

**GUIDELINES FOR XIIth PLAN
(2012-2017)**

**Swami Vivekananda Single Girl Child
Fellowship for Research in Social Sciences**



**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

Website : www.ugc.ac.in



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

GUIDELINES FOR SWAMI VIVEKANANDA SINGLE GIRL CHILD FELLOWSHIP FOR RESEARCH IN SOCIAL SCIENCES

1. INTRODUCTION

Swami Vivekananda was one of the great social thinker and pioneer in social reforms in India. He was chief disciple of Saint Ramakrishna Paramhansa. In a short life span of just 39 years, he introduced Vedanta and Yoga to the western world. Swamiji stressed on different aspects of religion, education character building and social issues pertaining to India. Swami Vivekananda believed that “Education is manifestation of perfection already in men”. To him education was not mere collection of information, but is more meaningful. He stressed that education should be man-making, life giving and Character building. Education is assimilation of noble ideas. He stressed to combine dynamic and scientific attitude of west with spirituality of our country. In women education he emphasizes on fearlessness. Swami Vivekananda considered women to be incarnation of power and asked men to respect them in every way. He believed that the nation can move forward only when the women of the country secure a respectable place. He considered men and women to be equal. He was of the view that women just like men should be allowed to enjoy freedom, independence and responsibility. Swamiji stressed upon the importance of women education and believed that the main reason behind various problems of women in our country was lack of proper education. He firmly believed that if women get proper education then they will solve their problems in their own ways. The main objective in his scheme of women education was to make them strong, fearless, and conscious of their dignity.

In our country like many other developing countries of the world, girl child is discriminated against from her birth, throughout her childhood and into her adulthood. It is very much evident from the skewed sex ratio in favor of men to women (men outnumber women) as sons are preferred over daughters. In many states the sex ratio is alarmingly low. The evil of female feticide is prevalent in most part of the country. The situation is not good for the society as this may further increase crime against women. The root cause of this discrimination is lack of education, indifferent attitude and

practices of the society against girl child and status of women in our society. In such circumstances education of women needs to be used and effective means for their empowerment and education will prepare them to have a control over their lives. The Govt. of India declared elementary education as a basic human right of every child. The Union Government of India has taken various steps to uplift the status of women by implementing various schemes including free education for girls.

Promotion of women education is one of the main objectives of our education policy. It is observed that the dropout ratio at various levels of education for girls is much higher than that of boys. Therefore new initiatives have become necessary to give girl child equality and dignity. In order to achieve state governments, central governments and UGC have started special schemes/Fellowships for girls. The government of India is giving special benefits for families having single girl child. Promotion of single girl child in the family means promoting girls in the society, increase sex ration in favor of women and promotion of small family norm in the society.

Keeping Swami Vivekananda's ideas of women education and to achieve and promote girls education, UGC has introduced Swami Vivekananda Fellowship for Single Girl Child for research in Social Sciences with an aim to compensate direct costs of higher education especially for such girls who happen to be the only girl child in their family.

2. OBJECTIVES

The objectives of the proposed scheme are:

- i. To support higher education of single girl child in Social Sciences.
- ii. To recognize the value of observance of small family norm.
- iii. To recognize the norm of single girl child in society.
- iv. To propagate the concept of single girl child norm.
- v. Promoting single girls in the society.

3. TARGET GROUP

The girl students who are admitted in Ph. D. program in Social Sciences in Universities/Colleges/ Institutes and happen to be the only girl child in the family without having any brother or sister. The girl student who are twin daughters/fraternal daughter may also apply for fellowship under the aforesaid scheme.

4. ELIGIBILITY

- i. Any single girl child of her parents pursuing Ph.D. in Social Sciences in Universities/Colleges/ Institutes is eligible to apply under the scheme. In a family if one son and one daughter is available then girl child will not be considered for fellowship under the scheme. Proof of being single girl child has to be submitted on an affidavit of Rs.50/- Stamp paper from the fellow/parent duly attested by SDM/First Class Magistrate/Gazetted Officer (not below the rank of Tahsildar) as per the prescribed proforma (Annexure I) at the time of filling the online application.
- ii. The scheme is applicable to such a single girl child who has registered herself in regular, full-time Ph. D. program in Social Sciences in Indian Universities/Colleges/Institutes as indicated below:
 - Universities/Colleges/Institutes included under section 2(f) and 12(b) of UGC Act, 1956.
 - Deemed to be Universities under section 3 of the UGC Act 1956 which are eligible to receive grant in aid from UGC.
 - Universities/Colleges/Institutes funded by Central/ State Govt.
 - Institutes of National Importance.
- iii. Admission to Ph.D. Course in Distance education mode is not covered under the scheme.
- iv. Girl students up to the age of 40 years for general category and 45 years for the reserved categories i.e. SC/ST/OBC and PWD (Persons with Disabilities) as on the last date of submission of online application are eligible.
- v. Transgender candidates are eligible to apply under the scheme as per the norms.

