बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

केन्द्रीय विश्वविद्यालय

विद्या विहार, रायबरेली रोड, लखनऊ–226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow-226025

Letter No. 1134/BBAU/25/Acad.

Date: 26/06/2025

NOTIFICATION

The 82nd meeting of Academic Council held on 17.06.2025 vide Agenda item No. 30 has approved the revised guideline for Non-Net Fellowship. A copy of the revised guideline for Non-Net Fellowship of the University is enclosed herewith for necessary action.

26/6/25

Registrar

Copy to:-

1. All Deans/Heads/Coordinators of the School/ Department/ Courses BBAU, Lucknow.
2. Director, Amethi Campus, Amethi.
3. Finance Officer, BBAU, Lucknow
4. Controller of Examination, BBAU, Lucknow.
5. Dy. Registrar (Estt.) BBAU, Lucknow.
6. AR, VCS,BBAU, Lucknow, for information please.
7. PS to Registrar, BBAU, Lucknow, for information please.
8. I/c web-site, BBAU, Lucknow with a request to upload the same on University web-site
9. Guard File.

ANNEXURE-A

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

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GUIDELINES FOR UGC NON-NET FELLOWSHIPS

1. Short Title, Application and Dissemination

(i) The University hereby notifies the following guidelines which shall be called "Guidelines for UGC Non-NET Fellowships". They shall come into force immediately after their formal notification on University website. These guidelines supersede all notifications/ orders/ circulars issued earlier on Non-NET Fellowship scheme by the University.

(ii) The Scheme of the Non-NET fellowship is applicable for Ph.D. students 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 in various School/Departments/ centers of the University. The award and extension of fellowship will always be subject to actual release of funds and directives from the UGC and/or MHRD issued from time to time.

(iii) In case of the violation of any of the terms 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 applicable. The University will issue no individual intimation of the guidelines and amendments if any to the Scholars. Head/Supervisor shall implement the same. The copy of this notification and subsequent amendments will be placed on the University website at www.bbau.ac.in.

(iv) All the School/Departments/Centers shall hold special

counseling session within one month after completion of admission to Ph.D. in each semester for their students and explain various provisions and stipulations enshrined in these guidelines and amendments introduced therein from time to time.

2. Eligibility Criterion:

i) The award of Non-NET fellowship to the students of the University shall be governed by relevant provisions of regulation of Babasaheb Bhimrao Ambedkar University and amendments therein from time to time.

ii) Ph.D. students not availing any financial assistance from any other source shall be considered for the award of Non-NET fellowship of Rs.8000/- per month with contingency of Rs.10,000/- per annum for Science subjects and Rs.8000/- per annum for Humanities and Social Science subjects.

iii) The maximum span period for award of fellowship shall be 04 years for Ph.D. programme or submission of thesis, whichever is earlier.

iv) No fellowship shall be given for extended period and to part time scholars.

v) If a student drawing Non-NET fellowship from the university leaves his 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 by the University.

vi) Students, who have been registered for Ph.D. programme and availing fellowship under projects and are not availing any fellowship after the project is over, will be considered for Non-NET fellowship. This will be over and above the permitted limit of Non-NET fellowships in a department. The maximum period of fellowship will not exceed 04 years including duration of fellowship from the project. The total duration shall be counted

from the date of registration in Ph.D. programme. Such application should be received in the office of Nodal Officer fellowship within 03 months from the date of expiry of project fellowship after due recommendation by Departmental Research Committee. Applications received after this date shall not be entertained.

3. Selection

i) The Fellowship will be provided to those students who are registered for Ph.D. programme, irrespective of mode of selection.

ii) After finalization of the Ph.D. registration in each session, the Head of the Department will invite the application from the Research Scholars and forward all such applications to the office of Nodal Officer fellowship with specific recommendation of the Head, Supervisor along with the related minutes of meeting of DRC. All the applications should reach the office of Nodal Officer fellowship within one month from the date of closure of Ph.D. admissions.

iii) The office of Nodal Officer fellowship will scrutinize the applications and after obtaining approval from competent authority, sanction of Fellowship will be conveyed to the concerned Head of the Department/ Coordinator of Center/ School with copy to research scholar.

