



**Office of the Dean, School of Biological Sciences
University of Kashmir, Srinagar**

NAAC Accredited Grade 'A+'
Hazratbal, Srinagar-190006 Kashmir, J&K

No. F(Fellowship)DSBS/KU/21
Dated: 20-02-2021

Circular

As per the commutation received from University Grants Commission regarding fellowships for PG students. It is hereby notified for the information for all students who are interested to avail below mentioned fellowships may please apply through proper channel on the prescribed format duly completed in all respects which is available on the university website www.kashmiruniversity.net and submit the same in the office of the undersigned.

1. BSR Fellowship in Sciences
2. Junior Research Fellowship in Sciences

Deenad
20/2/21
Dean,
School of Biological Sciences

Copy to:

✓ → Director ITSS with the request to get the above Circular/ Guidelines of Fellowships uploaded on the university website.

XIth PLAN GUIDELINES

**JUNIOR RESEARCH FELLOWSHIP
IN
SCIENCES, HUMANITIES AND SOCIAL SCIENCES**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI- 110 002.**

Website: www.ugc.ac.in



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION

JUNIOR RESEARCH FELLOWSHIP IN SCIENCE, HUMANITIES AND SOCIAL SCIENCES

INTRODUCTION

The Junior Research Fellowship (JRF) scheme of the University Grants Commission (UGC) is open to candidates who qualify in the National Eligibility Testing (NET) of the UGC and the UGC-Council of Scientific and Industrial Research (CSIR) joint test. However, please note that these are qualifying tests only and do not bestow a fellowship upon the candidate.

OBJECTIVE

The objective of the JRF scheme is to provide opportunities to NET-qualified candidates to undertake advanced studies and research leading to M.Phil/Ph.D. Degrees in Humanities and Social Sciences including Languages and Sciences.

TARGET GROUP/ELIGIBILITY

Target Group: Candidates who have qualified in NET or the UGC-CSIR joint tests.

Eligibility: Candidates who have qualified in NET or the UGC-CSIR joint test. However, the selection for the JRF is made by the universities/institutions/colleges.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:-

The tenure of fellowship is initially for two years under the JRF scheme. Upon expiry of this period, the work of the Fellow will be evaluated by experts. If the research work is found satisfactory, his/her tenure will be extended for a further period of three years under the enhanced emoluments of the Senior Research Fellowship (SRF).

In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. However, during this period he/she will be designated as a Junior Research Fellow. In such cases work will be evaluated again after three years, and if improvement is found, the Fellow will get two more years under the SRF. Thus, the total period of fellowship (JRF and SRF) is five years, will no further provision of extension.

Fellowship	@ Rs.12,000/-p.m. for initial two years	JRF
	@ Rs.14,000/-p.m. for remaining tenure	SRF
Contingency A.	@ Rs.10,000/-p.a. for initial two years	Humanities &
	@ Rs.20,500/-p.a. for remaining tenure	Social Sciences
Contingency B.	@ Rs.12,000/-p.a. for initial two years	Science
	@ Rs.25,000/-p.a. for remaining tenure	
Departmental Assistance	@ Rs. 3,000/-p.a. per student to the host institution for providing infrastructure	
Escort/Reader Assistance	@ Rs. 2,000/-p.m. in case of physically handicapped & blind candidates	
HRA	as per rule of the concerned institution	
	Or Categorization of cities	

House Rent Allowance: Suitable single-seated hostel accommodation may be provided to the JRF candidate in the institutions. In case of non-availability, HRA as per rules of the university/institution will be paid, to the fellow subject to the submission of HRA Certificate through the Registrar/Principal. Junior Research Fellows provided with accommodation in a hostels recognized/maintained by the institutions may be reimbursed the hostel fee, excluding mess, electricity and water charges, etc. A certificate to this effect is to be furnished through the Registrar/Principal (**Annexure I**). If the fellow makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of cities by the Government of India. The fellow will submit a certificate for the purpose to the UGC for claiming HRA through the concerned university/institution/colleges.

Medical: No separate/fixed medical assistance is provided. However, the fellow may avail of the medical facilities available in the institution/university/college.

