

**Indira Gandhi Delhi Technical University for Women**  
(Established by Govt. of Delhi vide Act 9 of 2012)  
ISO 9001:2015 Certified University



**Revised IGDTUW Research Fellowship Scheme**  
**(JRF/SRF) 2022**

**Research Wing**  
**Indira Gandhi Delhi Technical University for Women**  
**Kashmere Gate, Delhi-110006**



**Indira Gandhi Delhi Technical University For Women**  
**(Established by Govt. of Delhi vide Act 09 of 2012)**  
Kashmere Gate, Delhi-110009

**REVISED IGDTUW RESEARCH FELLOWSHIP SCHEME (JRF/SRF)-2022**

**Terms and Conditions**

(Approved by 21<sup>st</sup> Academic Council dt. 18<sup>th</sup> September, 2023)

Indira Gandhi Delhi Technical University for Women may provide financial assistance as Junior Research Fellow (JRF) / Senior Research Fellow (SRF) to few Full Time Research Scholars registered in the Ph.D Programme. The JRFs/SRFs shall be distributed on the basis of need across all departments.

**1.1 Fellowship Eligibility and Selection Procedure:**

**1.1.1 Junior Research Fellow (JRF):**

- i. A student who satisfies the Minimum Eligibility requirement as per the Ph.D. Regulation R 1.2.3 of IGDTUW and has been duly recommended by the Review Committee/DRC to be awarded as Junior Research Fellow (JRF). Student shall be eligible for the fellowship after completion of course work with  $CGPA \geq 7.5$ , attendance  $\geq 75\%$ . and successful approval of the Research Plan in the DRC. If the student does not acquire  $CGPA \geq 7.5$ , then she may be given a single chance to improve her  $CGPA \geq 7.5$  in the forthcoming semester in guide-directed courses only. Thus, the date of completion of coursework will be from the date of acquiring  $CGPA \geq 7.5$ . Thereafter she may be allowed to present her research plan.
- ii. A student who is a continuing Full-Time Research Scholar at IGDTUW and fulfills the Minimum Eligibility requirement of JRF at a later stage (vacancy created due to thesis submission of existing JRF/withdrawal cases etc.) is eligible for award of JRF provided DRC finds her Research Progress satisfactory and recommends her case for award of JRF.
- iii. Student shall be evaluated for total 100 Marks out of which 50 Marks shall be based on points claimed by the student based on her performance, and further scrutinized by DRC (based on supporting documents) as per Table 1 and the rest 50 marks shall be awarded subsequently based on interview/interaction/ presentation before the Review Committee/ DRC.  
The Scholar should earn at least 50% marks separately in both categories viz. Category-1 (marks claimed by the Scholar) and Category-II (marks awarded by DRC based on her interview/ interaction/presentation) to be eligible for the award of JRF during the selection procedure. Also, the Scholar should be required to earn a minimum 60 marks out of grand total of 100 marks given by the DRC.

**Table 1: Weightage rubrics for evaluating the performance (out of 50 Marks) for selection of IGDTUW-JRF**

S. No	Criteria Max. Marks=10 for each	Satisfactory (7 Marks)	Good (8 Marks)	Very Good (9 Marks)	Excellent (10 Marks)
1.	Result of coursework	$7.5 \geq \text{CGPA} \leq 8.0$	$8.0 \geq \text{CGPA} \leq 8.5$	$8.5 \geq \text{CGPA} \leq 9.0$	$9.0 \geq \text{CGPA} \leq 10.0$
2.	Journal Publications	Others	SCOPUS/ESCI	SCI/SSCI/SCIE (IF $\leq$ 1)	SCI/SSCI/SCIE (IF $\geq$ 1)
3.	Conferences (Presentation/ Publication)	National Conference Poster presentation	National Conference Oral presentation	Presentation in Scopus International Conference	Presentation in Scopus International Conference as the first author
4.	Technical Expertise (UG/PG/Ph.D.)	Seminars/ Workshops /Conferences Attended	Memberships of Technical Societies (IEEE, IETE, ASME, CSI, ACM etc.)	Technical Certification Courses done apart from Ph.D. coursework	E-content development for ICT mode
5.	National Level Exams Passed	--	RAT	GATE	UGC/CSIR NET for LS

