

नागालैण्ड  
NAGALAND



विश्वविद्यालय  
UNIVERSITY

-71-

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)  
(A Central University established by an Act of Parliament No.35 of 1989)

मुख्यालय : लुमामी, जिला : जुन्हेबोटी (नागालैण्ड), पिनकोड - 798627

Hqrs : Lumami, Dist. Zunheboto (Nagaland), Pin Code - 798627

वेबसाइट / Website : www.nagalanduniversity.ac.in

Ref.NO.NU/NU/RDC-20/Fellowship/2019-

Date: 29<sup>th</sup> August, 2022

### NOTIFICATION

In pursuance of the Academic Council Resolution vide AC:35:13:2, Finance Committee Resolution vide FC: 35:11 and Executive Council Resolution vide EC:56:10, this is to notify the revised UGC Non- NET Guidelines.


The revised guidelines shall come into effect from 2022- 2023 session.

Sd/-  
(TEMJENSOSANG)  
Director  
Research & Development Cell

Ref.NO.NU/NU/RDC-20/Fellowship/2019- 2286  
Copy to:

Date: 29<sup>th</sup> August, 2022

1. The Secretary to VC, NU, Lumami for information to the Vice- Chancellor.
2. The P.A. to Pro-Vice Chancellor, Kohima Campus, Mereima, NU for information to the P.V.C. and necessary circulation in the campus.
3. The P.A. to Pro- Vice Chancellor, SASRD, Medziphema Campus, NU for information to the P.V.C. and necessary circulation in the campus.
4. The P.S.to the Registrar, NU, Lumami for information of the Registrar.
5. The Dean, School of Social Sciences & SMS, School of Sciences, School of Humanities & Education, SASRD, SET for kind information and necessary circulation in respective Schools.
6. The Finance Officer, NU, Lumami for information.
7. The Controller of Examination, NU, Lumami for information.
8. The Heads of the Academic Departments/Directors of Centres of Studies, NU, Lumami/Kohima Campus for kind information and necessary action.
9. The System Administrator, Nagaland University, Lumami for information and with a request to upload the same on the University Website.
10. Office copy.

  
30/08/2022  
(ANTHONY V. RICHA)  
Deputy Registrar (RDC)

(भारत के संसद द्वारा पारित अधिनियम 1989 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)  
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Hqr: Lumami, Dist: Zunheboto (Nagaland) Pin Code-798 627

## GUIDELINES FOR UGC NON-NET FELLOWSHIP

### 1. Short Title, Application and Dissemination

- 1.1. The Guidelines shall be called "**Guidelines for UGC Non-NET Fellowship**" and they shall come into force immediately after their formal notification. These guidelines supersede all notifications/ orders/ circulars issued earlier on UGC Non-NET Fellowship scheme by the University.
- 1.2. The **Scheme of the UGC Non-NET Fellowship** is applicable for Ph.D. Scholars who are not in receipt of any financial assistance from any source and are registered in various departments/centres of the University.
- 1.3. The Head of Department/Director of the Centre of Studies shall forward the recommended list for the award of the UGC Non-NET Fellowship to the **Director, Research and Development Cell (RDC)** soon after the Ph.D. admission process is over.
- 1.4. **The award and extension** of fellowship will always be **subject to actual release of funds** and directives from the UGC and/or Ministry issued from time to time.
- 1.5. The application for UGC Non-NET Fellowship/extension should always be **routed through the Head of the Department/ Director of the Centre** of Studies having duly verified/certified by the Supervisor wherever necessary.
2. **Application**, with required documents, for UGC Non-NET Fellowship, should reach the office of the Director, RDC **within SIX (06) Months** from the date of Admission.
3. **One fellowship at a time:**
  - 3.1. A Scholar is **not permitted** to avail more than **ONE (01) Fellowship** at a time.
  - 3.2. On completion of ONE (01) Fellowship, a Scholar may avail another, if available.
  - 3.3. In the event of a Scholar happening to have **simultaneously** drawn **TWO (02) Fellowships**, the Scholar shall **refund** the UGC Non-NET Fellowship to the University for the same period that he/she has drawn from another funding agency.
  - 3.4. A **salaried** Scholar shall **not** be awarded UGC Non-NET Fellowship.



