



**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI – 110002**

Guidelines for BSR Fellowships in Sciences for Students

(Applicable to all Departments of Sciences, Bio-Sciences, Agricultural Sciences, Engineering Sciences of the eligible Universities)

1. Introduction

The Research Fellowship in Sciences for meritorious students BSR scheme of the UGC is open to candidates who are selected for registering to the Ph.D. programme of the university through a procedure outlined already in the UGC notification by a regular admission procedure . The registration for Ph.D. may follow after the admissions.

2. Objectives

The objective of the BSR scheme is to provide opportunities to meritorious candidates to undertake advanced studies and research leading to Ph.D. degrees in sciences.

3. Eligibility

The candidates who are selected for registering to the Ph.D. programme of the university through a procedure outlined already in the UGC notification by a regular admission procedure in Universities with Potential for Excellence/Centres with Potential for Excellence / Centres of Advance Studies and Department of Special Assistance identified by UGC. The registration for Ph.D. may follow after the admissions.

4. Nature of Assistance Available Under the Scheme:

The tenure of fellowship is initially for two years under the BSR scheme. Upon expiry of this period, If the research work is found satisfactory, his/her tenure will be extended further for a period of five year under the enhanced emoluments as SRF. The recommendation of the Committee shall be submitted to the UGC designated agency for Upgradation to the level of RGNF-SRF in the prescribed proforma (**Annexure- VI**) In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. In such cases work will be evaluated again after three years, and if improvement is found, the Fellow will get two more years under the BSR. Thus, the total period of fellowship is five years, with no further provision of extension.

5. Financial Assistance:

Fellowship	For GATE/NET Qualified candidates: JRF @ 24,800/-pm for 2years SRF@ Rs. 27,900 pm for remaining period For others: JRF @ Rs. 21,700/- for 2 years SRF @ Rs. 24,800/- pm for remaining period
Contingency	Contingency: @ Rs. 12,000/- pa for JRF @ Rs. 25,000/- pa for SRF

HRA:

- i) Suitable hostel accommodation may be provided to the candidates in the institutions. In such cases, the fellow is eligible to draw only hostel fees excluding mess, electricity, water charges, etc. A certificate to this effect is to be furnished through the Registrar/Director/Principal. HRA is not permissible for those candidates who are staying in Hostel accommodation.
- ii) In case of non-availability of hostel accommodation, the fellow may be provided with single accommodation by the host institution. In such cases, the rent paid by the fellow on actual basis may be reimbursed subject to the ceiling of HRA as per Govt. of India norms.
- iii) If the fellow makes her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of cities by the Govt. of India.

Medical:

No separate/fixed medical assistance is provided. However, the Fellow may avail the medical facilities available in the University/Institution/College.

Leave:

- I) Leave for maximum period of 30 days in a year in addition to public holidays maybe taken by the BSR Fellow with the approval of the Head of Department. However, they are not entitled to any other vacations, such as summer, winter and pooja vacations.
- II) Candidates are eligible for maternity/ **paternity** leave at full rates of the fellowship as per Government of India rules once during the tenure of the award.
- III) The fellow, in special cases may be allowed by the Commission, academic leave without fellowship and contingency for a period not exceeding **one year** during the tenure of award on the recommendation of the Head of the department of the institution concerned **to undertake academic/ teaching assignment or foreign travel in connection with academic work. The expenditure on travel cannot be claimed from UGC.** The period of leave without fellowship will be counted towards the tenure.

6. Procedure for Applying and Selection under the Scheme

Only those candidates who are selected for registering to the Ph.D. programme of the university through a procedure outlined already in the UGC notification by a regular admission procedure in Universities with Potential for Excellence/Centres with Potential for Excellence / Centres of Advance Studies and Department of Special Assistance identified by UGC are eligible to apply for fellowship under the scheme. The registration for Ph.D. may follow after the admissions. They will have to apply for Research Fellowship to the identified Universities/Institutions. The selections would be made by the concerned institution as per the provisions contained in these guidelines.