Leave: JRFs are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations. Women candidates are eligible for maternity leave of 180 days at full rates of fellowship once during the tenure of their award. Beside this an 'Intermittent Break' for a maximum period of 2 years may also be permissible to the women candidate. This Flexi Time period should not be counted towards the tenure of the fellowship and thus effectively the total period of fellowship should remain the same.

In special cases Junior Research Fellows may be allowed leave without fellowship by the Commission upto one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city/town. In other cases, leave without fellowship will be restricted to a period not exceeding three months during the tenure of the award on the recommendations of the supervisor and the institution. The period of leave without fellowship will be counted towards the total tenure of the award. JRF/SRFs are advised to apply for leave through universities/institutions/colleges well in advance for the approval of the Commission.

Procedure For Applying For The Scheme:-

Only NET/UGC-CSIR joint tests qualified candidates are eligible to apply (for fellowship) under the scheme. The qualified candidates have to apply against the advertisements given by the universities/institutions/colleges recognized under Sec. 2 (f) and 12 (B) of the UGC Act. The selection is made as per the procedure of respective institutions. Those Universities/Institutes are not recognized under UGC Act. They may be enclosed notification of Govt. of India.

Procedure For Approval By The UGC:-

The award of JRFs is made candidates by the universities/institutions/colleges on the basis of UGC-CSIR/NET examinations for admissions to Ph.D., including M.Phil.

- The candidate must get himself/herself registered for M.Phil/ Ph.D. at the first available opportunity but not later than a period of two years from the issue of Eligibility Certificate of UGC NET/UGC-CSIR Examinations.
- The actual payment of fellowship will be made with effect from the date of joining only.

On completion of the above formalities, the Joining Report of the candidate duly signed by the Supervisor/Head of Department is to be sent to the UGC through the Registrar/Principal/Director along-with their attested copy of NET Certificate.

Procedure For Release Of Grants By The UGC :-

On receipt of the Joining Report in the prescribed proforma (**Annexure-II**) and eligibility certificate from the university/institution, the UGC office will accept the candidature of the Fellow and will release the first installment of admissible grants to the institution/university/colleges on a financial year basis, that is, April to March each calendar year.

The university/institution/college may pay the fellowship amount to the Fellows, out of the grant paid in lump sum by the Commission for the purpose in accordance with the rules, to avoid any hardship to the Fellow, due to delay in payment to them. The next installment of fellowship grant will be released to the university/institute/college on receipt of the Complete Utilization Certificate along-with item-wise Statement of Expenditure of the previous grant released by the UGC for the purpose, duly signed by the competent authority (Registrar/Finance Officer in case of universities and principals in case of colleges) (**Annexure III, IV, V and VI**)

In special cases the Commission may place a JRF in an institution not covered by the UGC Act if the institution concerned agrees to provide all the infrastructure for the research of the fellow and to meet all expenditure out of departmental assistance as per rules. The Commission in such cases will either provide advance funds to such institutions and accept a Utilization Certificate/Statement of Expenditure duly signed by the JRF, countersigned by the head of the concerned institution or reimburse the expenditure incurred in accordance with the rules.

Procedure For Monitoring The Progress Of The Scheme:- The performance of the Junior or Senior Fellow is monitored by their respective supervisor/guide and reflected in the yearly progress report submitted to the University for submission to the UGC office. (**Annexure VII**).

On completion of first two years of award, the fellow may apply to the department/university concerned for the up gradation of SRF. For this a three member committee will be constituted with a Supervisor, Head of the Department and **External Expert subject expert to evaluate the research work.** The Minutes of the Constitution of Committee and recommendation of the Committee for up gradation may be sent to University Grants Commission. Therefore, the fellow will be upgraded and designated as SRF.(**Annexure- VIII**). The recommendation of the Committee in the prescribed proforma may be submitted to this office for record. The approval from UGC for up gradation is not mandatory.

The fellowship may be terminated at any time during the tenure and the decision of the Commission will be final and binding. The tenure of the fellowship is for five years from the date of joining, subject to satisfactory progress report of the Fellow or submission of Ph.D. thesis, whichever is earlier. No extension is permissible beyond the total tenure of five years and the awardee ceases to be a UGC JRF/SRF immediately after expiry of the due date. Any claim/reference to this effect will be illegal and the individual may have to face disciplinary action for such an act.

