



Indira Gandhi Delhi Technical University For Women
(Formerly Indira Gandhi Institute of Technology)
Kashmere Gate, Delhi-110006

REVISED IGDTUW RESEARCH FELLOWSHIP SCHEME (JRF/SRF)-2020

Terms and Conditions

(Revised on lines of UGC Notification F.No. 11-5/2018(SA-1) dt. 3rd June, 2019 and approved by XI Board of Management dt. 11th August, 2020)

Indira Gandhi Delhi Technical University for Women may provide financial assistance as Junior Research Fellow (JRF) / Senior Research Fellow (SRF) to few Full Time Research Scholars registered in the Ph.D Programme. The JRFs/SRFs shall be distributed on the basis of need across all departments.

1.1 Fellowship Eligibility:

Junior Research Fellow(JRF) :A student who satisfies the Minimum Eligibility requirement as per the Ph.D Regulation R 1.2.3 of IGDTUW and has been duly recommended by the Selection Committee to be appointed as Junior Research Fellow (JRF). A student who is a continuing Full Time Research Scholar at IGDTUW and fulfills the Minimum Eligibility requirement of JRF at a later stage is eligible for award of JRF provided DRC finds her Research Progress satisfactory and recommends her case for award of JRF.

Senior Research Fellow : A JRF / a continuing Full Time Research Scholar who fulfills the minimum eligibility requirement of JRF and has 02 years of research experience at IGDTUW is eligible for award of SRF provided Review Committee/ DRC finds her Research Progress satisfactory and recommends her case for award of SRF.

1.2 Fellowship Amount

| S. No | Fellowship for Ph.D Programme | Revised Fellowship (Per Month) |
|--------------|--------------------------------------|---------------------------------------|
| 1. | Junior Research Fellow (JRF) | Rs. 31000/- |
| 2. | Senior Research Fellow (SRF) | Rs. 35000/- |

1.3 Progress Evaluation of JRF/SRF : The award of fellowship shall be reviewed every semester based on the assessment of the Performance Report of the fellow by DRC. The DRC may recommend termination of the Fellowship in case the Performance Report of the Fellow is not found satisfactory consecutively for two semesters.

1.4 Upgradation of JRF to SRF: The progress of the JRF shall be reviewed after two years by the DRC / Review Committee constituted by the Vice Chancellor for consideration of upgradation of fellowship to SRF. The fellow may be given SRF after 2 years if the Review Committee / DRC finds that the fellow has done considerable research progress and recommends her case for upgradation to SRF. In case the Review Committee / DRC finds the work progress / Performance Report of JRF not satisfactory, the committee can recommend for continuation of the fellow as JRF or can recommend termination of the fellowship. The recommendation of the Review Committee / DRC with subsequent approval by Vice Chancellor shall be the final decision.

1.5 Tenure of Fellowship: The tenure of fellowship is initially for two years under the JRF scheme. Upon expiry of this period, the work of the Fellow will be evaluated by experts. If the research work is found satisfactory, his/her tenure will be extended for a further period of three years under the enhanced emoluments of the Senior Research Fellowship (SRF). In case the work for the first two years is not found satisfactory, an additional year will be given to her for improvement. However, during this period she will be designated as a Junior Research Fellow. In such cases, work will be evaluated again after three years, and if progress is found satisfactory, the Fellow will get two more years under the SRF. Thus, the total period of fellowship (JRF and SRF) is five years and there is no further provision of extension.

1.6 All provisions of prevailing Ph.D. Ordinance/Regulations of IGDTUW shall be applicable on the JRFs/SRFs.

1.7 The JRFs/SRFs must submit a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure / resignation of the Fellowship to the Dean (R&C) at the earliest.

1.8 A JRF/SRF shall be governed by the disciplinary regulations of IGDTUW.

1.9 Sponsored students and students receiving any other financial assistance from any sources would not be eligible for fellowship under the IGDTUW JRF/SRF scheme.

