

**CLAIM FORM FOR INCENTIVES FOR TEACHERS/OFFICERS DOING M.PHIL./PH.D.**

1-	Name of Scholar:	<input type="text"/>
2-	Designation:	<input type="text"/>
3-	Department/Institute/Centre:	<input type="text"/>
4-	Faculty:	<input type="text"/>
5-	Status of the student (M.Phil/Ph.D. scholar):	<input type="text"/>
6-	Institute/Department/University (where enrolled):	<input type="text"/>
7-	Name & Designation of the Supervisor:	<input type="text"/>
8-	Address:	<input type="text"/>
9-	Phone:	<input type="text"/>
10-	Fax:	<input type="text"/>
11-	E-mail:	<input type="text"/>
12-	Date of Admission (Please attach copy):	<input type="text"/>
13-	Expected date of course completion:	<input type="text"/>
14-	Semester/ year of study:	<input type="text"/>

Signature of the Scholar

**Signatures of the Evaluation Committee:**

1- Registrar (Member)	_____	2- Director, F&P (Member)	_____
3- Chairman/Director (ex-officio member)	_____	4- Director, AEPR (Member/Secretary)	_____
5. Chairman of the Committee _____			

Date: .....

Approved by:

Dated:.....

\_\_\_\_\_  
Vice Chancellor*For terms & conditions see overleaf*

**TERMS AND CANDITIONS**

1. Claim is to be submitted to the Directorate of Academics, Education Planning & Research for scrutiny/ administrative approval.
2. An incentive of Rs. 2500/- P.M. is allowed to Teacher/Officer doing M.Phil. or equivalent for a maximum period of two years.
3. An incentive of Rs. 5000/- P.M. is allowed to Teacher/Officer doing Ph.D. for a maximum period of four years.
4. The Evaluation Committee (EC) consisting of members i.e., **Chairman** (*Senior most Dean*), **Registrar**, **Director F&P** and **Director/Chairman** of the concerned teaching Institute/Department (*ex-officio member*) and Director Academics, Education Planning & Research (**DAEPR**), shall scrutinize the request of the claimant.
5. Certificate of satisfactory performance is required from the Supervisor where the scholar is enrolled.
6. Half yearly progress report is pre-requisite for the renewal of the claim.
7. Director, F&P shall make the payment of incentive after the fulfillment of the financial requirement.
8. In case, the scholar is unable to complete the studies, the remuneration already paid shall be deducted from the salary of the scholar.