4. Tenure of Fellowship

i) The fellowship is tenable for maximum period of 4 (3 + 1) years.

ii) The awardee can avail the fellowship up to maximum tenure of fellowship subject to his/her having valid Ph.D. enrolment or till the submission of thesis whichever is earlier.

5. Extension of Fellowship

i) With completion of each year the scholar will submit his/her

progress report in the prescribed format to the Head of the Department/ Coordinator of Center/ School through his Supervisor for renewal of his fellowship. However, the scholar has to submit the duly filled format at least one month before completion of each year.

ii) The Head of the Department/Coordinator of Centre/School will place the same in DRC and send the consolidated list along with the progress report to the office of Nodal Officer fellowship.

iii) After completion of three years tenure, fellowship will be extended only on the recommendation of the DRC along with a paper, published in a UGC CARE /Scopus/Web of Science/SCI/ SSCI listed journals (as per journals considered by applicable Ph.D. regulation). For this, the scholar has to apply on the prescribed format at least one month before the completion of 3rd year to the Head of the Department, who in turn will conduct the meeting and send the consolidated list to the office of Nodal Officer fellowship.

iv) The scholar should be the first author or corresponding author of the article published. However, for the same paper two scholars shall not be considered for fellowship extension.

v) Failure to qualify in a semester exam for Ph.D. course work for any reason will result in immediate suspension of the fellowship till the Scholar is qualified. No fellowship shall be paid for the period taken to qualify, but this period shall be counted towards fellowship span period.

6. Leave & Attendance

i) All research scholars are expected to attend department regularly and will be marked for attendance as per University rules.

ii) Research scholars are entitled for leave for a maximum period of 30 days plus 10 days medical leave in a calendar year, in addition to general holidays observed as per the University

rules but shall not be entitled to any vacations, e.g., Summer, winter and mid-semester breaks.

iii) Ph.D. scholars availing the UGC fellowship would be entitled for additional 40 days academic leave in a calendar year for attending the library work, seminars, laboratory work and field work as recommended by the supervisor and sanctioned by Head of Department.
In a special case if study/ research demands field investigation related to particular country or state, the academic leave may be extended beyond 40 days on the recommendations of concerned supervisor and DRC. Such extended leaves shall be sanctioned by concerned Dean of School/Director of the Centre.

iv) Female Ph.D. Scholars may be provided Maternity Leave/ Child Care Leave for up to a maximum of 240 days in the entire duration of the Ph.D. programme with full fellowship.

v) Male awardees would be eligible to paternity leave at full Fellowship for a period as per the Govt. of India rules.

vi) The scholar may in special case, be allowed temporarily de-register without fellowship as per applicable Ph.D. regulation of the University. However, it may be noted that the period of Leave without Fellowship will count towards the tenure of Fellowship.

vii) Scholars shall proceed on leave for specific purposes only after explicit permission of their research supervisor and Head of the Department. Any unauthorized leave shall be treated as constituting grounds for disciplinary action.

viii) The amount of fellowship recommended by Supervisor/Head must comply the general rules of attendance/leaves/absence without proper leave i.e. recommended the proportionate fellowship as the case be.

7. Other conditions

i) The scholar 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.

In case of sanction of any other fellowship (like JRF, NFSC, NFST, NFOBC etc.) the scholar may be permitted to switch from UGC Non-NET fellowship to other fellowship as per term and condition of granting agency of other fellowship. In such cases, the maximum duration of grant of fellowship shall be considered from date of sanctioning of new fellowship.

ii) The research scholars, irrespective of discipline, shall be required to train in teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4 to 6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work, evaluation of test papers, supervision of field work, group seminar, symposium and library activates etc. as assigned by the department.

iii) The research scholar shall submit half yearly progress reports through supervisor to the DRC.

iv) If a scholar intends to relinquish the Fellowship during the tenure, his/her application for relinquishing of the Scholarship shall be recommended by the supervisor and the DRC and the same shall be forwarded to the office of Nodal Officer fellowship.

v) The supervisor shall be responsible for maintaining the register for contingency payment and audit purpose. Payment of contingency would be made only when the bills are verified by the supervisor and concerned Head.

vi) The payment of fellowship would commence from the date of eligibility of the applicants. The office of Head of Department shall maintain attendance register, Leave records shall also be maintained by the Department/center.

vii) Copy of attendance sheet from Attendance Register should be

enclosed alongwith the forwarding note of fellowship claim by the department duly verified by concerned Supervisor and Head of the department.

viii) Academic leave without fellowship shall be permissible only for one year throughout the tenure (for any kind of academic assignment/ teaching/ 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.

