

Guidelines for UGC Non-NET Fellowships

Approved by Academic Council ACR No. 42 dated 4.11.2020 &
Approved by Executive Council vide ECR No. 240 dated 17.11.2020

1. Short Title, Application and Dissemination

- i) The Banaras Hindu University hereby notifies the following guidelines which shall be called “Guidelines for UGC Non-NET Fellowships”. They shall come into force immediately after their formal notification on University website. These guidelines supersede all notifications/ orders/ circulars issued earlier on Non-NET Fellowship scheme by the University.
- ii) The Scheme of the Non-NET fellowship is applicable for M.Phil. and Ph.D. students who are not in receipt of any financial assistance from any source and are registered in various Departments/School/centers of the University. The award and extension of fellowship will always be subject to actual release of funds and directives from the UGC and/or MHRD issued from time to time.
- iii) All the Departments/School/Centers shall hold special counseling session within one month after completion of admission to Ph.D. in each semester for their students and explain various provisions and stipulations enshrined in these guidelines and amendments introduced therein from time to time.

2. Eligibility and Duration of Award

- i) The award of Non-NET fellowship to the students of the University shall be governed by relevant provisions of UGC (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degrees) Regulations, 2016 and amendments therein from time to time.
- ii) All the Ph.D. scholars who have been admitted through Research Entrance Test of the University or under RET exempted category, and are not getting any fellowship are eligible to the fellowship.

- iii) M.Phil. students not availing any financial assistance from any other source shall be considered for the award of Non-NET fellowship of Rs.5000/- per month with contingency of Rs.10,000/- per annum for Science subjects and Rs.8000/- per annum for Humanities and Social Science subjects.
- iv) Ph.D. students not availing any financial assistance from any other source shall be considered for the award of Non-NET fellowship of Rs.8000/- per month with contingency of Rs.10,000/- per annum for Science subjects and Rs.8000/- per annum for Humanities and Social Science subjects.
- v) The maximum span period for award of fellowship shall be 04 years for Ph.D. and 18 months for M.Phil. or submission of dissertation, whichever is earlier.
- vi) No fellowship shall be given for extended period and to part time scholars.
- vii) For students enrolled in integrated M.Phil.-Ph.D. programs of University, M.Phil. fellowship shall stop after successful completion of 18 months and shall be resumed after registration in the Ph.D. program as per relevant ordinances of University. Such students shall get arrears due to them for the interim period which shall be counted towards to the total period of Non-NET fellowship. In any case the total duration of M.Phil. + Ph.D. should not exceed 4 years.
- viii) Students, who have been registered under M.Phil./Ph.D./ integrated programmes and availing fellowships under projects and are not availing any fellowship after the project is over or in case of mid-term discontinuation, shall be considered for Non-NET fellowship for a maximum period of 2 years. However, in such cases, the maximum period of fellowship shall not exceed the period prescribed by UGC (i.e., 4 years) and duration of fellowship from the project shall be counted towards the total duration of Non-Net fellowship from the date of joining the research project.

Such application should be received in the Development Section within three (03) months from the date of expiry of project fellowship after due recommendation by Departmental Research Committee (DRC) specific to the student constituted as per the relevant ordinances of the University. Application received after this date shall not be entertained.
- ix) If a student drawing Non-NET fellowship from the university leaves his course of study mid-way without undertaking proper formalities with regard to cancellation of admission laid down by

the University, the total fellowship drawn by him until that point of time shall be recovered from him by the University.

3. Selection

- i) The Fellowship will be provided to those students who are registered for M.Phil./Ph.D. /M.Phil. + Ph.D. degree, irrespective of mode of selection, i.e., through RET conducted by the University or RET exempted (NET-LS/SLET candidates).
- ii) After finalization of the Ph.D. registration in each session, the Head of the Department will invite the application from the Research Scholars and forward all such applications to the Dy. Registrar (Dev.) with specific recommendation of the Supervisor and him/her self for award of fellowship along with the minutes of the DRC. All the applications should reach the Dy. Registrar (Dev.) within one month from the date of closure of Ph.D. admissions.
- iii) The Development Section will scrutinize the applications and after obtaining approval from competent authority, sanction of Fellowship will be conveyed to the concerned Head of the Deptt./ Coordinator of Center/School.

4. Tenure of Fellowship

- i) The fellowship is tenable for maximum period of 4 (3 + 1) years.
- ii) The awardee can avail the fellowship up to maximum tenure of fellowship subject to his/her having valid Ph.D. enrolment or till the submission of thesis whichever is earlier.

