
	Bank Name & Branch																			
13	IFS code																			

14	Present Status of the Research work																		
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The above information furnished by me is true to the best of my knowledge and belief. If found the information furnished by me is incorrect or false, any action may be taken against me as per rule.

Date : \_\_\_\_/\_\_\_\_/20

Full Signature of the Scholar

Signature of Supervisor  
 To,  
 The Deputy Registrar(Research & Fellowship)  
 Assam University, Silchar

Signature of Head of the Department  
 With Seal



### ASSAM UNIVERSITY : SILCHAR

Declaration in regard to unemployment /Non-recipient of other fellowship  
FOR THE MONTH OF...../20 for obtaining AUS-UGC fellowship

**(To be submitted by the Scholar (IN DUPLICATE) to the Supervisor on 20<sup>th</sup> of every month or very next working day if 20<sup>th</sup> is Sunday or holiday)**

Name (In Block Letters) : .....

Name of the Department : .....

Name of the School : .....

Name of Supervisor/Co-supervisor : .....

Date of Admission in M.Phil/Ph.D : .....

M.Phil/Ph.D Registration No. & Date : .....

#### BANK DETAILS

(In case of change in Bank Account OR providing account details for the first time)

Name of the Bank & Branch	IFS Code	Account Number

#### DECLARATION BY THE SCHOLAR

I do hereby declare that I am at present, not engaged in either full time or part time employment and not drawing any salary/ remuneration/fellowship (other than AUS-UGC) from any source. In the event of any change in my pecuniary status as stated above, I shall immediately bring it to the notice of the appropriate authority through proper channel. The information furnished by me is true to the best of my knowledge and belief. If found the information furnished by me is incorrect or false, any action may be taken against me as per rule.

Date : \_\_\_\_/\_\_\_\_/20

Full Signature of the Scholar

#### CERTIFICATION/RECOMMENDATION OF SUPERVISOR/CO-SUPERVISOR/IN-CHARGE SUPERVISOR

In view of the above declaration I, do hereby certify that the above Ph.D / M.Phil  scholar is doing research work under my supervision & is eligible for AUS-UGC fellowship for the month of \_\_\_\_\_ as per the following provisions of UGC guidelines for fellowship.

<u>Sl.No.</u>	<u>Type of eligibility</u>	<i>( put tick)</i>
1.	Satisfactory performance in research work in this university.	<input type="checkbox"/>
2.	Research assignment in other place/institution for field work.	<input type="checkbox"/>
3.	Pre-approved leave by Dean on recommendation of HOD.	<input type="checkbox"/>

Date : \_\_\_\_/\_\_\_\_/20

Signature Supervisor/Co-Supervisor/  
In-Charge Supervisor

To,

The Head,  
Department of \_\_\_\_\_ for necessary action.



**ASSAM UNIVERSITY, SILCHAR**

Monthly Attendance Report/ Assignment Report/ Leave Report of Ph.D/M.Phil Scholar of the Department of \_\_\_\_\_ for awarding AUS-UGC Fellowship

In view of the monthly declaration for non-employment & non-receipt of other fellowship submitted by the scholar(s) and the certification/recommendation of concerned supervisor/co-supervisor/in-charge supervisor, following scholar(s) is/are found eligible for awarding above fellowship for the month of \_\_\_\_\_ / 20\_\_.

Sl. No	Name of the Scholar	Programme Ph.D/M.Phil	Ph.D / M.Phil Regn.No.	Bank A/C No. (if any change in the Bank Account )	Type of eligibility (please tick)			
					a) Satisfactory performance in research work in this university.	b) Research assignment in other place/institution for field work	c) Admissible Leave, approved by Dean on recommendation of supervisor/HOD	
1.					(a)	(b)	(c)	
2.					(a)	(b)	(c)	
3.					(a)	(b)	(c)	
4.					(a)	(b)	(c)	
5.					(a)	(b)	(c)	
6.					(a)	(b)	(c)	
7.					(a)	(b)	(c)	
8.					(a)	(b)	(c)	
9.					(a)	(b)	(c)	
10.					(a)	(b)	(c)	
11.					(a)	(b)	(c)	
12.					(a)	(b)	(c)	
13.					(a)	(b)	(c)	
14.					(a)	(b)	(c)	
15.					(a)	(b)	(c)	
16.					(a)	(b)	(c)	
17.					(a)	(b)	(c)	
18.					(a)	(b)	(c)	
19.					(a)	(b)	(c)	
20.					(a)	(b)	(c)	
21.					(a)	(b)	(c)	
22.					(a)	(b)	(c)	
23.					(a)	(b)	(c)	
24.					(a)	(b)	(c)	
25.					(a)	(b)	(c)	

