

नागालैण्ड
NAGALAND



विश्वविद्यालय
UNIVERSITY

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
(A Central University Established by the Act of Parliament No.35 of 1989)

मुख्यालय : लुमामी, जिला : जुन्हेबोटो (नागालैण्ड), पिन कोड - 798 627

Headquarters: Lumami, District: Zunheboto (Nagaland), Pin Code - 798 627

No. NU/RDC-20/Fellowship/2019 - 837

Dated: 20.07.2020

To

The Head
Department of _____
Nagaland University

Sub: Procedure to be followed for submission of fellowship documents – reg.

Madam/Sir,

In our endeavor to expedite the payment of fellowship to Ph.D./M.Phil. Scholars, it is necessary to streamline the procedure for submission of documents to this office for onward submission to granting agency during this Covid-19 Pandemic. In order to simplify the process, the office of the Dean, RDC has formulated procedural guidelines which are attached herewith at Annexure 'A' for compliance of all concerned.

It is also requested to you and all the supervisor that in order to reduce the processing time of fellowship, scholars may be provided facility to obtain signature through E-mail.

Your cooperation will enable us to expedite the payment of fellowship to Ph.D./M.Phil. Scholars of our university. We also request you to bring the above procedure to the notice of all Ph.D./M.Phil. Scholars availing fellowship and the staff involved in sending the documents to Dean, RDC office for strict compliance.

Yours faithfully,

Encl: As stated

(B. KILANGLA JAMIR)

Dean

Research Development & Consultancy

No. NU/RDC-20/Fellowship/2019 -

Dated: 20.07.2020

Copy to:

1. Secretary to VC, Nagaland University for kind information of the Vice Chancellor
2. The Pro-Vice Chancellor, Nagaland University, Medziphema/Kohima Campus for information
3. The Dean, School of Sciences/Social Sciences/Humanities & Education/SASRD/SET for information
4. The Registrar, Nagaland University, Lumami for information
5. The Finance Officer, Nagaland University, Lumami for information
6. The System Administrator, Nagaland University, Lumami to upload on the University website
7. The Convenor, Research Scholar Forum, Lumami/Kohima/Medziphema campus for circulation
8. Office file

Dean

Research Development & Consultancy

PROCEDURE TO BE FOLLOWED FOR SUBMISSION OF FELLOWSHIP DOCUMENTS

For Scholars availing UGC PDF to Women, UGC-NET JRF/SRF, NFST, NFOBC, NFSC, MANF etc.

1. Continuation and HRA Certificates to be mailed to deanrdc@nagalanduniversity.ac.in with supervisor and HoD signature alongwith with the Research Continuation certificate as circulated vide circular No. NU/RDC-20/Fellowship/2019 – 626 dated: 29.06.2020.
2. Scan the Continuation, HRA and Research Continuation certificates at 600 ppi/dpi that results in legible documents.
3. Kindly ensure that legible scanned copy of Continuation, HRA and research certificates are forwarded as sometimes it is impossible to read the content of the documents after printing the same.
4. Scholars availing **NFST fellowship** shall E-mail their continuation certificates in JPEG format at file size between **2MB to 5MB** as the same has to be uploaded in UGC Canara Bank fellowship web portal.

For Scholars availing INSPIRE, ICSSR, UGC Non-NET etc.

1. Fellowship Claim Bill Form to be mailed to deanrdc@nagalanduniversity.ac.in with supervisor and HoD signature alongwith with the Research Continuation certificate as circulated vide circular No. NU/RDC-20/Fellowship/2019 – 626 dated: 29.06.2020.
2. Scan the Fellowship Claim Bill Form and Research Continuation certificate at 600 ppi/dpi that results in legible documents.
3. Kindly ensure that legible scanned copy of claim bill is forwarded as sometimes it is impossible to read the content of the documents after printing the same.
4. Scholars availing **INSPIRE** and **ICSSR Doctoral /Post Doctoral fellowships** may claim their fellowship if balance amount exist from the received grant.

For Scholars availing CSIR-NET JRF/SRF, CSIR Direct SRF etc.

1. Grant-in-Aid claim bill to be mailed to deanrdc@nagalanduniversity.ac.in with supervisor and HoD signature alongwith with the research certificate as circulated vide circular No. NU/RDC-20/Fellowship/2019 – 626 dated: 29.06.2020.
2. Scan the Grant-in-Aid claim bill and Research Continuation certificate at 600 ppi/dpi that results in legible documents.
3. Kindly ensure that legible scanned copy of Grant-in-Aid claim bill is forwarded as sometimes it is impossible to read the content of the documents after printing the same.

NOTE:

- I. Kindly ensure that scanned copy is clearly legible enabling its print on A4 size paper.
- II. Those documents which are not legible to read after printing will not be considered and will be informed to resubmit again.
- III. Kindly avoid using mobile scanning app.
- IV. Continuation and HRA Certificates/ Fellowship Claim Bill Form will be accepted through email ID deanrdc@nagalanduniversity.ac.in only.

For speedy disbursal of fellowship to Ph.D./M.Phil. scholars cooperation and observance of above steps/procedure from all Head, Supervisor and Scholars is solicited.

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No. NU/RDC-20/Fellowship/2019 -

Dated: 29.06.2020

CIRCULAR

This is for general information to all Ph.D./M.Phil. scholars availing Fellowship (INSPIRE, CSIR-NET JRF/SRF, UGC-NET JRF/SRF, NFST, MANF, ICSSR, UGC Non-NET etc) that duly certified continuation certificate/claim bills may be submitted without photocopy of certified attendance for the period w.e.f. 16th March, 2020 till the resumption of classes during this pandemic period to deanrdc@nagalanduniversity.com alongwith the attached certificate.

Further, the original hard copy of the continuation certificate/claim bill must be submitted to Dean, RDC office without fail after the lockdown.

Sd/-
Prof. PARDESHI LAL
Vice-Chancellor

No. NU/RDC-20/Fellowship/2019 - 626

Dated: 29.06.2020

Copy to:

1. Sr. P.S. to Vice Chancellor, Nagaland University for kind information of the Vice Chancellor
2. The Pro-Vice Chancellor, Nagaland University, Medziphema/Kohima Campus for information
3. The Dean, School of Sciences/Social Sciences/Humanities & Education/SASRD/SET for information
4. The Registrar, Nagaland University, Lumami for information
5. The Finance Officer, Nagaland University, Lumami for information
6. The Head, Department of _____, Nagaland University, _____ Campus for information and circulation
7. The System Administrator, Nagaland University, Lumami to upload on the University website
8. The Convenor, Research Scholar Forum, Lumami/Kohima/Medziphema campus for circulation
9. Office file

(B. KILANGLA JAMIR)

Dean

Research Development & Consultancy

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CERTIFICATE

This is to certify that Ms./Mr. _____, Ph.D./M.Phil. Scholar,
Department of _____, Nagaland University
has been continuously working on her/his research during the Covid 19 pandemic for the period
_____ 2020 to _____ 2020.

Signature
Name:
Date:
Head of Deptt.

Signature
Name:
Date:
Guide/Supervisor