

**GUIDELINES FOR JUNIOR RESEARCH
FELLOWSHIP IN ENGINEERING
AND TECHNOLOGY REVISED
FOR IXth PLAN PERIOD**



**UNIVERSITY GRANTS COMMISSION
NEW DELHI
2001**

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GUIDELINE FOR JUNIOR RESEARCH FELLOWSHIP IN ENGINEERING AND TECHNOLOGY REVISED FOR THE IXth PLAN PERIOD

I. OBJECTIVES

The objective of this scheme is to provide an opportunity to Research Scholars to undertake advanced study and research in Engineering and Technology and Agricultural Engineering leading to Ph.D. Subjects like Geology and Geo-Physics are not considered under Engineering and Technology

II. ELIGIBILITY

Minimum qualifications are Master's degree in Engineering/Technology/Pharmacy with 55 percent of marks. GATE is not a mandatory condition for getting research fellowship to pursue Ph.D. Candidates need not hold a B.E./B.Tech. degree. The age limit is forty years as on 1st July of the year of Award, relaxable by 5 years for women candidates and SC/ST.

III. SELECTION

Applications are invited once a year through advertisement in leading newspapers, for the award of research fellowship in Engineering and Technology for pursuing research leading to Ph.D. The selection will be made on merit on the basis of interviews of the candidates by an Expert Committee appointed by the Commission. The decision of the Commission in this regard shall be final.

IV. VALUE

The value of research fellowships in Engineering and Technology shall be Rs. 2,500/- (unrevised) per month for the first two years with an annual contingent grant of Rs. 7,500/- (unrevised).

At the end of two years of research fellowships, the work done by the fellows will be assessed in a manner as prescribed by the Commission as per details in para 5 for continuation and enhancement of the fellowship. The fellowship for the third and subsequent years will be Rs. 2,800/- p.m. There will be no change in the amount of contingent grant and it will remain at the same level as in the first and second year.*

V. PROCEDURE FOR ENHANCEMENT OF FELLOWSHIP

A. At the end of two years of research fellowship the following procedure should

* (To be revised after decisions are taken by the Government of India, Inter Departmental Committee.)

be followed for considering proposals for enhancement in the value of research fellowship in the case of such Research Fellows only who have done research work on the approved topic for a minimum period of two years under a specific scheme of the UGC. The work done and the time spent on scholarships or fellowships of any agency other than the UGC will not be taken into account in considering the proposals.

- B. The proposal of the fellow alongwith a report of his work and the confidential assessment report of his guide/supervisor be sent for evaluation to an outside expert in the field to be chosen by the Head of the Department/Head of the Institution from the panel of five persons to be suggested by the Supervisor/ Guide of the fellow.
- C. A three member committee consisting of the Dean of the Faculty or Head of the Institution, as the case may be, Head of the concerned Department and the Supervisor/Guide of the fellow may consider and take decision on the proposal for enhancement in the light of the evaluation report of the expert to whom the proposal had been sent. In case the same person is holding more than one position e.g. Dean as well as Head or Head as well as Supervisor, Senior Teacher from the Department be appointed on the three member committee.
- D. The fellowship may be withdrawn if the work is not considered satisfactory.

VI. TENURE

The total duration of research fellowship will be four years initially extendable by one year in deserving cases.

The awardee can avail of research fellowship upto full tenure of the fellowship or the date of award of the Ph.D. degree, whichever is earlier even after submission of thesis provided the supervisor recommends such continuation until the viva voce.

VII. HOUSE RENT ALLOWANCE

Suitable hostel type accommodation may be provided to Research Fellows, failing which they are eligible for HRÁ as per rules of the university/institution. Fellows who have been provided accommodation in a hostel recognized/maintained by the institution may be reimbursed the hostel fees.

VIII. MEDICAL FACILITIES

Medical facilities will be provided to Research Fellows as per university/institution's rules but there will be no reimbursement of medical expenses.

IX. DEPARTMENTAL ASSISTANCE

An amount of Rs. 3,000/- per fellow per year will be paid by the Commission to the university towards Departmental Assistance for providing infrastructural facilities to the Research Fellows.

X. LEAVE

- (A). Research Fellows are entitled for leave for a maximum period of thirty days per year in addition to general holidays but are not entitled to vacation, e.g., summer, winter and pooja. The women awardees would be eligible for maternity leave at full rates for a period not exceeding 135 days once during the tenure of their award.
- (B). The fellow, may in special case be allowed, by the Commission leave without fellowship upto one academic year during the entire tenure of the fellowship for purposes of accepting teaching assignment on a temporary basis/provided the post accepted by him is in the same city/town. In other cases leave will be restricted to a period not exceeding three months during the tenure of award on the recommendations of the supervisor and the institution concerned. The period of leave without fellowship will be counted towards the tenure of fellowship.

