

## Important Internal Notice for UGC Fellows of University of Calcutta

All UGC fellows, including UGC NET JRF/SRFs are hereby informed that they should submit the relevant documents for Utilization certificate of contingency grants disbursed to them by the UGC once in every 3 months in sync with the quarterly release of their contingency. The submission should be online only. The relevant documents including the relevant UGC annexure, after filling up and getting them signed by the relevant signatories as usual, should be clearly scanned in PDF format and the scanned copies are to be sent to the office of the DPO by email to the following address only:

[ugcfellow.contingency@caluniv.ac.in](mailto:ugcfellow.contingency@caluniv.ac.in)

The subject/title of such email should be exactly in the following format:

<fellowship>[SPACE]<department>[SPACE]<first name>[SPACE]<last name>  
[SPACE]from[SPACE]<start month>[SPACE]to[SPACE]<end month>

For example: JRF DEPARTMENTXYZ NAME SURNAME from JAN21 to MAR21

All such emails must be submitted by the concerned fellow within 10<sup>th</sup> of the concerned month.

Those UGC fellows who have been advised by the UGC or by the DPO section to submit exception using the MARK EXCEPTION option through MAKER of the scholarship portal of the UGC, may apply to the DPO using email to the following email address:

[fellowship.online@caluniv.ac.in](mailto:fellowship.online@caluniv.ac.in)

Please use the following format in the subject/title of such email:

MARK EXCEPTION <first name>[SPACE]<last name>[SPACE]<department>

For example: MARK EXCEPTION NAME SURNAME DEPARTMENTXYZ

The required form for such cases must be filled up and signed by concerned signatories and after that should be scanned clearly in PDF format and attached in the email. The form can be downloaded from here. Fellows may contact the concerned office assistant of DPO over telephone during office hours for any further clarification.

By Order

Development and Planning Officer

University of Calcutta

**University Grants Commission  
SA-III Section**

**CERTIFICATE IN SUPPORT OF THE EXCEPTION REQUEST SUBMITTED BY THE INSTITUTION**

**Name of the Institution:** \_\_\_\_\_

1. Certified that Mr./Ms. \_\_\_\_\_ is/was a **REGULAR FULL TIME** research scholar of this institution w.e.f. \_\_\_\_\_ to \_\_\_\_\_ under the UGC fellowship scheme of \_\_\_\_\_.
2. He/She has submitted his/her M.Phil. dissertation on \_\_\_\_\_.
3. He/She has completed his/her research and submitted his/her Ph.D. thesis on \_\_\_\_\_.
4. Gap period between date of submission of M.Phil. dissertation and date of admission for Ph.D is \_\_\_\_\_ months. It is understood that candidate is not eligible for fellowship etc. during the gap period and we will not submit any claim for this period.
5. We have gone through the matter and only after satisfying ourselves of all the facts, have submitted the matter for seeking 'Exception'/approval of UGC for linking/uploading of old/pending financial claims of above mentioned scholar.
6. The request for seeking 'Exception', submitted to UGC, conforms to the Guidelines of the scheme under which scholars is/was getting fellowship. We are satisfied with the explanation of candidate for delay.
7. We understand that UGC will disburse the amount of fellowship directly to the account of candidate on the basis of information and details of candidate uploaded by our institution on the scholarship portal. Our institution is solely responsible for correctness of facts and information uploaded on the scholarship portal.

<b>SIGNATURE OF CANDIDATE:</b>	<b>SIGNATURE OF GUIDE/ SUPERVISOR</b>
Date:	Date: Seal:
Name:	Name:
Email ID:	Designation:

<b>SIGNATURE OF HEAD OF DEPARTMENT:</b>	<b>SIGNATURE OF HEAD OF THE INSTITUTION:</b>
Date: Seal:	Date: Seal:
Name:	Name:
Designation:	Designation:

**Note: 1.** Kindly ensure that all the particulars of signatories are completely filled and are readable.

**Note: 2.** A scanned copy of document is required on the designated email ID. Hard copy of this should be kept in safe custody of University/Institution/College.

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