OTHER CONDITIONS

The Fellow, with the consent of the guide/head of department, may assist the university/institution in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, provided such work is not likely to hinder the research programmes on hand. The total amount of time to be spent on such activities should not exceed ten hours a week. In special cases the fellow is entitled for transfer of fellowship once during the tenure of their award. The fellow may apply to the UGC along-with No Objection Certificate from both Institutions duly forwarded by Registrar/Director/Principal for transfer of fellowship.

CANCELLATION OF AWARD

The fellowship is liable to cancellation in case of:

- Misconduct;
- Unsatisfactory progress of research work/failure in any examination related to M.Phil/Ph.D. or,
- He/She is found ineligible later.

H. R. A. Certificate

Certificate No. 1

Certified that Mr./Ms.....is paying house Rent of Rs.and is eligible to draw House Rent Allowance @ Rs.....as per university rules w.e.f.

Registrar

OR

Certificate No. 2

Certificate that Mr./Ms.....is Staying independently and, therefore, is eligible to draw House Resent Allowance of Rs.....minimum admissible to a lecturer as per university rules w.e.f.

Registrar

OR

Certificate No. 3

Certificate that Mr./Ms. has been Provided accommodation in the hostel. However, he/she could not be provided with single-seated flat-type accommodation as recommended by the Commission. Hostel fee @ Rs.per month w.e.f.is being charged from him/her.

Registrar

If, as a result of a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature of Awardee

**Head of Department
(Seal)**

**Registrar/Principal/Director
(Seal of University/Institution)**

N.B: For any correspondence in this regard, the Commission’s letter number and date may please be quoted without fail.

**UNIVERSITY GRANTS COMMISSION
SELECTION & AWARDS BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI- 110 021.**

JOINING REPORT

**AWARD OF JUNIOR RESEARCH FELLOWSHIP
IN
SCIENCES, HUMANITIES AND SOCIAL SCIENCES**

Name of Awardee:

National Eligibility Test Date (Attested Copy to be enclosed):

This is to certify thathas joined the Department of
.....for doing ...M.Phil/Ph.D.....under the above
scheme of the

University Grants Commission with effect from(F.N./A.N.). He/She will be
Provided with all necessary facilities during his/her tenure of award. The terms and conditions of
the offer are acceptable to the awardee.

Also certified that the Fellow shall not accept/hold any emoluments, paid or otherwise, or
receive emoluments, salary, stipend etc. ,from any other source during the tenure of the award.

Signature of Awardee

**Supervisor
(Seal)**

**Head of Department
(Seal)**

**Registrar/Principal/Director
(Seal of University/Institution)**

UNIVERSITY GRANTS COMMISSION
SELECTION & AWARDS BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI- 110 021.

FORM FOR UTILISATION CERTIFICATE FOR FELLOWSHIP & HRA W.E.F.
.....

Certificate that an amount of Rs.....
(Rupees) sanctioned vide letter
No.....dated.....released toin
respect of Junior Research Fellowship / Senior Research Fellowship / Contingency/
HRA/ Departmental Assistance etc. under the scheme of 'At any one given time basis'
has been utilized for the purpose for which it was sanctioned in accordance with the
terms and conditions laid down by the UGC. Out of the grant sanctioned in respect of
Mr./Ms.....has been carried forward/refunded vide Demand
Draft No.....datedfor Rs.

If, as a result of a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund/adjust or regularize the objected amount.

Signature of Awardee

**Head of Department
(Seal)**

**Registrar/Principal/Director
(Seal of University/Institution)**

**UNIVERSITY GRANTS COMMISSION
SELECTION & AWARDS BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI- 110 021.**

**FORM FOR SUBMISSION ACCOUNTS OF CONTINGENCY GRANTS AND
UTILISATION CERTIFICATE W.E.F.....**

1. Name of Awardee :
2. Code Number :
3. Name of the scheme under which
He/she is working :
4. Period for which the account of
Contingency grant relates :
5. Expenditure: Fromto.....
Amount.....Dated.....
- a) Books and allied items :
- b) Typing (tracing and ammonia
printing) :
- c) Stationery :
- d) Postage :
- e) Chemical and electrical goods :
- f) Travel/field work :
6. Period for which the contingency
Grant is payable :

Certificate that the expenditure of Rs. (Rupees
.....) out of the contingency grant of
Rs.....sanctioned vide Commission letter no. F.....
dated.....in respect ofhas been utilized for the
purpose for which it was sanctioned in accordance with the terms and conditions laid
down by the University Grants Commission for utilization of contingency grant.

