No. MANUU/Acad/F. 33(1)/2017-18/   11th December, 2017

<u>Guidelines for Cliam of Non-NET Fellowship – "ONLINE"</u>

1. The Research Scholars of 2017-18 batch are required to submit Non-NET claim forms 'Online' through University IUMS portal i.e., http://14.139.86.75/ums/student/login by using student-ID and Password ON MONTHLY BASIS ONLY admitted in Online Format.

2. On submission of ONLINE form, an email alert shall be forwarded to the respective Research Supervisor, HoD/Principal of the Satellite Campus and Dean of the school for certification.

3. The Research Supervisor, HoD/Principal of the Satellite Campus and Dean of the school concerned are required to certify the claim forms ONLINE through University IUMS portal i.e., http://14.139.86.75/ums/teacher/login by using employee id and password.

4. There shall be a time-period of **TWO DAYS** each, for Supervisor and HoD/Principal of the Satellite Campuses to certify/forward/recommend the Claim Forms, submitted Online by the Research Scholars.

5. If the Research Supervisor and HoD/Principal of the Satellite Campuses do not certify the claim forms within two days, the form shall automatically be forwarded to the Dean for final certification / recommendation for release of Non-NET Fellowship.

6. The claim forms duly recommended by the Deans of the Schools shall be forwarded to the Academic Section for further process and release of Fellowship by F& A section.

<u>Note: - Requests for release of arrears will not be entertained strictly.</u>