- iv. The interview before the Review Committee shall be for Max. 50 Marks and evaluation shall be based on the following aspects:
- Subject knowledge (15 Marks)
  - Academic/Administrative assignments completed during course work (10 Marks)
  - Performance during the interview (15 Marks)
  - Teaching competence and effective communication skills (10 Marks)

### 1.1.2 Senior Research Fellow:

The JRF could be considered for upgradation to SRF after 02 years of her tenure as JRF, provided she has at least 01 SCI/SCIE/SSCI journal publication/02 Scopus indexed journal publications AND at least 02 papers presented in the Scopus indexed conferences during the tenure of JRF. She may be upgraded to SRF only after the completion of above-mentioned publications.

### 1.2 Fellowship Amount

S. No	Fellowship for Ph.D. Programme	Revised Fellowship (Per Month)
1.	Junior Research Fellow (JRF)	Rs. 31000/-
2.	Senior Research Fellow (SRF)	Rs. 35000/-

**1.3 Progress Evaluation of JRF/SRF:** The award of fellowship shall be reviewed every semester based on the assessment of the Performance Report of the fellow by DRC. The DRC may recommend termination of the Fellowship in case the Performance Report of the Fellow is not found satisfactory consecutively for two semesters. Performance evaluation criteria during JRF/SRF tenure for continuation/upgradation of fellowship.

<b>Duration*</b>	<b>Accepted/published papers required for continuation/upgradation of fellowship</b>
JRF Tenure	At least 01 SCI/SCIE/SSCI journal publication/02 Scopus indexed journal publications AND at least 02 papers presented in the Scopus-indexed conferences
SRF Tenure	At least 01 SSCI/SCI/SCIE journal publication/02 Scopus indexed journal publications along with 01 paper presented in the Scopus-indexed conference
*In case of maternity leave or any other special leave, the tenure for fulfilling the above publication requirements shall be extended accordingly with the permission of the Competent Authority.	

**1.4 Upgradation of JRF to SRF are as follows:** The progress of the JRF shall be reviewed after two years by the DRC / Review Committee constituted by the Vice Chancellor for consideration of upgradation of fellowship to SRF. The fellow may be given SRF after 2 years if the Review Committee / DRC finds that the fellow has done considerable research progress (with at least 01 SSCI/SCI/SCIE journal publication OR 02 Scopus indexed journal publications AND at least 02 papers presented in the Scopus indexed conferences during the tenure of JRF) and recommends her case for upgradation to SRF. In case the Review Committee / DRC finds the work progress / Performance Report of JRF not satisfactory, the committee can recommend for continuation of the fellow as JRF or can recommend termination of the fellowship. The recommendation of the Review Committee / DRC with subsequent approval by Vice-Chancellor shall be the final decision.

**1.5 Tenure of Fellowship:** The tenure of fellowship is initially for two years under the JRF scheme. Upon expiry of this period, the work of the Fellow will be evaluated by experts. If the research work is found satisfactory, her tenure will be extended for a further period of three years under the enhanced emoluments of the Senior Research Fellowship (SRF). In case the work for the first two years is not found satisfactory, an additional one year will be given to a Research Scholar for improvement. However, during this period she will be designated as a Junior Research Fellow (JRF) and work will be evaluated again after completion of extended year, and if progress is found satisfactory, the Fellow will get two more years as SRF. The total tenure of financial assistance (Stipend/JRF/SRF) would not exceed five years from the date of admission to Ph.D Program. This shall be applicable to all students who got admitted from Academic Year 2021-22 onwards. However, the fellowship shall terminate on completion of Ph.D. tenure (as per R 13.2 of Ph.D. Regulations of IGDTUW) OR submission of Ph.D. thesis, whichever is earlier.

**1.6** All provisions of prevailing Ph.D. Ordinance/Regulations of IGDTUW shall be applicable on the JRFs/SRFs.

**1.7** The JRFs/SRFs must submit a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure / resignation of the Fellowship to the Dean (R&C) at the earliest.

