

GUIDELINES FOR

XII PLAN

**MAULANA AZAD NATIONAL FELLOWSHIP
FOR
MINORITY STUDENTS (MANF)**

2012 -2017



**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110002**

SCHEME OF MAULANA AZAD NATIONAL FELLOWSHIP FOR MINORITY STUDENTS

1 INTRODUCTION

The Maulana Azad National Fellowship for Minority Students is formulated and funded by Ministry of Minority Affairs. The scheme is open to candidates who belong to one of the Minority Community i.e. Muslim, Sikh, Parsi, Buddhist, Christian & Jain and are pursuing higher studies such as regular and full time M.Phil/Ph.D. degrees in Sciences, Humanities, Social Sciences and Engineering & Technology. 3% fellowships are reserved for Physically Handicapped candidates belonging to Minority Communities as per provision laid down by the Government of India.

2 OBJECTIVE

The objective of the scheme is to provide integrated five year fellowships in the form of financial assistance to students from minority communities, as notified by the Central Government to pursue higher studies such as M.Phil. and Ph.D. at Indian Universities/Institutions/Colleges as indicated below:

- Universities/Institutions/Colleges included under section 2(f) & and 12(B) of UGC Act.
- Deemed to be Universities included under Section 3 of the UGC Act, 1956 and eligible to receive grants-in-aid from UGC,
- Universities/Institutions/College funded by Central/State Government.
- Institutes of National Importance.

3 TARGET GROUP

The candidates belonging to one of the minority community who have passed the post graduation examination with minimum 50% marks in concerned subject and who are pursuing full time research without JRF of UGC-NET or UGC-CSIR NET.

4 ELIGIBILITY

A candidate has to fulfill the following conditions to be eligible for award of this fellowship:-

- (i) Candidate should belong to one of the minority communities – Muslim, Christian, Sikh, Buddhist, Parsi & Jain notified under Section 2 (c) of the National Commission for Minorities Act, 1992.
- (ii) Candidate should submit the minority community certificate on an actionable and legally valid affidavit, until the State Government/Union Territory administration starts to issue the minority community certificate.
- (iii) Candidate should be registered for regular and full time M.Phil/Ph.D courses in University/Academic Institution by fulfilling conditions of admission of that University/Institution.

- (iv) The annual income of the beneficiary/parents or guardian of the beneficiary should not exceed Rs. 2.5 lakh from all sources. Candidate should submit his/her income or his/her parent's/guardian's income certificate issued by the appropriate Authority.
- (v) The candidate should have secured a minimum score of 50% at Post Graduate level.
- (vi) Transgender candidates are eligible to apply under the scheme. The reservation shall be followed as per Government of India norms.

5 RESERVATION

5.1 The reservation for differently abled students shall be made as per Government of India norms and in a horizontal manner.

5.2 30% of fellowship shall be earmarked for women students; remaining 70% will be general. In case there is shortage of women candidates, the fellowships can be passed on to male students of the same minority community.

5.3 NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:

5.4 SLOTS : There are 756 slots every year for all the subjects.

5.5 TENURE OF FELLOWSHIP

| Name of the Course | Maximum duration | Admissibility of JRF and SRF | |
|--------------------|---|------------------------------|-------------------|
| | | JRF | SRF |
| M.Phil. | 2 years or submission of dissertation whichever is earlier. | 2 years | Nil |
| M.Phil. + Ph.D. | 5 years or submission of Ph.D. thesis whichever is earlier. | 2 years | Remaining 3 years |
| Ph.D. | 5 years or submission of Ph.D. thesis whichever is earlier. | 2 years | Remaining 3 years |