4. UGC Non-NET Fellowship **discontinued** for higher fellowship of Research Projects may be revived if project is discontinued /terminated before the stipulated duration for any reason not related to lapse on part of Research Fellow of the project. However, the **duration** of availing Fellowship by a Scholar shall not exceed **FIVE (05) years**.

**5. Award:**

5.1. Applications in the prescribed format duly recommended by the Supervisor and forwarded by the HoD/Dean of School should be submitted to the Director, Research and Development Cell (RDC).

5.2. **DECLARATION** in the prescribed format and **photocopies of admission receipt and SC/ ST/ OBC (CNL) /PWD, etc., certificate** should be submitted along with the application.

**6. Claim:**

6.1. **Original Vouchers/Bills** should always be **certified** by the Scholar. **Uncertified Vouchers/Bills shall not be entertained.**

6.2. The **Claim Bill** should be accompanied with Attendance Certificate duly certified by the Supervisor and Counter-signed by the Head of the Department/Director of the Centre of Studies for the claim period.

6.3. Fellowship should be claimed **monthly**.

6.4. Fellowship Claim Bill should reach the Office of the Director, Research and Development Cell (RDC) **ON OR BEFORE 15<sup>th</sup> DATE OF EVERY MONTH.** However, for the month of **MARCH**, the Fellowship Claim Bill should reach the Office of the Director, (RDC) **by 15<sup>th</sup> MARCH.**

6.5. If a Scholar **fails** to consecutively submit the Fellowship Claim Bills for **TWO (02) MONTHS**, Clarification/Justification shall be sought from the Concern. If **Clarification/ Justification** is received in time (within the same month of the dispatch of the letter seeking Clarification/ Justification), the claim bill shall be considered. However, if no justification is received and even the **3<sup>rd</sup> Month's Claim Bill** is not received within the stipulated, then the UGC Non-NET Fellowship shall automatically be **cancelled.**

**7. Fellowship Rate:**

Scholars shall be considered for the award of **Rs. 8,000/- per month** with contingency of **Rs. 10,000/ per annum** for **Sciences** and **Rs. 8,000/- per annum** for **Humanities & Education and Social Sciences.** (UGC's latest letter vide F.No.15-1/2012(CU) dated 18<sup>th</sup> June, 2012).



8. **Duration:**

The **duration** of availing UGC Non-NET Fellowship is **3+1**, i.e. **THREE (03) Years, extensible by ONE (01) Year**, as per UGC rules.

9. **Extension:**

- 9.1. Application for extension should be addressed to the Director (RDC) and submitted to the supervisor by the Scholar. **This application should be routed through the Head of the Department/ Director of the Centre of Studies and submitted to the Director (RDC).**
- 9.2. The Application for extension should be submitted by the Scholar at least **ONE (01) Month prior to the completion of THREE (03) years.**
- 9.3. Application for extension submitted **after completion of THREE (03) Years shall not be considered.**
- 9.4. The application **should reach the office of the Director (RDC) within TWO (02) months from the completion of THREE (03) years.** Receiving the application for extension by the office of the Director (RDC) **after TWO (02) months from the completion of THREE (03) years shall not be considered.**
- 9.5. **SIX (06) monthly Progress Reports and other documents of publications, attendance certificates, participation/ presentation of papers in Seminars/ Conferences/ Workshops/ Symposia...etc., (For the past THREE (03) years)** should be enclosed with the application for extension.
- 9.6. For consideration of extension, the Scholar has to **publish at least one research paper in peer reviewed Journal/UGC listed Journals or corresponding author of the research article published;** in case of two or more authors where the Supervisor/Faculty is/are co-author(s), only the 1<sup>st</sup> author from among the Scholars shall be considered.

