Instructions for Documents Verification and Joining to the Registrar through the Respective Department

PhD Admission 2020-2021

The e-guideline for Document Verification by the respective department and Joining to the Registrar (online) is uploaded in the University Website.

Follow the link below for all instructions and required Forms:
https://www.aliah.ac.in/university-research-programmes

OR, Go to Aliah University Website--> Research--> University Research Programmes

Last Date of Submission (via Email) of all documents is July 9, 2021 (4 pm).

The email ids of the respective HoDs are given below for sending all necessary documents (Colour scan copies).

Part time candidates, who are yet to receive their original NOC, must submit their application copy or a signed declaration stating their NOC will be submitted within one month. This is a onetime consideration due to the pandemic condition.

Note: The e-guideline for Document Verification by the respective department and Joining to the Registrar, uploaded in University Website is also attached here for your ready references.

University Research Programme (URP) Cell, AU

Aliah University

Document Verification & Joining in Ph.D. Programme 2020-21

List of e-mail IDs for Document Verification Process

New Town campus

SL. NO.	NAME OF THE DEPARTMENT	E-MAIL ID
1	BIOLOGICAL SCIENCES	aliahbiologicalscience@gmail.com
2	COMPUTER SCIENCE AND ENGINEERING	au.phd.cse.2020@gmail.com
3	ELECTRONICS & COMMUNICATION ENGINEERING	hod.ece.aliah20@gmail.com
4	ELECTRICAL ENGINEERING	hod.een@aliah.ac.in
5	MATHEMATICS & STATISTICS	hod.mathematics@aliah.ac.in
6	MANAGEMENT & BUSINESS ADMINISTRATION	hod.mba@aliah.ac.in
7	MECHANICAL ENGINEERING	research.menau@gmail.com
8	PHYSICS	hod.auphysics@gmail.com

Aliah University

Document Verification & Joining in Ph.D./MPhil Programmes 2020-21

List of e-mail IDs for Document Verification Process

Park Circus campus

SL. NO.	NAME OF THE DEPARTMENT	E-MAIL ID
1	ARABIC	hod.arabic@aliah.ac.in
2	BENGALI	banglabibhag.au@gmail.com
3	EDUCATION	phdeducationaliah@gmail.com
4	ENGLISH	hod.english@aliah.ac.in
5	GEOGRAPHY	hod.geography@aliah.ac.in
6	HISTORY	auphd.hist@gmail.com
7	ISLAMIC THEOLOGY	hod.theology@aliah.ac.in
8	JOURNALISM & MASS COMMUNICATION	hod.mjmc@aliah.ac.in
9	LAW	yawar.law@aliah.ac.in
10	URDU	drakhshankafeel2010@gmail.com

E-GUIDELINES: DOCUMENT VERIFICATION BY PHD/MPHIL STUDENTS OF 2019-20 BY THE RESPECTIVE DEPARTMENT AND JOINING TO THE REGISTRAR (ONLINE)

Document Verification

Enrolled students of PhD/MPhil Programmes, on notification from URP, will fill up **Form No. AU/URP: 1B,** attach documents (self attested with date) listed in the form and email the contents in a .zip/.rar file in the email ID of the Department provided in the website. Documents submitted earlier during admission must be re-submitted.

Chairperson, DRC may form a team for scrutiny of the documents. In case any research scholar fails to submit a relevant document, the Chairperson, DRC may contact the candidate directly. Page 2 [CHECK LIST: (For Department Use Only)] of **Form No. AU/URP: 1B** will be filled up by the Department on 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 and forwarded to the Registrar for Joining (**Form No. AU/URP: 1D**). The Department will preserve the soft copies of all documents submitted by the candidates and also send to URP cell as .zip/.rar file.

Once normalcy returns, the Department must submit hard copies of all documents along with Forms **AU/URP: 1A** (application form) and **AU/URP: 1B** to URP. Students must provide the print out of all documents submitted by them through email at that time.

Joining

The Registrar will sign on **Form No. AU/URP: 1D** forwarded by the Chairperson, DRC and send all documents to URP. URP will send the scan copy of **Form No. AU/URP: 1D** signed by the Registrar to the respective Chairperson,DRC for record.

Aliah University

Enrollment cum Document Verification Form

Programme Enrolled: PhD/ MPhil	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 Qualified …………………………………………………. (Attach Certificate)
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. 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
10th			-		
12th					
UG					
PG					
M.Phil.					
Others					

Declaration: I have read the provisions of the Ph.D. Regulations-2017/MPhil Regulations – 2019 of Aliah University and declare that I shall abide by the regulations 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./MPhil Enrollment/Admission is liable to be cancelled.

Option: choose any one (√)
   (i) I agree to participate in the online course work which will be conducted by the Department.
   (ii) I will not participate in the online course work which will be conducted by the Department and wait till normalcy returns.

_____
Date: **Signature of the Candidate**

CHECK LIST: (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	OBC/PD (if applicable)	OBC/PD Certificate		
3	NET/SET/GATE (if applicable)	NET/SET/GATE Certificate		
4	NOC from Employer for Part-Time scholars	No Objection Certificate		
5	Admission Fee	Admission Fee Receipt		
6	**Academic Qualifications**			
6.1	10th	Marksheet & Certificate		
6.2	12th	Marksheet & Certificate		
6.3	UG	Marksheet & Certificate		
6.4	PG	Marksheet & Certificate		
6.5	M.Phil.	Marksheet & Certificate		
6.6	Others	Marksheet & Certificate		

PLEASE NOTE

During physical verification (under normal conditions)**:** Original copy of all required documents to be carried; all submitted documents should be self-attested with date.

During online verification (for extraordinary situations and when permitted by the appropriate authority): All documents to be scanned, self attested with date and sent by email in a .zip file.

All the information provided by the candidate are checked and verified against the original/scanned self attested documents sent by email.

Checked and Verified by	**Seal of Chairperson, DRC**	**Chairperson, DRC**
NAME:		

JOINING LETTER

(To be Submitted by Candidate to Chairperson, DRC)

To   Dated:
The Registrar
Aliah University
Kolkata 700160

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/MPhil student in the Department of _____

under the supervision of Dr. _____with effect from

_____ (date of enrollment).

I request you to accept my Joining.

Thanking you.

Regards,

Full Signature:

Name:

Enrollment No.:

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

Aliah University

Joining Details of Students

To
The Registrar,
Aliah University
Kolkata 700160

Sub: Joining of students in PhD/MPhil Programme of Aliah University

Dear Sir,

The following students have taken admission in the PhD/MPhil Programme of the Department of

-- .

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 (Pls 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 Aliah University.

_____
    Chairperson, DRC   **Seal of Chairperson, DRC**

Encl: Joining letter submitted by _____ number of students.

For Office Use Only

All the above-listed students are permitted to join Aliah University in PhD/MPhil programme.

                                                    _____

Dated**:**   **Registrar**