

UPRTOU

CIQA

GUIDELINES FOR
U. P. RAJARSHI TANDON OPEN UNIVERSITY
Research Fellowship
(UPRTOURF)



CENTRE FOR INTERNAL QUALITY ASSURANCE
UTTAR PRADESH RAJARSHI TANDON OPEN UNIVERSITY
PRAYAGRAJ – 211021

FOREWORD



It's a great privilege to write a foreword to the Guidelines of Uttar Pradesh Rajarshi Tandon Open University Research Fellowship (UPRTOURF).

UPRTOU, Prayagraj, has laid the emphasis on research and sustainable development, where research makes it possible to create knowledge, innovation, and newer insights that make extension activities and teaching more vibrant and scientific. The University offers Ph.D. Programme in various disciplines in accordance with the approval of the UGC and the Government of Uttar Pradesh to focus on the socially relevant research and also systematically encourages both the Research Supervisors and the Research Scholars by providing the financial supports generously. The University has instituted an award of UPRTOU Research Fellowship for the benefit of the Ph.D. research scholars with a view to motivate the research scholars and also facilitate the competitive research talents among them.

Besides, the quality is the more concern of the research, these guidelines shall ensure the flawless selection of the awardees of the fellowship and also bring out the sensible research work leading to Ph.D. degree on various domains. On my part, I will strive to the best of my abilities to place the UPRTOU amongst the leading providers of Higher Education in the country, particularly in education through distance learning. In this context, I wish to appreciate those who have dedicatedly got involved in in framing these Guidelines of UPRTOURF.

Lets open our mind for innovative ideas and research with learn, unlearn and relearn.

Wish you all the best!

(Prof. Seema Singh)
Vice Chancellor

Draft Committee

Uttar Pradesh Rajarshi Tandon Open
University
Research Fellowship
(UPRTOURF)

Prof. Omji Gupta
Director, School of Management Studies
Director, Internal Quality Assurance Cell

Prof. Ashutosh Gupta
Director, School of Science
Deputy-Director, Internal Quality Assurance
Cell

Guidelines for Awarding UPRTOU Research Fellowship

1. Eligibility of fellowships

- ❖ The fellowship for each subject shall be selected on the merit basis calculated as per the following table:

Weightage	Of Marks Obtained
30%	Ph.D. Course Work (Paper I+II)
25%	P.G. Marks
20%	U.G. Marks
15%	Intermediate
10%	Highschool

- ❖ Only One fellowship at a time, for each subject will be allocated, during the eligible period of research fellowship.

2. Tenure of fellowship

- ❖ The fellowship shall begin from the second year of provisional registration of the research scholar, which is subject to successfully learning of the course work examination, satisfactory progress report and the conduct of the researcher in this regard as recommended by the Research Supervisor and Director of the School.
- ❖ The fellowship shall be awarded for a period of two years during the Ph.D. programme subject to timely deposition of all the fees/dues by the learner.

3. Amount of fellowship

- ❖ Initially the value of the fellowship shall be an amount of Rs. 7,500/- per month tenable for a maximum period of two years for candidates.
- ❖ Student to whom the fellowship is awarded should execute an undertaking in a stamp paper worth Rs. 10/- in the prescribed form (**Annexure I**).

4. Conditions of continuation of fellowship

- ❖ During the tenure of the fellowship, the holder must continuously engage himself/herself in research. A six monthly satisfactory progress report of his/her work and progress is essential for the continuation of fellowship.
- ❖ The fellowship will be paid six monthly after completion of each semester on the basis of the claim submitted in the prescribed form through proper channel to the Finance Division.
- ❖ The awardee shall not accept or hold any appointment, paid or otherwise or receive any emolument, salary, stipend, scholarship, fellowship etc., from any other source or government during the tenure of the award.
- ❖ For the renewal of fellowship for the subsequent year, the awardee shall submit the progress report through his/her Research Supervisor duly forwarded by the concerned Director of School of studies to the Director, CIQA.
- ❖ Good conduct, regularity in attendance, satisfactory progress and timely deposition of fees for the research programmes are essential conditions to continue the scholarship.

5. Other provisions related to fellowship

- ❖ If the fellow is absent due to illness, then the fellowship for the particular month will be admissible supported by a Medical Certificate if such absence is for 15 days or less than the recommendation of the supervisor concerned. Women students would be eligible for maternity leave at full rates for period not exceeding eight months, once only during the award of fellowship period.
- ❖ The fellow may, in special case, be allowed to avail leave by the University without fellowship for a period not exceeding three months during the tenure of award on the recommendations of the Director of the concerned school. The period of leave without fellowship will also count towards the tenure of fellowship. In case of absence of more than three month, the fellowship will be cancelled once for all.