5.6 AMOUNT OF FELLOWSHIP

| | |
|--|---|
| Fellowship | @ Rs. 25,000/- for initial two years (JRF) @ Rs. 28,000/- for remaining tenure (SRF) |
| Contingency for Humanities & Social Sciences and Commerce. | @ Rs. 10,000/- p.a. for initial two years @ Rs. 20,500/- p.a. for remaining three years. |
| Contingency for Science | @ Rs. 12,000/- p.a. for initial two years @ Rs. 25,000/- p.a. for remaining three years. |
| Escorts/Reader Assistance | @ Rs. 2,000/- p.m. in case of physically and visually challenged candidates |

6 DISTRIBUTION OF FELLOWSHIPS

- 6.1 The total number of fellowships each year will be 756 (state-wise distribution). In case of non-availability of adequate number of candidates the number of fellowships not availed during a year will be carried forward to the next academic session.
- 6.2 30% of the fellowship shall be earmarked for women students; remaining 70% will be general. In case there are shortage of women candidates, the fellowship can be passed on to male students of the same minority community.
- 6.3 In case the numbers of candidates exceed the number of available awards, candidates will be selected for the fellowships based on the percentage of marks obtained by them in their qualifying Post Graduation examination
- 6.4 Scholars will be selected under the scheme in all domains of knowledge.
- 6.5 Un-utilised fellowship of any community in a State/UT will be transferred to eligible scholars of the same community at national level. Thereafter, un-utilised fellowship; if any; will be transferred to eligible scholars of other Notified Minority Communities purely on merit basis at the national level.
- 6.6 The distribution of fellowship among different States/ UTs would be in proportion to Minority population in respective States/ UTs as per 2001 Census. However all States/ UTs shall have atleast 4 fellowships by suitably reducing the targets of states having higher allocations. There will be no community wise distribution in States/ UTs with four fellowships. All applications will be pooled together and decided on the basis of merit.
- 6.7 In case the number of fellowship so allocated to a State/ UT are not fully utilized due to non-availability of eligible candidates, the slots will be re-allocated amongst other States/ UTs where the number of eligible candidates is more than the number of slots allocated to that State/ UT.
- 6.8 The minority community students once considered eligible for fellowship shall not be entitled to benefits under any other source of the Central or State Government or any other body like UGC for the same study.
- 6.9 Fellowship cannot be transferred from one minority community to another.
- 6.10 Not more than two students from one family can avail MOMA fellowship.

7 HOUSE RENT ALLOWANCE

- 7.1 Suitable single-seated 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.
- 7.2 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.
- 7.3 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.

Note : In all the above cases, the fellow will submit a relevant certificate (Annexure-VI) through the concerned University/College/Institute to the identified Agency for settling the claim.

8 MEDICAL

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

9 LEAVE

Leave for maximum period of 30 days in a year in addition to public holiday may be taken by the candidate. However, they are not entitled to any other vacation, such as summer, winter and pooja vacations.

- 9.1 Candidates are eligible for maternity/ paternity leave at full rates of the fellowship as per Govt. of India rules once during the tenure of the award.
- 9.2 **Academic Leave:** The Fellow may be allowed academic leave (without fellowship and other emoluments) for a period not exceeding one year during the tenure of award for academic/teaching assignment /foreign visit in connection with research work. The expenditure on travel cannot be claimed from UGC. The period of leave without fellowship will be counted towards the tenure.

9.3 If the awardee wishes to apply for any other fellowship/paid assignment/examination conducted by a public body during the tenure of the fellowship, he/ she is not required to obtain NOC from UGC. In case of selection, the candidate would be required to tender resignation from the Rajiv Gandhi National Fellowship.

Note: All kind of leave shall be approved by the University/Institute/College.

10 PROCEDURE FOR APPLYING FOR THE SCHEME

The applications are invited through online mode once in a year through advertisement in leading newspaper and Employment News from the candidates belonging to Minority category fulfilling the eligibility conditions under the scheme. A short notification will also be uploaded on the UGC website. www.ugc.ac.in. Incomplete applications will not be placed before the Expert Committee. Candidates have to apply strictly as per instruction given in online application portal.