5. 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 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.

6. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

6.1 Slots

The number of slots for fellowship may be decided every year on the basis of eligible applications complete in all respects, received through online mode.

6.2 Tenure

The tenure of the fellowship is for five years and will be effective from 1st April of the selection year or the actual date of joining under the fellowship in the University/College/Institute, whichever is later. Fellowship will be granted upto the date of submission of Ph.D. Thesis or 5 years of tenure whichever is earlier. No extension is permissible beyond the total period of five years, and the fellow ceases to be a UGC research fellow immediately after expiry of the due date.

6.3 Financial Assistance

The financial assistance available under the scheme is as follows:

Fellowship	@ Rs. 25,000/- p.m. for Initial two years @ Rs. 28,000/- p.m. for remaining tenure
Contingency	@ Rs. 10,000/- p.a. for initial two years @ Rs. 20,500/- p.a. for remaining tenure
Escort Reader Assistance	Rs. 2,000/- p.m. in case of PWD candidates

*The financial assistance is revised w.e.f. 01.12.2014

Note: At the end of tenure, the books, journals and equipment purchased out of the contingency grant will become the property of the department of the University.

6.4 HRA

- i. 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.
- 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, 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.

6.5 Medical

No separate/fixed medical assistance is provided. However, the fellow may avail the medical facilities available in the Universities/Colleges/Institutes.

7. LEAVE

- i. 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.
- ii. Maternity leave as per the Govt. of India norms issued from time to time would be available at full rates of the fellowship once during the tenure of their award.
- iii. Academic leave (without fellowship and other emoluments) shall be permissible only for one year throughout the tenure (for any kind of academic/teaching assignment/foreign visit in connection with research work). The period of leave without fellowship will be counted towards the tenure. Expenditure on foreign visit in connection to research work cannot be claimed from UGC.

Note : All kinds of leave should be approved at the level of the University/College/Institute.

8. PROCEDURE FOR APPLYING FOR THE SCHEME

Applications are invited through online mode once in a year through advertisement in leading newspapers & employment news. Short notification is also uploaded in the UGC website i.e. www.ugc.ac.in.

Note: Candidates have to apply strictly as per the instructions given in the online portal. Incomplete application will not be considered.

9. SELECTION PROCEDURE

- i. The fellowship will awarded on the basis of recommendation of the Expert Committee constituted by the Commission. The decision of the Commission will be final. Result shall be published on UGC website. Award letters can be downloaded from UGC online application portal.
- ii. If the Fellow is availing any other fellowship/ project from any organization at the time of selection, she shall be required to surrender one award.
- iii. The Commission reserves the right to withdraw/cancel the award without assigning any reason.

10. 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.

11. PROCEDURE FOR RELEASE OF GRANT

The fellowship amount shall be disbursed through UGC designated bank into the bank account of the awardee directly. The list of designated branches of UGC identified bank is available on the UGC portal.

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 as per **Annexure-II**. The awardee is also required to submit the following documents to the designated branch of the UGC designated bank at the stipulated period interval.

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

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

12. PROCEDURE FOR MONITORING THE PROGRESS

12.1 Progress report

On the progress of research work, the research fellow shall submit yearly progress report duly signed by Guide and forwarded by HOD and Registrar/Principal/Director of the concerned institution to the identified agency.

12.2 Three Member Assessment Committee Report

After 2 years, progress report of the research work done by the fellow may be examined by Three Member Assessment committee constituted by the university/college/institute and recommendations/comments of the committee (**Annexure-VII**) may be sent to the identified agency.

In case the progress of the work is found unsatisfactory, the award may be terminated by the Commission at any time during the tenure of the award. The decision of the Commission in this regard will be final.

12.3 Fellowship/Assignment/Job

The fellow who is awarded Swami Vivekananda Fellowship for Single Girl Child for research in Social Sciences will not accept any other fellowship or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award (except in case of academic leave of one year).

If the fellow wishes to apply for any other fellowship/paid assignment/examination during the tenure of the fellowship, she is not required to obtain NOC from UGC. In case of selection, she would be required to tender resignation from the UGC fellowship.

12.4 Feedback

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 her research work in the INFLIBNET repository along with the research papers published. At least 2 research papers (1 National and 1 International) must be submitted.

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

Note : The last 2 installments will be released only after submission of the feedback and research work in the repository.

***The fellow will also submit the Ph.D completion certificate to INFLIBNET.**

13. RESIGNATION

The fellow desirous of leaving the research mid-way without completing research degree will have to submit her resignation duly forwarded by the concerned University/College/Institute to the designated agency under intimation to UGC office. The grant will be released upto the date of resignation tendered by the fellow.

