

UNIVERSITY GRANTS COMMISSION

UGC 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.

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, the work of the Fellow will be evaluated by Experts Committee to be set up by the university. If the research work is found satisfactory, his/her tenure will be extended for a further period of three years. 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.

Financial Assistance:

<u>Amount of Fellowships</u>	
<u>For Non-Gate candidates</u>	:
Ist & IInd Year Grant	: Fellowship Rs.14,000/- p.m. Contingency @ Rs.12,000/-p.a. H.R.A. as per university rules.
IIIrd, IV & V Year Grants	: Fellowship @Rs. 16,000/-p.m. Contingency @ Rs.25,000/-p.a. H.R.A. as per university rules.
<u>For GATE qualified candidates</u>	
1 st & 2 nd year Grant	: Fellowship @ Rs.16,000/-p.m.
3 rd , 4 th & 5 th	: Contingency @ Rs.12,000/-p.a HRA as per University rules Fellowship @ Rs.18,000/-p.m. Contingency @ Rs.25,000/-p.a. H.R.A. as per university rules.

Leave: Research Fellows would be entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations. Women candidates are eligible for maternity leave of 135 days at full rates of fellowship once during the tenure of their award.

In special cases Research Fellows may be allowed leave without fellowship by the Commission upto one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city/town. In other cases, leave without fellowship will be restricted to a period not exceeding three months during the tenure of the award on the recommendations of the supervisor and the institution. The period of leave without fellowship will be counted towards the total tenure of the award. Research Fellows have to apply for leave through universities / institutions / colleges well in advance for the approval of the Commission.

5. 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.

6. Procedure for Release of Grant

This is a direct benefit transfer scheme the grant is released through Canara Bank to the selected candidates.

After selection of candidates eligible to receive fellowship under the Scheme of BSR FELLOWSHIP, the list of such candidates shall be handed over to the nodal officer of Canara Bank in the predesigned format.

All the selected candidates should Submit the Joining Report in the prescribe format **(Certificate-I)** to designated Canara bank branch, duly signed by the Head of the Department of the University and countersigned by the Registrar. After verifying the Joining report of the fellow the Canara Bank branch will release fellowship for next three months.

At the end of every three months the fellow has to submit Continuation Certificate **(Certificate-II)** to the designated Canara Bank branch in order to become eligible to draw fellowship for the next three months.

The Contingency grant is also deposited in the fellows account . After the end of one year the concerned fellows has to submit contingency utilization certificate

(Certificate-III) to the designated Canara Bank branch. Thereafter the contingency amount for the next year will be released.

The concerned fellow has to submit the HRA certificate **(Certificate-IV)** to the designated Canara Bank branch to avail the House Rent Allowance. The HRA certificate has to be submitted after every three months.

7. Procedure for Monitoring the Progress of the Scheme

The performance of the Research Fellow is monitored by their respective supervisor/guide and reflected in the yearly progress report submitted to the university for submission to the UGC office. After completion of one year the concerned fellow has to submit his/her yearly progress report **(Certificate-V)** in the prescribed format to the designated Canara Bank branch. Thereafter the initiation of disbursement of next year fellowship will take place.

On completion of first two years of the award, the Fellow may apply to the department/university concerned for continuation. For this purpose, a three-member Committee consisting of the Supervisor, Head of Department and one Outside Expert in the concerned subject will be constituted by the Institution to evaluate the research work done by the Fellow. On Recommendations/Comments of the Committee, the Fellow will be allowed to continue.

The concerned departments are expected to monitor the work of the Fellow continuously. He/she shall not accept or hold any position, paid or otherwise, or receive emoluments, salary, stipend, etc. from other sources during the tenure of the award.

The fellowship may be terminated by the Commission, on the recommendation of the University at any time during the tenure and the decision of the Commission will be final and binding. The tenure of the fellowship is for five years from the date of joining, subject to satisfactory progress report of the Fellow or submission of Ph.D. thesis, whichever is earlier. No extension is permissible beyond the total tenure of five years and the awardee ceases to be a UGC Research Fellow under the scheme of BSR immediately after expiry of the due date. Any claim/reference to this effect will be illegal and the individual may have to face disciplinary action for such an act.

8. Other Conditions

The Research Fellow, with the consent of the guide/head of department, may assist the university/institution in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, provided such work is not likely to

hinder the research programmes on hand. The total amount of time to be spent on such activities should not exceed ten hours a week.

