



Aliah University

University Research Programme (URP)

Document Verification of PhD Students by the Respective Department and Joining to the Registrar, Aliah University

Document Verification

After payment of Admission Fees, the PhD student will fill up the **Form No. AU/URP: 1B** and attach all necessary documents (one copy passport size recent photograph and self attested testimonials with date) listed in that form (see Page-2). Documents submitted earlier during application must be re-submitted.

Chairperson, DRC may form a team for scrutiny of the original documents. **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 sent to URP Cell for Joining to the Registrar (**Form No. AU/URP: 1D**).

The Department must submit hard copies of all documents along with **Forms- AU/URP: 1A** (application form and attached all documents), **AU/URP: 1B**, **AU/URP: 1C** and **AU/URP: 1D** to URP Cell.

Joining

The Registrar will sign on **Form No. AU/URP: 1D** forwarded by the Chairperson, DRC. URP Cell 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 | 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 |
|-------------------|-----------------|-------------------|-----------------------|---------------------|------------------------|
| 10 th | | | | | |
| 12 th | | | | | |
| UG | | | | | |
| PG | | | | | |
| M.Phil. | | | | | |
| Others | | | | | |

Declaration: I have read the provisions of the Ph.D. Regulations-2017 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. Enrollment/Admission is liable to be cancelled.

I hereby declare that I will participate in the PhD course work which will be conducted by the Department.

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 (Latest) | 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

Original copy of all required documents to be carried; all submitted documents should be self-attested with date.

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.....
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

(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 (Full-time / Part-time) 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.:

Mode of PhD programme: Full-time / Part-time

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



Aliah University

Joining Details of PhD Students

To
The Registrar,
Aliah University
Kolkata 700160

Sub: Joining of students in PhD Programme of Aliah University

Dear Sir,

The following students have taken admission in the PhD 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) |
|---------|--|-------------------------------------|-----------------------------|--------------------------------------|
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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 programme.

Dated:

Registrar