1.10 The stipend of JRF/SRF is exempted from the payment of Income Tax under Section 10(16) of the Income Tax Act, 1961.

2.0 Service Conditions:

2.1 DA and CCA: The JRFs/SRFs will not be entitled to these allowances.

2.2 House Rent Allowance (HRA): JRFs/SRFs may be provided hostel accommodation if available and those residing in accommodation provided by the university will not be eligible for drawing HRA. Wherever provision of hostel accommodation is not possible, HRA may be allowed to the JRFs/SRFs as per the Government norms applicable in the city /location where they are working. The fellowship amount may be taken as basic for calculating the HRA

2.3 Leave Entitlement:

- i. A JRF/SRF will be entitled to avail leave for 30 days per academic year including medical leave. She will not be entitled to summer and winter vacations.
- ii. Leave beyond the stipulated period in an academic year may be granted in exceptional cases, by the DRC for additional 30 days, on recommendation of supervisor. However, such an extension shall be granted only once during the entire programme of the Scholar.
- iii. The JRF/SRF will be eligible for Maternity Leave prescribed by Govt. of NCT of Delhi. The candidates getting fellowship will be eligible for Maternity Leave with fellowship as per rules and regulations prescribed by Govt. of NCT of Delhi.
- iv. The leave period shall be counted in the total period required for submission of the thesis stipulated in IGDTUW Ph.D Regulations.
- v. A JRF/SRF may be permitted to take a “**Semester Break**” on medical grounds with due recommendation of the supervisor and approval from the DRC. The leave period shall be counted in the total period required for submission of the thesis stipulated in IGDTUW Ph.D Regulations.
- vi. Participation by JRF/SRF in any scientific event/workshop in India or abroad will be treated as 'Duty'.
- vii. All leave record of JRFs/SRFs shall be maintained by the HOD office.

2.4 Bonus and Leave Travel Concessions: JRFs/ SRFs will not be entitled to these allowances.

2.5 Retirement Benefits: JRFs/ SRFs will not be entitled to these benefits.

2.6 The award of JRF/SRF shall not entitle the student to claim any right whatsoever for any job in the institution.

3.0 Obligations of JRF/SRF:

3.1 JRF/SRF shall be required to engage teaching/practical classes at IGDTUW for upto 08 hours /week or any other load assigned by the HOD. In addition, the JRF/SRF shall undertake other academic assignments such as examination, invigilation, evaluation etc.

3.2 The JRF/SRF shall pay the fee as per University norms.

3.3 The JRF/SRF shall mark their regular attendance in their Department.

3.4 The JRF/SRF shall not take any assignment paid or unpaid outside the university.

3.5 The JRF/SRF may present/publish their research work in conferences or standard referred journals. It should be ensured by the JRF/SRF that the assistance provided by IGDTUW is acknowledged in all such presentations/ publications. A copy each of all research papers published by the JRF/SRF must be sent to the office of Dean (R&C) at the end of each semester.

3.6 The JRF must send a detailed consolidated report of the research work done during the entire period of the fellowship on completion of the tenure/resignation of the fellowship through the supervisor/HOD to the office of Dean (R&C). The fellow should submit **NO DUES CERTIFICATE** through the supervisor/HOD after completion of the fellowship.

4.0 Resignation from Fellowship: If a JRF/SRF resigns from the fellowship due to any reasons, the fellowship shall be deemed withdrawn, however she may be allowed to continue as a Full Time Ph.D Scholar on the recommendation of DRC and subsequent approval of Vice Chancellor. The fellow may be allowed to convert to Part Time Research Scholar provided she fulfills the eligibility for conversion to Part Time as per Ph.D regulation R5.3