5. Extension of Fellowship

- i) With completion of each year the scholar will submit his/her progress report in the prescribed format to the Head of the Department/ Coordinator of Center/ School through his Supervisor for renewal of his fellowship. However, the scholar has to submit the duly filled format at least one month before completion of each year.
- ii) The Head of the Department/Coordinator of Centre/School will place the same in DRC and send the consolidated list along with the progress report to the Dy. Registrar (Development).
- iii) After completion of three years tenure, fellowship will be extended only on the recommendation of the DRC along with a paper, published in a peer reviewed Journal / UGC CARE listed journal.

For this, the scholar has to apply on the prescribed format at least one month before the completion of 3rd year to the Head of the Department, who in turn will conduct the meeting and send the consolidated list to the Dy. Registrar (Dev.).

- iv) The scholar should be the first author or corresponding author of the article published. However, for the same paper two scholars shall not be considered for fellowship extension.

6. Leave & Attendance

- i) All research scholars are expected to attend department regularly and will be marked for attendance as per University rules.
- ii) Research scholars are entitled for leave for a maximum period of 30 days per year in addition to general holidays observed as per the University rules but shall not be entitled to any vacations, e.g., Summer, winter and mid-semester breaks.
- iii) Women awardees would be eligible to maternity leave at full Fellowship for a period as per the Govt. of India rules.
- iv) The scholar, may in special case, be allowed temporary withdrawal without fellowship as per Ph.D. ordinances of the University. However, it may be noted that the period of Leave without Fellowship will count towards the tenure of Fellowship..
- v) Scholars shall proceed on leave for specific purposes only after explicit permission of their research supervisor and Head of the Department/Dean, as applicable. Any unauthorized leave shall be treated as constituting grounds for disciplinary action.

7. Other conditions

- i) The scholar 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.
- ii) With the consent of the Supervisor/Head of the Deptt., the scholar should assist the University in its academic work including tutorials, evaluation of the test papers, laboratory demonstration work, supervision of field work, library activities such as computerization, seminar, symposia, etc. provided that such work undertaken by him/her is not likely to hamper his/her research programmes. The total amount of time spent per week should not exceed 10 hours.
- iii) The scholar cannot take admission in any full time course, either in this University or anywhere else.

- iv) The research scholar shall submit half yearly progress reports through supervisor to the DRC.
- v) If a scholar intends to relinquish the Fellowship during the tenure, his/her application for relinquishing of the Scholarship shall be recommended by the supervisor and the DRC and the same shall be forwarded to the Office of the Registrar (Development).

8. Cancellation of Fellowship :

- i) The fellowship award is liable for cancellation in following cases :-
 - a) Misconduct.
 - b) Unsatisfactory progress report and recommendation of cancellation by the Department.
 - c) Scholar furnishes misleading information or hides any information to claim eligibility for fellowship and later found ineligible.
 - d) Scholar taking unauthorized leave other than what is admissible.
- ii) Before arriving at a decision in such matters, the DRC shall afford an opportunity to the student concerned to clarify his/her position and bring facts to its notice.

9. Process of claiming Fellowship/Contingency

- i) After receipt of the sanction from the Dy. Registrar (Dev.), while submitting the first fellowship bill to the Special Fund (Scholarship) Section the student should attach the following documents with the fellowship bill :
 - a) PFMS Registration form
 - b) Photo copy of bank pass book (The account should be in the name of the Scholar only)
 - c) Photo copy of sanction letter
 - d) Photo copy of Identity proof (AADHAR)
- ii) After registering on the PFMS portal, the Special Fund (scholarship) section should provide the list of PFMS IDs to the concerned Head of the Department. The scholar should quote this PFMS ID on the fellowship / contingency bill.
- iii) Fellowship bill should be submitted to the Head of the Department by 7th of the following month. In turn the Head of the Department should send all the fellowship bills, after due verification and signature, to the Special Fund (Scholarship) Section by 15th every month.

- iv) However, for the month of March, the bill should reach the Special Fund Section by 15th March.
- v) For part periods, contingency will be paid on pro-rata basis.
- vi) Scholars should claim the contingency within the financial year. Contingency bills should be submitted by 28th February.
- vii) No fellowship / contingency bill shall be received in the next financial year as the funds are lapsable on 31st March.
- viii) If no bill is received for 3 consecutive months, then it will be deemed that the scholar left the fellowship.

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