



# Central University of Gujarat

## Gandhinagar- 382030

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### Guidelines for UGC Non-NET Fellowships

#### 1. Short Title, Application and Dissemination

- (i) The Central University of Gujarat (CUG) hereby notifies the following guidelines which shall be called "Guidelines for UGC Non-NET Fellowship". 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 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 Centers shall hold special counseling session at the beginning of each academic year 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) 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 Sciences subjects.

- (iii) Ph.D. students not availing any financial assistance from any other source students 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 Sciences subjects.
- (iv) The maximum span period for award of fellowship shall be 04 years for Ph.D. and 18 months for M.Phil. or completion of viva voce / submission of dissertation where viva voce is not conducted, whichever is earlier. No fellowship shall be given for extended period and to part time scholars.
- (v) 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.
- (vi) 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.
- (vii) Students, who have been registered under M.Phil./Ph.D./integrated programmes and availing fellowship 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. However, in such cases, the maximum period of fellowship shall not exceed the period prescribed by UGC and duration of fellowship from the project shall be counted towards the total duration of Non-NET fellowship from the date of registration in the program concerned.

Such application should be received in the Scholarship Cell within three (03) months from the date of expiry of project fellowship after due recommendation by Research Advisory Committee (RAC) specific to the student constituted as per the relevant ordinances of the university. Application received after this date shall not be entertained.

### **3. Standard Operating Procedures**

- (i) Every semester, the Admission Cell of the university shall issue an office order containing center-wise list of students eligible for Non-NET fellowship after receiving such a list duly verified from Centres/Schools. A copy of the order shall be marked to Scholarship Cell in Admin, Finance and Accounts Dept. as well as Centres/Schools office all of which, in turn, shall bring anomalies or issues therein, if any, to the notice of Admission Cell immediately.
- (ii) Fellowship for fresh award shall commence from the date of registration or 22<sup>nd</sup> July of a particular year, whichever is later.
- (iii) Fellowship claims, along with progress report, shall be submitted by students duly filled in proforma given at **Annexure 1** to their respective Centers for processing and verification. Supervisors / Centre Chairpersons / Coordinators shall scrutinize the claims carefully ascertaining the eligibility of students for fellowship as per the provisions laid down in these guidelines. Centre Chairpersons/Deans, as applicable, shall forward a list of students and their claim forms under a covering letter in pro forma given at **Annexure 2** to the Finance and Accounts Dept. under intimation to Scholarship Cell recommending disbursement of fellowships. The documents with regard to the claims for a particular month shall reach by the last day of the month to Finance and Accounts Dept. which, in turn, shall release the fellowship amount to students within seven (07) working days.
- (iv) Contingency claims duly filled in pro forma given at **Annexure 3** along with valid bills shall be submitted by students to the Centre office one (01)

month before the end of a particular financial year. The Center will verify each and every bill and certify it with signature and stamp of respective Supervisors. Such claims, duly verified and certified, shall be forwarded to Finance and Accounts Dept. under intimation to Scholarship Cell. Unutilized contingency grant shall not be carried forward to next year under any circumstances. However, eligible students of M.Phil program shall be entitled to draw full contingency grant for the second financial year.

#### **4. Renewal of Fellowship**

- (i) Renewal of fellowship for each year shall be submitted to Scholarship Cell within three (03) months from the date of expiry of Fellowship in the prescribed pro forma given at **Annexure 4** duly forwarded by the Supervisor and Chairpersons of the Centre/Coordinator/Dean, as applicable, along with a copy of progress report and Undertaking to be submitted by the Scholar that he/ she has not availed any inadmissible leave and has not availed any financial assistance from any other source.
- (ii) Specific recommendations of RAC over the progress, pace and continuation of the research shall be incorporated in the Annexure 4 and endorsed by the signatories.
- (iii) Applications received after this period shall be rejected. For any absence or delay in renewal beyond the control of the scholar, the same may be intimated to the Scholarship Cell within three (03) months from the expiry of the fellowship duly recommended by the RAC to avoid cancellation of renewal of fellowship.

#### **5. Leave**

- (i) Maximum leave period for scholars shall be thirty (30) days in a year excluding public holidays. They shall not be entitled to any vacation.
- (ii) Women candidates are eligible for Maternity Leave/Child Care Leave of two hundred and forty (240) days at full rates of fellowship provided they meet the criteria of attendance.
- (iii) In special cases, a Non-Net fellow is permitted leave up to one year during entire span of fellowship for accepting only temporary teaching

assignments within the city without fellowship. Such leave shall not be granted for Teaching / Job / Research etc. assignments outside city / abroad. The duration of any leave granted shall be counted towards total span period of fellowship. The leave duly recommended by the Chairperson/Coordinator of Center shall be forwarded to Scholarship Cell well in advance. Centre/School shall maintain leave records.

- (iv) Students shall proceed on leave for specific purposes only after explicit permission of their research supervisors and Center Chairperson/Dean, as applicable. Any unauthorized leave shall be treated as constituting grounds for disciplinary action.

#### **6. 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 Centre.
  - 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 university shall afford an opportunity to the student concerned to clarify his position and bring facts to its notice.

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**REGISTRAR** (10)