



INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
A Deemed to be University
JADAVPUR, KOLKATA 700032

No: 1.2/RA/1300

Dated: 13.12.2022

OFFICE MEMORANDUM

With the approval of the Competent Authority, the following guidelines are being issued in regard to disbursement of fellowship and payment of fees as available in the link:

[//http://iacs.res.in/modules/texteditor/imagesfiles/Fees%20Structure.pdf//](http://iacs.res.in/modules/texteditor/imagesfiles/Fees%20Structure.pdf):

1. Students receiving fellowship from any source must follow leave rules and give biometric attendance. Fellowship will be disbursed only after verifying the attendance record in each month. Any unauthorized leave will be counted while disbursing fellowship.
2. Fees are to be paid annually in the month of December and if needed, on pro-rata basis if joined in the middle of a year.
3. Remaining fees, if any, must be cleared for pre-mature or mid-year exit on pro-rata basis, pending which clearance will not be processed or issued.
4. All payments should mandatorily be processed through University Management System (UMS).
5. Students/scholars are required to collect UMS login at the time of joining.
6. No Grade Card will be issued without receiving self-attested copy of fees receipt generated from UMS.
7. Thesis colloquium will be allowed only upon clearing all the due payments.
8. Existing students/scholars having pending yearly fees are required to pay the same within 31st December 2022.
9. CMS contribution is mandatory for all the students and associates. Contribution of Fellows and Associates are deducted from their monthly fellowships, if disbursed by IACS. All other extramurally supported fellows must submit their CMS contribution along with their annual fees as stated in Sl. No:2.
10. Hostel incumbents who are not receiving any fellowship and whose HRA are not deducted are to pay their hostel rent within 5th of every month. In this regard, students/scholars who have pending hostel rent must clear their dues within 31st December 2022 in consultation with the hostel in-charge.
11. Updated records of hostel rent are to be kept with the Hostel Cell and monthly report is to be submitted to the Administration for perusal.
12. PhD/M.Sc. degree will not be handed over without hostel clearance.
13. Students getting admission between 01st July 2017 to 31st December 2017 may be allowed to pay fees as per OM No:1.2/1286 dated 11th October 2017.
14. This supersedes the content of all the other OMs issued in this regard earlier.

This issues with the approval of the Director.

(Sarbani Saha)
Registrar