Date : \_\_\_\_/\_\_\_\_/20

Signature of Head of the Department

To,

**The Deputy Registrar (Research & Fellowship)  
Assam University, Silchar**





**ASSAM UNIVERSITY, SILCHAR**

**NOTIFICATION**

As approved by the Vice-Chancellor it is notified for information all the Deans of Schools/Heads of the Departments / Supervisor(s)/co-supervisor(s) that following guidelines for AUS-UGC (NON-NET) fellowship for full time research scholars will be effective from the month **July, 2013** for smooth and early disbursement. Copies of RF-1/RF-2 Format along with other format for HOD's are enclosed herewith. (Soft copies of the formats can be obtained from Research Cell)

1. All Part Time/Full Time Research Scholars shall submit RF-1 format to the HOD after taking necessary recommendation from the supervisor(s)/co-supervisor(s). Heads of the concerned Department shall take necessary steps to forward the same to the Deputy Registrar (Research & Fellowship) within 31<sup>st</sup> July, 2013 for further necessary action.
2. Scholars are to submit the declaration in prescribed format (RF-2) for un-employment and non-receipt of other fellowship, to their concerned Supervisor(s)/co-supervisor(s) on 20<sup>th</sup> of every month or very next working day if 20<sup>th</sup> is Sunday or holiday.
3. Supervisor(s)/co-supervisor(s) shall have to verify the facts stated by the scholars and shall certify and recommend the same to the Head of the Department on the same day i.e. 20<sup>th</sup> of every month or very next working day if 20<sup>th</sup> is Sunday or holiday for onward transmission.
4. Head of the concerned department shall forward the consolidated statement of the eligible scholars in the prescribed format to the Deputy Registrar (Research & Fellowship) on 21<sup>st</sup> of every month or very next working day if 21<sup>st</sup> is Sunday or holiday based on the certification and recommendation given by concerned supervisor(s) on verification and confirmation that the scholars have paid their dues.
5. For payment of Arrear Fellowship Head of concerned departments shall take approval from the Vice-Chancellor separately with proper justification, without the approval of Vice-Chancellor payment of arrear fellowship shall not be entertained.
6. Leave application of Scholars are to be recommended by Supervisor(s)/co-supervisor(s) and HOD respectively and to be forwarded to the Dean of School for approval. Supervisor(s) and Head of the Department shall have to ensure the leave admissible before initiating the leave application of the scholars for approval.
7. Pre-approved copy of the leave application is to be attached by HOD along with the prescribed format as per Sl.No.4 above.
8. Attendance record of the scholars shall be maintained by concerned Supervisor(s)/co-supervisor(s) and Head of the Department.
9. Heads of concerned Department shall strictly follow the conditions mentioned above.
10. Other than NON-NET Fellowship claims/documents for countersignature of Registrar to be forwarded to the Deputy Registrar (Research & Fellowship) in the last week of every month.
11. Any addition/alteration/deletion in these guidelines shall be intimated from time to time.

No. AURW/13/03F/1/2013

Registrar i/c  
Date : \_\_\_\_\_/2013

Copy to :

1. All Deans of Schools, AUS for information and necessary action.
2. All Heads of the Departments, AUS for information and necessary action with a request to circulate this amongst the supervisor(s)/co-supervisor(s) & Research Scholars.
3. P.S. to V.C. for kind information of the Vice-Chancellor.
4. Director, Computer Centre for uploading in AU website.

Registrar i/c

