



# हरियाणा केंद्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF HARYANA

(NAAC ACCREDITED 'A' GRADE UNIVERSITY)

### **Guidelines for University Research Fellowship (URF)**

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

- (i) The Central University of Haryana (CUH) hereby notifies the following guidelines which shall be called "Guidelines for University Research Fellowship". They shall come into force immediately after their formal notification on University website.
- (ii) The Scheme of the URF is applicable for Ph.D. scholars 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 MoE issued from time to time.

#### **2. Eligibility, Nature of Assistance under the Scheme and Duration of Award:**

- (i) The maximum span period for award of URF shall be 03 years for Ph.D. starting from date of admission and extendable by 01 year after the recommendation of the DRC or upto completion of viva voce / submission of dissertation where viva voce is not conducted, whichever is earlier.
- (ii) If a scholar drawing URF 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.
- (iii) Scholars, who have been registered under Ph.D. programme 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 URF. 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 URF from the date of admission in the program concerned.

Such application should be received in the Finance Branch within three (03) months from the date of expiry of project fellowship after due recommendation by DRC specific to the scholar constituted as per the relevant ordinances of the University. Application received after this date shall not be entertained.

(iv) Amount and duration of fellowship:

S.No.	Particular	Fellowship Amount	Duration of Fellowship
1	Fellowship for Full Time Ph.D.	₹ 8000/- Per Month	For a period of 3 years and extendable by one year.
2	Contingency	₹ 10000/- per annum for Sciences. ₹ 8000/- per annum for Humanities and Social Science.	

(Note: No House Rent Allowance (HRA) is admissible to the Scholar under URF)

### 3. Standard Operating Procedures:

- (i) Award shall commence from the date of Admission of the Scholar.
- (ii) The proforma should be complete in all respects otherwise it will not be accepted in the Finance Branch.
- (iii) A copy of Admission proof and a copy of passbook (self-attested) shall be submitted to the Finance Branch by the fresh scholars with their first claim.
- (iv) Fellowship will be processed on monthly basis and Fellowship claims shall be submitted by scholars duly filled in proforma given at **Annexure-1** to their respective Supervisors for processing and verification. Supervisors shall scrutinize the claims carefully ascertaining the eligibility of scholars for fellowship as per the provisions laid down in these guidelines. Supervisors as applicable, shall forward the fellowship claims with satisfactory remarks to their respective HODs who in turn will submit all bills at once to finance branch for better administrative efficiency and timely disposal of bills.
- (v) Attendance and Leave record of scholars shall be maintained by the supervisors under supervision of HoD. Progress report and Attendance report are not required in the Finance branch.
- (vi) The documents with regard to the claims for a particular period shall reach by the 7th day of each month to the Finance Branch, which, in turn, shall release the fellowship amount to the scholars before 15th of every month if funds are available.
- (vii) Contingency claims will be processed on yearly basis. Contingency claims duly filled and forwarded by concerned Supervisor in proforma given at **Annexure-2** along with

valid and verified bills shall be submitted to their respective HoDs. Stock entries shall be verified by the concerned supervisor before forwarding the contingency claims to the Finance Branch. There should be a single contingency stock register at department level to be maintained by all research scholars under supervision of respective HoDs. The scholars will verify each and every bill and concerned supervisors will certify it with their signature and stamp. Such claims, duly verified and certified, shall be forwarded to Finance Branch by the 15 January (to avoid any clash with financial year closing) which, in turn, shall release the contingency amount to scholars on availability of funds. Unutilized contingency grant shall not be carried forward to next year under any circumstances. However, eligible scholars of M.Phil. Program shall be entitled to draw half contingency grant for the second financial year.

(viii) Fellowship claim for the pending period of more than two months will not be accepted in the Finance Branch.

(ix) **Utilization of contingent grant for the following:**

- a. Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University. Certification from the Central Library is required in this case.
- b. Chemical/consumable items required for the research work.
- c. Equipment required exclusively for research.
- d. Photographic material for thesis work.
- e. Computation charges and computer related peripherals (Hard disc/ pen-drive, mouse etc.) provided certification by the concerned supervisor.
- f. Reprints/off-prints of research papers.
- g. Stationary and postal charges.
- h. Typing of research papers if computer facility is not available in the host institution.
- i. Thesis submission fee, life membership fee of reputed societies of respective subjects and registration fee of seminar/workshop etc.

**Note: Contingent grant cannot be used for TA/DA claim, foreign travel or other expenses for visit abroad and furniture items.**

#### **4. Leave:**

- (i) Maximum leave period for scholars shall be thirty (30) days and five (05) days for Medical leave 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 University Research 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 concerned supervisor shall be forwarded to Scholarship Cell well in advance. Department shall maintain leave records.
- (iv) Scholars shall proceed on leave for specific purposes only after explicit permission of their research supervisors and HOD/Dean, as applicable. Any unauthorized leave shall be treated as constituting grounds for disciplinary action.

#### **5. 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 DRC.
  - 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 scholar concerned to clarify his position and bring facts to its notice.

**Note: These guidelines supersede all notifications/orders/circulars issued earlier on Non-NET fellowship scheme by the University.**