

## NEW PROCESS FLOW FOR STUDENTS FELLOWSHIP DISBURSEMENT SYSTEM

Please refer to  
JNU website URL  
(<https://www.jnu.ac.in/content/fellowshipsscholarships>)

Students to download and Fill the Form; Sign and send it to the Faculty In-charge / Guide / Supervisor through email

The Concerned Faculty In-charge / Guide/ Supervisor will verify the form and sign in the appropriate places of the form; and send it through email account (ie abc@jnu.ac.in or abc@mail.jnu.ac.in) to the Dean/Chairperson on the JNU email address

Dean/Chairperson though their AO/SO/Office Incharge of School/ Center should verify the details sent by the Faculty In-charge / Guide/ Supervisor and sign the form.

AO/ SO/ Office Incharge of the School/ Center will download Excel sheet at URL ([https://jnu.ac.in/students/MCM\\_NON-NET\\_FORM.xls](https://jnu.ac.in/students/MCM_NON-NET_FORM.xls)) and fill the details, and send weekly consolidated data in the format provided in the Excel sheet through eOffice and attach the .xls format in the local reference of the efile option. The consolidated data should be sent every Friday to SO, S&P for disbursement of the fellowship to the students