**1.8** A JRF/SRF shall be governed by the disciplinary regulations of IGDTUW.

**1.9** Sponsored students and students receiving any other financial assistance from any sources would not be eligible for fellowship under the IGDTUW JRF/SRF scheme.

**1.10** The stipend of JRF/SRF is exempted from the payment of Income Tax under Section 10(16) of the Income Tax Act, 1961.

## **2.0 Service Conditions:**

**2.1 DA and CCA:** The JRFs/SRFs will not be entitled to these allowances.

**2.2 House Rent Allowance (HRA):** JRFs/SRFs may be provided hostel accommodation if available and those residing in accommodation provided by the university will not be eligible for drawing HRA. However, in such cases the fellow is eligible to claim only hostel fees excluding mess, electricity, water charges etc. Wherever provision of hostel accommodation is not possible, HRA may be allowed to the JRFs/SRFs as per the Government norms applicable in the city /location where they are working. The fellowship amount may be taken as basic for calculating the HRA.

## **2.3 Leave Entitlement:**

- i. A JRF/SRF will be entitled to avail leave for 30 days per academic year including medical leave. She will not be entitled to summer and winter vacations.
- ii. Leave beyond the stipulated period in an academic year may be granted in exceptional cases, by the DRC for additional 30 days, on recommendation of supervisor. However, such an extension shall be granted only once during the entire programme of the Scholar.
- iii. The JRF/SRF will be eligible for Maternity Leave prescribed by Govt. of NCT of Delhi. The candidates getting fellowship will be eligible for Maternity Leave with fellowship as per rules and regulations prescribed by Govt. of NCT of Delhi.
- iv. The leave period shall be counted in the total period required for submission of the thesis stipulated in IGDTUW Ph.D Regulations (R 13.1). However, the Maternity leave period shall be excluded from the total period required for submission of the thesis.
- v. A JRF/SRF may be permitted to take a “**Semester Break**” on medical grounds with due recommendation of the supervisor and approval from the DRC. The leave period shall be counted in the total period required for submission of the thesis stipulated in IGDTUW Ph.D Regulations.
- vi. Participation by JRF/SRF in any scientific event/workshop in India or abroad will be treated as 'Duty'.
- vii. All leave record of JRFs/SRFs shall be maintained by the HOD office.

**2.4 Bonus and Leave Travel Concessions:** JRFs/ SRFs will not be entitled to these allowances.

**2.5 Retirement Benefits:** JRFs/ SRFs will not be entitled to these benefits.

**2.6** The award of JRF/SRF shall not entitle the student to claim any right whatsoever for any job in the institution.

### **3.0 Obligations of JRF/SRF:**

**3.1** JRF/SRF shall be required to engage teaching/practical classes at IGDTUW for upto 08 hours /week or any other load assigned by the HOD. In addition, the JRF/SRF shall undertake other academic assignments such as examination, invigilation, evaluation etc. If the department is unable to assign the load to its JRF/SRF the academic/administrative load of 6-8 hours/week may be assigned to the JRF in any other Department/Centre/Branch of the University, with the approval of the Competent Authority.

**3.2** The JRF/SRF shall pay the fee as per University norms.

**3.3** The JRF/SRF shall mark their regular attendance in their Department.

**3.4** The JRF/SRF shall not take any assignment paid or unpaid outside the University.

**3.5** The JRF/SRF may present/publish their research work in conferences or standard referred journals. It should be ensured by the JRF/SRF that the assistance provided by IGDTUW is acknowledged in all such presentations/ publications. A copy each of all research papers published by the JRF/SRF must be sent to the office of Dean (R&C) at the end of each semester.

**3.6** The JRF must send a detailed consolidated report of the research work done during the entire period of the fellowship on completion of the tenure/resignation of the fellowship through the supervisor/HOD to the office of Dean (R&C). The fellow should submit **NO DUES CERTIFICATE** through the supervisor/HOD after completion of the fellowship.

