

महात्मा गाँधी केन्द्रीय विश्वविद्यालय

MAHATMA GANDHI CENTRAL UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित/Established by an Act of Parliament)
डॉ० अम्बेडकर प्रशासनिक भवन, रघुनाथपुर, मोतिहारी-845401, पूर्वी चम्पारण, बिहार
Dr. Ambedkar Administrative Building, Raghunathpur, Motihari – 845401, East Champaran, Bihar

F. No.: 11-1/MGCUB/Acad./2018


Dated: 18th May 2022

NOTIFICATION

1. On recommendation of the committee constituted for preparation of guidelines regarding contingency grant of scholars under Non-NET fellowship scheme/NETJRF and other fellowship schemes of UGC as well as items admissible for reimbursement & further approval of the Competent Authority, the following guidelines are issued the information of all concerned:
 - (i) The University shall strictly adhere to the Notifications issued by the University vide F.No. 11-1/MGCUB/Acad./2018 dated 03rd January 2020 and 20th March 2021 as regarding award of Non-NET Fellowship.
 - (ii) As regarding other fellowship like, NETJRF, NFSC, NFST, NFOBC and other fellowship being issued by the UGC, its relevant guidelines/rules may be followed.
 - (iii) The scholar shall submit his/her quarterly/yearly Accounts of Contingency Grants and Utilization Certificate in the prescribed format duly filled up and signed by the Scholar as well as the Supervisor and Head of the Department.
 - (iv) All the bills must be signed by the respective scholar with details in case of photocopy/typing etc.
 - (v) The individual scholar shall maintain a logbook/stock register in coordination with his/her research supervisor.
 - (vi) The respective research supervisor shall forward/recommend the claim in accordance with the logbook/stock book. **Bills submitted by Research Scholar must be countersigned by the concerned supervisor before sending to payment/reimbursement.**
 - (vii) The following items shall be included in the contingency grant:
 - (a) Books/periodicals/journals related to the research of the respective student
 - (b) Typing/printing/Xerox subject to a maximum ceiling of 25% of the total grant under the scheme
 - (c) Typing/binding of thesis
 - (d) Stationery
 - (e) Postage
 - (f) Chemicals/glassware/plasticware electrical's goods and electronic equipment for the purpose of repairing /servicing of existing equipment in the department.
 - (g) Trave (upto 3AC)/Field work with prior consent of the respective supervisor/Head.
 - (h) Registration fee for attending Conference/Symposia/Workshop etc and professional membership of the professional bodies relevant to the Scholar's research
 - (i) E-journal related to the research work of the respective scholar may be procured with the prior permission of the concerned supervisor subject to the unavailability of the same in the library
 - (viii) Books/Magazine/Periodicals etc. procured under the Head should be routed through the library.
 - (ix) Hard Disk, table lamp/Bulb, Newspaper, Mobile bills etc. shall not be entertained. However, bill in respect of Pendrive may be entertained.
 - (x) Bills in respect of purchase and servicing/repairing of personal desktop/computer will not be accepted.


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2. This is in continuation to Notification **F. No. 11-1/MGCUB/Acad./2018** dated **03rd January 2020** and **F. No. 11-1/MGCUB/Acad./2018/125** dated **20th March 2021** issued by this University regarding **"Guidelines in respect of UGC Non-NET Fellowship"**.
3. This is issued with the approval of the Competent Authority.


(PROF. RAJEEV KUMAR)
OSD (Administration)

Copy of the above is forwarded to the following for information and necessary action please:

1. The OSD (Finance)
2. All Deans of different Schools / Dean (R & D) / PRO
3. All Heads of different Departments – with the request to bring the same to the knowledge of all scholars of their respective departments.
4. The Deputy Registrar (Estt.)
5. In-Charge, University Website – with request to upload the same on the University website.
6. Section Officer (Finance)
7. PS to Vice-Chancellor – for kind information to Hon'ble Vice-Chancellor please.
8. Guard File.


(SACHCHIDANAND SINGH)
Deputy Registrar (Estt.)



महात्मा गाँधी केन्द्रीय विश्वविद्यालय

MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Chanakya Parisar, Near Sadar Hospital, Motihari, Distt.-East Champaran (Bihar)-845401

सन्दर्भ संख्या/F. No.11-1/MGCUB/Acad./2018/125

दिनांक/Date ^{20th} March 2021

अधिसूचना/NOTIFICATION

1. Consequent upon recommendation of R & D Cell and further approval of the Competent Authority, the following guidelines in respect of **Scheme to award UGC Non-NET Fellowship Scheme**:-
 - (i) The Research Scholar who are eligible for Non-Net fellowship shall submit their accounts of contingency & utilization certificate under the scheme on yearly basis in the enclosed prescribed proforma (**Annexure- 'A'**).

