IMPORTANT INTERNAL NOTICE REGARDING VARIOUS FELLOWSHIPS AVAILED BY STUDENTS AND SCHOLARS OF UNIVERSITY OF CALCUTTA

In view of the global pandemic and ensuing lockdown due to which physical travel and gathering has become restricted, it has become evident that we must make certain changes in the way we manage various administrative works in order to let the systems function to achieve the goals and targeted outcome in various aspects of academics and research. In order to ensure a smooth service even when the situation is not normal, it has become obvious to resort to virtual, instead of physical, means. Accordingly, to best serve the interests of our research scholars, fellows and teachers, the following changes in the mode of operation of the office of DPO may be noted. This will remain active till further notice.

A. New Procedures for UGC Fellows

The following internal rules may be followed by students, teachers and researchers availing various **UGC fellowships** (e.g., NET JRF/SRF, RGNF-SC, RGNF-ST, MANF, D.S. Kothari PDF, etc.):

i) **For existing candidates**: The process of submission of continuation documents will be as follows:
Step 1: The candidate should prepare the continuation document in existing format and sign it, take a photo or scan it in jpg or preferably pdf format, and then contact her/his department's HOD (preferably by email or any other means mutually agreed by them) **through her/his respective supervisor** with a request to proceed for forwarding.
Step 2: The process must be done **within 10th of each month** (i.e., say, for continuation of July, the communication must be sent to the HOD before 10th July).
Step 3: The **HOD** is requested to prepare a list of all fellows continuing in his/her department as per the form given in Annexure #1 and send it by email in either MS WORD or MS EXCEL or .pdf format to fellowship.online@caluniv.ac.in **within 15th of each month** (i.e., say, for continuation of July, the communication must be sent by the HOD within 15th July). The HOD should use the following title format in the subject of the email: **Continuation** <space> **UGCJRFSRF** <space> **Department** <space> **Month**. NO NEED TO SUBMIT ANY OTHER PHYSICAL DOCUMENTS TO THE DPO. NO NEED TO PHYSICALLY VISIT THE OFFICE OF DPO.

ii) **For new candidates**: The new candidates who have just joined a department, should follow the **UGC guidelines** and prepare all relevant documents according to the guideline e.g., attested copy of JRF NET certificate, joining report as per Annexure 2 of UGC guidelines (https://www.ugc.ac.in/pdfnews/8821047_revised-JRF.pdf), get them signed properly. Additionally, **they must fill up the form given in Annexure 3 and sign it** on each page. They should scan all the relevant documents including Annexure 3 and send these scanned copies (in .pdf format) to the email fellowship.online@caluniv.ac.in along with details of their bank account including a scanned copy of initial page of passbook (showing the account details) and a scanned copy of cancelled cheque, if possible. The email should have title in the subject as: **NEW** <space> **UGCNETJRF** <space> **firstname** <space> **lastname** <space> **department** <space> **month**.

iii) **For upgradation from JRF to SRF**: The process of upgradation, as per the **UGC's guideline** must be done <u>within stipulated time</u> and a scanned copy of the recommendations of the expert committee for upgradation of the fellow from JRF to SRF (as per Annexure VII of the UGC guidelines) duly signed by all members of the committee, should be emailed to the email

fellowship.online@caluniv.ac.in with a title: **Upgradation** <space> **UGCJRF2SRF** <space> **firstname** <space> **lastname** <space> **department**.

iv) The candidates under the **UGC fellowship scheme RGNF-ST** require to send scanned copies of their relevant documents duly signed as per the respective formats given in the UGC guidelines attached in their email to fellowship.online@caluniv.ac.in once in every three months (as per UGC rules) for further processing.

v) The candidates may fix prior appointments with concerned staff in office of the DPO by writing to the given email, <u>if it is absolutely required</u>, with a title: **APPOINTMENT** <space> **NETJRF/RGNFST/DSKPDF/etc** <space> **Firstname** <space> **Lastname** <space> **Department**. They should visit the office of the DPO, if required, ONLY AFTER an appointment is given by return email to them. The candidates may, in urgent cases, contact the concerned staff at 9836267557 during office hours only. The office may try to resolve the issues by discussing over telephone first and only give limited appointment in unavoidable cases. Visitors are advised to follow all safety and hygiene standards advised by the Government while visiting the campus.

B. New Procedures for SVMCM M.Phil./Ph.D. (NON-NET/NET-LS) Fellows

i) **For new candidates**:

Step 1: Eligible candidates admitted in M.Phil. or registered in Ph.D. will fill up properly the **Information Sheet** and send it to the D.P.O. office for Online Registration (Required document must be attached with it). The Information Sheet is available here: https://www.caluniv.ac.in/news/SVMCM-26-2-20.pdf.

Step 2: After successful Online Registration, the applicant will receive a message (containing password and 15 digits Applicant I.D.) in his/her registered Mobile Number. In case of failure to receive such message, the applicant must immediately contact to the D.P.O. office (Mobile: 9433422635).

Step 3: Using password, Applicant I.D. and captcha, an applicant can login in the SVMCM portal and start to fill up their **basic details** following the process "How to Apply: M. Phil / Non-NET / NET-LS Research Fellow" given in the SVMCM portal: https://svmcm.wbhed.gov.in/page/application_procedure.php.

Step 4: The applicants should upload the "Claim Form" on the said portal and subsequently they should contact **the concerned HOD** (preferably by email or any other means mutually agreed by them) **through supervisor (if any)** with a request to forward his / her name to the D.P.O. office for taking action in favour of the Claim.