8. Cancellation of Fellowship:

i) The fellowship award is liable for cancellation in following cases:-

a) Misconduct.

b) Unsatisfactory progress report and recommendation of cancellation by the Department.

c) Scholar furnishes misleading information or hides any information to claim eligibility for fellowship and later found ineligible.

d) Scholar taking unauthorized leaves other than what is admissible.

e) If any scholar will be absent continuously for more than 15 days, the fellowship will be break and it will be considered as gap period which will be counted with in the maximum duration of grant of fellowship.

ii) Before arriving at a decision in such matters, the DRC shall afford an opportunity to the student concerned to clarify his/her position and bring facts to its notice.

iii) In case of award of other fellowship the amount of Non-NET fellowship (NNF) and contingency for the respective period will be recovered from the account of scholar w.e.f. the date of withdrawal of another fellowship by Finance Section on the recommendation of Supervisor/ Head and due scrutiny from office of Nodal Officer fellowship.

9. Standard Operating Procedures

i) Every semester, the office of Nodal Officer fellowship of the university shall issue an office order containing center-wise list of students eligible for Non-NET fellowship after receiving such a list duly verified from Departments/Schools. A copy of the order shall be marked to Scholarship Cell in Admin, Finance and Accounts Section as well as Departments/Schools office all of which, in turn, shall bring anomalies or issues therein, if any, to the notice of office of Nodal Officer fellowship immediately.

ii) Fellowship for fresh award shall commence from the date of registration i.e. submission of fees as per guidelines issued from time to time.

iii) Fellowship claims, along with progress report, shall be submitted by students duly filled in proforma given at **Annexure–I** & **II** to their respective departments to processing and verification. Supervisors / Centre Chairpersons / Coordinators shall scrutinize the claims carefully ascertaining the eligibility of students for fellowship as per the provisions laid down in these guidelines. Departments, as applicable, shall forward a list of students and their claim forms under a covering letter in proforma given at **Annexure–III** to the Research and Development Cell for recommending disbursement of fellowships. The documents with regard to the claims for a particular month shall reach by the 3rd day of every month to office of Nodal Officer fellowship. This office will scrutinized the claims with proper recording Department-wise and forward the claim to Finance Section for payment, which, in turn, shall process the fellowship amount to students within five (05) working days.

iv) Contingency claims duly filled in proforma given at **Annexure–IV** along with valid bills shall be submitted by the students to the Department/Centre. The Department/ Center will verify each and every bill and clarify it with signature and stamp of

respective Supervisors. Such claims, duly verified and certified, shall be forwarded to office of Nodal Officer fellowship and also forwarded to Finance Section.

10. Process of claiming Fellowship/Contingency

i) After receipt of the sanction from the office of Nodal Officer fellowship, while submitting the first fellowship bill the student should attach the following documents with the fellowship bill:

a) PFMS Registration form

b) Photo copy of bank pass book (The account should be in the name of the Scholar only)

c) Photo copy of sanction letter

d) Photo copy of Identity proof as per Govt. guidelines.

e) All educational Certificates

g) First fee receipt

ii) After registering on the PFMS portal, the Special Fund (scholarship) section should provide the list of PFMS IDs to the concerned Head of the Department. The scholar should quote this PFMS ID on the fellowship / contingency bill.

iii) Fellowship bill should be submitted to the Head of the Department by 3rd of the following month. In turn the Head of the Department should send all the fellowship bills, after due verification and signature, to the office of Nodal Officer fellowship by 5th every month.

iv) However, for the month of March, the bill should reach the Research and Development Cell by 15th April.

v) For part periods, contingency will be paid on pro-rata basis.

vi) Contingency grant bills will be submitted two times a year, once by 28th February and then 31st August in every financial year.

vii) If claim of fellowship is not received for 3 consecutive months, then it will be deemed that the scholar left the fellowship.