9.7. **Evaluation Committee for extension:**

- a. The Committee shall be constituted by the Vice Chancellor.
- b. The Committee shall have the following composition:
  - i. Head of the Department – Chairperson
  - ii. Subject Expert – Vice Chancellor’s Nominee
  - iii. Supervisor – Member Secretary
  - iv. In the event that the Head of the Department/Director of the Centre of Studies is the Supervisor, Vice Chancellor shall nominate a senior faculty to be the Chairperson.
- c. **Evaluation for extension:**
  - i. Evaluate the progress of the Scholar in his/her research work.
  - ii. Assess the actual performance in terms of progressing towards qualitative completion of the research work.



iii. Assess the publication(s) and participation(s) in Seminars/ Conferences/ Symposia/ Workshops, etc.

iv. Give justification(s) for extension/ no extension.

10. **Attendance and Leave:**

- a. **Attendance record** shall be strictly maintained in the Department/Centre by the Head of the Department/ Director of the Centre of Studies where Scholars have to append their signatures daily.
- b. **Prior formal permission** from the Head of the Department/ Director of the Centre of Studies, on recommendation of the Supervisor, to leave station for fieldwork, laboratory visits, etc., is mandatory.
- c. A Scholar is entitled to a maximum of **THIRTY (30) DAYS LEAVE in a CALENDAR YEAR** in addition to public holidays.
- d. **Un-availed leave** shall not be carried over to the next year.
- e. Research Scholars are **not entitled to vacations or semester breaks**.
- f. Scholars are eligible for **Maternity/ Paternity Leave** at full rates of Fellowship **ONLY** once during the tenure of their award: **Maternity Leave – 90 Days and Paternity Leave – 10 Days**.

11. **Cancellation of UGC Non-NET Fellowship:**

The award is liable for cancellation and the University reserves the right to recover the amount paid, as applicable, in case of the following:

- a. Violation of any of the terms of award and amendments if any.
- b. Misconduct.
- c. Unsatisfactory progress and/or recommendation by the concerned Department.
- d. Ineligibility detected later and/or Scholars switching to part-time Ph.D. programme.

12. **Recovery/Re-funding of UGC Non-NET Fellowship:**

A Scholar drawing Non-NET Fellowship from the University and leaves the course of Study mid-way without undertaking proper formalities with regard to cancellation of admission laid down by the University, the total fellowship drawn by him/her until that point of time shall be recovered from him/her by the University.

13. **The ratio of Supervisor and UGC Non-NET Fellowship in a Department/Centre of Studies:**

The ratio of **Supervisor: UGC Non-NET Fellowship** for each batch shall be **01 Supervisor: 01 Scholar**.

  
(TEMJENSAND)  
Director  
Research and Development Cell

**NAGALAND UNIVERSITY  
HEADQUARTERS: LUMAMI**

**APPLICATION FORM FOR UGC NON-NET FELLOWSHIP**

1. Name of the Scholar : \_\_\_\_\_
2. Department : \_\_\_\_\_
3. School : \_\_\_\_\_
4. Date of admission : \_\_\_\_\_
5. Name of the Supervisor : \_\_\_\_\_
6. Category (tick) : SC/ST/OBC/GEN/EWS etc
7. Religion : \_\_\_\_\_
8. PwD : Yes/No (if yes enclosed supporting documents)
9. Gender (tick) : Male/Female/Others
10. Contact No. : \_\_\_\_\_
11. E-mail : \_\_\_\_\_
12. Title of the Study:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DECLARATION**

I hereby undertake to abide by the UGC/Nagaland University guidelines relating to UGC Non-NET Fellowship for Ph.D.

**Signature of the Candidate with Date**

**Recommendation of Supervisor**

Signature & Date  
(Seal)

**Forwarded by HoD**

Signature & Date  
(Office Seal)

*\* Self certified documents of Sl. Nos. 4, 6, and 8 should be enclosed*

## DECLARATION

I, \_\_\_\_\_ son/daughter/wife  
of \_\_\_\_\_ resident of \_\_\_\_\_ do  
hereby solemnly affirm as under:

1. That I have been admitted in the Department of \_\_\_\_\_  
Nagaland University for M.Phil./Ph.D. programme on \_\_\_\_/\_\_\_\_/\_\_\_\_ .
2. I have been pursuing the said programme on full time basis in the Department of  
\_\_\_\_\_ Nagaland University since \_\_\_\_/\_\_\_\_/\_\_\_\_ .