Step 5: The **HOD** is requested to prepare a list of eligible fellows continuing in his / her department as per the form given in **Annexure – 2** and send it by email in either MS Word or MS EXCEL or pdf format to **fellowship.online@caluniv.ac.in** as early as possible. The email should have title in the subject in the following format: **SVMCM** <space> **Department** <space> **MonthFrom** <space> **MonthTo**. NO NEED TO SUBMIT ANY OTHER PHYSICAL DOCUMENTS TO THE D.P.O., NO NEED TO PHYSICALLY VISIT TO THE OFFICE OF D.P.O.

ii) **For existing candidates**:

Step 1: Applicant can start the renewal process logging in the SVMCM portal using the previous Applicant I.D. and password. This process can run only when the renewal system (mentioning period of Claim) is available in the SVMCM portal.

Step 2: The applicants/candidates should upload the "Claim Form" and "Progress Report" and subsequently the student should contact **the concerned HOD** (preferably by email or any other means mutually agreed by them) **through supervisor (if any)** with a request to forward his / her name to the D.P.O. office for taking action in favour of the Claim.

Step 3: The **HOD** is requested to prepare a list of eligible fellows continuing in his / her department as per the form given in **Annexure – 2** and send it by email in either MS Word or MS EXCEL or pdf format to **fellowship.online@caluniv.ac.in** using the same title format as given in B. i) above, as early as possible. NO NEED TO SUBMIT ANY OTHER PHYSICAL DOCUMENTS TO THE D.P.O., NO NEED TO PHYSICALLY VISIT TO THE OFFICE OF D.P.O.

C. **New Procedures for University Research Fellows (URF)**
   i)   Application, Selection and Joining of **New Fellows**: To be announced shortly
   ii)   **Existing Fellows**:
         University Research Fellows should contact his/her HOD (preferably by email or any other means mutually agreed by them) **through their respective supervisors** requesting to forward his/her name to the D.P.O. for monthly fellowship. The **HOD** is requested to prepare a list of the fellow/fellows continuing in the Department using the following format:

SL	NAME OF THE FELLOW	DEPARTMENT	FELLOW I.D.	DATE OF JOINING	CLAIM PERIOD	AMOUNT

The **HOD** is requested to kindly send this information to the D.P.O. office to the email: fellowship.online@caluniv.ac.in as early as possible in every month. Please use the following Title in subject of the email: **URF** <space> **Continuation** <space> **Department** <space> **Month**.

The Head of the Departments (HODs) are requested to kindly extend their cooperation to ensure smooth processing of the research fellowships and may in turn, at their discretion, involve respective research supervisors, if deemed necessary. However, the compiled data must be forwarded by the HODs only to the given email address. It is advisable to start sending data in given format starting from March/April or from one month after the last continuity/claim was submitted to DPO by the respective fellows.

Those who are NOT under the fellowships mentioned above and not being dealt by the office of the DPO should NOT send any communication to the given email in this notice. Members of faculties and HODs are requested to avoid sending any matter other than the fellowships mentioned in this notice to the given email.

This has been approved by competent authority.

Development and Planning Officer

University of Calcutta

ANNEXURE 1

MONTHLY CONTINUATION OF UGC FELLOWSHIPS

MONTH: _____

DEPARTMENT: _____

UGC FELLOWS (EXISTING)

FELLOWSHIP	NAME OF FELLOW	FELLOWSHIP ID	FELLOWSHIP/ HRA	REMARKS (If Any)
JRF/SRF	Abcde Xyz	149705 23/11/2014(II)EU-V	FELLOWSHIP	CONTINUE
RGNF(SC)	Pqrs Ghij	F1-17.1/2015-16/JRF-2015-16-WEX-82923(SA-III/web)	FELLOWSHIP+HRA	CONTINUE

UGC FELLOWS (FRESH CANDIDATE)

FELLOWSHIP	NAME OF FELLOW	FELLOWSHIP ID	DATE OF ADMISSION / ENROLLMENT	SUPERVISOR (If any)

ANNEXURE 2

QUARTERLY CLAIM OF SVMCM FELLOWSHIPS (FOR M.PHIL. /PH.D.)

DEPARTMENT: _____

SVMCM (M.PHIL./PH.D.) (**EXISTING**)

COURSE	NAME OF APPLICANT	APPLICANT ID.	PERIOD OF CLAIM	AMOUNT (Rs.)
M.PHIL.				
PH.D.				

SVMCM (M.PHIL./PH.D.) (**NEW**)

COURSE	NAME OF APPLICANT	APPLICANT ID.	PERIOD OF CLAIM	AMOUNT (Rs.)
M.PHIL.				
PH.D.				

ANNEXURE 3

BASIC INFORMATION FORMAT FOR JOINING IN ANY UGC (FELLOWSHIP) SCHEME

Scheme	
Year of Selection	
UGC Ref. ID / Letter No.	
Candidate Name	
Bank Account No. (Should not change during the tenure)	
IFSC	
DOB	
Gender	
Stream	
Present Address	
Domicile State	
PIN	
Father's Name	
Mother's Name	
PH	Yes / No
Category	Gen / SC /ST
ID Proof and No.	Voter / Driv. License / Passport
Mobile No. (Must not be inactive during the fellowship tenure)	
e-mail	
Date of Joining	
Date of Registration (if already registered)	
End of Fellowship Date	
Aadhar No.	
Name of Academic Course	

The above information is true to best of my knowledge. If any problem arises due to a wrong data furnished by me during processing of the fellowship, I shall accept my responsibility for that.

Signature of Candidate with date