**4.0 Resignation from Fellowship:** If a JRF/SRF resigns from the fellowship due to any reasons, the fellowship shall be deemed withdrawn, however she may be allowed to continue as a Full Time Ph.D. Scholar on the recommendation of DRC and subsequent approval of Vice Chancellor. The fellow may be allowed to convert to Part Time Research Scholar provided she fulfills the eligibility for conversion to Part Time as per Ph.D regulation R5.3

### **5.0 Termination of Fellowship**

- (i) The fellowship shall normally stand terminated on completion of its tenure or from the date the JRF/SRF resigns. The Fellowship may be terminated by the University on the recommendation of the DRC.
- (ii) The fellowship may also be terminated on the following grounds :
  - (a) Disciplinary grounds/misconduct/Plagiarism Instance0
  - (b) Unsatisfactory progress of research work for two consecutive semesters
  - (c) Candidate found ineligible for fellowship at any later stage shall deposit the entire fellowship amount claimed by the fellow in the university.

- (iii) The fellowship will be terminated from the date of submission of thesis for the award of Degree of Ph.D. or on completion of fellowship tenure whichever is earlier.
- (iv) If a JRF/SRF leaves without permission at any time, she shall not be paid the fellowship for the period of her service till such time she gets a No Dues Certificate from the Head of the department.
- (v) Taking up of any paid assignment by JRF/SRF outside the university at any time in the tenure of fellowship, may lead to the termination of fellowship and the JRF/SRF shall be asked to pay back the entire fellowship amount.
- (vi) JRF/SRF must settle their claims within one year of leaving the Fellowship. No claim will be admitted by University after one year of leaving the Fellowship.

## **6.0 REIMBURSEMENT OF FELLOWSHIP**

- (i) The JRF/SRF Fellowship Claim form in Annexure A shall be duly signed by the supervisor and countersigned by the HOD for reimbursement purpose.
- (ii) The JRF/SRF shall maintain a fellowship register for all fellowship claim purposes



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**APPLICATION FORM FOR EVALUATION OF PERFORMANCE  
FOR IGDTUW-JRF (out of 50 Marks)**

1. Name(in Block Letters) in Full: _____ _____ 2. Enrolment No.: _____ 3. _____ 4. Date of Provisional Registration: _____ 5. Department: _____	PASSPORTSIZ ERECENTPHO TOGRAPH
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**A. PERSONAL DETAILS OF RESEARCH SCHOLAR**

7. Date of Birth(DD/MM/YY): \_\_\_\_\_

8. Father's/Husband's Name: \_\_\_\_\_

9. Mother's Name: \_\_\_\_\_

**B. DETAILS OF SUPERVISOR(S):**

a. Supervisor:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

b. Co-Supervisor:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

**C. Course work courses completed (Refer guidelines described in ordinance):**

Course1:	Course2:
(i) Code:.....	(i) Code:.....
(ii) Title:.....	(ii) Title:.....
(iii) Credits:.....	(iii) Credits:.....
Course3:	Course4:
(i) Code:.....	(i) Code:.....
(ii) Title:.....	(ii) Title:.....
(iii) Credits:.....	(iii) Credits:.....
Course5:	Course6:
(i) Code:.....	(i) Code:.....
(ii) Title:.....	(ii) Title:.....
(iii) Credits:.....	(iii) Credits:.....

Date:.....Place:.....Signature of the Scholar.....





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## CATEGORY WISE DETAILS FOR EVALUATING PERFORMANCE FOR IGDTUW-JRF

### I. Result of Course Work

S. No.		Course1	Course2	Course3	Course4	Course5	Course6
1.	Subject Code						
2.	Subject Name						
3.	Credits						
4.	Grades obtained						
5	CGPA						

### II. Journal Publications

S. No	Title of Journal Paper	Date of Publication	Name of Journal	Name of Publisher/Organizer	Indexing	Impact Factor
1						
2						
3						



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## III. Conferences (Presentation/Publication)

S. No	Title of Conference Paper	Date of Publication	Name of Conference	Name of Publisher/Organizer	Indexing	Impact Factor
1						
2						
3						

## IV. Technical Expertise

S. No.	Details	
1.	Seminars/Workshops/Conferences attended	
2.	Memberships of technical Societies (IEEE, IETE, ASME, CSI, ACM etc.)	
3.	Technical certification courses done apart from Ph.D. Coursework	
4.	E-content development for ICT Mode	



