



পূবোত্তৰ পৰ্বতীয়া বিশ্ববিদ্যালয়  
পূ. প. বিবি. পরিসর, শিলাংগ-৭৯৩০২২ (মেঘালয়)  
**North-Eastern Hill University**  
NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :  
Grams : NEHU

**Prof. H. KAYANG**  
**Dean, Students' Welfare**  
**Botany Department, NEHU, Shillong**

**Phone: 0364- 272-1181**

No. F.24-25/DSW/

Date: 1. 08. 2016

### **NEHU NON -NET FELLOWSHIP**

Applications in the prescribed format are invited for the UGC-NON-NET FELLOWSHIP from Research Scholars admitted to the M.Phil./Ph.D programmes of the North-Eastern Hill University.

#### **TERMS AND CONDITIONS**

1. The fellowship is applicable to Scholars who are not in receipt of financial assistance from any source.
2. The award and extension of fellowship is subject to compliance with stipulated conditions and availability of funds from the UGC.
3. Scholars are not permitted to avail more than one fellowship at a time. On completion of a fellowship a scholar may avail another, if available. However, the combined duration of all fellowships shall not exceed five years w. e. f. the date of registration. A scholar has to refund the entire amount drawn against the UGC Non-NET fellowship while availing a higher 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.

#### **NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME**

1	Fellowship for full time Ph.D	Rs. 8000/-per month
2	Fellowship for full time M.Phil	Rs. 5000/- per month
3	Contingency	Rs. 10,000/- p.a for Sciences
		Rs. 8000/- for Humanities & Social Sciences

## PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

The performance of the Research Fellow would be monitored by their respective supervisor/Guide and reflected in the half yearly progress report submitted to the University for consideration. Each Scholar will be required to present the work annually in the seminar which will be evaluated by a committee constituted by the Department.

The concerned Departments are expected to monitor the work of the Fellow continuously. He/She shall not accept or hold any position, paid or otherwise, or receive emoluments, salary, stipend, etc. from other sources during the tenure of the award.

The condition of the Ordinance (OD-1) Clause 4 (a-e) may kindly be consulted.

## OTHER CONDITIONS

The Fellow, with the consent of the Guide/Head of Department, may assist the University/Institution in its Academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, provided such work is not likely to hinder the research programmes on hand. The total amount of time to be spent on such activities should not exceed ten hours a week.

## CANCELLATION OF AWARD

The fellowship is liable to cancellation in case of:

- i) Misconduct;
- ii) Unsatisfactory progress of research work/failure in any examination related to P.Phil./Ph.D.; or
- iii) He/She is found ineligible later.

## DURATION/EXTENSION OF NON-NET FELLOWSHIP

1	Duration of the Fellowship for M.Phil Scholars	Duration of the Programme or 2 years, whichever is earlier
2	Duration of the Fellowship for Ph.D Scholars	Duration for Ph.D Scholars is 3 years, extendable by one year

## GUIDELINES FOR EXTENSION OF NON-NET FELLOWSHIP

In the guidelines, it is provided that a THREE MEMBER “EVALUATION COMMITTEE” chaired by the Head of the Concerned Department/Centre shall evaluate the progress of work and recommend the application for extension. A standing “EVALUATION COMMITTEE FOR

**NON-NET FELLOWSHIP”** of the Department/Centre comprising the following is hereby constituted for the purpose:

1. Head of Department/Centre (Chairman)
2. One Professor/Associate Professor of the Department/Centre (by rotation) to be nominated by the Head.
3. One Professor/ Associate Professor of the Department/Centre from within the school (by rotation) to be nominated by Dean of the School.

All applications for extension of NON-NET FELLOWSHIP should be routed through the Standing Committee of the Department/Centre.

**NORTH-EASTERN HILL UNIVERSITY  
MAWKYNROH UMSHING, SHILLONG -793022**

**Application for award of NEHU Non-Net Fellowship for Research Scholars belonging to the  
North-Eastern Hill University for the Year \_\_\_\_\_**

1	Applicant's name (in Block letters) with Surname underline. State Shri/Smt/Kumari.					
2	Date of Birth (As per Matriculation)					
3	Nationality					
4	Present Address & Email					
5	Mobile No					
6	Permanent Postal Address					
7	Tribe/Caste if belongs to SC/ST Community, please enclose self attested copy of certificate granted by the concerned authority to this effect					
8	Particular of academic qualification (Starting with Graduation or equivalent examination. Please attach self attested copies of marksheets/certificates/diplomas etc, and give their reference in the last column).					
	Examination Passed	Year of Passing	College/ University	Subjects	Division/ Grade	Percentage of marks/ Cumulate grade
	BA/B.Sc/etc.					
	MA/M.Sc/etc.					
9	Subject of study					
10	Department					
11	Date of Admission to M.Phil/Ph.D					
12	Topic of Research					
13	Are you a full time P.Phil/Ph.D Scholar					
	Yes/No					

14	Are you currently employed?, If yes, please give details: Name of the employer, period since joined, Scale of pay, Basic pay	Yes/No
15	Do you hold any fellowship from any source? If yes, please give details: Source, Amount, period for which granted	Yes/No
16	If any relevant information that you wish to furnish	
17	Enclosures: 1.  2.  3.  4.  5.  6.	

That I am not currently employed and shall duly inform as and when I get employed. I declare that in case I am selected for the fellowship, I shall devote full time for the course of study and that I shall not receive any other fellowship from any other sources.

I also declare that all facts given above are true and if anything false is found I am ready to refund this fellowship to the University and face disciplinary action.

Place:

Date:

(Signature)

18. Supervisor's Recommendation

19. Recommendation of the Head of the Department in which studying:

Place:

Date:

**Head of the Department**  
**North-Eastern Hill University**

## CERTIFICATE OF UNDERTAKING

This is to certify/undertake that:

1. I am not at present employed and will devote my time for research till the expiry of the fellowship.
2. I will submit a six monthly progress report of my work duly recommended by the Supervisor and countersigned by the Head of Department.
3. I am not receiving scholarship/stipend/fellowship from any other source. In the event of my being selected for another award by other external agency, the same would be communicated to the concerned Department within one month for making necessary adjustment or would refund the total sum so accrued, failing which disciplinary action may be taken against me.

Date:

\_\_\_\_\_

Signature of the student

Name of student: \_\_\_\_\_

Course \_\_\_\_\_

Department \_\_\_\_\_

Address for communication:-

1. Permanent Address:

2. Local Address:

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**JOINING REPORT**

***AWARD OF RESEARCH FELLOWSHIP IN SCIENCES,  
HUMANITIES AND SOCIAL SCIENCES***

Name of awardee: \_\_\_\_\_

This is to certify that \_\_\_\_\_ has joined the Department  
of \_\_\_\_\_ for doing \_\_\_\_\_ under the above scheme of the  
University Grants Commission with effect from \_\_\_\_\_ (F.N./A.N).

He/She will be provided with all necessary facilities during his/her tenure of award. The terms and  
conditions of the offer are acceptable to the awardee.

Also certified that the Fellow shall not accept/hold any emoluments, paid or otherwise, or receive  
emoluments, salary, stipend, etc., from any other source during the tenure of the award.

**Signature of awardee**

**Head of Department  
(Seal)**

**Dean  
(Seal of University/Institution)**

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**PROGRESS REPORT FOR THE PERIOD ENDING JUNE/DECEMBER**

1	Name of Fellow	
2	Number and date of award letter	
3	Details of Research	
	a. Topic of Research	
	b. Is the Fellow working on the topic for the award of a doctorate degree	
	c. If so, the date of registration with the University	
4	Date of commencement of Research	
5	a. At the university	
	b. Under the UGC Fellowship	
6	Total number of working days during the period	
	a. With fellowship, number of days	From _____ To _____
	b. Without fellowship, number of days	From _____ To _____
7	Number of days the Fellow remained out of station for fieldwork/travel with dates and place visited	From _____ To _____
	a. Number of days	
	b. Places visited	



8	Number of days the fellow remained present at the university	
9	Published during the period under report	
	Title of the article/paper (Please enclose reprint of each)	
10	Title of monograph written during the period under report	
11	Teaching work done during the period under report	
	a. Number of periods taken per week at B.Sc. (Engg./M.Tech.level), M.E./M.Sc./ Engg./M/Tech level)	
12	A detailed account of the work done during the period (a separate sheet maybe attached for the purpose)	
13	Comments of the supervisor on the progress of the research work during the period under report	

**Signature of Awardee**

**Head of Department  
(Seal)**

**Registrar/Principal/ Director  
(Seal of University/Institution)**

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**MAWKYNROH UMSHING, SHILLONG -793022**

*FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS  
AND UTILIZATION CERTIFICATE*

1	Name of awardee	
2	Code number	
3	Name of the scheme under which He/She is working	
4	Period for which the account of contingency grant relates	
5	Expenditure	From_____ To_____
	(a) Books and allied items	Amount_____ Dated_____
	(b) Typing (tracing and ammonia printing)	Amount_____ Dated_____
	(c) Stationery	Amount_____ Dated_____
	(d) Postage	Amount_____ Dated_____
	(e) Chemical and electrical goods	Amount_____ Dated_____
	(f) Travel/field work	Amount_____ Dated_____
6	Period for which the contingency grant is payable	

Certified that the expenditure of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) out of the contingency grant of Rs. \_\_\_\_\_ sanctioned vide Commission letter No. F. \_\_\_\_\_ dated \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission for utilization of contingency grant.

**If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.**

**Signature of Awardee**

**Head of Department  
(Seal)**

**Registrar/Principal/Director  
(Seal of University/Institution)**

N.B: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

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**UTILIZATION CERTIFICATE**

Certified that an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
sanctioned vide letter No \_\_\_\_\_ dated \_\_\_\_\_ released to \_\_\_\_\_ in  
respect of Junior Research Fellowship/Senior Research Fellowship/Contingency/HRA/Departmental  
Assistance/etc under the scheme of "At any one given time basis" has been utilized for the purpose for  
which it was sanctioned in accordance with the terms and conditions laid down by the UGC. Out of the  
grant sanctioned in respect of Mr./Mr. \_\_\_\_\_ the unspent balance  
of Rs. \_\_\_\_\_ has been carried forward/refunded vide Demand Draft No.  
\_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_

**If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will  
be taken to refund, adjust or regularize the objected amount.**

**Signature of Awardee**

**Head of Department  
(Seal)**

**Registrar/Principal/Director  
(Seal of University/Institution)**