XI. OTHER CONDITIONS

Research Fellows in Engineering and Technology should join technical institutions and not the science departments of universities.

The fellow will do whole time research work under the approved guide in a subject selected by him and approved by the university.

- (A). The fellow shall present to the university, through his supervisor, half yearly report on the progress of his work and the university/institution will maintain a record of progress done by the fellow by obtaining the same for the period ending June and December every year.
- (B). If a fellow wishes to relinquish the fellowship during the tenure it should be done with the prior approval of the university. The fellow should also obtain prior permission of the university for appearing in any examination conducted by any university or public body.
- (C). 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. Research Fellows with the consent of the Guide/Head of the Department may assist the university/institution in its teaching programmes if called upon to do so, including tutorials, evaluation of test papers, laboratory

demonstration work, seminar, symposia, etc. provided that such work undertaken by him/her is not likely to hamper his/her research programmes on hand.

- D. Research Fellows should join technical institutes and not the science departments of the universities. In special cases the Commission may place a Research fellow in an institution not covered by the UGC Act if the institution concerned agrees to provide all the infrastructural facilities for the research pursuits of the Research Fellows and to meet all expenditure as per rules set forth above.

The fellowship may be terminated at any time without assigning reasons and the Commission/Institution's decision in this regard shall be final.

XII. PAYMENT OF FELLOWSHIP

Institutions may pay the fellowship amount to the fellows, and meet other expenses from out of the grants paid by the Commission for the purpose in accordance with the rules set forth above. To avoid any hardship to fellows due to delay in payments to them, the Commission would release amount equivalent to 90 percent of one year fellowship and contingency etc. to the institution for the number of Research fellows working in that institution during that year. The remaining 10 percent will be released on receiving Utilization Certificate. For the release of subsequent instalment of grant i.e., fellowship, contingency and departmental assistance, etc. a Utilisation Certificate along with the statement of expenditure incurred may be sent to the Commission at the end of every year together with a half yearly progress report of work done by the awardee.

XII. RESERVATION

22.50 percent of the fellowships are reserved for candidates belonging to Scheduled Castes and Scheduled Tribes who fulfil the requisite qualifications laid down for the award.

XIV. PLACEMENT IN INSTITUTIONS OTHER THAN UNIVERSITIES

In special cases, the Commission may place Research Fellows in institutions not covered by the UGC Act, on the institution concerned agreeing to provide all infrastructural facilities for the research pursuits of the Research Fellows, and to meet all expenses as per rules set forth above. The Commission in such cases will either provide advance funds to such institutions and accept a statement of expenditure later on duly signed by the Research Fellows and countersigned by the Head of the institution, or reimburse the expenditure incurred in accordance with the following.

XV. DISBURSEMENT OF GRANTS

An amount equivalent to 90 percent of one year fellowship and contingency etc. will

be paid to the institution for the number of Research Fellows working in that institution during that year. The remaining 10 percent will be released on receiving Utilisation Certificate. For the release of the subsequent instalments of grants, i.e., fellowship, contingency and departmental assistance, etc. a Utilisation certificate along with the statement of expenditure incurred may be sent to the Commission at the end of every year together with a yearly progress report of work done by the awardee.

**University Grants Commission
(Selection & Award Bureau)
South Campus : Delhi University
Benito Juarez Marg
New Delhi-110 021.**

Application form for Research Fellowship in Engineering & Technology.

The form must be filled carefully, Incomplete form is liable to be rejected.

1. Name (in Block letters with surname underlined)

State Dr./Shri/Smt./Kumari

2. Date of Birth :

3. Nationality :

4. Father/Husband's name (Strike off one not relevant) :

.....

5. (a) Present Address :

(b) Permanent Address :

6. If belonging to Scheduled Caste/Tribes. State name of the Caste/Tribe :

7. Particulars of Educational qualifications, starting with Matriculation onward.
(Please attach attested copies of mark sheets certificates, diploma etc. and give a
reference in the last column) :

Examination passed and year of passing	School/ College university	Subject offered	Division/ Grade	Percentage of marks/ cumulative grade point	Encl. No.

Particulars of GATE/Joint UGC-CSIR JRF Examination passed.

Name of the Examination	Year	Roll No.