5.0 Termination of Fellowship

- (i) The fellowship shall normally stand terminated on completion of its tenure or from the date the JRF/SRF resigns. The Fellowship may be terminated by the University on the recommendation of the DRC.
- (ii) The fellowship may also be terminated on the following grounds :
 - (a) Disciplinary grounds/misconduct/Plagiarism Instance
 - (b) Unsatisfactory progress of research work for two consecutive semesters
 - (c) Candidate found ineligible for fellowship at any later stage shall deposit the entire fellowship amount claimed by the fellow in the university.
- (iii) The fellowship will be terminated from the date of submission of thesis for the award of Degree of Ph.D or on completion of fellowship tenure whichever is earlier.
- (iv) If a JRF/SRF leaves without permission at any time, she shall not be paid the fellowship for the period of her service till such time she gets a No Dues Certificate from the Head of the department.
- (v) Taking up of any paid assignment by JRF/SRF outside the university at any time in the tenure of fellowship, may lead to the termination of fellowship and the JRF/SRF shall be asked to pay back the entire fellowship amount.
- (vi) JRF/SRF must settle their claims within one year of leaving the Fellowship. No claim will be admitted by University after one year of leaving the Fellowship.

6.0 REIMBURSEMENT OF FELLOWSHIP

- (i) The JRF/SRF Fellowship Claim form in Annexure A shall be duly signed by the supervisor and countersigned by the HOD for reimbursement purpose.
- (ii) The JRF/SRF shall maintain a fellowship register for all fellowship claim purposes



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Timelines for Release of Fellowship to JRFs

1. Biometric Attendance Record submission by System Analyst to Research Wing: on 1st of every month.
2. Submission of Claim Form to the Academic Branch with all supporting documents attached in the student Personal File: Latest by 5th of every month.
3. Document Verification approval and issue of Sanction Order by Academic Branch: Latest by 10th of every month.
4. Release of Payment by Accounts Branch to the Student's Bank Account: Latest by 15th of every month.

Ph.D FELLOWSHIP CLAIM FORM

JUNIOR RESEARCH FELLOWSHIP/SENIOR RESEARCH FELLOWSHIP FORM



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1. Name of the Awardee :
2. Enrolment No. :
3. Department :
4. Name of Fellowship Scheme (JRF/SRF) :
5. Date of Joining the Current Fellowship Scheme :
6. Period of fellowship last claimed :
7. No. of Leaves during claim month..... Leaves Already Availed.....Balance of Leave....
8. Period for which fellowship is claimed :
9. Amount of Fellowship claimed :
10. HRA Claimed (If Any) :
11. Total Amount of Fellowship + HRA Claimed :

Undertaking: I hereby give an undertaking that I am not taking any fellowship/financial assistance from any other sources.

Note: Enclose the attendance sheet of the month of claim.

Signature of Student with date

Unsatisfactory/Satisfactory/Good/Very Good/ Excellent

Please tick

Verified by Supervisor with Signature



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(For Students staying in Independent/Rent house)

UNDERTAKING FOR H. R. A.

I, Ms....., Enrolment No..... am staying in
IGDTUW Hostel/not staying in Hostel (Strike whichever is not applicable).

I may be paid / reimbursed Hostel Fee* of Rs./HRA of Rs..... (Strike
whichever is not applicable) for the month of

*(Please attach Hostel Fee Receipt)

Signature of JRF/SRF

Verified by Supervisor with Signature



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1. Student details:

| | |
|---------------------|--|
| Name of the Student | |
| Enrollment No. | |

2. Publications (*attach supporting documents*)

(i) Journals:

(ii) Conferences Publications

(iii) Conferences /Workshops/Seminars etc Attended:

3. Research Progress Outcomes (*attach supporting documents*)

4. Contribution (*attach supporting documents*)

(i) Teaching Load

(ii) Any other departmental Activities

Signature of Student

Unsatisfactory/Satisfactory/Good/Very Good/ Excellent

Please tick

Remarks:

Verified by Supervisor and Signature

Unsatisfactory/Satisfactory/Good/Very Good/ Excellent

Please tick

Remarks:

Verified by HOD with signature