



# Shri Mata Vaishno Devi University

Kakryal, Katra-182320 (J&K) INDIA

(A Statutory Technical University of J&K Legislature; recognized u/s 2(f) & 12(B) of UGC)

## **FORM NO. R&D/11: Monthly Assistantship for Ph.D. Students**

### 1. Details to be filled by the student:

- a. Name of Student: \_\_\_\_\_
- b. Entry No: \_\_\_\_\_
- c. School: \_\_\_\_\_
- d. Source of Assistantship: \_\_\_\_\_
- e. Assistantship for the month of : \_\_\_\_\_
- f. Term of Assistantship: \_\_\_\_\_

### 2. Recommendation of Ph.D. Supervisor/Co-Supervisor

- a. Progress Report Reason of Non- Satisfactory Satisfactory  Non-Satisfactory
- b. Monthly Attendance\* (No. of days attended) \_\_\_\_\_
- c. No. of leaves availed till date Total  Availed  Balance
- d. Remarks (for release of Assistantship) Yes  No

***\*(Enclose duly signed attendance(bio-metrics) of concerned Ph.D. Student)***

3. The Ph.D. Student has rendered 10 hours per week of academic support for the School/Faculty/University and have been regular during the said month. The work done report of the student in support of the same are enclosed.

\_\_\_\_\_  
Signature  
Name of Co-Supervisor

\_\_\_\_\_  
Signature  
Name of Supervisor

### 4. Signatures of Ph.D. coordinator

### 5. Check List:

- a. Monthly attendance duly signed by Ph.D. Student, Ph.D. Supervisor, Ph.D. Co-Supervisor Ph.D. Coordinator and Head of concerned Ph.D. Student. Yes  No
- b. Work Done Report of Ph.D. Student duly signed Yes  No

### 6. Recommended & Forwarded by Head of School \_\_\_\_\_

Forwarded to Dean (R&D)



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## 7. Report from R&D Wing:

Remarks (if any):

Prepared by

SO (R&D)

AR (R&D)

## 8. Forwarded to Dean (R&D)

(Remarks if any):

Dean (R&D)

*(Photocopy of this document to be retained by R&D Wing before sending to the Finance Wing)*

X

## 9. Forwarded to Finance Wing/ TEQIP-III Coordinator for processing:

- Report by Account Assistant      Funds Available       Funds not Available

Signature of Accounts Asstt.

- Action by Finance officer      Assistantship Release/ Not Released

Remarks (if Assistantship not released):

Returned (if not released) to Head, School of \_\_\_\_\_

Signature of Finance Officer/ TEQIP-III Coordinator

## 10. Copy to Registrar (if not released)