

# **MANAV RACHNA UNIVERSITY**

## **GUIDELINES FOR RESEARCH FELLOWSHIP (RF) SCHEME**

### **INTRODUCTION**

The scheme aims to encourage students and teachers to facilitate full research in the University.

### **OBJECTIVE**

To provide an opportunity to students to undertake research leading to Ph.D in all the domains mainly in Engineering, Management, Sciences, Social Sciences, Education and Law etc.

### **ELIGIBILITY**

The upper age limit for Research Fellowship (RF): 35 years for men as on 1<sup>st</sup> January/1 July of the year of application and 45 years for women. The candidates must have at least a first-class master's degree with a second-class bachelor's degree 55% high, or (second-class master's degree (55% & above) with a first-class bachelor's degree).

### **PROCEDURE FOR APPLYING:**

The applications are invited through circulation or making advertisement in leading news paper. Students who have completed their master's degrees and desire to pursue research may send their applications to the university.

### **PROCEDURE FOR APPROVAL**

The applications received are placed before a short listing/screening committee constituted for this purpose. The short listed candidates shall be required to appear before the selection committee to finalize the names for the award of RF. The decision of the Vice Chancellor is final and binding. The Ph.D office of the University shall convey the provisional intimation of selection to the candidate. The University reserves the right to withdraw/cancel the award.

### **NATURE OF ASSISTANCE AVAILABLE UNDER THE Fellowship:**

The number of slots and of the Research Fellowship shall be:

- Research Fellowship (RF ): 10 per semester
- The maximum tenure of fellowship is 3 years

It is expected that the concerned departments will monitor the progress of the Research Fellow on regular basis (at least once a semester). The Fellow should not accept or hold any other position, paid or otherwise, or receive emoluments, salary, stipend etc. from any other source during the tenure of the award.

The fellowship may be terminated at any time during the tenure if and the decision of the University shall be final and binding. The tenure of the fellowship is for a maximum period of 3 years from the date of commencement of course work, subject to satisfactory progress report of the fellow or submission of Ph.D. thesis, whichever is earlier. However, no extension is permissible beyond the total tenure of 3 years. No fellowship is payable after 3 years and no extension is permissible beyond it.

The Financial assistance available under the scheme is as follows:

Research Fellowship Rs. 31,000/ per month during 1st year and Rs. 35,000/- per month in 2<sup>nd</sup> and 3<sup>rd</sup> year.

Contingency @ Rs.15,000/-p.a.

#### **CONTINGENCY FUND UTILIZATION**

The utilization of contingency fund is permissible only for the following purposes:

- (a) Purchase of books/journals/monographs etc. related to the subject of research not available in any of the University Libraries. However such purchase shall be routed through the Central Library of the University for specific utilization by the research assistant for research work only and shall always remain the property of the University
- (b) Photographic and other media material of relevance required for research
- (c) Field work and local travel maximum of Rs. 2000/- month on prior approval of reporting officer
- (d) Computation and analytical charges for consultants
- (e) Re-prints and Off-prints of relevant research papers
- (f) Registration fee for attending conferences/seminars in India on prior approval of reporting officer
- (g) Any other specific research related requirement other than for capital goods and foreign travel, subject to prior approval of the University.

**Leave:**

Leave for a maximum period of 30 days in a year in addition to public holidays may be taken by a research fellow with the approval of the supervisor. However, they are not entitled to any other vacations, for example, summer, winter and pooja vacations. Women awardees are eligible for maternity leave at full rates of the fellowships for 135 days as per Government of India rules once during the tenure of their award. The awardee may in special cases may be allowed by the University leave without fellowship/associateship and contingency for a period not exceeding three months during the tenure of award on the recommendation of the supervisor/Head of department of the institution concerned. The period of leave without fellowship/associateship will be counted towards the tenure.

**PROCEDURE FOR MONITORING THE PROGRESS OF THE RESEARCH FELLOW**

The progress of the awardee is monitored by the concerned supervisor and DRC. The awardee is required to submit progress report of the work by the end of each semester (May and December duly signed by the supervisor & head of department (DRC Chairperson)).

**Feedback:**

- After completion of the Research Work the student will submit his/her research work in the INFLIBNET repository along with the research papers published.