The Scholar shall submit proforma duly filled up and signed by the concerned Supervisor and Head of the Department in the office of **Deputy Registrar (Academic)** along with relevant documents for further processing. **All documents/bills must be signed and verified by the Supervisor concerned.**
 - (ii) **Format for claiming of the fellowship is slightly modified as Annexure- 'B'(enclosed).**
 - (iii) Renewal of Fellowship and method for submission of bill for payment of fellowship in respect of exiting research scholar under the scheme shall be same as per existing guidelines. **However, monthly bill will be submitted in the prescribed format to the Academic Section.**
2. All new eligible research scholars shall submit their claim application in the prescribed format (**Annexure- 'B'**) by ^{25th} March 2021 to their respective Head of the Department. The respective Head of the Department shall ensure submission of claim application along with monthly bill in respect of all fresh students by 05th April 2021 to the Academic Section.
3. The existing research scholar under this scheme shall submit his/her **Yearly Accounts of Contingency and Utilization Certificate** in the prescribed format (**Annexure- 'A'**) within 15 days of issue of this Notification. Those who have already submitted their **Accounts of Contingency and Utilization Certificate**, may submit their claim afresh in the prescribed format.

Agent Kumar
20/3/21

4. This is in continuation and partial modification of Notification of even number dated 03rd January 2020.
5. This is issued with the approval of the competent authority.



(डॉ ज्वाला प्रसाद)

उप कुलसचिव (शैक्षिक)

(Dr Jwala Prasad)

Dy. Registrar (Academic)

A copy of the above is forwarded for information & necessary action Please: -

1. The Pro-Vice Chancellor.
2. The OSD (Admin.) (I/C)/ OSD (Finance)(I/C)/ Controller of Examinations.
3. All Deans of the different Schools/ Dean (R & D).
4. DSW/ Proctor/ Provost/ PRO.
5. All Head of the different Department- *with request to bring the same to the knowledge of all faculty and students under their respect Departments.*
6. The Head, Department of CS & IT- *with request to upload the same on University website.*
7. Deputy Registrar (Estt.).
8. Section Officer (Estt. & Admin.)/Finance.
9. PS to Vice Chancellor- *for kind information of Hon'ble VC.*
10. Notice Board.
11. Guard File.



(Ajeet Kumar)

Section Office (Academic)



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]
Dr Ambedkar Administrative Building, Raghunathpur, Motihari - 845 401, District - East Champaran, Bihar
Email: osdadmin@mgcub.ac.in

F. No. 11-1/MGCUB/Acad./2018/

Dated: 03rd January 2020

NOTIFICATION

It is hereby notified that the following guidelines shall be applicable in respect of Scheme of award of UGC Non-NET Fellowship Scheme in the University with immediate effect: -

(1) UGC Non-NET Fellowships for M.Phil and Ph.D Programs:-

(a) The Scheme for Non-NET fellowship is applicable for full Time Research Scholars who are not in receipt of any financial assistance from any source (UGC letter D.O. No. F. 19-33/2006(cu) dated 31/01/2007) and are registered for M. Phil. or Ph.D. Programs in various departments of the University.

(b) The award and extension of fellowship will always be subject to actual release of funds from the UGC and compliance with stipulated conditions, such as certification of regular attendance and quarterly submission of progress and continuation reports.

(c) In case of any violations of the terms and conditions of award enumerated in succeeding paragraphs and amendments from time to time, the University reserves the right to cancel the fellowship, registration and recover the amount paid as per UGC guidelines.

(d) A copy of this notification and subsequent changes if any will be placed on the University Website at www.mgcub.ac.in. The University will issue no individual intimation about the guidelines, amendments if any to the entitled research scholars and it shall be the responsibility of the Head of the Department and Supervisor concerned to make aware about the guidelines to the respective students under their rolls.

(2) **M. Phil. Program:** - M. Phil. students not availing any financial assistance from any other source will be considered for the award of Non-NET fellowship of Rs. 5000/- per month with contingency of Rs. 10,000/- per year for Science students and Rs. 8000/- per year for Humanities and Social Science students.

(3) **Ph.D. Program:-** Selected students will be entitled to Rs. 8000/- per month as fellowship and contingency of Rs. 10,000/- for Science students and Rs. 8000/- for Humanities and Social Science students.

