

REGULATION No. - 6

FOR AVAILING IP RESEARCH FELLOWSHIP (IPRF) & CONTINGENCY GRANTS
INTRODUCTION

The scheme is meant for candidates who wish to pursue research leading to a Ph.D. degree in various disciplines offered through various schools. Each year number of fellowship and contingency grants under this scheme shall be decided by the Competent Authority.

The objective of this scheme is to provide an opportunity to research scholars to undertake advanced study and research in various disciplines of Science, Humanities, Law, Engineering & Technology, Architecture, Mass Communication, Management, Medical & Paramedical Health Sciences and Education.

STIPEND & TENURE

The stipend of an IP Research Fellow will be Rs. 12000/- p.m for a period of 2 years. In addition, annual contingent grant of Rs. 10,000/- per fellow will be provided to the fellow. No HRA will be paid to the Fellow. The guidelines for utilization of contingent grants are given in **Annexure-'XVIII'**.

On Completion of two years as IP Research Fellow, the stipend may be increased to Rs. 14,000/- p.m for the 3rd and subsequent year, on the basis of assessment of Fellows' research progress/ achievements through interview by an Expert Committee to be constituted by the Dean of the respective Schools comprising of three members one external expert, Supervisor and Dean of the school. The proforma for 3 Members Assessment Committee Report for upgradation of IPRF is given in **Annexure-'XIX'**. In the event of the Committee not recommending upgradation the candidate will continue as IP Research Fellow with a stipend of Rs 12,000/- p.m for the 3rd year and for these candidates the progress of research work will be assessed again at the end of 3rd year for such upgradation. If the work of IP Research Fellow is still not found satisfactory, for the upgradation, the fellowship may be terminated.

It is expected that Fellows will have published work or accepted for publication, work to their credit by the end of 3rd year. This shall form an important criterion for judging the progress made by the candidate. Extension of tenure of IP Research Fellow for the 4th year will be on the basis of the progress report and recommendation of the guide. No further extension beyond fourth year may be permitted.

On the completion of tenure of fellowship or termination of fellowship, IP Research Fellow has to submit progress report for the entire duration of fellowship for which the proforma is enclosed as **Annexure-'XX'**.

AGE LIMIT

The upper age limit for IP Research Fellow shall be 30 years relaxable upto 5 years for SC/ST, women and physically handicapped scholars.

GENERAL TERMS AND CONDITIONS FOR RESEARCH FELLOWSHIPS

AWARD OF FELLOWSHIP AND RELEASE OF GRANTS

The fellowship will be awarded to the selected applicants by a formal letter issued by DRC along with terms and conditions of fellowship under the intimation to the Dean of University School of Studies (USS), Supervisor and Controller of Finance. The offer should be availed within one month from the date of offer letter. The fellowship will be activated after the receipt of the joining report of the fellow alongwith other necessary documents as mentioned in the award letter duly signed by the Supervisor and Dean of the School. The proforma for undertaking by IP Research Fellow on acceptance of the award of Research Fellowship is enclosed as **Annexure-XXI**. Fellowship will be released on monthly basis after the receipt of claim bill duly signed by the Supervisor and forwarded by the Dean of the School categorically stating if any leave has been availed during that calendar month. Proforma of the Fellowship shall be made available from DRC office and enclosed as **Annexure-XXII**. The claim bill (in the prescribed proforma enclosed as **Annexure-XXIII**) must reach in the office of DRC by 20th of every month for booking the expenditure and onward transmission to Accounts Branch for payment in Scholar's Bank A/c operational with the official bank of University. Subsequent payments after every calendar year will be made only after receipt of (a) the progress report of the Research Fellow in the prescribed proforma (for the period from 1st April to 31st March) as **Annexure-XXIV**. (b) Statement of accounts of expenditure (contingency grant) incurred during the financial year (for the period from 1st April to 31st March) as **Annexure-XXV**. The Supervisor shall be responsible for proper utilization of grant and for rendering the account (**Annexure-XVIII**).

CONTINGENCY GRANT

A contingent grant of Rs.10,000/- per annum is provided on reimbursable basis to IP Research Fellow to be spent through the Supervisor and forwarded by the Dean of the School (**Annexure-XXV**) For less than one year, the contingent grant will be admissible on pro-rata basis. The unspent balance of contingency grant at the end of a year may be carried forward to the next year. All the expenditure made under the contingency head has to be reported to the DRC office prior to processing for reimbursement and payment by University Accounts branch to the scholar. The details of the expenditure made under different heads will be maintained by the University Research fellow on separate Register to be certified by the Supervisor.

PROGRESS REPORT

The preparation of annual progress report on the research work done shall be essential part of the Fellow's work. Each Research Fellow shall submit his/her annual progress report in the prescribed proforma within a period of 15 days after completion of financial year tenure (latest by 15th April of each year) in DRC office through Supervisor and Dean of the School. The progress report should be always accompanied by copies of Published Papers/ Re-Prints/ Pre-Prints of papers duly acknowledging the financial assistance of the University, failing which the fellowship will be terminated. Attendance record must accompany the annual report and is to be maintained by the Supervisor/ Dean of the concerned school.

PUBLICATION/PATENT

The results of Fellow's research work may be published in standard refereed journals. IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY the University is ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS.