**Outcomes**

The Research Fellow has to meet the minimum eligibility for publication as laid down in Ph.D Ordinance. Further, it is expected that the research Assistant will be required to publish at least two (2) additional research papers over and above these papers in SCI/ SCOPUS/SSCI/ABDC indexed journals (Clarivate authenticated). The same shall be communicated by the scholar to the office of Doctoral Programs with the copy of publication every year. The Research papers & Thesis must mention the affiliation to the Manav Rachna University.

**Note: The last 2 installments will be released only after submission of the successfully completing the viva voce Research work in the Repository.**

**Gap Period:**

The maximum gap period for continuation from M.Phil to Ph.D. under Doctoral Fellowship shall be 1 year. However the total tenure of fellowship will remain for 3 years.

**Paid Assignment/Job:**

The fellow shall not undertake any paid assignment during the tenure of the fellowship (Except in case of leave without fellowship up to one academic year during the entire tenure).

**OTHER CONDITIONS**

The Research Fellow, with the consent of the guide/head of department, shall be required to 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 as is assigned by HoD in consultation with supervisor but such work should not 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 FELLOWSHIP**

The fellowship is liable to cancellation or withdrawal in case of:

- Registration not done within one year from date of joining.
- Misconduct;
- Unsatisfactory progress of research work/failure in any examination related to M.Phil/Ph.D. or,
- He/She is found ineligible later.
- Any false information furnished by the applicant or any fraudulent activity by the Scholar/Fellow/Research Awardees shall lead to Penal action against him/her.

For Manav Rachna University

S/d  
(Dr. K. Singh)  
Registrar

**MANAV RACHNA UNIVERSITY**  
Estd. vide Haryana Act no.26 Of 2014  
(Formerly Manav Rachna College of Engineering)  
Sector 43, Aravali Hills, Faridabad.

F.NO. MRU/ Research-Fellowship (RF)/2023/1832

Dated: 02.06.2023

**CORRIGENDUM**

In partial modification of guidelines for Research Fellowship circulated vide email dated: 21.04.2023, it is hereby clarified that Para 4, page 2 of the guidelines may please be corrected and read as under;

“Research Fellowship Rs. 31000/- pm for first two year and Rs. 35000/- pm in 3<sup>rd</sup> year” subject to satisfying other conditions laid down for Research Fellowship.

Rest of the norms and guidelines for Research Fellowship shall remain the same.

  
Registrar

F.NO. MRU/ Research-Fellowship (RF)/2023

Dated: 02.06.2023

Copy to;

1. PS to Chancellor/VP for kind information to Hon'ble Chancellor/VP
2. PS to VC for kind information to Hon'ble Vice Chancellor
3. Pro-Vice Chancellor for information
4. All Deans & Directors
5. Head of Department with advice to circulate among the faculty of the Deptt.
6. Chief Finance Officer
7. Coordinator Ph.D.
8. Deputy Registrar ( Academics)
9. Sr. Executive/Executive Accounts, MRU
10. Website Coordinator for uploading on the University website

  
Registrar

F.NO. MRU/ Research-Fellowship (RF)/2023/1890

Dated: 29.08.2023

ADDENDUM

to

Guidelines for Research Fellowship (RF) Scheme

This has reference to this office email dated 21.04.2023 forwarding therewith the guidelines for Research Fellowship Scheme duly approved by the Board of management on 03.06.2023 and subsequent amendment made vide letter no. MRU/Research-Fellowship (RF)/2023/1832 dated 02.06.2023.

It is now decided in consultation with our sister Institution that benefit of fellowship shall also be admission to candidates from SAARC countries joining Ph.D programme in the University from July batch of 2023-24. The fee structure for the candidates from the SAARC Country shall be at par with Indian students.

Rest of the norms and guidelines for Research Fellowship shall remain the same.

This issued with the prior approval of the Competent Authority.

  
Registrar

F.NO. MRU/ Research-Fellowship (RF)/2023/1890

Dated: 29.08.2023

Copy to:

1. PS to Chancellor for kind information to Hon'ble Chancellor
2. PS to VC for kind information to Hon'ble Vice Chancellor
3. PS to VP for kind information to Hon'ble Vice President- MREI
4. Pro-Vice Chancellor for information
5. All Deans/Assoc.Deans/ Directors/ HoDs
6. Registrar, MRIIRS
7. Chief Finance & Accounts Officer
8. Coordinator Ph.D. Programme
9. Deputy Registrar ( Academics)/Asstt. Registrar
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Registrar