If, as a result of a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund/adjust or regularize the objected amount.

Signature of Awardee

**Head of Department
(Seal)**

**Registrar/Principal/Director
(Seal of University/Institution)**

N.B: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

**UNIVERSITY GRANTS COMMISSION
SELECTION & AWARDS BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI- 110 021.**

**FORM FOR SUBMISSION ACCOUNTS OF DEPARTMENTAL ASSISTANCE GRANTS
AND UTILISATION CERTIFICATE W.E.F.....**

1. Name of the awardee :
2. Award letter number and date :
3. Name of the scheme under
Which he/she is working :
4. Period to which the accounts
of contingency grant relates
5. Expenditure From.....to.....
Amountdated.....
 - a) Stores :
 - b) Purchases :
 - c) Technical & Clerical Assistance:
 - d) Repairs :
 - e) Electricity for which
Department Assistance
is payable :
6. Period for which the
Departmental Assistance is
Payable :

Certificate that the expenditure of Rs. out of the Departmental Assistance of Rs.sanctioned vide Commission letter No. F.
Datedin respect ofhas been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission for utilization of the Departmental Assistance grant.

If, as a result of a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund/adjust or regularize the objected amount.

Signature of Awardee

**Head of Department
(Seal)**

**Registrar/Principal/Director
(Seal of University/Institution)**

N.B: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

UNIVERSITY GRANTS COMMISSION
SELECTION & AWARDS BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI- 110 021.

YEARLY PROGRESS REPORT FOR THE PERIOD W.E.F.

1. Name of Fellow:
 2. Number and date of award letter:
 3. Details of Research:
 - a. Topic of research:
 - b. Is the Fellow working on the topic for the award of doctorate degree?
 - c. If so, the date of resignation with the university:
 4. Date of commencement of research:
 - a. At the University:
 - b. Under the UGC Fellowship :
 5. Total number of working days during the period:
 6. Number of days the Fellow remained on leave (with dates):
 - a. With fellowship, number of days:
Fromto.....
 - b. Without Fellowship, number of days:
From.....to.....
 7. Number days the Fellow remained out of station for fieldwork/travel with dates and place visited:
 - a. Number of days.....from.....to.....
 - b. places visited:
 8. Number of days the fellow remained present at the university/college:
- 12
9. Published during the period under report:
Title of the article/paper (please enclose reprint of each):

10. Title of monograph written during the period under report:

Teaching work done during the period under report:

a. Number of periods taken per week at B.Sc.(Engg.)/B.Tech./B.E. level:

b. Number of periods taken per week at M.E./M.Sc./Engg/M.Tech. level:

11. A detailed account of the work done during the period (a separate sheet may be attached for the purpose):

12. Comments of the supervisor on the progress of the research work during the period under report:

Signature of Awardee

**Head of Department
(Seal)**

**Registrar/Principal/Director
(Seal of University/Institution)**

**UNIVERSITY GRANTS COMMISSION
SELECTION & AWARDS BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI- 110 021.**

ITEMWISE STATEMENT OF EXPENDITURE

STATEMENT SHOWING THE DETAILS OF EXPENDITURE FOR JRF UNDER "AT ANY ONE GIVEN TIME BASIS" SCHEME SCHOLAR-WISE & ITEM-WISE FOR THE FINANCIAL YEAR.....

SL. No.	Name of the scholar	Department	Date of Joining	Grant paid for the year 1 st to 5 th year	Period of fellowship	Fellowship	Contingency	HRA	Deptt. Asstt.	Total	Date of UGC approval letter for			Remarks
											JRF	SRF	5 th year Ext.	
						(Figures in Rupees)								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**SIGNATURE OF THE HEAD OF ACCOUNTS
(SEAL)**

**SIGNATURTE OF REGISTRAR
(SEAL)**

1. All grants to be paid upto 31st March of the year, whenever the scholar has jointed
2. The grant will be released only after the receipt of Utilisation Certificate and scrutiny the Statement of Expenditure showing nil balance.
3. Must be mentioned reason in remarks column for any clarification.