- ❖ If the fellow discontinues the Ph.D. (regular) research programme in the middle at any time he/she has to refund the entire amount received by him/her in the lumpsum from the date of payment up to the date on which he/she repays the amount.
- ❖ The University shall have power to terminate the fellowship at any time awarded to any research scholar, if the candidate's progress is not satisfactory or if the fellow is found to be of habitual irregularity misbehavior, misconduct, indiscipline etc.
- ❖ The University reserves the right to change the conditions and the award of research fellowship at any time in the middle of the period of award of fellowship to any candidate without intimation.
- ❖ The University shall be empowered to make such changes in the conditions of award as new circumstances as may deem desirable.
- ❖ The fellowship cannot be claimed as a matter of right.
- ❖ In case any disputes the matter may be referred to the Research Advisory Committee (RAC) and based on the advice of the RAC, the decision of the university shall be final.



U. P. RAJARSHI TANDON OPEN UNIVERSITY

PRYAGRAJ – 211021

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APPLICATION FORM FOR UPRTOU RESEARCH FELLOWSHIP (UPRTOURF) (Filled-in application is to be submitted every six month to the office of Director, CIQA)

1.	Name of the Ph.D. Scholar	In English	
		In Hindi	
2.	Enrollment Number		
3.	Name of the Subject and School		
4.	Month and Year of Admission		
5.	Date of Admission/ Provisional Registration (enclose copy)		
6.	Date of Confirmation of Provisional Registration (enclose copy)		
7.	Broad Area of Research / Topic of Research		
8.	No. of RDC faced		
9.	Research Articles Published in Reputed National / International Journals (enclose copy)		
10.	Papers presented in National / International level Conference/ Seminar / Symposium / etc. (enclose copy)		
11.	National/ International level Conference/ Seminar/ Workshop/ Symposium/ Training or Orientation Programme/ etc. attended (enclose copy)		
12.	Average Family Income per Annum		
13.	Percentage of Marks in PG		
14.	Whether comes under PWD (Person with Disability). If yes (enclose copy)	Percentage of Disability	

15.	Marital Status	
16.	Religion	
17.	Gender (Male / Female)	
18.	Caste	General/ OBC/ SC/ ST/ Other
19.	Availed any Fellowship/ Scholarship, etc., (enclose details)	
20.	Name of Supervisor with Designation	
21.	Percentage of Attendance /Semester (from date of joining to till date)	
22.	Recommendation/ Remarks of Research Supervisor with Signature	
23.	Recommendation/ Remarks of Director of the School with Signature	
24.	Bank Details: Account No: Type of Account: Name of the Bank: IFSC Code: Name of the Branch:	

Declaration by the Applicant

I hereby declare that I have read and understood all the terms and conditions of the University Research Fellowship. I fulfill the eligibility criteria and have provided necessary and correct information in this regard. I am aware of that in the event of any information being found incorrect or misleading after awarding fellowship, my fellowship will be cancelled with recovery of amount being paid by the University at any time.

Place:

Date:

Signature of the Applicant



U. P. RAJARSHI TANDON OPEN UNIVERSITY

PRYAGRAJ – 211021

CLAIM FORM FOR UPRTOU RESEARCH FELLOWSHIP [UPRTOURF]

Name of the Scholar :
Enrollment Number :
Name of the Subject :
Name of the School :
Month & Year of Joining in the University :
Fellowship Award Letter No. & Date :
Six Month Period for which the fellowship is
claimed : From to
No. of months :
Fellowship per month (in Rs.) : Rs.
Six month fellowship (in Rs.) : Rs.
Bank Details:
Name of the A/c. holder :
Account No. :
Type of Account :
Name of the Bank :
Name of the Branch :
IFSC Code :

Date:

Signature of the Research Scholar

It is certified that the research progress/ attendance of the Research Scholar is satisfactory. The fellowship claims made by the Scholar is checked and found correct. It is recommended to make the payment.

Signature of the Research Supervisor

Signature of the Head of the School

[Note: This claim form is to be submitted to the Finance Division, UPRTOU]

ANNEXURE - I

Declaration/ Undertaking by the Research Scholar

(To be provided on a stamp worth Rs. 10)

I hereby undertake and declare that I have read and understood all the Terms and Conditions of the University Research Fellowship. I full fill the eligibility criteria and have provided necessary and correct information to the University. I am aware of that if any information found incorrect or misleading after the award of the fellowship, fellowship will be cancelled and any fellowship amount paid to me by the University will be refunded.

I hereby undertake that-

1. I am not enrolled for Ph.D. work in any other University/ Institution.
2. At a time, I will avail only one fellowship, if granted from other agency.
3. I will do my best to complete the Ph. D. work in time and will maintain the attendance as required by the University.
4. I will not indulge in any behaviour or act that may come under the definition of ragging.
5. I will not participate in or abet or propagate ragging in any form.

Place:

(Name & Signature of the Scholar)

Date:

Course Name: