

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RESEARCH FELLOWSHIP (IGNOU-RF) GUIDELINES

1. Preamble:

The IGNOU-Research Fellowship (IGNOU-RF) is an initiative aimed at motivating talented candidates who are not in receipt of any financial assistance from any source to pursue research degrees. This academic welfare endeavor justifies the very ethos of the University, popularly acclaimed all over the world as People's University. The monetary incentives, at a critical juncture during the scholar's pursuance of the research programme, boost the morale, propelling the student to put persistent efforts towards achieving the highest academic degree and generating new knowledge. It also helps strengthen the bonding between the research scholar and the institution.

2. Objective of the Scheme:

The objective of the scheme is to provide financial assistance in order to facilitate those research scholars pursuing fulltime MPhil / PhD at IGNOU having financial distress and not availing any financial assistance from any other source/agencies. The scheme shall be categorized as under:

- i) Dr. Baba Saheb Ambedkar Fellowship for Male Candidates,
- ii) Savitri Bai Phule Fellowship for Women Candidates.

3. Eligibility:

- i) IGNOU-RF scheme is applicable to fulltime MPhil / PhD students who are not in receipt of any other institutional financial assistance and are registered in various disciplines of the University.

4. Number of fellowships to be awarded under the Scheme:

- i) The IGNOU-RF scheme provisions for 100 fellowships.
- ii) Thirty (30) fellowships shall be awarded to PhD scholars every year.
- iii) Three (03) fellowships shall be awarded to the MPhil Scholars every year.
- iv) The reservation policy of Government of India shall be applicable for short-listing of scholars for the award of IGNOU-RF.
- v) The allocation of Fellowships shall be on the basis of discipline-wise roster.

5. Duration of fellowship:

- i) **For MPhil:** In case of MPhil, the tenure of IGNOU-RF shall be one year or till the submission of the dissertation, whichever is earlier.
- ii) **For PhD:** In case of PhD, the tenure of the IGNOU-RF shall be three years from the date of confirmation of Registration to the PhD programme.

- iii) **Date of commencement of fellowship:** The IGNOU-RF awardee(s) shall be awarded fellowship from the date of confirmation of his/her registration in MPhil/PhD programme, provided he/she successfully completes the course work.
- iv) Scholars of previous batch enrolled in M Phil/ Ph D Programmes of the University are eligible to apply for IGNOU RF. However, such selected candidates shall be awarded Fellowship from the date of selection by the Committee.
- v) **Extension of fellowship in case of PhD candidates:** The fellowship for PhD candidates shall be awarded on yearly basis up to a maximum period of three years i.e., the minimum duration of completion for PhD, subject to the recommendation of the Research Supervisor/ Director of the concerned School.

6. Nature of assistance under the IGNOU-RF Scheme:

- i) For MPhil, the fellowship shall be provided @ Rs. 5,000/- p.m.
- ii) For PhD, the fellowship shall provided @ Rs. 8,000/- p.m.
- iii) The selected candidates shall be entitled for annual contingency of Rs.8000/- both in case of MPhil & PhD.
- iv) No other allowances are admissible to the IGNOU-RF awardees.

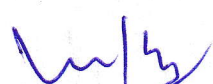



7. Procedure for applying for the Scheme:

- i) A Notification inviting applications for award of IGNOU-RF along with guidelines, terms and conditions and the subsequent change (if any) shall be placed on the University's official website and the Notice Board of concerned Schools / Academic Divisions and Units.
- ii) The University reserves all the rights to notify or not to notify the call for applications under the scheme in any academic year.
- iii) The Scholar registered for full time MPhil / PhD programme may apply for the IGNOU-RF scheme in the prescribed application format available on the IGNOU website.
- iv) The duly completed applications shall be submitted to the Director, Research Unit through respective Research Programme Coordinators and the concerned Directors of Schools on or before the last date for receiving the applications.
- v) Applications received after the last date shall be not considered.

8) Selection Procedure:

- i) The applications received within prescribed period shall be scrutinized by a Selection Committee, duly constituted by the Vice Chancellor.
- ii) Merit shall be the criteria for short listing of candidates. Accordingly, every Discipline shall provide the merit list of selected candidates to the Director, Research Unit.
- iii) The Selection Committee shall comprise the Directors of any three Schools nominated by the Vice Chancellor. Senior most Director from amongst the three nominated Directors of Schools shall be the Chair of the Committee. The Director

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of Research Unit shall be one of the members of the selection committee. The Officer dealing with Fellowships/ scholarships from Research Unit shall be the convener of the Committee.

- iv) The applications received shall be scrutinized by the Selection Committee and a discipline-wise list of shortlisted candidates shall be prepared.
- v) The Selection Committee shall also prepare a discipline-wise wait listed candidates.
- vi) After scrutiny, the Committee shall submit its recommendations to the Vice Chancellor for approval. On approval of the Vice Chancellor, the Research Unit shall upload the list of selected candidates for the award of IGNOU-RF on the IGNOU website.

9) Joining Fellowship:

- i) The candidate shall accept the fellowship within a month from the date of issue of the award letter failing which the award of IGNOU-RF shall be automatically awarded to the next wait listed candidate from the same discipline.
- ii) An undertaking shall be submitted by the Scholar that he/she is not availing any financial assistance from any other sources.
- iii) If, during IGNOU-RF period, a candidate receives intimation of selection to any other fellowship, the candidate shall immediately inform the same to the Director, Research Unit through proper channel along with the copy of the award letter, submitting a request to discontinue the IGNOU-RF.