The university shall select the Research Fellows under the scheme from amongst the eligible candidates through a process of interview by Selection Committee with the following constitution:-

- a) An eminent scientist to be nominated by the Vice-Chancellor
- b) Head of the Department
- c) One Professor and one Reader from the department, to be nominated by the Vice-Chancellor
- d) Two Experts from outside the university to be nominated by Vice-Chancellor, out of the Panel of names proposed by Head of the Department

7. Procedure for release of grant

It may be noted that the fellowship amount shall be disbursed through UGC designated agency into the bank account of the Fellow directly. The list of designated branches of UGC identified agency is available on the UGC portal i.e. www.ugc.ac.in. The awardee is required to approach the designated branch along with a Copy of the Award Letter and Joining Report with photograph, address and contact number in the prescribed proforma **Annexure-I**. The Fellow is also required to submit the following documents to the designated branch of the UGC designated Bank at the stipulated period interval. The approved Agency may verify the genuineness of records before disbursement of funds.

- i. At the end of every three months the fellow shall submit a 'Continuation Certificate' in the prescribed proforma. Annexure-II. This will make the awardee eligible to draw the fellowship for the next three months.
- ii. After completion of one year of the award of fellowship, the concerned fellow/awardee shall submit and present its Yearly Progress Report in the proforma prescribed by the UGC as given in Annexure-III.
- iii. The Fellow/awardee shall also submit and present accounts of contingency grants in the proforma prescribed by the UGC as given in Annexure-IV.
- iv. Fellow/awardee shall submit and present its HRA Certificate in the prescribed proforma Annexure-V.

Aadhaar Seeding

The Ministry of Human Resource Development, Government of India vide its letter D.O. No. 18-7/2013-U1A dated 10th June, 2016 has instructed the University Grants Commission that from the financial year 2016-17 onwards the Aadhaar has been mandatory for disbursement of all Government subsidies/Scholarships/Fellowships which are to be disbursed directly into the beneficiary's account.

8. DISBURSEMENT OF FELLOWSHIP (old cases/legacy case):

UGC has developed a dedicated web portal (available on UGC website) at <https://scholarship.canarabank.in/AdminLogin.aspx> for capturing data for eligible scholars through which legacy (Non-DBT) shall be transferred on DBT platform. The Universities/Institutions/Colleges will submit the master data of the eligible beneficiaries on the portal with a unique users profile (use name and password). The bank accounts numbers of the beneficiaries will be validated through PFMS for creation of beneficiary ID.

The Universities/Institutions/ Colleges shall update the information in the master data (regarding continuation, HRA, up-gradation, resignation etc.) of the beneficiaries on monthly basis. Based on the master data received from the concerned Universities/Institutions/Colleges the payment of the fellowship will be made to the beneficiaries through DBT platform only.

9. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME:

- i. The fellow will undertake full-time research work under the approved guide in a subject selected by him and approved by the university/selection committee. The fellow shall present to the university, through his/her supervisor, yearly progress reports ending the month of June and December, and the University/Institution/College will maintain a record of progress by obtaining the same.
- ii. The research fellow shall submit, through the senior faculty member with whom he/she is working and the head of the department/university, a half-yearly report on the progress of his/her research work. (Annexure-IV). On completion of the award he/she will submit to the Commission a comprehensive report and a copy of his/her published work, if any, and an abstract of the research work in about 500 words.
- iii. If a fellow wishes to relinquish the fellowship during the tenure, it should be done with the prior approval of the University/institution/College and the Commission. The fellow should also obtain prior permission of the University/institution/College and Commission for appearing in any examination conducted by any University/institution/College or public body.
- iv. In case the Progress of the work is found unsatisfactory, the award may be decision of the Commission in this regard will be final.