(Certificate to be enclosed)

9. Name of the Department; College/University where you proposed to do research
- Department
 - College/University :
 - (& Certificate from the Head of the Department/Institution to the effect that necessary facilities will be provided should be attached).
 - Are you intending to register for a Doctoral Degree?
10. Give particulars of the Research Problem :
- Subject :
 - Specialisation within the subject :
 - Title of Research Problem :
(in block letters)
 - Name and designation of the Supervisor with whom the research is proposed to be undertaken.
- A brief abstract not exceeding 500 words on the proposed research work, methods of approach etc. must be sent along with the application without which the application will be treated as incomplete.
11. Please State :
- Whether you are already registered or propose to register for research work leading to award of a doctorate degree. .
 - Date of Registration :
 - Name of the University :
 - Topic of Research :
 - The period for which you carried on work on the Research Project approved.
 - Name & designation of the Supervisor
 - Details of papers published (if any) with a copy of the reprints. Detail of publications may be given on a separate sheet of owner.

12. In case you are a candidate for post-doctoral research fellowship, please indicate, whether the Doctorate degree has been awarded to you, if so, please indicate:-
- (i) Year of the award of the degree :
 - (ii) Name of the University :
 - (iii) Title of the doctorate thesis :
 - (iv) Details of papers published with a copy of each of the reprints. Details of the publication may be given on a separate sheet of paper.
13. Have you had any scholarship/fellowship before applying for this award? If so, please give its source, value, period and details of work done under that award :
14. If already drawn a scholarship or a fellowship, give particulars below :

Source of Scholarship/ Fellowship	Value & date of commencement	Date upto which tenable	Whether the work has been completed/ is in progress
--------------------------------------	------------------------------	-------------------------	--

15. Present occupation (if employed, indicate the nature of employment and emoluments drawn per month)
16. Do you suffer from any physical disability ? If so, please give details :
17. Any other information relevant to the research work, which you may like to give in support of your application :
18. List of enclosures :
- 1.
 - 2.
 - 3.
 - 4.

Declaration

I hereby declare :

that I have read the rules regarding the award of Research Fellowship of the University Grants Commission and in the event of a Fellowship being awarded, I undertake to engage myself whole time for work on the subject under the direction of the supervisor during the tenure of fellowship. I further declare that to the best of my knowledge and belief, the particulars given in the form are correct.

Place :

Date :

(Signature of the Candidate)

For use by University/College

It is certified that necessary facilities will be provided for the research work of :
..... recommendation of the forwarding authority : (Views of Supervisor/Head of the Department regarding the candidate's suitability for the award should be obtained separately and enclosed with the application).

Signature

Place :

Registrar/Principal

Date :

University/College

BASIC DATA SHEET

(To be filled by the candidate in capital letters. One letter should be filled in each box. One box should be left blank between two words)

1. Fellowship No.

(to be filled in the Office)

2. Name

3. Address for Correspondence.

4. Education Qualifications :

	Exam Passed	Subjects	% of marks
B. Pharm.	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>
B.E./ B. Tech.	<input style="width: 150px; height: 25px; text-align: center;"/> Graduation	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>
M. Pharm./ M.E./ M. Tech.	<input style="width: 150px; height: 25px; text-align: center;"/> Post Graduation	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>

5. Particulars of Gate/Joint UGC-CSIR JRF Examination passed.

Exam Passed	Year	Roll No.	% if any
<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 100px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>

6. Title of Research Project :

7. Name of the Department, College/University where you propose to do research

8. Whether obtained any other fellowship/Scholarship (Yes/No)

(Enter 'Y' or 'N')

9. Category (Write '1' for SC, '2' for ST '3' for PH '4' for general)

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Annexure-II

Rules for utilisation of regular contingency grants admissible to the UGC Research Fellows in Engineering and Technology leading to Ph.D.

Regular Contingency Grant :