9. Cancellation of Award

The fellowship is liable to cancellation, in case of:

2. Misconduct
3. unsatisfactory progress of research work/failure in any examination related to M.Phil./Ph.D.; or
4. he/she is found ineligible later

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CERTIFICATE I

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI – 110002



BSR Section

JOINING REPORT

BSR FELLOWSHIP

Name of Fellow:

Award letter number and date or UGC Circular number and date:

This is to certify that.....has joined the
Department of

.....under the above scheme of the BSR FELLOWSHIP

With effect from.....(Date of Joining)(F.N./A.N.). She/he will be
provided with all necessary facilities during her award. H2 She belongs to
..... *(Mention the category)*. The terms and
conditions of the offer are acceptable to Awardee.

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	Signature	Signature	Signature
Name	Name	Name	Name
Date	Date	Date	Date
Awardee	Mentor	Head of Deptt.	Registrar/ Director
Ph. No.	(Seal)	(Seal)	(Seal of
University/Institution)			
Mobile :			
E.mail :			
Bank A/c No.		Bank A/c No. of	
IFSC Code :		University/Institution)	
		IFSC Code :	

CERTIFICATE II



UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002

BSR Section

CONTINUATION CERTIFICATE

Award of BSR FELLOWSHIP

This is to certify that _____

has been continuously working in the Department _____

in the subject under the above scheme for the quarter from _____ to
_____.

Signature
Date
Name of the
Awardee

Signature
Date
Head of the Deptt.

Signature
Date
Registrar/
Director

- The candidate is requested to furnish the Aadhar Number, if applicable.

Date

CERTIFICATE III

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002
BSR Section

**FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND
THE UTILISATION CERTIFICATE**

1. Name of BSR Fellow:
2. Award letter number and date:
3. Name of the scheme under which he/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 (tracing and ammonia printing):

C- Stationery:

D- Postage

E- Chemical and electrical goods:

F- Travel/fieldwork:

1- Period for which the contingency grant is payable:

Certified that the expenditure of Rs.(Rupees.....) out of the contingency grant of Rs.(Rupees.....)sanctioned vide Commission letter number F..... Dated..... In respect of..... has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions lay 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

**Name of the Candidate
(Seal)**

Signature

Name

Date

**Head of Deptt. Registrar/ Director
(Seal of University/Institution)**

Signature

Name

Date

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

CERTIFICATE IV

HRA 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 w.e.f.....

Registrar/Director

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

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

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

Signature

Name

Date

Name of candidate

Signature

Name

Date

Head of Deptt.

(Seal)

Signature

Name

Date

Registrar/Director

(Seal of Univ./Institution)

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

CERTIFICATE V

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002
BSR Section**

YEARLY PROGRESS REPORT W.E.F. _____

1. Name of the Fellow:
2. Number and date of award letter :
3. Detail of research:
 - a) Topic of research:
4. Total number of working days during the period:
5. 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.....
6. Number of days the Fellow remained out of station for fieldwork/travel with dates and place visited:
 - a. Number of days..... from..... to.....
 - b. Places visited:
7. Number of days the Fellow remained present at the university/institution/college:
8. Title of the article/paper published during the period under report: (Please enclose reprint of each)
9. Title of monograph written during the period under report
10. Teaching work done during the period under report :
 - a. Number of periods taken per week in graduate course
 - b. Number of periods taken per week under post graduate course
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:

Signature	Signature	Signature	
Signature			
Name	Name	Name	Name
Date	Date	Date	Date
Awardee:	Guide/Supervisor	Head of Deptt	
Registrar/Director			
Mob.	Seal	(Seal)	(Seal of Univ/Inst.)

Email id:
Bank a/c:
IFSC:

Name of the Candidate Head of Department Registrar/ Director
(Seal) (Seal of University/Institution)

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002
BSR Section

**THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR
UPGRADATION FROM JRF TO SRF UNDER THE BSR SCHEME**

Assessment for Up gradation of

Mr./Mrs. _____

working at the Department of _____ of

University/Institution _____ on completion of two

years on date _____

CONSTITUTION OF THE COMMITTEE

(Name and designation)

1. [**1 Outside Subject Expert- other than same Univ./Instt.**]

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 and also the fact that he/she has published work to his/her credit, the committee recommends that

Mr./Mrs./Ms. _____ may be upgraded or not
upgraded from JRF to SRF w.e.f _____

Signature

Name

Date

**Name of the Supervisor
(Seal)**

Signature

Name

Date

**Head of Department
(Seal)**

Signature

Name

Date

**Registrar/ Director
(Seal of University/Institution)**