

MAHATMA GANDHI UNIVERSITY

Detailed bill of the Merit Scholar/Scholars who has/have been awarded the.....of the annual/monthly value of Rs.....for the period/months/quarterof the Sanctioned Vide University Order No.....dated.....

Debitable to:-

Major Head
Minor Head
Sub Head

Vr. No.....

Month.....

Name of Scholars with class and subject	Period of claim	Rate	Amount		Total claim	
			Rs.	Ps.	Rs.	Ps.
Total Rs. (in words)			(in figures)			
Signature of the Drawing Officer with designation						

Certified that :-

1. The attendance, progress and conduct of the scholar/scholars is/are satisfactory
2. Scholar/scholars is/are subject of the Kerala State.
3. Scholar/scholars is/are not in receipt of any other Scholarships or financial aid concurrently with this Scholarship.
4. The Scholar/scholars has/have passed the S.S.L.C./Pre-degree/B.A./B.Sc./B.Com. Examination at the first appearance itself.
5. The Scholar/scholars has/have passed the S.S.L.C./Pre-degree/B.A./B.Sc./B.Com. Examination immediately after the completion of the course.
6. The Scholarship/scholarships claimed in this bill has/have not been claimed in any other bill or amount received from any other source previously.
7. The Scholarship amount received for the period/month/ quarter has been duly disturbed to the Scholar/scholars and acquittance/stamped receipts obtained and recorded/forwarded to the University vide letter No..... dated.....

8. No claim prior to this has been left unaccounted/unclaimed in respect of the Scholar/Scholars studying in this institution.
 9. All undisbursed Scholarship amounts have been refunded by remittance into the Treasury/Bank and the chalan receipt forward to the University vide letter No.....dated.....
 10. The Scholar/Scholars has /have executed the necessary bond agreement.
 11. The Scholar/Scholars has/have not changed his/her/their subject/subjects for which Scholarship/Scholarships has/have been sanctioned by the University.
 12. The Scholar/Scholars has/have qualified for B.A./B.Sc./B.Com by passing all parts at the first appearance and immediately after the completion of the course in the minimum period prescribed without interruption.
- *NOTE :- Strike out whichever is/are not applicable. Certificate (s) is/are compulsory and should be duly filled in.

Contents received Countersigned and passed for payment of Rs.....
(.....)

Please pay the amount to.....

Dated Signature of the Drawing Registrar
Officer with designation

Station : Appropriation.....
Date : Expenditure including this bill.....
Balance available.....

(FOR AUDIT USE ONLY)

HEAD OF SERVICE

.....
.....
.....

U.P.A.D

Passed for Rs.....
(.....)

(Rupees.....)

Auditor Section Officer Deputy
Assistant Registrar

INSTRUCTIONS:-

- a) Strike out portions not applicable
- b) Sanction No. and date under which the claims are preferred should invariably be quoted in the space provided for.
- c) The name of Bank/Government Treasury on which cheque is to be issued be stated.
- d) The acquittance/stamped receipt obtained from the payee should be forwarded to the University forthwith. Reference to this Office letter forwarding the cheque should always be cited.

RECEIPT

Name and Address of the Scholar:

.....

.....

.....

Name of Scholarship:

Received from the Registrar, Mahatma Gandhi University, Kottayam an amount of
Rs.....(Rupees.....)
being the Scholarship amount due to me for the month of.....or for the
period from.....to.....

Signature of the Scholar on the
Stamp
(Name of Scholar in Block Letters)

Place:
Date:

Counter Signature of the
Principal / Head of the Institution with date

PROGRESS REPORT OF RESEARCH STUDENT FOR THE MONTH OF

.....

Name of Institution and Department :
Name of the Scholar :
Total number of working days :
Total number of days attended :
Leave availed of, if any
 1) With remuneration :
 2) Without remuneration :
 3) Total period of leave already
 availed during the year :
Degree for which registered and date
of registration :
Subject of research work :
Conduct: Progress:

Brief report on work done during the month:-

Signature:
Supervising Teacher

Place:

Date: Counter Signature of the
Head of the Institution

(Entries to be made in the University Office)

(Space for entries in the Office
of the Vice-Chairman - Council
of Research)

Bill Passed and Cheque No.