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## V. National Level Exams Passed

S. No.		Enrolment No.	Year of Qualifying Exam	Score
1.	GATE			
2.	UGC-NET			
3.	CSIR-NET			
4.	RAT			

**Table 1: Weightage rubrics for evaluating the performance (out of 50 Marks) for selection of IGDTUW-JRF**

S. No	Criteria Max. Marks=10 for each	Satisfactory (7 Marks)	Good (8 Marks)	Very Good (9 Marks)	Excellent (10 Marks)
1	Result of coursework	$7.5 \geq \text{CGPA} \leq 8.0$	$8.0 \geq \text{CGPA} \leq 8.5$	$8.5 \geq \text{CGPA} \leq 9.0$	$9.0 \geq \text{CGPA} \leq 10.0$
2	Journal Publications	Others	SCOPUS/ESCI	SCI/SSCI/SCIE (IF $\leq$ 1)	SCI/SSCI/SCIE (IF $\geq$ 1)
3	Conferences (Presentation/ Publication)	National Conference Poster presentation	National Conference Oral presentation	Presentation in Scopus International Conference	Presentation in Scopus International Conference as the first author
4	Technical Expertise (UG/PG/Ph.D.)	Seminars/ Workshops /Conferences Attended	Memberships of Technical Societies (IEEE, IETE, ASME, CSI, ACM etc.)	Technical Certification Courses done apart from Ph.D. coursework	E-content development for ICT mode
5	National Level Exams Passed	--	RAT	GATE	UGC/CSIR NET for LS



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### Declaration by Student:

Summary of marks claimed by student out of 50 as per IGDTUW-JRF selection guidelines given in Table1 above		
S. No.	Category	Marks Claimed
I.	Result of Course work	
II.	Journal Publications	
III.	Conferences(Presentation/Publication)	
IV.	Technical Expertise	
V.	National Level Exams Passed (GATE/UGC/CSIR NET for LS) / RAT	
	<b>TOTAL(out of 50)</b>	

I have read the guidelines for selection of IGDTUW-JRF. I do hereby solemnly declare that the information given, the statements made and documents enclosed with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:.....

Signature of Student:.....

\*Enclose all supporting documents for the information given in form for claiming marks (out of 50) for performance.

**Name & Signature of Supervisor:**



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## **Academic/Administrative assignment completed during course work**

1. NAME OF THE SCHOLAR :
2. ENROLMENT NUMBER :
3. YEAR OF ADMISSION :
4. NAME OF THE SUPERVISOR :
5. NAME OF THE CO-SUPERVISOR :

### **Contribution in the University:**

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)

Signature of the Student

Verified by Supervisor

Verified by HOD



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## EVALUATION OF PERFORMANCE FOR SELECTION AS IGDTUW-JRF

Name of Student Evaluated for Performance: .....

Enrolment No. : .....

<b>Summary of marks given by DRC Committee Members (out of 50) as per IGDTUW-JRF selection guidelines</b>		
<b>S. No.</b>	<b>Category</b>	<b>Marks</b>
I.	Subject Knowledge <b>(Out of 15 Marks)</b>	
II.	Academic/Administrative assignments completed during course work <b>(Out of 10 Marks)</b>	
III.	Content quality of PowerPoint presentation during the interview <b>(Out of 15 Marks)</b>	
IV.	Teaching competence and effective communication skills <b>(Out of 10 Marks)</b>	
	<b>TOTAL(out of 50)</b>	

<b>S. No.</b>	<b>Categories of Performance Evaluation for IGDTUW-JRF</b>	<b>Marks</b>
1.	Marks given by DRC Committee Members (out of 50)	
2.	Marks claimed by student as per IGDTUW-JRF selection guidelines (out of 50)	
<b>GRAND TOTAL (Out of 100)</b>		



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## APPROVAL OF DEPARTMENTAL RESEARCH COMMITTEE (DRC)

The DRC committee in its meeting held on.....considered and examine the performance of .....(Name of student) Enrollment No. .... and \*Approved / Rejected the selection of the Candidate as IGDTUW-JRF.