Neither I am employed elsewhere nor drawing any other financial assistance for pursuing  
this course.

(Put " ✓ "if applicable)

**OR**

That I have availed fellowship/financial assistance from \_\_\_\_\_  
@ ₹ \_\_\_\_\_ ( \_\_\_\_\_ )  
w.e.f. \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (enclosed copy of award letter).

(Put " ✓ "if applicable)

Signature of the applicant

Name :

Date :

Department :

**UGC NON-NET FELLOWSHIP  
ACCEPTANCE/JOINING LETTER**

**Name of Awardee:**

**Award Letter No. and Date:**

This is to state I, Ms./Mr. \_\_\_\_\_  
accepts the University Grants Commission Non-NET fellowship awarded with effect from  
\_\_\_\_/\_\_\_\_/\_\_\_\_\_. The terms and conditions of the UGC Non-NET fellowship are acceptable.

Also that I shall not accept/hold any emoluments paid or otherwise or receive  
emoluments, salary, stipend, etc. from any other source during the tenure of the UGC Non-NET  
fellowship.

Signature:

Date:

Ms./Mr. \_\_\_\_\_

Ph.D./M.Phil. Scholar

Department of \_\_\_\_\_

Nagaland University

Mobile:

E-mail:

(Signature with seal)

Date:

Counter Signature of the  
Supervisor

(Signature with seal)

Date:

Head, Department of \_\_\_\_\_  
Nagaland University



**FELLOWSHIP CLAIM BILL FORM**

*For the use of UGC Non-NET/INSPIRE/ICSSR/PDF fellowship etc.*

Name of the Scholar (Capital letters): Mr./Ms. \_\_\_\_\_

Department \_\_\_\_\_

Name of the fellowship: *UGC Non-NET/INSPIRE/ICSSR/PDF/ICMR fellowship/Others* \_\_\_\_\_

Award letter No. and date: \_\_\_\_\_

Ph.D./M.Phil. Admission date: \_\_\_\_\_

Bank A/C No. \_\_\_\_\_ IFSC Code: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

Head	Period					Rate per month/annum	Amount (₹)	Remarks
	Month	Year	to	Month	Year			
1. Fellowship	Month	Year	to	Month	Year			
2. HRA	Month	Year	to	Month	Year			
3. Contingency	Month	Year	to	Month	Year			

**DECLARATION**

Certified that the above fellowship claim is correct and duly certified bill(s) are enclosed wherever essential.

Signature of the Claimant

Date: \_\_\_\_\_

Certified that the Scholar in respect of whom the fellowship has been drawn in this bill has been regular in attendance and his/her progress in research and conduct has been satisfactory.

Payment of fellowship is recommended.

(Signature with seal)  
Supervisor

(Signature with seal)  
Head of Department

\* *The claim bill(s) should reach the office of the Director (RDC) on or before 15<sup>th</sup> of every month. Failure to comply with this for two (02) consecutive months shall lead to the cancellation of the fellowship*



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## **ATTENDANCE CERTIFICATE** **(For Ph.D./PDF Fellowships)**

This is to certify that Ms/Mr \_\_\_\_\_,  
Ph.D. Scholar, Department/Centre of \_\_\_\_\_  
is under my supervision and has been continuously working on her/his research during  
the month(s) of \_\_\_\_\_ 202\_\_ to \_\_\_\_\_ 202\_\_.