11. Utilization of contingent grant for the following:

i) Acquisition of books, documents and allied items relevance to the research topic provided that these are not available in the library of the Department/ University.

ii) Chemical/ consumable items/ electrical/ electronic equipment required for the research work.

iii) Equipment required exclusively for research.

iv) Photographic material for thesis work.

v) Computation charges and computer related peripherals (Hard disc/ pen drive, mouse etc.) provided certification by the concerned supervisor.

vi) Reprints/off-prints of research papers.

vii) Stationary and postal charges.

viii) Thesis submission fee, life membership fee of reputed societies of respective subjects and registration fee of seminar/workshop etc.

ix) Analysis charge, user charges of equipment.

x) Only GST Bills will be entertained.

Note 1: Contingency grant must be used for the purpose related to research activity of the scholar.

Note 2: Notwithstanding anything contained in this guidelines, any question, which is not covered by the guidelines, or any difficulty arising out of this guidelines, shall be dealt with approval by the Hon'ble Vice Chancellor subject to recommendation of Supervisor and concerned DRC.

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BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow-226025

ANNEXURE - I

FELLOWSHIP CLAIM FORM

Fellowship for the Month Ending _____ **Year** _____

Name of the Research Fellow:	
Name of the Supervisor:	
Category of Fellowship : UGC-Non-NET/DST-ISNPIRE/ICSSR/ICMR/	
Course/Subject:	Department:
Gender: Male/Female/Transgender	School:
Admission No.:	Enrolment No.:
Date of admission: (Fee deposit receipt enclosed)	Fellowship Award Letter No. & Date:
Category: GEN/ SC/ ST/ OBC/ EWS	Whether People with Disability (PwD) : Yes/No
Date of Birth:	Year: I/ II/ III/ IV/ V/ VI
Aadhar No.:	Account Holder's Name:
Bank Name:	IFSC Code:
Bank A/C No.:	Details of leave:

a) **Details of Fellowship claimed as under:**

Sr. No.	Period for which fellowship is claimed with bills (months)	Fellowship in (Rs.) @ -- per month	Total Fellowship Amount (Rs.)	HRA Amount & Months (From --- to ----)	Grand Total (Rs.)	Remarks if any

b) **(I) No. of working days:** **(III) No. of Leave with fellowship:**

(II) No. of days present: **(IV) No. of days absent without leave:**

The payment of Rs. ..... Only may be made in favour of ..... as per details of the account given above. It is undertaken that, if some irregularity is noticed at a later stage as a result of check or audit objection, action will be taken to adjust/ refund/ regularize the objected amount.

Signature and Name of the Research Fellow

Certified that the candidate has deposited the respective annual fee of the University as applicable. Payment of fellowship is strictly as per the terms and conditions of the guidelines of the fellowship and guidelines issued by the UGC/ concerned funding institution. It is also certified that the progress of research work of research fellow is satisfactory and attendance is verified. The fellowship claim made by the research fellow is checked and found correct. It is recommended to make payment.

Supervisor
Signature with Date
Name:
(Seal)

Head of the Department
Counter signature with Date
Name:
(Seal)

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ANNEXURE-II

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow-226025

APPLICATION FORM FOR UGC RESEARCH FELLOWSHIP

Photograph

Name of School/Deptt. ..... Academic Session .....

1. Name of the Research Scholar (In capital letters) .....

And full address .....

2. Name of Father/Husband and his/her complete address .....

3. Date of Birth .....

4. Name of the Supervisor .....

5. (a) Date of Enrolment for Ph.D. Work .....

(b) Date of deposit of first fee for Registration .....

Note: *Please attach a photocopy of the following documents duly attested by the Head of Department failing which the application is liable to be cancelled.*

1. *Copy of the registration letter as Research Scholar for Ph.D.*
2. *Copy of the first fee receipt for registration as Research Scholar for Ph.D. degree*

Declaration by the candidate

I, ... hereby declare that all statements made in this application are true complete and correct to the best of my knowledge and belief, I undertake that in event of any information being found falls on incorrect award of the fellowship is liable to be cancelled.