Remarks(if any):\_\_\_\_\_

DRC Members are required to put their signature(s) as consent of the marks given for evaluation of performance as IGDTUW-JRF.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date:.....

Signature of DRC Chairman:.....

\*The Approval/Rejection of DRC is to be supported by DRC meeting minutes.



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## UPGRADATION FORM JUNIOR RESEARCH FELLOWSHIP TO SENIOR RESEARCH FELLOWSHIP FORM

1. Name of the Awardee :
2. Enrolment No. :
3. Department :
4. Name of Fellowship Scheme (JRF/SRF) :
5. Date of Joining the Current Fellowship Scheme :
6. Research Title: .....
7. Research Publications (Please attach Photo copy of the papers and proof for impact factor):

### (a) Number of Papers published in Journals :

Paper Published in	Number of Paper Published
<b>i. Journal</b>	
National	
International	
<b>ii. Conference</b>	
National	
International	

### (b) Publication Details:

i. Journals (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication/ acceptance

ii. Conference (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication /presentation

Signature of Student

Signature of Joint Supervisor  
Name:  
Date:

Signature of Supervisor  
Name:  
Date:





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## **Timelines for Release of Fellowship to JRFs**

1. Biometric Attendance Record submission by System Analyst to Research Wing: on 1<sup>st</sup> of every month.
2. Submission of Claim Form to the Academic Branch with all supporting documents attached in the student Personal File: Latest by 5<sup>th</sup> of every month.
3. Document Verification approval and issue of Sanction Order by Academic Branch: Latest by 10<sup>th</sup> of every month.
4. Release of Payment by Accounts Branch to the Student's Bank Account: Latest by 15<sup>th</sup> of every month.



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## Ph.D FELLOWSHIP CLAIM FORM

### JUNIOR RESEARCH FELLOWSHIP/SENIOR RESEARCH FELLOWSHIP FORM

8. Name of the Awardee :

9. Enrolment No. :

10. Department :

11. Name of Fellowship Scheme (JRF/SRF) :

12. Date of Joining the Current Fellowship Scheme :

13. Period of fellowship last claimed :

14. No. of Leaves during claim month..... Leaves Already Availed.....Balance of Leave....

15. Period for which fellowship is claimed :

16. Amount of Fellowship claimed :

17. HRA Claimed (If Any) :

18. Total Amount of Fellowship + HRA Claimed :

**Undertaking:** I hereby give an undertaking that I am not taking any fellowship/financial assistance from any other sources.

*Note: Enclose the attendance sheet of the month of claim.*

**Signature of Student with date**

**Unsatisfactory/Satisfactory/Good/Very Good/ Excellent**

**Please tick**

**Verified by Supervisor with Signature**



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**(For Students staying in Independent/Rent house)**

## **UNDERTAKING FOR H. R. A.**

I, Ms....., Enrolment No..... am staying in  
IGDTUW Hostel/not staying in Hostel (Strike whichever is not applicable).

I may be paid / reimbursed Hostel Fee\* of Rs. ....../HRA of Rs..... (Strike  
whichever is not applicable) for the month of .....

\*(Please attach Hostel Fee Receipt)

**Signature of JRF/SRF**

**Verified by Supervisor with Signature**



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## PROFORMA FOR RESEARCH OUTCOMES FOR JRFs/SRFs FOR THE MONTH OF \_\_\_\_\_ FOR RELEASE OF SCHOLARSHIP

### 1. Student details:

Name of the Student	
Enrollment No.	

### 2. Publications (*attach supporting documents*)

#### (i) Journals:

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#### (ii) Conferences Publications

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#### (iii) Conferences /Workshops/Seminars etc Attended:

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### 3. Research Progress Outcomes (*attach supporting documents*)

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### 4. Contribution (*attach supporting documents*)

#### (i) Teaching Load

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#### (ii) Any other departmental Activities

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Signature of Student

Unsatisfactory/Satisfactory/Good/Very Good/ Excellent

Please tick

Remarks:

Verified by Supervisor and Signature

Unsatisfactory/Satisfactory/Good/Very Good/ Excellent

Please tick

Remarks:

Verified by HOD with signature