

CUSB /Acad/1-1/2024/.....AG691

Date:.....03.04.25

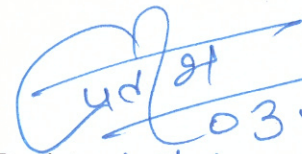
**NOTIFICATION**

The Academic Council of Central University of South Bihar in its 23<sup>rd</sup> meeting held on 5<sup>th</sup> July, 2024 vide Resolution No. – 55/AC-23/24 has considered and approved the “**Standard Operating Procedure (SoP) for disbursal of UGC Non-NET Fellowship to the eligible Ph.D. Scholars**”.

The above referred decision of Academic Council was further approved by the Executive Council of Central University of South Bihar in its 54<sup>th</sup> meeting held on 22.01.2025.

Accordingly, the “**Standard Operating Procedure (SoP) for disbursal of UGC Non-NET Fellowship to the eligible Ph.D. Scholars**” (copy enclosed) is hereby notified for implementation.

Encl. :- As above.

  
03.04.25  
Registrar (I/c)

Copy to :

1. The Deans of all Schools, CUSB
2. The Heads of all Departments, CUSB
3. All faculty members, CUSB
4. The Librarian, CUSB
5. Vice-Chancellor's Secretariat, CUSB
6. PS/PA to Registrar/Finance Officer/CoE, CUSB
7. DR (Gen. Admn.) / SO (Gen. Admn.), CUSB
8. DR (Acad. & Exam.) / AR (Accad. & Exam.), CUSB
9. System Analyst, CUSB
10. PRO, CUSB
11. Guard File



**Standard Operating Procedure (SoP)  
for disbursal of UGC Non-NET Fellowship**

**Fellowship Central University of South Bihar (CUSB), Gaya**

**Introduction**

Central University of South Bihar (CUSB) is committed to fostering a vibrant research environment and supporting the academic aspirations of young researchers. The UGC Non-NET Fellowship program is a testament to this commitment, offering financial support to exceptional Ph.D. students. This Standard Operating Procedures (SoP) aims to provide all the information related to the Non-NET Fellowship to unlock the potential of this prestigious fellowship. The UGC Non-NET Fellowship empowers scholars to focus on research without financial constraints.

**Commencement of the Standard Operating Procedures (SoP)**

- The Standard Operating Procedures (SoP) shall be known as the Central University of South Bihar Standard Operating Procedures (SoP) of the Non-NET Fellowship.
- It shall come into effect on the date of the notification of the Standard Operating Procedures (SoP) by the Central University of South Bihar.

**PART-1**

**Joining of the Research Scholars and the required official procedure**

**Joining of the Research Scholars**

- Scholars will register within the timeframe specified by the CoE office once the results have been published.
- After registration, scholars must submit their joining report to the Head of the Department within the timeframe specified by the CoE office.
- The Head of the Department will forward all joining reports submitted to his or her department to the Examination Controller's office within one week of the last date of joining and reporting of the scholars at the respective department.

**Role of the Office of the Controller of Examinations**

- The examination controller's office will consolidate the joining reports sent by all departments and send the department-wise list to the Development Section within a week after the last date for scholars' joining reports to be submitted by their respective departments.
- The above list, furnished by the Office of the Controller of Examinations, will separately include department-specific fellowship categories such as JRF and Non-Net Fellowship.
- At the start of every financial year, the Controller of Examinations will provide a new list to the Development Section, removing the names of scholars who have resigned, left, or been debarred, among other things. The timeframe will be the same every year as prescribed above.

**Role of the Office of the Development Section**

- The development Section will move the file via the proper channels to obtain prior approval from the Competent Authority for the university's fellowship offered to all students on the received list.
- All office-bearers involved in the proper channel will ensure that the Competent Authority's secretariat receives the Development Section's file within 15 days after its movement.
- The file will be returned to the Development Section once the Competent Authority approves. The Development Section will forward the list approved by the Competent Authority to the Finance Section. This procedure should be completed within 5 days following the file's return to the Development Section.
- Following receipt of the updated list from the Controller of Examinations' office, the Development Section will seek prior approval from the Competent Authority at the start of every financial year. The timeframe will be the same every year as prescribed above.

**Role of the Finance Section**

- The Finance Section will maintain the list pre-approved by the Competent Authority as a reference and record for future actions.
- Following the stipulated procedure, the Finance Section will receive the final list for the grant of fellowship and release the fellowship only after matching it with the list previously approved by the Competent Authority.
- The Finance Section will keep the updated list every financial year for further actions as prescribed in the foregoing provision.

