



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra, J&K, India

(Recognized under section 12 (B) & 2 (f) of UGC Act, 1956)

REF NO. SMVDU/R&D/19/ 1910-1915

Date: 27/12/2019

**Notification**

**Subject: Submission of Monthly Assistantship forms by the Ph.D. Students**

It has been observed by the Competent Authority, that Monthly Assistantship forms are received as later as the third week of the month. This has been viewed very seriously by the authorities.

It is therefore, intimated to all Heads of Schools and all supervisors that the Monthly Assistantship forms must be submitted to R&D Section by or before 7<sup>th</sup> of every month alongwith work done (progress report) and biometric attendance.

In case, the above forms are not received by 7<sup>th</sup> of the current month, they shall be processed alongwith next month formats. The R&D Section shall not be responsible for the delay in payment of assistantship to Ph.D. Students.

  
Registrar

Copy to:

1. All Deans/All HoD's, for information.
2. All Faculty Members, for information & compliance.
3. Finance Officer, for information.
4. PS to VC for the information of the Hon'ble Vice Chancellor.
5. I/c Websiste, for uploading on University website.