OBLIGATIONS OF RESEARCH FELLOW

- He/She be a full time researcher and submit himself/herself to the disciplinary regulations of the University. Regular attendance of the fellow may be ensured by the Supervisor/ Dean by keeping an attendance register.
- The Research Fellow is not to take any assignment other than related to his/her approved research programme, paid or unpaid. **His/her taking up any paid assignment at any time in the course of fellowship, may lead to the fellow being asked to pay back the entire fellowship amount.**
- Once a Research Fellow accepts the Fellowship and joins, it is incumbent on him/her to continue the research for the normal tenure of the fellowship or for such lesser duration, which the original objectives of the research problem have been achieved (A minimum of two years).
- No Fellow shall discontinue his/her Fellowship without prior approval of the University. In case he/she wishes to discontinue the fellowship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to DRC through the Supervisor and Dean one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated.
- The research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/resignation of the Fellowship through the Supervisor and Dean to DRC in the prescribed proforma within 15 days. The fellow should also submit **NO DUES CERTIFICATE** through the Supervisor and Dean after the completion of the fellowship.
- Any kind of paid, part-or-full-time employment, or private practice even in honorary capacity is not permissible during the tenure of Fellowship.
- Any equipment purchased from the contingency grant will be returned to the store of the school or reissued to Supervisor.

TEMPORARY TEACHING & RESEARCH JOB

A Research Fellow on the recommendation of Supervisor and Dean , may be permitted by University to take up temporary paid lectureship/research job in a recognized R&D Institution/University, College/Institute of repute/Recognized R & D Institution/PDF studies in India & abroad for a period not exceeding one year during the entire tenure of the Fellowship. The Research Fellow will not be entitled to any extension of the Fellowship for such periods. The Fellow will not be entitled to stipend or contingency during such leave. Such leave period will be counted in the tenure. Such leave can be taken only after joining and working as Research Scholar at least for one year.

LEAVE

Leave with stipend not exceeding 30 days for each completed year of tenure may be allowed by the Supervisor/ Dean after the request has been communicated to DRC. The leave will be treated as part of the Fellow's tenure. The leave due can be carried over to the next year, however not more than 60 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed at the end, prior to completion of the tenure of Fellowship. During the first year of Fellowship or any, uncompleted year leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by University under special circumstances. In case a Fellow proceeds on leave before termination of Fellowship, he/she must join back before the expiry of tenure; failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave.

Women Fellows with less than two surviving children are entitled for full stipend, during the period of absence upto 135 days on grounds of maternity. Such leave shall be sanctioned by the Supervisor and Dean of the School under intimation to the University through DRC office. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement.

TERMINATION OF FELLOWSHIP

The fellowship shall normally stand terminated on completion of its tenure or from the date the Fellow resigns and his/her resignation has been accepted by University. The Fellowship may be terminated by the University on the recommendation of the Supervisor and Dean of the school.

The fellowship may also be terminated on (a) disciplinary grounds/misconduct (b) Unsatisfactory progress of research work (c) Failure in any of the examination related to Ph.D. (d) Candidate found ineligible later.

The fellowship will be terminated from the date of viva-voce for the award of Degree of Ph.D or on completion of fellowship tenure whichever is earlier.

If a fellow leaves without permission, stipend due at any time shall not be paid to him/her, till all University and other dues are cleared and certified by the Dean. Responsibility in such cases shall be that of the Dean of the concerned school.

IP Research Fellow (IPRF) must settle their claims within one year of leaving the Fellowship. No claim will be admitted by University after one year of leaving the Fellowship.

RECORDS:

Dean office of every school shall maintain all records of the Research Scholars of the school (Such as filled in application form, selection letter, joining letter, leave records, contingency grant expenditure, progress report etc.) the office of the DRC shall maintain all the records for each Research Scholars of the University. The consolidated mark sheets for all the course work for the individual scholar shall also be maintained by the DRC office. Records for RAT examination may be maintained by the DRC office for one year only.

ANNEXURE-XVIII

GENERAL GUIDELINES FOR UTILIZATION OF CONTINGENCY GRANTS

To facilitate speedy day to day working of the research Fellowships, the following power can be exercised by the Supervisors of Research Fellow in concurrence with the Dean of the school.

1. Sanctioning of leave when it is due.

2. Approving of tours of research Fellows for:

- i. Attending Symposia/Seminars/Conferences in India provided the Scholar is presenting paper that have been accepted and for attending Workshops/Training Courses relevant to the research proposal;
- ii. Field work connected with research;
- iii. Computation work;

3. Utilization of contingent grant for the following:

- i. Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University;
- ii. Towards meeting actual train fare and DA3 during tours the research Fellows will be entitled to TA/DA as admissible by Rules & Regulations of University;
- iii. Chemical/consumable items required for the research work.
- iv. Equipment required exclusively for research.
- v. Photographic materials for research or thesis work.
- vi. Computation charges.
- vii. Reprints/ Off- print of research papers.
- viii. Stationery and postal charges.

Contingent grant cannot be utilized for:

- i. Foreign travel or other expenses for visit abroad.
- ii. Stationery items such as: pen, pencils, folders, file covers, carbon papers etc. and furniture items.