UNIVERSITY GRANTS COMMISSION
SELECTION & AWARDS BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG

THREE MEMBER ASSESSMENT COMMITTEE REPORT FOR UPGRADATION FROM JRF TO SRF UNDER THE SCHEME OF JRF IN SCIENCES, HUMANITIES AND SOCIAL SCIENCES.

Assessment for up gradation of Mr./Mrs.JRF working at the Department of
.....University / Institution / Collegeon completion
of two years on date.....

CONSTITUTION OF THE COMMITTEE
(Name and Designation) (ONE OUTSIDE EXPERT OF CONCERNED SUBJECT)

- 1.
- 2.
- 3.

Date of Joining:

Ph.D. registration No.:

Date of Meeting:

Time:

VENUE OF ASSESSMENT/INTERVIEW:

The Committee assessed the progress of the candidate through their presentation followed by interview and recommended as follows

(Satisfactory/Good/Very Good/Excellent)
(Strike out whichever is not applicable)

In view of the outstanding very good/satisfactory performance of the JRF, and also the fact that he/she has published work to his/her credit the committee makes the following recommendations.

Mr./Mrs./Ms.....may be upgraded from JRF to SRF w.e.f.....

Signature
Date
Name of the Supervisor

Signature
Name
Head of Department
(Seal)

Signature
Name
Registrar/Director/Principal
(Seal of University/Institution/College)

Signature out side Expert
Date
Name of the Expert



**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI – 110002**

Guidelines for BSR Fellowships in Sciences for Students

(Applicable to all Departments of Sciences, Bio-Sciences, Agricultural Sciences, Engineering Sciences of the eligible Universities)

1. Introduction

The Research Fellowship in Sciences for meritorious students BSR scheme of the UGC is open to candidates who are selected for registering to the Ph.D. programme of the university through a procedure outlined already in the UGC notification by a regular admission procedure . The registration for Ph.D. may follow after the admissions.

2. Objectives

The objective of the BSR scheme is to provide opportunities to meritorious candidates to undertake advanced studies and research leading to Ph.D. degrees in sciences.

3. Eligibility

The candidates who are selected for registering to the Ph.D. programme of the university through a procedure outlined already in the UGC notification by a regular admission procedure in Universities with Potential for Excellence/Centres with Potential for Excellence / Centres of Advance Studies and Department of Special Assistance identified by UGC. The registration for Ph.D. may follow after the admissions.

4. Nature of Assistance Available Under the Scheme:

The tenure of fellowship is initially for two years under the BSR scheme. Upon expiry of this period, If the research work is found satisfactory, his/her tenure will be extended further for a period of five year under the enhanced emoluments as SRF. The recommendation of the Committee shall be submitted to the UGC designated agency for Upgradation to the level of RGNF-SRF in the prescribed proforma (**Annexure- VI**) In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. In such cases work will be evaluated again after three years, and if improvement is found, the Fellow will get two more years under the BSR. Thus, the total period of fellowship is five years, with no further provision of extension.

5. Financial Assistance:

Fellowship	For GATE/NET Qualified candidates: JRF @ 24,800/-pm for 2years SRF@ Rs. 27,900 pm for remaining period For others: JRF @ Rs. 21,700/- for 2 years SRF @ Rs. 24,800/- pm for remaining period
Contingency	Contingency: @ Rs. 12,000/- pa for JRF @ Rs. 25,000/- pa for SRF

HRA:

- i) Suitable hostel accommodation may be provided to the candidates in the institutions. In such cases, the fellow is eligible to draw only hostel fees excluding mess, electricity, water charges, etc. A certificate to this effect is to be furnished through the Registrar/Director/Principal. HRA is not permissible for those candidates who are staying in Hostel accommodation.
- ii) In case of non-availability of hostel accommodation, the fellow may be provided with single accommodation by the host institution. In such cases, the rent paid by the fellow on actual basis may be reimbursed subject to the ceiling of HRA as per Govt. of India norms.
- iii) If the fellow makes her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of cities by the Govt. of India.