14. TRANSFER OF RESEARCH PLACE

Transfer of the Research Place should be done by concerned University/College/Institute under the intimation to UGC and designated agency. Transfer of Research place will be allowed only once during the entire tenure.

15. CANCELLATION OF FELLOWSHIP

UGC may terminate fellowship of any candidate in case of :

- i. If the fellow is found to be ineligible to receive the fellowship, at any point of time during the entire duration of the fellowship.
- ii. Any false information furnished by the applicant.
- iii. Misconduct of fellow.
- iv. Unsatisfactory progress of research work of the fellow.
- v. Any other fellowship/scholarship is drawn from other source(s) during the tenure of the fellowship.

A F F I D A V I T
(MUST BE ON Rs.50/- STAMP PAPER)

I _____ son/wife of _____
(father/mother name)
resident of _____ do hereby
make oath and state as under:-

1. That the deponent is the father/ mother of _____
(candidate name)
2. That the deponent's daughter is a Single Girl Child/Twin Daughter/Fraternal Daughter of the family and there is no other male and female child in my family.

Verified at _____ on this _____ that the contents of the
(place) (date - month - year)
above affidavit are true and correct to my knowledge.

DEPONENT Signature
Name
Full Address.....
.....
.....

Seal &Signature of.....
SDM / First Class Magistrate / Gazetted Officer (not below the rank of Tehsildar)
certifying the aforesaid declaration.

ANNEXURE-II



**UNIVERSITY GRANTS COMMISSION
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Paste Passport
Size
Photograph

JOINING REPORT

**SWAMI VIVEKANANDA SINGLE GIRL CHILD FELLOWSHIP FOR RESEARCH
IN SOCIAL SCIENCES**

Name of student: _____

Award letter number and date: (to be filled after the selection)_____

- (a) This is to certify that Ms._____D/o_____ is a bonafide student of regular, full time Ph.D.degree course_____ in the subject of _____. She has joined the Ph.D. degree course on dated _____ in the department of _____ under the University/College/Institute_____.
- (b) Her date of joining the fellowship under the above scheme of Swami Vivekananda Single Girl Child Fellowship for Research in Social Sciences is _____(FN/AN).
- (c) It is also certified that she will not be accepting any other fellowship/scholarships during the tenure of the award of Swami Vivekananda Scholarship for Single Girl Child for research in Social Sciences.

Signature

Name

Date :

Name of the Candidate

Contact No. :

Address:

e-mail :

Bank A/c No.

IFSC Code :

12-digit unique (aadhaar) number, if you have:

Signature

Name

Date :

Head of the Deptt.

(Seal)

Signature

Name

Date:

Registrar/Director/Principal

(Seal of University/Institution/College)



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CONTINUATION CERTIFICATE

**SWAMI VIVEKANANDA SINGLE GIRL CHILD FELLOWSHIP FOR
RESEARCH IN SOCIAL SCIENCES**

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

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)**



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PROGRESS REPORT

1. Name of the Fellow:
2. Award letter number and date:
3. Topic of research work:
4. Period of Progress Report:
5. Total number of working days during the period:
6. 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.....
7. 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.....
8. Number of days the Fellow remained present at the University/ College/Institute:
9. Publications during the period under report (please enclose a reprint of each):Title of article/paper.
10. 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:
11. Title of the monograph written during the period under report:
12. A detailed account of the work done during the period (a separate sheet may be attached for the purpose):
13. 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)**



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**FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE
UTILISATIONCERTIFICATE**

1. Name of the 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/electronicgoods:
- 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 :
Name of the Candidate

Signature
Name
Date :
Head of the Deptt.
(Seal)

Signature
Name
Date:
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.

H R A CERTIFICATE

Certificate No.1

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

Registrar/Director/Principal

Or

Certificate No.2

Certified that 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 Ms has been providedaccommodation in the hostel. But she could not be provided with single seated flat typeaccommodation as recommended by the Commission. Hostel fee Rs..... permonth w.e.f. is being charged from 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 :

Name of the Candidate

Signature

Name

Date :

Head of the Deptt.

(Seal)

Signature

Name

Date:

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.

ANNEXURE-VII

THREE MEMBERS ASSESSMENT COMMITTEE REPORT UNDER THE SCHEME OF SWAMI VIVEKANANDA SINGLE GIRL CHILD FELLOWSHIP FOR RESEARCH IN SOCIAL SCIENCES

Assessment of progress of the research work done by Ms. _____ working as research fellow under the above scheme of University Grants Commission at the Department of _____ University/Institution/College _____ on completion of two years dated _____.

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

(Tick (✓) whichever is applicable)

In view of the outstanding/very good/satisfactory performance of the fellow , and also the fact that she has published work to her credit, the committee makes the following remarks/comments.

**Signature
Name
Supervisor**

**Signature
Name
Head of Department
(Seal)**

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