



Aliah University

University Research Programme (URP)

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

Affix a recent
colour
photograph
here

Programme Enrolled: PhD/ MPhil	Enrollment No:	Date of Enrollment:
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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)
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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
10 th			-		
12 th					
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	10 th	Marksheet & Certificate		
6.2	12 th	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
NAME:**

Seal of Chairperson, DRC

Chairperson, DRC

JOINING LETTER

(To be Submitted by Candidate to Chairperson, DRC)

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/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