Medical:

No separate/fixed medical assistance is provided. However, the Fellow may avail the medical facilities available in the University/Institution/College.

Leave:

- I) Leave for maximum period of 30 days in a year in addition to public holidays maybe taken by the BSR Fellow with the approval of the Head of Department. However, they are not entitled to any other vacations, such as summer, winter and pooja vacations.
- II) Candidates are eligible for maternity/ **paternity** leave at full rates of the fellowship as per Government of India rules once during the tenure of the award.
- III) The fellow, in special cases may be allowed by the Commission, academic leave without fellowship and contingency for a period not exceeding **one year** during the tenure of award on the recommendation of the Head of the department of the institution concerned **to undertake academic/ teaching assignment or foreign travel in connection with academic work. The expenditure on travel cannot be claimed from UGC.** The period of leave without fellowship will be counted towards the tenure.

6. Procedure for Applying and Selection under the Scheme

Only those candidates who are selected for registering to the Ph.D. programme of the university through a procedure outlined already in the UGC notification by a regular admission procedure in Universities with Potential for Excellence/Centres with Potential for Excellence / Centres of Advance Studies and Department of Special Assistance identified by UGC are eligible to apply for fellowship under the scheme. The registration for Ph.D. may follow after the admissions. They will have to apply for Research Fellowship to the identified Universities/Institutions. The selections would be made by the concerned institution as per the provisions contained in these guidelines.

The university shall select the Research Fellows under the scheme from amongst the eligible candidates through a process of interview by Selection Committee with the following constitution:-

- a) An eminent scientist to be nominated by the Vice-Chancellor
- b) Head of the Department
- c) One Professor and one Reader from the department, to be nominated by the Vice-Chancellor
- d) Two Experts from outside the university to be nominated by Vice-Chancellor, out of the Panel of names proposed by Head of the Department

7. Procedure for release of grant

It may be noted that the fellowship amount shall be disbursed through UGC designated agency into the bank account of the Fellow directly. The list of designated branches of UGC identified agency is available on the UGC portal i.e. www.ugc.ac.in. The awardee is required to approach the designated branch along with a Copy of the Award Letter and Joining Report with photograph, address and contact number in the prescribed proforma **Annexure-I**. The Fellow is also required to submit the following documents to the designated branch of the UGC designated Bank at the stipulated period interval. The approved Agency may verify the genuineness of records before disbursement of funds.

- i. At the end of every three months the fellow shall submit a 'Continuation Certificate' in the prescribed proforma. Annexure-II. This will make the awardee eligible to draw the fellowship for the next three months.
- ii. After completion of one year of the award of fellowship, the concerned fellow/awardee shall submit and present its Yearly Progress Report in the proforma prescribed by the UGC as given in Annexure-III.
- iii. The Fellow/awardee shall also submit and present accounts of contingency grants in the proforma prescribed by the UGC as given in Annexure-IV.
- iv. Fellow/awardee shall submit and present its HRA Certificate in the prescribed proforma Annexure-V.

Aadhaar Seeding

The Ministry of Human Resource Development, Government of India vide its letter D.O. No. 18-7/2013-U1A dated 10th June, 2016 has instructed the University Grants Commission that from the financial year 2016-17 onwards the Aadhaar has been mandatory for disbursement of all Government subsidies/Scholarships/Fellowships which are to be disbursed directly into the beneficiary's account.

8. DISBURSEMENT OF FELLOWSHIP (old cases/legacy case):

UGC has developed a dedicated web portal (available on UGC website) at <https://scholarship.canarabank.in/AdminLogin.aspx> for capturing data for eligible scholars through which legacy (Non-DBT) shall be transferred on DBT platform. The Universities/Institutions/Colleges will submit the master data of the eligible beneficiaries on the portal with a unique users profile (use name and password). The bank accounts numbers of the beneficiaries will be validated through PFMS for creation of beneficiary ID.

The Universities/Institutions/ Colleges shall update the information in the master data (regarding continuation, HRA, up-gradation, resignation etc.) of the beneficiaries on monthly basis. Based on the master data received from the concerned Universities/Institutions/Colleges the payment of the fellowship will be made to the beneficiaries through DBT platform only.

9. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME:

- i. The fellow will undertake full-time research work under the approved guide in a subject selected by him and approved by the university/selection committee. The fellow shall present to the university, through his/her supervisor, yearly progress reports ending the month of June and December, and the University/Institution/College will maintain a record of progress by obtaining the same.
- ii. The research fellow shall submit, through the senior faculty member with whom he/she is working and the head of the department/university, a half-yearly report on the progress of his/her research work. (Annexure-IV). On completion of the award he/she will submit to the Commission a comprehensive report and a copy of his/her published work, if any, and an abstract of the research work in about 500 words.
- iii. If a fellow wishes to relinquish the fellowship during the tenure, it should be done with the prior approval of the University/institution/College and the Commission. The fellow should also obtain prior permission of the University/institution/College and Commission for appearing in any examination conducted by any University/institution/College or public body.
- iv. In case the Progress of the work is found unsatisfactory, the award may be decision of the Commission in this regard will be final.

- v. The fellow shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award. The fellow with the consent of the guide/head of department, may assist the University/institution/College in its academic work, including tutorials, evaluation of test papers, laboratory demonstration work, seminar symposia, etc., provided such work is not likely to hamper the research programme on hand.
- vi. If the Fellow is availing any other fellowship/ project from any other organization at the time of selection, he/she shall be required to surrender one award.
- vii. Feedback After completion of the Research work the student will submit his/her research work in the INFLIBNET repository along with the research papers published M.Phil and Ph.D for RGNF (At least 4 research papers 2 National and 2 International) 2 National/International publication at the time of submitting Departmental review Committee Recommendation and 2 National/International publication by the end of the tenure must be submitted.
- viii. The fellow will be required to submit Ph.D./M.Phil. completion certificate after successfully submitting the comprehensive report of the research work and the publications in the UGC-INFLIBNET repository.

Note: The last 2 instalments will be released only after submission of the feedback and Research work in the Repository.

10. OTHER CONDITIONS:

The University/Institutions/College shall admit the fellows under RGNF-SC scheme for research leading to M.Phil or Ph.D irrespective of the stipulated number of research students assigned to the Supervisor or the Department in the concerned subjects.

11. RESIGNATION:

If the fellow wishes to leave the fellowship before the end of the tenure, the information regarding relinquishment may be informed to the identified Agency under intimation to UGC. Grant will be released upto the date of relinquishment, provided it is whether the total tenure of fellowship.

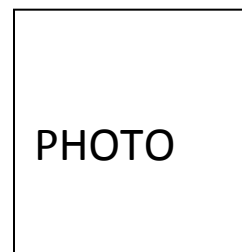
12. CANCELLATION OF AWARD:

The fellowship is liable to cancellation, in case of:

- i. Misconduct.
- ii. Unsatisfactory progress of research work.
- iii. Candidate is later found ineligible.
- iv. Candidate is already availing scholarship/fellowship from any other sources.
- v. Candidate if found employed during the M.Phil/Ph.D research.
- vi. Any false information furnished by the applicant or any fraudulent activity by the Scholar/Fellow/Research Awardees.

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI – 110002

BSR SECTION
JOINING REPORT



BSR Fellowship scheme for Science Students

Name of Fellow:

This is to certify that Mr./Ms. has joined the Department of..... in this Institution/College affiliated to University for doing in the subject ofunder the scheme of the BSR fellowship for Science student of University Grants Commission with effect from(F.N./A.N.). He/She belongs to category.

He/she will be provided with all necessary facilities during his/her tenure of award. The terms and conditions of the offer are acceptable to Fellow.

Also certified that fellow shall not accept/hold any emoluments paid or otherwise or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award.

Signature:
Name :
Date:
(Awardee)
Phone no.
Email:
Bank a/c No.:
IFSC code:
MICR code:
Aadhaar No.:

Signature:
Name :
Date:
(Ph. D supervisor)

Signature:
Name :
Date:
(Head of the dept.)
Seal of HOD

Signature:
Name :
Date:
(Registrar/Director)
Seal of
University/Institute

UNIVERSITY GRANTS COMMISSION
(BSR Section)
BAHADUR SHAH ZAFAR MARG
NEW DELHI- 110002

CONTINUATION CERTIFICATE

BSR Fellowship scheme for Science Students

This is to certify that Mr./Ms _____ has continuously working
in the Department _____ under the above mentioned scheme for the
quarter from _____ to _____ .