The scholar/fellow has appended his/her signatures in the attendance register maintain by  
the department and the attendance details during the period are as below:

1. No. of days present in the Department/Centre for research work : \_\_\_\_\_
2. No. of days the scholar/fellow remained on leave : \_\_\_\_\_
3. No. of days the scholar/fellow remained absent without leave : \_\_\_\_\_
4. No. of days the scholar/fellow remained out of station for fieldwork : \_\_\_\_\_
5. No. of days in library/workshop/seminar etc. (certificate attached) : \_\_\_\_\_

### **Certification by the Supervisor:**

Signature with seal and date: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Department/ Centre: \_\_\_\_\_

### **Forwarded by the Head of the Department/Director of the Centre of Studies:**

Signature with seal and date: \_\_\_\_\_

Name: \_\_\_\_\_

Department/ Centre: \_\_\_\_\_

*\* Certificate must be attached for library visit to other institution, workshop, seminar etc.*

*\*Holidays of Nagaland University (National holidays, Saturdays & Sundays) may not be counted as working days*

**STATEMENT OF EXPENDITURE FOR FELLOWSHIPS**  
**Contingency Expenditure**

Name of the Fellowship \_\_\_\_\_  
 Period from \_\_\_\_\_, 202\_\_ to \_\_\_\_\_, 202\_\_

SI No.	Date of the Bill	Bill/Voucher No.	Particulars*	Amount in Rupee
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
<b>Total =</b>				<b>Rs</b>

(Rupees \_\_\_\_\_)

Signature  
 Name:  
 Date:  
**(Scholar)**

Signature  
 Name:  
 Date:  
**Guide/Supervisor**

Signature  
 Name:  
 Date:  
**Head of Deptt.**

**UGC NON-NET FELLOWSHIP**  
**6<sup>th</sup> MONTHLY PROGRESS REPORT**

**for the period**

\_\_\_\_\_ to \_\_\_\_\_

1. Name of the Scholar:
2. Award Letter No. and Date:
3. Topic of research:
  
4. Date of Ph.D./M.Phil. Admission:
5. Date of commencement of UGC Non-Net Fellowship:
6. Number of days the Scholar remained on leave:
7. Number of days the Scholar remained out of station for fieldwork/travel:
8. Number of days the Scholar remained present at the University/Department:
9. Total number of working days during the period (Sl. No. 9 = Sl No. 6+7+8):
10. Book/Chapter/Paper/Peer reviewed/UGC CARE Journals published during the period:  
(If so, may enclosed the copy/copies)
11. Libraries visited and literatures referred:
12. Conference/Seminars/Symposia/Workshops (relevant to the research) attended:  
(If present a paper, enclosed the certificate and paper presented)
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:  
**(Awardee)**

Signature  
Name:  
Date:  
**Guide/Supervisor**

Signature  
Name:  
Date:  
**Head of Deptt.**

**THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR EXTENSION OF  
UGC NON-NET FELLOWSHIP FOR FOURTH YEAR**

Assessment for extension of Mr./Ms. \_\_\_\_\_  
UGC Non-NET Fellowship working at the Department of \_\_\_\_\_  
Nagaland University on completion of three years on \_\_\_\_/\_\_\_\_/\_\_\_\_\_ .

**CONSTITUTION OF THE COMMITTEE**

(Name and designation)

- 1.
- 2.
- 3.

Date of Joining UGC Non NET fellowship :  
Date of Ph.D. Admission :  
Ph.D. Registration No. and Date :  
Date of meeting :  
Venue of Assessment/Interview :

**ASSESSMENT**

The Committee assessed the progress of the candidate through presentation followed by interview and recommended as follows.

1. Research done during the past three years:
  
2. Progress of finishing the chapter within the thesis:
  
3. Works yet to be done within the thesis:
  
4. Libraries/fieldwork/questionnaires (visited/accomplished):
  
5. Whether published any research papers? YES/NO (If YES, enclosed a copy)
6. Comments on the presentation and interview:

**RECOMMENDATIONS**

The Scholar is RECOMMENDED/NOT RECOMMENDED.

(if recommended, based on the progress of research) UGC Non-NET Fellowship may be extended for the 4<sup>th</sup> year w.e.f. \_\_\_\_/\_\_\_\_/\_\_\_\_\_ .

Signature  
Name  
Date  
**Supervisor & Member Secretary**

Signature  
Name  
Date  
**Vice-Chancellor's Nominee**

Signature  
Name  
Date  
**HoD/Chairperson**