

**ATAL BIHARI VAJPAYEE-
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT,
MORENA LINK ROAD, GWALIOR - 474015.**

अटल बिहारी वाजपेयी - भारतीय सूचना प्रौद्योगिकी एवं प्रबंधन संस्थान,
मुरैना लिंक रोड, ग्वालियर - 474015

ASSISTANTSHIP CLAIM FORM

Ph.D/IMT/M.Tech/ (all entries are mandatory to be filled)

I _____ Roll No. _____ of Ph.D/IMT/M.Tech
program have satisfactorily completed the assignments relating to Assistantship for the month of
_____, 20__.

Aadhar Card No.

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Bank Account No:

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The attendance for the month year is as follows:

No of days present	Duty Leave				No of days leave availed				No of days absent	No of closed holidays
	No of days leave balance									
	DL	SL	CL	ML*	DL	SL	CL	ML*		

Signature of the Research Scholar

D	D	M	M	Y	Y	Y	Y
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Faculty Supervisor(s)

The assignment entrusted to the above student during the month of _____, 20__ is

Satisfactory

☐

Not Satisfactory

☐

Name and Signature of TA
Supervisor(s)

Name and Signature of Faculty
Supervisor(s)/DPGC

Signature of HoD

Note: Duly filled & signed form have to be submitted to HoD office on or before 07th of each month by the student/scholar for getting the assistantship for previous month (the leaves availed in the month need to be submitted with the stipend form for the respective month, failing which it will be considered as ABSENT, and will not be accepted/considered afterwards). The HoD office shall forward the forms along with the list of students/scholars to the Academic section before 10th of that month.

* The leave on medical grounds for Ph.D Scholars is up to ten (10) days per academic year after completing course work.

• Those students who have more the one supervisor are required to get the signature of both supervisors on the form.