



Ph.D. Admission Committee 2024-2025

Ref. No. AU/Admin-PhD10/25

Date : 26/05/2025

Further Instructions for Enrollment, Documents Submission/Verification and Completion of Admission Process

1. The subject-wise list of the Recommended Candidates for Admission to the PhD Programme 2024-25 was published on the university website on 22 May.
2. The last date for the payment of the admission fee for the recommended candidates is 28 May 2025.
3. The Schedule for the in-person documents submission/verification and joining to the PhD Programme is given below. Candidates must report to the concerned department on time with all necessary documents to complete the admission process.

4. Mandatory Steps after the Payment of Admission Fee:

- I. As per the UGC guidelines, it is mandatory for every student to have an ABC/APAAR ID. If you still do not have the same create one using this link: <https://www.abc.gov.in/>. **At the time of admission/verification, each candidate must fill the ABC ID.**
- II. As per the UGC guidelines, every student is also required to submit the anti-ragging affidavit. Visit the UGC mandated portal (<https://antiragging.in/>) to fill the anti-ragging undertaking: https://antiragging.in/affidavit_registration_disclaimer.html.

After filling the same, note down the Reference Number of the anti-ragging undertaking for future reference. Also download the affidavit/undertaking from this link: https://antiragging.in/undertaking_request.php, and take print outs (2 copies).

Bring the signed copies of the undertaking from the parent/guardian and the affidavit for submission.

You may require the following details at the time of filling the anti-ragging form:

Name of Vice Chancellor: Prof. (Dr.) Rafikul Islam,
Phone Number: 3323416444,
Email: vc_au@aliah.ac.in.

- III. Candidates already in employment must submit Original NOC from the employer at the time of Admission for pursuing of **PhD in Part-Time mode**. There is no provision for Full-time PhD for those in service/employment. **Failure to submit the NOC at the time of enrollment and documents' verification may lead to the cancellation of admission.**



- IV. The candidates from institutes/universities other than Aliah University are required to submit the Migration Certificate, preferably at the time of enrolment.

In special cases, a window of maximum one month maybe allowed for the submission of the Migration Certificate at the time of documents' verification, **provided the candidate submits an undertaking requesting extension along with some evidence (copy of submitted migration application form) that testifies she/he has applied for the same at the concerned university.**

Non-receipt of the Migration Certificate within the deadline, may lead to the cancellation of admission.

- V. Also take a printout of the Admission Confirmation/Fee Payment Receipt downloaded from the Admisison Portal after the payment of the fees.

- VI. At the end of this Notice (after the Schedule), there are general instructions, Documents' Checklist, and four forms/undertakings of the URP Cell/PhD Section for the candidates. Take printout of these forms and fill the necessary details before reporting to the concerned department for documents submission/verification.

- VII. **Bring all original documents mentioned in the Checklist along with one self-attested copy.**

- VIII. Report to the respective department as per the schedule given below for documents submission and verification of the original documents only after fulfilling the above requirements, else documents verifications will not be completed.

5. While every care has been taken to check the eligibility and scores of the Candidates in preparing the Provisional list(s), detection of any mistake/wrong information at any later stage, may lead to the cancellation of the admission from the PhD Programme.
6. Applicants are advised to follow the University's website regularly for updates (<https://aliah.ac.in/doctoral-admission>).

S/d
Chairman,
AU Ph.D. Admission Committee 2024-25

Department wise schedule for Enrollment and Documents Submission/Verification

New Town Campus	Day 1*	Day 2*
Department		
Physics	3 June (Tuesday) Forenoon	
Chemistry	3 June (Tuesday) Forenoon	
Biological Sciences	2 June (Monday) Afternoon	
Mathematics and Statistics	4 June (Wednesday) Forenoon	
Civil Engineering	2 June (Monday) Forenoon	
Computer Science and Engineering	4 June (Wednesday) Forenoon	
Electrical Engineering	4 June (Wednesday) Afternoon	
Electronics and Communication Engineering	2 June (Monday) Forenoon	
Mechanical Engineering	3 June (Tuesday) Forenoon	
Management and Business Administration	4 June (Thursday) Forenoon	
Economics	3 June (Tuesday) Afternoon	
Park Circus Campus		
Arabic	3 June (Tuesday) Forenoon	
Bengali	2 June (Monday) Forenoon	3 June (Tuesday) Forenoon
Education	3 June (Tuesday) Forenoon	
English	3 June (Tuesday) Forenoon	
Geography	3 June (Thursday) Afternoon	
History	2 June (Monday) Afternoon	3 June (Tuesday) Afternoon
Islamic Studies	2 June (Monday) Forenoon	
Islamic Theology	3 June (Tuesday), Afternoon	
Journalism and Mass Communication	4 June (Wednesday) Afternoon	
Urdu	2 June (Monday) Forenoon	

Reporting Time to the respective department for enrollment and documents verification/submission in the Forenoon session is 11.00 AM.