11 AADHAR 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 made mandatory for disbursement of all Government subsidies/Scholarships/Fellowships which are to be disbursed directly into the beneficiary's account. Accordingly, Aadhaar will be used as an Identifier for release of grant under the scheme.

12 SELECTION PROCEDURE

The applications received will be scrutinized by a screening committee. The decision of the Commission will be final. The Commission reserves the right to withdraw/cancel the award without assigning any reason. Result shall be published on UGC website Award letters can be downloaded from UGC online application portal. The effective date of release of fellowship shall be 1st April of the selection year or the actual date of joining the award whichever is later.

13 JOINING OF FELLOWSHIP

The candidate should join the fellowship within 3 months from the date of issue of Award letter, failing which the award will be treated as cancelled.

14 PROCEDURE FOR RELEASE OF GRANT BY THE UGC

- 14.1 The fellowship amount shall be disbursed through UGC designated agency into the bank account of the awardee directly. The list of designated branches of UGC identified agency is available on the UGC portal i.e. www.ugc.ac.in.
- 14.2 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**.
- 14.3 The awardee 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 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**.

NOTE: The approved Agency may verify the genuineness of records before disbursement of funds.

15 DISBURSEMENT OF FELLOWSHIP (Old cases/legacy cases)

UGC has developed a dedicated web portal (available on UGC website) <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 user's profile (use name and password) to submit the master data of the eligible beneficiaries on this portal. The bank account 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 on DBT platform only.

16 PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME:

- 16.1 The research fellow shall submit yearly progress report on the progress of his/her research work. 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.
- 16.2 The tenure of fellowship is initially for two years under the MANF Scheme. Before expiry of this period, the work of the Fellow will be evaluated by a Committee of three members comprising of Head of the Department, Supervisor and one outside subject expert to be constituted by the concerned Department of the /University/Institution/College. If the research work is found satisfactory, his/her tenure will be extended further for a period of three years under the enhanced emoluments of the Maulana Azad National Senior Research Fellowship (MANSRF). In case the work is unsatisfactory of M.Phil. is not completed within two years, the fellowship may be cancelled. The recommendation of the Committee shall be submitted to the UGC designated agency for Upgradation to the level of MANSRF (**Annexure-VI**). The work done and the time spent on scholarships or fellowships of any agency other than the UGC will not be taken into account while considering the proposals for enhancement in the value of fellowship.
- 16.3 The fellowship may be withdrawn if the work is not considered satisfactory or the candidate fails in any of the examinations related to Ph.D. In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. However, during this period he/she will be designated as Maulana Azad National Junior Research Fellow. In such cases work will be evaluated again before third year of the tenure, and if improvement is found, the Fellow will get two more years under the MANSRF. Thus, the total period of fellowship (MANJRF and MANSRF) is for five years, with no further provision of extension.
- 16.4 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. However, no extension is permissible beyond the total period five years, at the end of which period the awardee ceases to be a UGC fellow with immediate effect. Any claim/reference to this effect will not be admitted.
- 16.5 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.

17 Feedback:

17.1 The Fellow shall have to submit feedback in form of the report on the research work done. After completion of the research work the fellow shall submit research work in the INFLIBNET repository along with two research papers published (1 International and 1 National).

- 1 National/International publications at the time of submitting three member assessment committee report.
- 1 National/International publications by the end of the tenure.

17.2 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.

18 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 within the total tenure of fellowship.

19 TRANSFER :

Transfer of the Research Place should be done by university concerned under the intimation to UGC on submission of No **Objection Certificate (NOC) from the concerned Institution/ Colleges / Universities (Annexure-VII)**. Transfer of Research place will be allowed only once during the entire tenure.

