



Aliah University

University Research Programme (URP) Cell

DOCUMENTS VERIFICATION BY THE RESPECTIVE DEPARTMENT AND JOINING OF PHD STUDENT TO THE REGISTRAR

Documents Verification:

Recommended candidates for admission to the PhD Programmes, on notification from PhD Admission Committee / URP Cell, will fill up the **Form No. AU/URP: 1B** and attach all necessary documents (self attested with date) listed in the form. At the same time, the candidates must submit the print out of the online **Application Form** (considered as Form No. AU/URP: 1A) which was generated at the time of submission of online application.

Chairperson, DRC may form a team for scrutiny of the original documents. **Page-2** [CHECKLIST: (For Department Use Only)] of the **Form No. AU/URP: 1B** will be filled up by the Department at the time of documents verification.

The **candidates will apply for joining to the Registrar** through the Chairperson, DRC (**Form No. AU/URP: 1C**). A list of all candidates whose documents have been verified will be prepared by the department and forwarded to the URP Cell/ PhD Admission Cell (**Form No. AU/URP: 1D**).

Joining of PhD Student:

The Registrar will sign on the **Form No. AU/URP: 1C & Form No. AU/URP: 1D** forwarded by the Chairperson, DRC, and finally all documents will be submitted/preserved at URP Cell. The URP Cell will send the scan copy of **Form No. AU/URP: 1D** signed by the Registrar to the respective Chairperson, DRC for departmental record.

The admitted candidates may collect their Joining Letter (signed Form No. AU/URP: 1C) from the URP Cell if required.

Recommended candidates must carry the following documents:

1. One recent color photograph (passport size)
2. **Both original and photocopy of** (i) Aadhar /Voter's Card /Passport; (ii) Birth Certificate; (iii) OBC/PD/other Certificate if any; (iv) NET/SET/GATE/MPhil/ Other Fellowship Certificate(s); (v) No Objection Certificate with proper format (for Part-time student); (vi) Admission Fee Receipt; (vii) Mark sheet & Certificate of **10th, 12th, UG, PG, MPhil or Other** qualifications.

PLEASE NOTE: All submitted documents should be self-attested with date.



Aliah University

Enrollment cum Documents Verification Form

Affix a recent
colour
photograph
here

Programme Enrolled: PhD	Enrollment No:	Date of Enrollment:
-------------------------	----------------	---------------------

1. Department enrolled in:
2. Candidate's Full Name (in Capital letter):
3. Father's/Mother's/Spouse's Name:.....
4. Permanent Address (Attach Aadhar / Voter's Card /Passport).....
.....
.....State.....PIN.....
5. Contact No.....Email.....
6. Date of Birth.....7.Nationality.....
8. Whether GEN/OBC/PD (Attach Certificate if OBC/PD)
9. NET/SET/GATE/MPhil/Other Fellowship Qualified..... [Attach Certificate(s)]
10. Category (**Full-Time/Part-Time**)
11. If **Part-Time**, write present occupation & Name of the Employer with Address: (**Attach valid NOC from Employer**).....
.....
12. Name and address of sponsoring institute /organization of the sponsored scholar (if any)
.....
.....
13. Name of the Proposed Supervisor: DR.....
14. Admission Fee Paid: Rs..... (Attach Self Attested Copy of Admission Fee Receipt)
15. Last University Registration at (Name of the University)
16. Academic Qualifications & Research Experience (if any):

Name of the Exams	Year of Passing	Board/ University	Stream/Course/Subject	% of Marks obtained	CGPA of Marks obtained
10 th					
12 th					
UG					
PG					
MPhil					
Others					

Declaration: I have read the provisions of the latest UGC PhD Regulations-2022 and declare that I shall abide by the Aliah University PhD regulations (based on UGC PhD Regulations-2022) and other instructions as may be given to me from time to time. I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and that if any of the above information is found to be false/ incorrect, my Ph.D. Enrollment/Admission is liable to be cancelled. I further declare that I will participate in the course work (offline mode) which will be conducted by the Department.

Date:

Signature of the Candidate

Full-Time / Part-Time (please ✓)

CHECKLIST: (For Department Use Only)

Sl. No.	Verification required for	Self Attested Document (Strike out those not relevant)	Provided Yes/No	Comments
1	Permanent Address	Aadhar /Voter's Card /Passport		
2	Date of Birth	Birth Certificate		
3	OBC/PD (if applicable)	OBC/PD Certificate		
4	NET/SET/GATE/MPhil/ Other Fellowship Qualified (if applicable)	NET/SET/GATE/MPhil/ Other Fellowship Certificate(s)		
5	NOC from Employer for Part-Time student	No Objection Certificate with proper format		
6	Admission Fee	Admission Fee Receipt		
7	Academic Qualifications			
7.1	10 th	Mark sheet & Certificate		
7.2	12 th	Mark sheet & Certificate		
7.3	UG	Mark sheet & Certificate		
7.4	PG	Mark sheet & Certificate		
7.5	M.Phil.	Mark sheet & Certificate		
7.6	Others	Mark sheet & Certificate		

PLEASE NOTE: Original copy of all required documents to be carried by the candidate; All submitted documents should be self-attested with date.

All the information provided by the candidate are checked and verified against the original documents.

 Checked and Verified by
 NAME:

 Seal of Chairperson, DRC

 Chairperson, DRC

JOINING LETTER OF PHD STUDENT

(To be Submitted by the Candidate)

To
The Registrar
Aliah University
Kolkata-700160

Dated:...../...../.....

Through kind courtesy: Chairperson, DRC
Department of _____

Sub: Joining Letter

Sir,

This is to inform you that I, Mr /Ms /Mrs _____
Enrollment No. _____ dated _____ have joined
Aliah University as a PhD student in the Department of _____
under the supervision of Dr. _____ with effect from
_____ (date of enrollment/admission).

I request you to accept my joining to the PhD programme as _____ (Full-Time/Part-Time) mode.

Thanking you.
Regards,

Full Signature with date:

Full Name in Capital Letters:

Forwarded by: Signature of **Chairperson, DRC** with date- _____

The above candidate is permitted to join the PhD programme at Aliah University.

Dated:

Registrar