Reporting Time to the respective department for enrollment and documents verification/submission in the Afternoon session is 02.00 PM.



Aliah University

University Research Programme (URP)

Ph.D. Section

DOCUMENTS VERIFICATION BY THE RESPECTIVE DEPARTMENT AND JOINING OF PH.D. STUDENT TO THE REGISTRAR

Documents Verification:

Recommended candidates for admission to the Ph.D. Programmes, on notification from Ph.D. Admission Committee / Ph.D. Section, will fill up the **Form No. AU/URP: 1B** and attach all necessary documents (*self attested with date*) listed in the form AU/URP: 1B. 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, Departmental Research Committee (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 Ph.D. Section / Ph.D. Admission Cell (**Form No. AU/URP: 1D**).

Joining of Ph.D. 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 Ph.D. Section/URP Cell. The Ph.D. Section 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 (photocopy of signed Form No. AU/URP: 1C) from the Ph.D. Section / URP Cell, if required.



Aliah University

University Research Programme (URP)

Ph.D. Section

Recommended candidates must carry the following documents:

1. One recent color photograph (passport size)
2. Print out of the **Application Form** (online generated)
3. Admission Fee Receipt (Self-Attested)
4. Photocopy of **Aadhar Card** (Self-Attested)
5. **Both original and photocopy of**
 - (i) Aadhar /Voter's Card /Passport (as Address Proof)
 - (ii) Birth Certificate
 - (iii) OBC/PD/other Certificate if any
 - (iv) NET/SET/GATE/M.Phil./ Other Fellowship Certificate(s)
 - (v) Both Mark sheet & Certificate of 10th, 12th, UG, PG, M.Phil. or Other qualifications.
 - (vi) ABC ID
6. No Objection Certificate (NOC) with proper format (**for Part-time student only**)
7. **Signed Anti-Ragging Affidavit Form** (Online Undertaking Form, recommended by UGC)
8. **Migration Certificate or Proof of Application submitted for Migration Certificate**

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



Aliah University

Enrollment cum Documents Verification Form

Affix a recent colour photograph here

Category: **Full-Time** / **Part-Time** (put a \checkmark mark)

Programme: **Ph.D.** Enrollment No:

Date of Enrollment:

- Department enrolled in:
- Candidate's Full Name (in Capital letter):
- Father's/Mother's/Spouse's Name:.....
- Permanent Address (*Attach Aadhar / Voter's Card /Passport*).....
.....
.....State.....PIN.....
- Contact No.....Email.....
- Date of Birth.....7. Nationality.....
- Whether GEN/OBC/PD.....(*Attach Certificate if OBC/PD*)
- NET/SET/GATE/MPhil/Other Fellowship Qualified.. (*Attach Certificate(s)*)
- Category (**Full-Time/Part-Time**)
- If **Part-Time**, write present occupation & Name of the Employer with Address: (**Attach valid NOC from the Employer**).....
.....
- Name and address of sponsoring institute /organization of the sponsored scholar (if any)
.....
.....
- Name of the Proposed Supervisor: DR.....
- Admission Fee Paid: Rs..... (**Attach Self Attested Copy of Admission Fee Receipt**)
- Last University Registration at (Name of the University)
- Aadhar No. 17. ABC ID:
- 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					
M.Phil.					
Others					

Declaration: I have read the provisions of the latest UGC Ph.D. Regulations-2022 and declare that I shall abide by the Aliah University Ph.D. regulations (based on UGC Ph.D. 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

Enrollment cum Documents Verification Form

Form No. AU/URP: 1B

CHECKLIST: (For Department Use Only)**Full-Time / Part-Time** (please ✓ mark)