I hereby also declare that I am not getting any Scholarship/fellowship/ financial assistance from any sources.

Date : .....

Place : .....

Signature of the candidate

Forwarding of the Supervisor & Head of the Department

Certified that Sri./Smt./Km. ..... is eligible for received Scholarship/fellowship/Financial assistance from the University.

It is recommended that the fellowship be awarded to the Research Scholar.

Supervisor

Head of the Department
(Seal)

For the use of office only

On the basis of the information provided above and scrutiny of the papers, the recommendation of the department is found in order and the award of UGC Research Fellowship @ Rs. ..... P.M. & contingency fellowship @ Rs. ..... P.A. to Sri./Smt./Km. ..... may awarded w.e.f. ..... may be approved.

Dealing Assistant

Assistant

Dy. Registrar (R&D)

Director (R&D)

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ANNEXURE - III

Proforma of Covering Letter

Date:.....

To,

Registrar
Babasaheb Bhimrao Ambedkar University
Lucknow

Subject: Verified list of scholars eligible for Non-NET fellowship

Sir,

Given below are the number of students registered in department under the Department of ..... who are found to be eligible for UGC Non-NET fellowship for the month of....., 20...

It has been verified that all these students are eligible for the fellowship as per the University Guidelines on Non-NET fellowship and that they have not been availing any financial assistance from any other source except under the scheme of UGC Non-NET fellowship.

Sr. No.	Name of Research Scholar	Session	Date of admission in Ph.D.	Period of fellowship	Fellowship/ Contingency Amount
Total fellowship/ Contingency amount					

Head of Department

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ANNEXURE - IV

CONTINGENCY FORM

Contingency for the period from _____ **to** _____ **Year** _____

Name of the Research Fellow:	
Name of the Supervisor:	
Category of Fellowship : UGC-Non-NET/DST-ISNPIRE/ICSSR/ICMR/	
Course Subject:	Department:
Gender: Male/Female/Transgender	School:
Admission No.:	Enrolment No.:
Date of admission: (Fee deposit receipt enclosed)	Fellowship Award Letter No. & Date:
Category: GEN/ SC/ ST/ OBC/ EWS	Whether People with Disability (PwD) : Yes/No
Date of Birth:	Year: I/ II/ III/ IV/ V/ VI
Aadhar No.:	Account Holder's Name:
Bank Name:	IFSC Code:
Bank A/C No.:	Details of leave:

Details of Contingency claimed as under:

Sr. No.	Details of expenditure given below	Period for which contingency is claimed with bills (months) (From ---- to -----)	Contingency in (Rs.) @ -- per year	Total Contingency Amount (Rs.)	Remarks, if any

I hereby declare that I have read instruction properly and accordingly submitted. The payment of Rs. ..... Only may be made in favour of ..... as per details of the account given above. It is undertaken that, if some irregularity is noticed at a later stage as a result of check or audit objection, action will be taken to adjust/ refund/ regularize the objected amount.

Signature of Research Scholar

Certified that the candidate has deposited the respective annual fee of the University as applicable. Payment of fellowship is strictly as per the terms and conditions of the guidelines of the fellowship and guidelines issued by the UGC/ concerned funding institution. It is also certified that the progress of research work of research fellow is satisfactory and attendance is verified. The fellowship claim made by the research fellow is checked and found correct. It is recommended to make payment.

Supervisor

Head of the Department

Instruction to be followed:

1) Original bills with name of particular students should be attached with claim form.
2) Amount of bill, purpose should be clearly mentioned in the bills.
3) Bills should pertain to the period 1st April to 31st March of every financial year.
4) Bills should be verified by the dealing person of the schools.
5) In case of registration fees for attending conference, seminar, permission letter by the Competent Authority, may be attached with the claim.
6) Bills should be certified by the students and supervisor with the stamp and counter signed by their Head of the department..
7) If any bills are found to be unnamed, photocopy/xerox of bills or manipulative, they will not be considered for payment.