



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत  
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT  
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत  
शिक्षा मंत्रालय, भारत सरकार द्वारा NITSER अधिनियम के तहत स्थापित राष्ट्रीय महत्व का संस्थान  
(An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India)

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No. E/ 2622

Date: January 21, 2026

OFFICE ORDER

Subject: Strict Compliance for submission of Attendance Report and release of stipend/ fellowship to PhD & M.Tech students – regarding.

It has been observed that there is recurring delay in the receipt of monthly attendances reports from the concerned Departments in respect of PhD and M.Tech students which directly affects the processing and release of stipend / fellowship to the students, causing avoidable hardship.

In order to ensure timely release of stipend to Ph.D. Scholars and PG Students of the Institute, and to avoid delays caused due to late submission of attendance, it has been decided to fix accountability at each level for submission and processing of monthly attendance.

Accordingly, the **Ph.D. Coordinator and PG In-charge of the concerned Departments** are hereby designated as **Nodal Officers** for submission of certified monthly attendance reports of Ph.D. Scholars and PG Students through Head of their concerned Departments.

It is hereby directed to ensure strict compliances of following timelines;

Sl. No.	Activity	Entrusted Officer for compliances	Cut-off date
1	Submission of certified monthly attendance report to the Academic Section	Ph.D. Coordinator / PG In-charge (Nodal Officer)	On or before 25 <sup>th</sup> of every month
2	Submission of stipend/fellowship reports to Accounts Section	Dean (Academic)	On or before 28 <sup>th</sup> of every month
3	Release of stipend/ fellowship to PhD/M.Tech students	Deputy Registrar (Accounts)	On or before 2 <sup>nd</sup> of the succeeding month

Students who remain absent during any period of month are required to submit proper justification for their absence to their respective HoDs on or before 25<sup>th</sup> of every month. In absence of the justification, biometric attendance will be taken into consideration. Attendance received after the prescribed cut-off date shall be treated as delayed, irrespective of the reasons thereof. All concerned are directed to strictly comply with the above schedule.

All Heads of Departments shall ensure that this order shall be circulated amongst all the concerned faculty members/ supervisors/ staffs.

This issues with the approval of the Competent Authority.

*Maneck H. D.*  
21.01.2026

REGISTRAR

To,

All Heads of the Departments/ Deputy Registrar (Academic)/ Deputy Registrar (Accounts)/ PhD Coordinators/ PG Incharges - For strict compliance

Copy to: The Director/ CVO/Dean (Academic)/Dy. Registrar/ Asst. Registrar (Estt.)/ Institute website/ Dispatch section