1. The regular contingency grant of Rs. 7,500/- per annum admissible to the UGC Research Fellow may be utilised on apparatus, chemicals, equipments, books journals, photo-state copies and micro films, typing, stationary postage and field work/travel needed in connection with the approved research project with the approval of the Supervisor and the University/Institution.
2. The contingency grant is not intended for meeting expenditure on furniture etc., items normally provided by the University/ Institution and payment of examination or other fees.
3. On termination of the fellowship the apparatus and other non-consumable articles purchased out of the contingency grant will become the property of the University or the Institution where a fellow works.
4. For all the expenditure out of the contingency grant a certificate from the Supervisor to the effect that the expenditure incurred is in furtherance of the approved research project will be necessary.
5. The travel allowance for approved field work/travel in connection with the research work will be admissible according to the rules applicable to the teaching staff of the University/Institution.
6. The Contingency grant for the first year of the fellowship tenure will be released to the University/Institution concerned, on the receipt of the joining report and statement of particulars etc. The contingency grant for the subsequent years will be released only on receipt of account of expenditure incurred out of the previous instalment of grant duly certified by the Supervisor/Head of the Department & Registrar of the University/Institution or on receipt of the utilisation certificate in the prescribed proforma (Appendix) through the University/Institution.
7. The amount left unspent at the end of first year of the fellowship tenure will be carried forward to IInd year, but the unspent balance lying on subsequent years will have to be refunded to the Commission. Any amount left unspent out of the Contingency grant on the date of expiry/termination/relinquishment of the fellowship will be refundable to the Commission.

**University Grants Commission
(Selection & Award Bureau)
South Campus : Delhi University
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Form for submitting accounts of contingency grants and the utilisation certificate.

1. Name of the Awardee :
2. Code No. :
3. Name of the Scheme under which he/she is working :
4. Period for which the account of contingent grant relates :
5. Expenditure From..... to

	<i>Amount</i>	<i>Dates</i>
(a) Books & Allied items		
(b) Typing (Tracing & Ammonia Printing)		
(c) Stationary		
(d) Postage		
(e) Chemical and Electrical goods		
6. Period for which the contingent grant is payable :

Certified that the expenditure of Rs. (Rupees
.....)
out of the contingency grant of Rs. sanctioned vide
Commission letter No. F. dated in
respect of has been utilised for
the purpose for which it was sanctioned in accordance with the terms and conditions
laid down by the University Grants Commission for utilisation of contingency grant.

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 regularise the objected amount.

Signature

Awardee

Head of the Deptt.

Registrar/Principal

**University Grants Commission
(Selection & Award Bureau)
South Campus : Delhi University
Benito Juarez Marg
New Delhi-110 021.**

Annexure-III

Award of Research Fellowship in Engineering & Technology

Statement to be furnished by the University/College alongwith the request for drawing the grant for the period ending

This is to certify that
has joined the Department of
under the above scheme of the University Grant Commission with effect from (F.N.) He/She will be provided with all necessary facilities during his/her tenure of award. Also certified that he/she is not recipient of emoluments from any other source after joining the fellowship awarded to him/her by the University Grants Commission. The total amount payable for him/her fellowship including the contingent grant of Rs. 7,500/- comes to Rs.

Registrar/Principal

University/Institution

SEAL

N.B. The joining report of the fellow in original duly countersigned by the supervisor may kindly be attached to this statement.

**University Grants Commission
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Annexure-IV

Progress report for the period ending June/December 19

1. Name of the Fellow No. and date of award letter

2. (a) Topic of Research work
(b) Is the Fellow working on the topic for the award of doctorate degree?
(c) If so, the date of registration with the University.

3. Date of commencement of research.
(a) At the University
(b) Under the U.G.C. Fellowship

4. Total number of working days during the period.

5. No. of days the fellow remained on leave (with dates).
(a) With Fellowship No. of days from to
(b) Without fellowship No. of days from to

6. No. of days the fellow remained out of station for field work travel with dates and place visited. No. of days from to
Places visited

7. No. of days the fellow remained present at the University/College
No. of days

8. Published during the period under report (a) Title of the Article/Paper
(Please enclose a reprint of each) (b)

9. Title of Monograph Written during the period under report.

10. Teaching Work done during the period under report.
 - (a) No. of periods taken per week at B.Sc. (Engg.), B. Tech./B.E. Level.
 - (b) No. of periods taken per week at M.E./M.Sc. Engg./M.Tech.
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.

Supervisor

Head of the Department

Registrar/Principal

**University Grants Commission
(Selection & Award Bureau)
South Campus : Delhi University
Benito Juarez Marg
New Delhi-110 021.**

Annexure-V

Certified that the amount of Rs.
.....
.....) out of Rs.
sanctioned in respect of as
fellowship/contingency under the scheme of Research Fellowships in Engineering, &
Technology vide U.G.C. letter No. dated has been fully
utilised for the purpose for which it was sanctioned and in accordance with the terms
and conditions laid down by the University Grants Commission. The balance amount of
Rs. has been carried forward/refunded vide demand draft No.
dated vide letter No. dated

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

Signature

Supervisor

Head of the department

Registrar/Principal



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