

List of documents to avail fellowship

1. Forwarding/application letter (address to concerned School Director)
2. Joining Report format (in original) [UGC-JRF, CSIR, MANF, NFST, NFSC, SJSGC]
3. Copy of the fellowship award letter issued by the funding agency.
4. Copy of the provisional registration letter (Full-Time) issued by the Research Unit, IGNOU
5. Copy of the ID card issued by the Research Unit, IGNOU.
6. Copy of the mark-sheet and certificate of 10th Class.
7. Copy of the mark-sheet and certificate of 12th Class.
8. Copy of the Bachelor's degree and mark-sheet.
9. Copy of the Master's degree and mark-sheet.
10. Copy of the caste certificate.
11. Copy of the Aadhar card number.
12. Copy of the PAN card number.
13. Copy of the Pass Book (01st page) with bank account number.
14. Copy of the Rent Agreement or Rent Receipt.
15. Filled in prescribed format of 'Undertaking' (original).

All copies of the documents must be self – attested by the research scholar.

Year of Selection (In Ph.D) :

University /UGC Ref. ID :

Student Name :

Account No. :

IFSC Code :

Date of Birth (DOB) :

Gender :

Discipline :

Course Type (Ph.D./M.Phil) :

Present Address :

Domicile State :

Domicile Type (Urban/Rural):

Sub-District/Division/Tehsil :

Divyang (PH) :

Category :

ID Proof (Student ID Card, Voter ID Card) (along with Xerox copy) :

Department :

Supervisor/Prog. Coordinator :

Mobile :

Email :

Joining Date :

Registration Letter Date (PhD) :

Admission Date (PhD) :

Date of Result of Fellowship :

Date of Commencement of Fellowship :

Domicile District :

Domicile Area/Village:

UNDERTAKING

I _____ (Name of the Research Scholar) s/o, d/o, w/o
_____ r/o _____

_____ do hereby solemnly affirm and declare as under:-

1. That I am a registered research scholar of _____ . My date of joining in the said programme is _____ and enrollment no. is _____ .
2. I have also an awardee of _____ (name of the fellowship) vide letter no. _____ and the date of joining of fellowship is _____ .
3. I certified that during the tenure of fellowship, I will not/have not been engaged in any remunerative employment.
4. That I shall strictly follow the rules and regulations of the _____ (Name of the funding agency of fellowship) with regard of the fellowship.
5. That in the event of excess amount of fellowship availed by me, I will liable to refund the same without any dispute.
6. In case there is any change in my contact details viz. mobile no., email ID, residential address etc. I will immediately inform to the Research Unit.
7. In the event of any misinformation, the University reserves the rights to take action as deemed fit.

(Signature of the Research Scholar)

Mobile No.: _____

Email ID : _____

Current address: _____

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RESEARCH UNIT**

Absentee Statement

Dated: _____

Name of Research Scholar : _____

Name of the Sponsor/funding agency : _____

Term of Fellowship : _____

Date of Joining the Fellowship : _____

Amount of Fellowship (per month) : _____

This is to certify that Mr./Ms./Dr. _____ is a bonafide
Research Scholar in the Discipline of _____
School of _____ and

- (a) Was present in the discipline from _____ to _____ as per attendance rules prescribed by the sponsor.
- (b) And taken leave for _____ days which is permitted under the rules prescribed by the sponsor.
- (c) During _____ (month) he/she had not been engaged for the work other than the _____ as prescribed the by the sponsor.
- (d) His/her academic progress is satisfactory.

Keeping in view of a) to d) above, the fellowship of Rs. _____ for the month _____ may be released to Mr./Ms./Dr. _____.

(Signature of the Research Scholar)

(Signature of the Supervisor with Stamp)

**(Forwarded by the Director of the School
With Signature and Stamp)**

***Format needs to be filled-in month-wise.**