Signature:
Name :
Date:
(Awardee)

Signature:
Name :
Date:
(Ph. D supervisor)

Signature:
Name :
Date:
(Head of the dept.)
Seal of HOD

Signature:
Name :
Date:
(Registrar/Director)
Seal of
University/Institute

UNIVERSITY GRANTS COMMISSION
(BSR SECTION)
BAHADUR SHAH ZAFAR MARG,
NEW DELHI- 110002
YEARLY PROGRESS REPORT

1. Name of the Fellow:
2. Award letter number and date:
3. Topic of research work:
4. Date of commencement of research: a) At the university: b) Under the Fellow for SC/ST:
5. Period of Progress Report:
6. Total number of working days during the period:
7. Number of days the fellow remained on leave (with dates): a) With fellowship, number of days: from..... to..... b) Without fellowship, number of days: from..... to.....
8. Number of days the Fellow remained out of station for fieldwork/travel, with dates and places visited: a) Number of days: from..... to..... b) Places visited.....
9. Number of days the Fellow remained present at the University/Institution/ College:
10. Publications during the period under report (please enclose a reprint of each):Title of article/paper.
11. Teaching work done during the period under report: a) Number of periods taken per week at B.Sc./B.A level: b) Number of periods taken per week at M.Sc./M.A. level:
12. Title of the monograph written during the period under report:
13. A detailed account of the work done during the period (a separate sheet may be attached for the purpose):
14. Comments of the supervisor on the progress of the research work during the period under report:

Signature:
Name :
Date:
(Awardee)

Signature:
Name :
Date:
(Ph. D supervisor)

Signature:
Name :
Date:
(Head of the dept.)
Seal of HOD

Signature:
Name :
Date:
(Registrar/Director)
Seal of
University/Institute

H R A CERTIFICATE

Certificate No.1

Certified that Mr./Ms. is paying house rent of Rs. and is eligible to draw House Rent Allowance @ Rs. as per university rules.

Registrar/Director/Principal Or

Certificate No.2

Certified that Mr./Ms is staying independently and, therefore is eligible to draw House Rent Allowance @ Rs. minimum admissible to a lecturer as per university rules.

Registrar/Director/Principal Or

Certificate No.3

Certified that Mr./Ms has been provided accommodation in the hostel. But he/she could not be provided with single seated flat type accommodation as recommended by the Commission. Hostel fee Rs..... Per month w.e.f. is being charged from him/her. Registrar/Director/Principal If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature:
Name :
Date:
(Awardee)
Aadhaar No.:

Signature:
Name :
Date:
(Ph. D supervisor)

Signature:
Name :
Date:
(Head of the dept.)
Seal of HOD

Signature:
Name :
Date:
(Registrar/Director)
Seal of
University/Institute

N.B. For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR UPGRADATION FROM BSRJRF TO BSR-SRF UNDER THE SCHEME OF BSR FELLOWSHIP

Assessment for upgradation of Mr./Mrs. _____ Working RGNJRF at the _____ Department of - _____ of University/Institution/College _____ on completion of two years on date _____.

CONSTITUTION OF THE COMMITTEE: (Name and designation)

1. [1 Outside Subject Expert- other than same Univ./Instt./College]
2. [Supervisor of Research Scholar]
3. [Head of the Department]

Date of joining:

Ph.D. registration No.:

Date of meeting: Time:

VENUE OF ASSESSMENT/INTERVIEW:

ASSESSMENT OF THE COMMITTEE

The Committee assessed the progress of the candidate through their presentation followed by interview and recommended as follows.

RECOMMENDATIONS :(Strike out whichever is not applicable)

In view of the outstanding/very good/satisfactory performance of the BSR-JRF, and also the fact that he/she has published work to his/her credit, the committee makes the following recommendations.

Mr./Mrs./Ms. _____ maybe upgraded from **BSR-JRF to BSR-SRF.**

Signature
Name:
Date :
Name of the Supervisor

Signature
Name:
Date :
Head of the Deptt.

Signature
Name:
Date:
Registrar/Director/Principal
(Seal of University/Institution/College)