## **PART II**

### **A Streamlined Application Process for the scholars registered for Ph.D. Programme**

#### **Eligibility**

All the bright and passionate students admitted to Ph.D. Programmes offered at CUSB, brimming with research ideas are eligible subject to the following conditions:

- Be a full-time, regular student enrolled in a Ph.D. program at CUSB.
- Not be receiving any other scholarship, fellowship, or salary (including part-time work).
- Reservation policy shall apply as per UGC/Government of India rules to the Research Scholars belonging to an SC/ST/OBC/EWS/PwD category.

#### **Applying Process and Standard Operating Procedures (SoP) for the Students**

- **Stay Updated:** The scholars should keep an eye out for application announcements on the CUSB website and department notice boards. Deadlines are crucial, so apply well in advance.
- **Gathering Documents:** The scholars should prepare the required documents, such as registration proof, academic certificates, and an undertaking stating they are not receiving financial aid from any other source.

#### **Submission of the Applications and the Role of the Supervisors**

- The registered scholar will submit an application for fellowship to the Head of the Department every month after duly forwarded and recommended by the concerned supervisor.
- It is the responsibility of the supervisor to maintain the attendance record of his or her respective scholar/s. In this case, the supervisor will confirm and validate the attendance of the scholar as per the provision of the Ordinance.
- In case the attendance is maintained by the Department of all the scholars, the Head of the Department will confirm and validate the attendance of each scholar as per the ordinance.
- The Supervisor will categorically state in his or her recommendation that the concerned scholar has satisfactory progress.
- The Supervisor will sign and recommend the applications to the Head of the Department within the first 2-3 days of each month. If the Supervisor is on leave or other engagements, he or she will convey his or her recommendations to the HoD through mail. The HoD will enclose the mail with the application for further action.
- If the supervisor is not satisfied or has any other reason not to forward and recommend the application, he or she will convey it to the HoD in writing. The HoD will place the matter before the DRDC within one week of the receiving of the matter. The decision of the DRDC will be final unless it forwards the matter to

the Competent Authority with its decision or recommendation. Until the matter is resolved, the DRDC may instruct the HoD to act as supervisor of the concerned scholar only in the case of the further facilitation of the application of fellowship.

- However, if any disciplinary inquiry or action is pending against the concerned scholar and it is reported by the concerned authority to the Supervisor or HoD, the Supervisor or HoD may keep the application on hold till a final decision of the concerned authority or Competent Authority if the issue is appealed before him or her.

### **Role of the Head of the Department**

- The Head of the Department will assign a supervisor to each registered scholar as soon as possible, as per the ordinance.
- Until the supervisor is assigned, the Head of the Department will act as the supervisor for scholars' fellowship applications.
- Furthermore, if a conflict or misunderstanding arises between the scholar and supervisor and is reported in writing by either side, the Head of the Department will serve as the supervisor in case of the fellowship until the matter is resolved or the DRDC and/or the Competent Authority issue a directive.
- The Head of the Department will forward all the applications duly submitted in the Department with recommendations to the office of the Registrar in the first week of every month excluding the first month of registration and other formalities. The Registrar shall send all the applications to the Development Section of the university for scrutiny of the applications and keeping the record.

### **The Role of the Development Section**

- The Development Section will receive the applications in the first week from the departments.
- The HoD will not forward any application beyond the given time frame in any case.
- In any situation, if the HoD receives the application beyond the given time frame, he or she will forward the application in the next month.
- The Development Section thus after receiving them will scrutinize them on the following parameters:
  - ✓ Whether the application is duly forwarded by the supervisor and/or HoD following this Standard Operating Procedures (SoP).
  - ✓ Whether the scholar has proper attendance as confirmed and validated by the Supervisor and/or HoD following this Standard Operating Procedures (SoP).
  - ✓ Whether the scholar has furnished all relevant information in the application form.
  - ✓ Whether the name of the concerned scholar is on the pre-approved list by the Competent Authority.

- No scanned copy of the attendance register will be enclosed with the application. The validation of the attendance of the concerned scholar by the Supervisor and/or the HoD will be treated as final.
- If the Development Section has any further inquiry, it will mail to the concerned Supervisor and/or HoD. In no case, the scholar will be consulted directly by the Development Section.
- After scrutinizing the applications within the 10<sup>th</sup> day of the month, the Development Section will mark the file for the approval of the grant of fellowship with the consolidated list of the scholars to the Assistant Registrar or the Deputy Registrar.

#### **The Role of the Office of Registrar**

- The Deputy Registrar will mark the file with his or her noting to the Registrar for final approval.
- Once the list is approved by the Registrar for the grant of fellowship, the file will be marked to the Finance Section for release of the fellowship.

