



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**  
(An Institute of National Importance Established Under Act of Parliament)  
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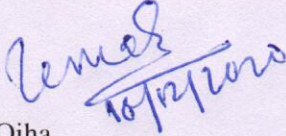
Office of the Dean (Academic Affairs)

05<sup>th</sup> October, 2020

### NOTIFICATION

The following guideline shall be followed for the monthly fellowship disbursement of the PhD/M. Tech. students under TA or JRF category.

- The bill shall be generated by the concerned department by the 28<sup>th</sup> date of each month.
- If the student has registered for the thesis credit, then the thesis supervisor endorse satisfactory progress of the student on prescribed proforma by 25<sup>th</sup> of each month. For all other students, the Convener, DPGC or the advisor shall submit the progress satisfactory report to the office of the Head of the Department.
- The monthly leave record of the students shall be maintained by the office of the Head of the Department and the attendance record of the student generated by biometric attendance shall be collected and maintained by the office of the Head of the Department.
- The Head of the Department will forward the bills of those students, whose research progress as endorsed by the thesis supervisor and attendance are satisfactory.
- The academic office shall ensure that all the necessary enclosures are available and the documentation is complete before forwarding the same for release of fellowship.

  
U. Ojha

Dean (Academic Affairs)

Copy of the following:

- Heads of the Department
- Conveners, DPGC
- All PhD & M. Tech. students
- Asst. Register, Academic
- Secretary to the Director, RGIPT