(4) Procedure to be adopted for fresh award of UGC Non-NET Fellowship:-

(a) For fresh award, registered scholars are required to submit their application in the prescribed format attached to this Notification to the Academic Section of the University duly recommended by DRC and forwarded by the HoD concerned to complete in all respects not later than the last date as per notified by the Academic Section every academic year.

Handwritten signature

(b) Fellowship shall be awarded from the date of commencement of classes for registered scholars for the course work of M. Phil./PhD. Programs.

(c) The maximum span period for award of fellowship will be 04 years for PhD.(03 years + 01 year extendable subject to recommendation of Departmental Research Committee) and 12 months for M. Phil. or submission of dissertation/thesis, whichever is earlier as per the existing guidelines issued by the UGC.

(d) No fellowship shall be given for part-time scholars and also for the extended period beyond stipulated period of study for full-time scholars.

(5) Renewal of Fellowship:-

(a) Renewal of Fellowship for each year should be submitted to Academic Section within a month from the date of expiry of Fellowship in the prescribed proforma, duly recommended by DRC and forwarded by the Supervisor and Head of the Department along with a copy of the progress report.

(b) An undertaking to be submitted by the Scholar that he/she has not availed any inadmissible leave and has not availed any financial assistance from any other source. For any absence or delay in renewal beyond the control of the Research Scholar, the same may be intimated to the Academic Section within three months from the expiry of the fellowship duly recommended by the DRC to avoid cancellation of renewal of fellowship. Applications received after this period will be rejected.

(c) The rejected applicants may apply afresh for renewal of Fellowship for the next academic year, if submitted within stipulated time. The rejected period without Fellowship shall be counted towards total period of Fellowship.

(d) Failure to qualify in a semester exam for M. Phil. / Ph.D. Course work for any reasons will result in immediate suspension of the Fellowship till the Research Scholar is qualified as per norms. No Fellowship shall be paid for the period taken to qualify, but this period shall be counted towards the span period of Fellowship.

(6) Leave :-

(a) The maximum leave period for Scholars will be 30 days in an academic year excluding Public Holidays. They will not be entitled to any vacation as per extant UGC guidelines.

(b) Women candidates are eligible for maternity leave at full rates of Fellowship subject to the conditions as per UGC guidelines.

(c) In a special case, a Non-NET Fellowship holder is permitted leave up to one year during entire span of fellowship for accepting only temporary teaching assignments within the city without Fellowship. Such leave shall not be granted for Teaching/ job /Internship etc. assignments outside city/abroad.

(d) In other cases, leave without Fellowship will be restricted to a period not exceeding three months during the entire Fellowship period. The duration of any leave granted shall be counted towards total span period of Fellowship.

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(e) The leave duly recommended by the Head of the Department shall be forwarded to Academic Section in advance. The Departments concerned shall maintain proper leave records of each Research Scholar who have been granted Fellowship.

(7) Cancellation of Fellowship: -

The Fellowship is liable for cancellation in the event of following: -

- (a) Unauthorized absence without any permission or leave granted by the competent authority;
- (b) On the grounds of reported misconduct;
- (c) Not making any progress in his/her research work if reported by the Research Supervisor and/or the HoD;
- (d) Switch-over from Full-time to Part-time Course by the Research Scholar
- (e) Furnishing of any false information/affidavit etc for the award of Fellowship from the University.
- (f) Candidate if found employed during m. Phil/Ph.D Research.
- (g) Candidate is already availing Scholarship/Fellowship from any other sources.
- (h) Failure in Course-Work examination two times consecutively.

(8) Method for submission of bill for payment of fellowship:-

The Concerned Head of the Department shall prepare bill in respect of all students for whom scholarship is to be paid in the prescribed format each month and send to the Finance Section by 5th of the following month.

(9) For all other matters, the UGC guidelines in this regard shall be applicable.

This is issued with the approval of the Competent Authority.

Rajeev Kumar
03/01/20
(Prof. RAJEEV KUMAR)
OSD (Administration) I/c

Encl: As stated above.

Copy of the above forwarded to the following for information please:

1. The OSD (Finance), MGCU
2. The Controller of Examinations, MGCU
3. All the Deans of different Schools, MGCU
4. Dean, Research and Development / DSW, MGCU
5. All the Heads of the different Departments, MGCU - *with the request to bring the same to the notice of all students under their respective Departments*
6. Deputy Registrar (Academic), MGCU
7. Public Relations Officer, MGCU
8. System Analyst, MGCUB - *with request to upload the same on the University Website.*
9. Section Officer (Chanakya Parisar / Finance) - MGCU
10. PS to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
11. Guard File

Subre
03/1/20
DEPUTY REGISTRAR (ESTT.)