Sl. No.	Verification required for	Self Attested Document (Strike out those not relevant)	Provided Yes/No	Comments
1	Passport Size Colour Photo	Attached		
2	Printout of Application Form	Attached		
3	Provided Aadhar No.	Photocopy of Aadhar Card		
4	Provided ABC ID	-----		
5	Permanent Address	Photocopy of Aadhar /Voter's Card /Passport		
6	Date of Birth	Birth Certificate		
7	OBC/PD (if applicable)	OBC/PD Certificate attached		
8	NET/SET/GATE/Other Fellowship Qualified (if applicable)	NET/SET/GATE/ Other Fellowship Certificate(s)		
9	Academic Qualifications			
9.1	10 th	Mark sheet & Certificate		
9.2	12 th	Mark sheet & Certificate		
9.3	UG	Mark sheet & Certificate		
9.4	PG	Mark sheet & Certificate		
9.5	M.Phil.	Mark sheet & Certificate		
9.6	Others	Mark sheet & Certificate		
10	Admission Fee	Admission Fee Receipt		
11	Anti-Ragging Affidavit Form	Signed by the student and Parent/Guardian (Original)		
12	NOC from the Employer for Part-Time student only	Original NOC using proper format		
13	Migration Certificate	Original Migration Certificate OR Proof of Application for Migration Certificate (to be submitted within one month)		

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



Aliah University
University Research Programme (URP)
Ph.D. Section

JOINING LETTER OF PH.D. STUDENT

(To be Submitted by the Ph.D. Student)

To
The Registrar
Aliah University
Kolkata-700160

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

Through kind courtesy: Chairperson, DRC
Department of _____

Sub: Joining Letter

Sir/Madam,

This is to inform you that I, Mr /Ms /Mrs _____
Enrollment No. _____ dated _____ have joined
Aliah University as a Ph.D. 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 Ph.D. 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 seal & date-

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

Dated:

Registrar



Aliah University

Form No. AU/URP: 1D

University Research Programme (URP)

Joining Details of Ph.D. Students

To
The Registrar,
Aliah University
Kolkata-700160

Sub: Joining of Ph.D. students at Aliah University

Dear Sir/Madam,

The following students have taken admission in the **Ph.D. Programme of the Department of**

..... on (Date of Enrollment).

The Department has checked and verified all the information provided by the listed candidates at the time of Document Verification as per **Form No. AU/URP: 1B** and they have submitted *Letter of Joining* as per **Form No. AU/URP: 1C**, enclosed herewith.

Sl. No.	Name of the Candidate (Please strike out blank space after the last entry)	Enrollment No. & Date of Enrollment	Name of Proposed Supervisor	Document Verification done on (date)

Request you to consider that the above-mentioned students have joined the Ph.D. programme at Aliah University.

Chairperson, DRC

Seal of Chairperson, DRC/HoD

Enclosed: Joining Letter submitted by _____ number of Ph.D. students.

For URP Cell Use Only

All the above-listed students are permitted to join the Ph.D. programme at Aliah University.

Dated:

Registrar

SELF DECLARATION

I, Unique ID hereby declare that I am aware that the admission to the PhD programme at the Department of in Aliah University is **PROVISIONAL** and subject to original document verification. I am also aware that my admission is liable to be cancelled if any discrepancy is found in the documents submitted by me at a later stage. I am aware that there is no provision of University Fellowship.

Signature of the candidate:

Name in capital letters:

Mode of PhD: Full-time / Part-time (put $\sqrt{\quad}$ mark)

Phone No.:

Email ID:

Place:

Dated:

Template of No Objection Certificate (NOC) from the Employer
(The NOC should be given on Letter Head of the Institute/Organization)

No Objection Certificate for Pursuing Part-time PhD at Aliah University, Kolkata

To Whom It May Concern

This is to certify that Mr./Ms./Mrs..... (Name)
S/O, D/O, W/O is working as
..... (Designation) in the Department/Section of
..... at
(Name of Institute / Organization) since..... (Date of Joining).

The Institute/Organization has No Objection on his/her admission in Ph.D. Programme in
..... (Name of the Subject) in Aliah University, Kolkata, as per the
following terms :

- i) Mr./Ms./Mrs is permitted to pursue PhD research work on a part-time basis.
- ii) His/her official duties shall permit him/her to devote sufficient time for research.
- iii) If required, he/she will be relieved from the duty to complete the PhD course work.

I wish him/her every success in his/her life.

Date:

Signature

Place:

Name of Registrar/ Principal/Director /Head of the Institution

Seal