10) Procedure for release of IGNOU-RF:

- i) The candidates need to submit Absentee Statement in the prescribed form available on the University website to the Director, Research Unit through the concerned Research Supervisor.
- ii) No column in the Absentee Statement should be left blank.
- iii) Photocopy of attendance register must be attached to the Absentee Statement.
- iv) The status of progress and recommendation by the concerned Research Supervisor in the Absentee Statement is mandatory.
- v) Absentee Statements for more than one month submitted at one go for claiming fellowship shall be not considered.
- vi) **Contingency:** For claim of contingency grant, the candidates need to submit statement of expenses (through proper channel) incurred towards the research work along with all the original Bills/ Receipts, duly certified by both the candidate and his/ her Supervisor.
- vii) The claims for release of Fellowship/ Contingency grants shall be examined by the Research Unit and if found correct in all respect, the documents for claim of Fellowship / Contingency Grant shall be forwarded to the Finance & Accounts Division of IGNOU for release of the amount directly to the beneficiary in his/ her PNB Account at IGNOU Brach Office.

11) Provision for Leave:

- i) IGNOU-RF awardees are entitled to a maximum period of 30 days of leave in a calendar year, in addition to the public holidays. They are not entitled to any other leave.
- ii) Women candidates are eligible for maternity leave as per UGC guidelines.
- iii) In special cases, IGNOU –RF awardees may be allowed leave without fellowship by the university up to one academic year during the entire tenure of the award, for acceptance of teaching assignments on a temporary basis. The period of leave without fellowship shall be counted towards the tenure of the award.
- iv) Prior approval of leave and timely intimation to Research Unit is mandatory.

12) Monitoring mechanism, other terms and Conditions:

- i) The award of fellowship shall be governed by the IGNOU-RF Guidelines as amended from time to time.
- ii) The IGNOU-RF awardees in case of MPhil programme shall not be entitled for up-gradation to PhD programme under integrated mode.
- iii) **Monitoring of Progress:**
 - a) The progress of the awardees shall be monitored as is done in the case of other MPhil / PhD students.
 - b) For IGNOU-RF awardees, it is mandatory to submit his/ her quarterly progress report in the prescribed format available on the IGNOU website. Progress report with blank columns or without mention of status of progress by the supervisor concerned shall be not considered. The quarterly progress report needs to be submitted through Research Programme Coordinator and the Director of the concerned School, apart from the six monthly progress report submitted to the discipline/ School concerned.
- iv) **Completion of Course Work:** The candidate shall be required to complete the course work during a maximum of two semesters.
- v) **Approval of Research Proposal:** His/ her research proposal needs to be approved by the concerned Doctoral Research Committee within a year of registration to PhD and within six months of MPhil registration or else his/ her fellowship shall be discontinued without any prior notice. The candidate has to intimate the status of completion of course work and approval of research proposal by DRC to Research Unit well within the above prescribed time.
- vi) **Extension of PhD fellowship duration:**
 - a) The recommendation of Programme Coordinator/ Supervisor/ the Director of the concerned School for yearly extension of fellowship should be submitted to the Research Unit before three months prior to the date of completion of the period of fellowship.
 - b) Along with the extension recommendation, the awardees need to submit annual progress report in prescribed proforma duly certified by the Supervisor and forwarded by the Research Programme Coordinator and the Director of the respective School.

- c) A fresh Undertaking by the Scholar that he/ she is not availing financial assistance from any source also needs to be submitted.
- d) Recommendation of extension received after expiry of the fellowship period shall not be considered.
- e) The yearly extension of IGNOU-RF in case of PhD candidates shall be subject to recommendation by the concerned Research Programme Coordinator/ Supervisor/ Director of the School.
- f) For any delay in renewal beyond the control of the Scholar, the same may be intimated to the Research Unit within three months from the expiry of the fellowship period to avoid cancellation of renewal of fellowship.
- vi) In case of conversion from fulltime to part-time, he/she shall have to refund the amount of fellowship received w.e.f the date of conversion.
- vii) The Research Supervisor of the concerned IGNOU-RF awardees shall maintain and certify the regular attendance of the awardees.
- viii) The IGNOU-RF awardees are required to assist the Discipline / School etc. in any of the following academic work e.g. assisting in the preparation of course materials, editing, assignment preparation, invigilation, organization of seminar/ conference / Workshop as assigned by the Research Supervisor and the Director of the concerned School.

13) Cancellation of fellowship:

The Fellowship Award may be cancelled (without any prior notice) at any stage on the following grounds:

- 1) Willful suppression of information regarding eligibility for fellowship.
- 2) Scholar found ineligible after the award of fellowship due to suppression of information on fellowship related matter.
- 3) Guilty of misconduct.
- 4) Unsatisfactory Progress Report.
- 5) Unauthorized leave other than admissible as mentioned in Clause, 11 above.
- 6) Cancellation of registration recommended by DRC/ School Board.
- 7) Conversion of the scholar from Full time to Part Time.
- 8) Any other Reason as deemed fit by the University for discontinuation of fellowship.

(Santosh Panda)

Chairperson

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