



योजना एवं वास्तुकला विधालय, भोपाल  
(राष्ट्रीय महत्त्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

**School of Planning and Architecture, Bhopal**  
(An institution of National Importance, Ministry of Education, Govt. of India)

No.SPAB/RGO/O.O./2022/67


Dated: August 17, 2022

**Office Memorandum**

It has been observed that GATE/CEED scholarship claims of the students are not being processed in time. Following guidelines are required to be adhered to regularize processing system of the students' claims:

1. All scholarship evaluation forms, duly verified by the mentor faculty, for the previous month need to be submitted to HoD office, by 10<sup>th</sup> of the following month. After this date, the claim form will not be considered.
2. The processing of claims has to be done by 25<sup>th</sup> of the every month for award of scholarship to the students within the same month itself.
3. Mentor faculty is required to mention proper justification in the GATE Evaluation Form of the work performed by the student during the given period.
4. Claims forms submitted beyond the stipulated date will be considered only in special circumstances, at the discretion of the Director.

This is issued with the Director's approval dated 17.08.2022.

  
Registrar

Copy to :

1. Directorate
2. All Deans/HoDs
3. All Faculty and staff
4. Finance and Accounts
5. Academic Office