#### **The Role of the Finance Office**

- Once the file is received by the Finance Office from the Office of the Registrar, the Finance Office will scrutinize whether the name of the scholar approved by the Registrar is included in the list pre-approved by the Competent Authority or not.
- After scrutinizing the list, the Finance Office will release the fellowship to the concerned scholar.

### **Extension of the Fellowship**

- In the first place, the tenure of the fellowship will be for three years. However, it may be extended further for a year.
- The extension of one year may be subjected to the following conditions:
  - The extension may be granted by the concerned DRDC as per the Ordinance.
  - The decision of the extension may be informed to the Office of the Registrar well in advance before the completion of the tenure of three years.
  - The extended period of one year will not continue after the final submission of the thesis for the award.

### **Abandonment/termination/closure of Fellowship**

The fellowship may be discontinued or closed in the following circumstances

- The fellowship shall be closed after the final submission of the thesis or completion of the extended period which comes earlier.
- On Giving Up or Abandonment: The scholar can resign the fellowship at his own will while continuing his or her research.
- On discontinuation: The fellowship will be terminated or closed when the scholar

discontinues his or her research. If a student receiving a Non-NET fellowship leaves the program mid-way, the university may recover the total fellowship amount received by the scholar up to that point.

- On upgradation or receiving other Fellowship or Project: If a scholar is upgraded to JRF or he/she receives another fellowship or project, he or she will cease to receive Non-NET Fellowship.
- On Disciplinary Ground: A scholar will cease to receive Non-NET Fellowship upon a disciplinary action or within the period of a disciplinary inquiry being held against him or her by the relevant body.
- Upon dissatisfactory Progress: If the Supervisor or RAC is dissatisfied with the progress of the scholar and it is also validated and recommended by the DRDC, the scholar will cease to receive the fellowship.

### **The Role of the DRDC**

- In case of conflict between scholar and supervisor, supervisor and the HoD the decision of the DRDC by a majority will be final. However, if the case is appealed to the Competent Authority by the aggrieved side, the Competent Authority may ask for the recommendation of the DRDC before taking a final decision.
- If the dispute is related to research progress, the decision of the DRDC by a majority vote shall be final.
- The DRDC will hold a session on the orientation of the newly registered scholars regarding the fellowship, the process involved in receiving the fellowship, and other research-related issues.

### **Release of Contingency**

- A Scholar is entitled to receive a contingency each year.
- The scholar should forward an application each year at least one month earlier than the closing of the Financial Year.
- The scholar should submit an application with a request for a grant of the contingency. The application must be enclosed with the original bills and an undertaking by the scholar stating that he or she has enclosed original bills and followed the financial rules of the Government of India.
- The Bills should be countersigned by the concerned supervisor.
- If the Development Section finds any discrepancy related to the bills, it must inform the HoD only through mail. The scholar should be given a chance to rectify the bills within a timeframe.
- If he or she fails to submit rectification or the rectification is also found inappropriate, the Development Section will deduct the amount equivalent to the inappropriate bills.
- The scholar may be given a show cause for furnishing inappropriate bills through HoD. It may be grounds for the cancellation of the fellowship for the remaining period.

## **PART III**

### **Suggestive Measures**

- It is critical for researchers to understand that fellowships are not their right, but rather an additional resource granted by the university in order to assure the quality of their research.
- Therefore, scholars cannot claim fellowship if the quality is not guaranteed.
- Scholars must ensure that their contributions to the university's academic activities are of high quality.
- Scholars must maintain the University's dignity both on and off campus.
- Scholars are expected to actively participate in the university's continuing educational, academic, and community initiatives.
- Scholars must strictly adhere to the university's discipline.
- Providing misleading information or concealing crucial details to claim eligibility for the fellowship will result in its cancellation if discovered later.
- Unauthorized leave exceeding permissible limits could also lead to fellowship cancellation.

### **Exceptions of the Standard Operating Procedures (SoP)**

- The Standard Operating Procedures (SoP) will be read in accordance with the provisions of the Ordinance Related to the Ph. D Award 2021 and the subsequent amendments to it. If there is any conflict between the two, the provision of the Ordinance shall prevail.
- The Standard Operating Procedures (SoP) will be read in accordance with the concerned UGC Regulations and subsequent amendments to it. If there is any conflict between the two, the provision of the UGC Regulations shall prevail.
- The Standard Operating Procedures (SoP), in partial or whole, shall be deemed to be suspended after the Competent Authority issues a directive in this regard.
- The provisions of the Standard Operating Procedures (SoP) shall be followed only on the availability of the fund.