- v. 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. The fellow with the consent of the guide/head of department, may assist the University/institution/College in its academic work, including tutorials, evaluation of test papers, laboratory demonstration work, seminar symposia, etc., provided such work is not likely to hamper the research programme on hand.
- vi. If the Fellow is availing any other fellowship/ project from any other organization at the time of selection, he/she shall be required to surrender one award.
- vii. Feedback After completion of the Research work the student will submit his/her research work in the INFLIBNET repository along with the research papers published M.Phil and Ph.D for RGNF (At least 4 research papers 2 National and 2 International) 2 National/International publication at the time of submitting Departmental review Committee Recommendation and 2 National/International publication by the end of the tenure must be submitted.
- viii. The fellow will be required to submit Ph.D./M.Phil. completion certificate after successfully submitting the comprehensive report of the research work and the publications in the UGC-INFLIBNET repository.

Note: The last 2 instalments will be released only after submission of the feedback and Research work in the Repository.

10. OTHER CONDITIONS:

The University/Institutions/College shall admit the fellows under RGNF-SC scheme for research leading to M.Phil or Ph.D irrespective of the stipulated number of research students assigned to the Supervisor or the Department in the concerned subjects.

11. RESIGNATION:

If the fellow wishes to leave the fellowship before the end of the tenure, the information regarding relinquishment may be informed to the identified Agency under intimation to UGC. Grant will be released upto the date of relinquishment, provided it is whether the total tenure of fellowship.

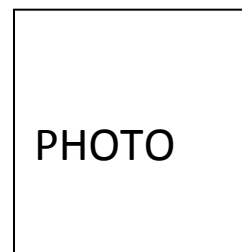
12. CANCELLATION OF AWARD:

The fellowship is liable to cancellation, in case of:

- i. Misconduct.
- ii. Unsatisfactory progress of research work.
- iii. Candidate is later found ineligible.
- iv. Candidate is already availing scholarship/fellowship from any other sources.
- v. Candidate if found employed during the M.Phil/Ph.D research.
- vi. Any false information furnished by the applicant or any fraudulent activity by the Scholar/Fellow/Research Awardees.

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BSR SECTION
JOINING REPORT



BSR Fellowship scheme for Science Students

Name of Fellow:

This is to certify that Mr./Ms. has joined the Department of..... in this Institution/College affiliated to University for doing in the subject ofunder the scheme of the BSR fellowship for Science student of University Grants Commission with effect from(F.N./A.N.). He/She belongs to category.

He/she will be provided with all necessary facilities during his/her tenure of award. The terms and conditions of the offer are acceptable to Fellow.

Also certified that fellow shall not accept/hold any emoluments paid or otherwise or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award.

Signature:
Name :
Date:
(Awardee)
Phone no.
Email:
Bank a/c No.:
IFSC code:
MICR code:
Aadhaar No.:

Signature:
Name :
Date:
(Ph. D supervisor)

Signature:
Name :
Date:
(Head of the dept.)
Seal of HOD

Signature:
Name :
Date:
(Registrar/Director)
Seal of
University/Institute

UNIVERSITY GRANTS COMMISSION
(BSR Section)
BAHADUR SHAH ZAFAR MARG
NEW DELHI- 110002

CONTINUATION CERTIFICATE

BSR Fellowship scheme for Science Students

This is to certify that Mr./Ms _____ has continuously working
in the Department _____ under the above mentioned scheme for the
quarter from _____ to _____ .

Signature:
Name :
Date:
(Awardee)

Signature:
Name :
Date:
(Ph. D supervisor)

Signature:
Name :
Date:
(Head of the dept.)
Seal of HOD

Signature:
Name :
Date:
(Registrar/Director)
Seal of
University/Institute

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YEARLY PROGRESS REPORT

1. Name of the Fellow:
2. Award letter number and date:
3. Topic of research work:
4. Date of commencement of research: a) At the university: b) Under the Fellow for SC/ST:
5. Period of Progress Report:
6. Total number of working days during the period:
7. Number of days the fellow remained on leave (with dates): a) With fellowship, number of days: from..... to..... b) Without fellowship, number of days: from..... to.....
8. Number of days the Fellow remained out of station for fieldwork/travel, with dates and places visited: a) Number of days: from..... to..... b) Places visited.....
9. Number of days the Fellow remained present at the University/Institution/ College:
10. Publications during the period under report (please enclose a reprint of each):Title of article/paper.
11. Teaching work done during the period under report: a) Number of periods taken per week at B.Sc./B.A level: b) Number of periods taken per week at M.Sc./M.A. level:
12. Title of the monograph written during the period under report:
13. A detailed account of the work done during the period (a separate sheet may be attached for the purpose):
14. Comments of the supervisor on the progress of the research work during the period under report:

Signature:
Name :
Date:
(Awardee)

Signature:
Name :
Date:
(Ph. D supervisor)

Signature:
Name :
Date:
(Head of the dept.)
Seal of HOD

Signature:
Name :
Date:
(Registrar/Director)
Seal of
University/Institute

UNIVERSITY GRANTS COMMISSION
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FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE
UTILISATION CERTIFICATE

- 1. Name of Fellow:
- 2. Award letter number and date:
- 3. Name of the scheme under which she is working:
- 4. Period to which the accounts of contingency grant relates:
- 5. Expenditure From:to.....

Amount Dated A –
Books and allied items :

B- Typing :

C- Stationery :

D- Postage :

E- Chemical and electrical/electronic goods :

F- Travel/fieldwork :

Certified that the expenditure of Rs..... (Rupees.....
.....) out of the contingency grant of Rs..... (Rupees
.....) in respect of..... has been utilized for
the purpose for which it was sanctioned in accordance with the terms and conditions laid down by
the University Grants Commission.

**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 regularize the objected amount.**

Signature:
Name :
Date:
(Awardee)

Signature:
Name :
Date:
(Ph. D supervisor)

Signature:
Name :
Date:
(Head of the dept.)
Seal of HOD

Signature:
Name :
Date:
(Registrar/Director)
Seal of
University/Institute

H R A CERTIFICATE

Certificate No.1

Certified that Mr./Ms. is paying house rent of Rs. and is eligible to draw House Rent Allowance @ Rs. as per university rules.

Registrar/Director/Principal Or

Certificate No.2

Certified that Mr./Ms is staying independently and, therefore is eligible to draw House Rent Allowance @ Rs. minimum admissible to a lecturer as per university rules.

Registrar/Director/Principal Or

Certificate No.3

Certified that Mr./Ms has been provided accommodation in the hostel. But he/she could not be provided with single seated flat type accommodation as recommended by the Commission. Hostel fee Rs..... Per month w.e.f. is being charged from him/her. Registrar/Director/Principal 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 regularize the objected amount.

Signature:
Name :
Date:
(Awardee)
Aadhaar No.:

Signature:
Name :
Date:
(Ph. D supervisor)

Signature:
Name :
Date:
(Head of the dept.)
Seal of HOD

Signature:
Name :
Date:
(Registrar/Director)
Seal of
University/Institute

N.B. For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR UPGRADATION FROM BSRJRF TO BSR-SRF UNDER THE SCHEME OF BSR FELLOWSHIP

Assessment for upgradation of Mr./Mrs. _____ Working RGNJRF at the _____ Department of - _____ of University/Institution/College _____ on completion of two years on date _____.

CONSTITUTION OF THE COMMITTEE: (Name and designation)

1. [1 Outside Subject Expert- other than same Univ./Instt./College]
2. [Supervisor of Research Scholar]
3. [Head of the Department]

Date of joining:

Ph.D. registration No.:

Date of meeting: Time:

VENUE OF ASSESSMENT/INTERVIEW:

ASSESSMENT OF THE COMMITTEE

The Committee assessed the progress of the candidate through their presentation followed by interview and recommended as follows.

RECOMMENDATIONS :(Strike out whichever is not applicable)

In view of the outstanding/very good/satisfactory performance of the BSR-JRF, and also the fact that he/she has published work to his/her credit, the committee makes the following recommendations.

Mr./Mrs./Ms. _____ maybe upgraded from **BSR-JRF to BSR-SRF.**

Signature
Name:
Date :
Name of the Supervisor

Signature
Name:
Date :
Head of the Deptt.

Signature
Name:
Date:
Registrar/Director/Principal
(Seal of University/Institution/College)