Dated

for

Rs.

Payable at the

Treasury/ State Bank of Travancore

State Bank of India

Assistant Registrar

MODEL OF AGREEMENT TO BE EXECUTED FOR AWARD OF JRF

Stamp paper worth Rs.200/- (Rupees Two hundred only)

Articles of agreement made on this the.....day of.....Two
Thousand.....By Shri/Smt.....

.....
(here enter the name of the research fellow) herein after called the research fellow and
Shri./Smt.....

.....and Shri./Smt.....

.....
(here enter the names and address of sureties) herein after called “the sureties” in favour of
the Registrar of the Mahatma Gandhi University, herein after called “the University”

Where as the University have been pleased to award the Junior Research Fellowship
of the monthly value of Rs.....(Rupees
.....only) to Shri./Smt.....

The research fellow being the Mahatma Gandhi University Junior Research Fellowship
tenable for a period of two years from.....to.....

.....at the first instance and for three years if extended so
that

.....(here enter the name of Research Centre) affiliated to the Mahatma
Gandhi University.

And whereas the award of the said fellowship has been made subject to the rules made by the University for the award of the University Junior Research Fellowship for the research programme leading to the award of Ph.D degree and also subject to the terms and conditions hereinafter appearing to which the Bounden and the sureties have agreed.

Now these present witness and it is hereby mutually agreed as follows:

1. In consideration of the payment of the said Junior Research Fellowship amount the Research Fellow shall successfully complete the course at the above said research centre affiliated to the Mahatma Gandhi University within the period prescribed and in conformity with the rules made by the Syndicate and as amended from time to time for the award of the said University Junior Research Fellowship.

2. In the event of the research fellow not conforming to the said rules and instructions or of adverse reports regarding the progress of his/her research of his/her conduct or of his/her discontinuing his/her research in the research centre before the expiry of the full period, for not beyond his/her control, the research fellow and the sureties shall on demand pay to the University the Fellowship amount paid for and on behalf of the fellow in respect of his/her undergoing the course of research at the research centre.

3. It is hereby declared that during the tenure of this fellowship, the fellow will not hold any other fellowship except to the extent otherwise provided in the rules made by the Syndicate in this respect.

4. It is hereby further expressly agreed that all sums found due to the University under or by virtue of this agreement shall be recoverable jointly and severally from the fellow and the sureties and their properties movable and immovable in such manner as the University may deem fit.

5. The liability of the Sureties under this agreement is co extensive with that of the fellow and shall not be affected by the University giving time or any other indulgence to the fellow.

In witness where of Shri./Smt.....
.....

(Research Fellow) and Shri./Smt.....
.....

And Shri./Smt.....

Sureties have set their hands the day and year first above written.

Signed by Shri./Smt.....

The research fellow.....

Signature:

In the presence of witness:-

1. Sri./Smt.....
.....
.....

Signature:

In witness whereof Sri./Smt.....

.....
the guardian for and on behalf of the student.....

Sri./Smt.....

.....student (if he/she is a major) and Sri./Smt..

.....and Sri./Smt.....

.....(sureties) have

set their hands the day and year first above written, signed by Sri./Smt.....

.....the guardian on his/her own behalf and on behalf of the student.....

.....(signed)signed by Sri./Smt.....

The student.....(Signature)

In the presence of witness:-

1. Sri./Smt.....
.....
.....

Signature:

2. Sri./Smt.....
.....
.....
.....

Signature:

Signed by the Sureties:-

1. Sri./Smt.....
.....
.....
.....

Signature:

2. Sri./Smt.....
.....
.....
.....

Signature:

In the presence of Witness:-

1. Sri./Smt.....
.....
.....
.....

Signature:

2. Sri./Smt.....
.....
.....
.....

Signature:

Place:
Date :