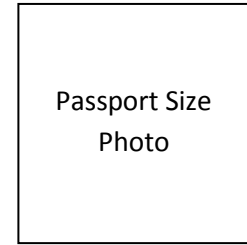
20 CANCELLATION OF AWARD

The fellowship is liable to cancellation, in case of:

- 20.1 In case any candidate obtaining Maulana Azad National Fellowship for minority students fraudently, the cancellation should be automatic and the amount disbursed shall be recovered with interest at prevailing State Bank of India rate for student loans.
- 20.2 Misconduct.
- 20.3 Unsatisfactory progress of research work.
- 20.4 Candidate is later found ineligible on account of false information provided in the online applications.
- 20.5 Candidate is already availing scholarship/fellowship from any other sources.

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

ANNEXURE - I



JOINING REPORT

MAULANA AZAD NATIONAL FELLOWSHIP FOR MINORITY STUDENTS

Name of Fellow:

Award letter number and date:

This is to certify that Mr./Ms. has joined the Department of..... in this Institution/College/University affiliated to University for doing (M.Phil./Ph.D.) in the subject ofunder the above scheme of the Rajiv Gandhi National Fellowship for SC students of University Grants Commission with effect from.....(F.N./A.N.).
His/her date of registration is

This is to certify that he/ She belongs to category. His/her parental income is Rs. per annum.

The score of the candidate in the post graduation examination is as follows:

| | | | |
|----------------|--|--|--|
| Max. Marks | | In case of grade point system, CGPA obtained | |
| Marks obtained | | Equivalent percentage | |
| Percentage | | | |

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 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
Name
Date
(Awardee)
Ph. /Mobile No.
e-mail :
Bank A/c No.
IFSC Code :
12-digit unique (aadhaar) number, if you have:

Signature
Name
Date
(Head of Deptt.)
Seal of HoD
Ph. No.

Signature
Name
Date
(Registrar / Director / Principal)
Seal of University / Institution / College
Ph. No.

MICRcode:

**UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARD BUREAU)
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002**

CONTINUATION CERTIFICATE

MAULANA AZAD NATIONAL FELLOWSHIP FOR MINORITY STUDENTS

This is to certify that _____

has continuously working in the Department _____

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

Signature

Date

**Name of the
Candidate**

Signature

Name

Date

**Head of
Department
(Seal)**

Signature

Name

Date

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

**UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARDS BUREAU)
BAHADUR SHAH ZAFAR MARG, NEW DELHI- 110002**

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 M.Phil/Ph.D:
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 MANF 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 MANF 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 :

Name of the Candidate

Signature

Name

Date :

Head of the Deptt.
(Seal)

Signature

Name

Date:

Registrar/Director/Principal
(Seal of University/Institution/College)

**UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARDS BUREAU)
BAHADUR SHAH ZAFAR MARG,
NEW DELHI- 110002**

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

1. Name of Post-Doctoral Fellow:
2. Award letter number and date:
3. Name of the scheme under which working:
4. Period to which the accounts of contingency grant relates:
5. Expenditure From:to..... Amount
 - 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 | Signature | Signature |
| Name | Name | Name |
| Date : | Date : | Date: |
| Name of the Candidate | Head of the Deptt. (Seal) | Registrar/Director/Principal (Seal of University/Institution/College) |

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

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.

Registrar

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

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

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 | Signature | Signature |
| Date | Date | Date |
| Name of the Candidate | Head of Department | Registrar/ Director /Principal |
| | (Seal) | (Seal of University/Institution/College) |

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 MANJRF TO MANSRF UNDER THE SCHEME OF
MAULANA AZAD NATIONAL FELLOWSHIP**

Assessment for Upgradation of Mr./Mrs. _____
MANJRF working 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 MANJRF, and also the fact that he/she has published work to his/her credit, the committee makes the following recommendations.

Mr./Mrs./Ms. _____ may be upgraded from MANJRF to
MANSRF with effect from _____.

| | | |
|-------------------------------|---------------------------|---|
| Signature | Signature | Signature |
| Date | Name | Name |
| Name of the Supervisor | Date | Date |
| | Head of Department | Registrar/ Director /Principal |
| | (Seal) | (Seal of University/Institution/College) |