

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI - 110002**

**SCHEME OF MAULANA AZAD NATIONAL FELLOWSHIP FOR
MINORITY STUDENTS**

INTRODUCTION

The Maulana Azad National Fellowship for Minority Students is formulated and funded by Ministry of Minority Affairs. The scheme is open to candidates who belong to one of the Minority Community i.e. Muslim, Sikh, Parsi, Buddhist & Christian and wish to pursue higher studies such as regular and full time M.Phil/Ph.D. degrees in Sciences, Humanities, Social Sciences and Engineering & Technology. There are 756 slots every year for all the subjects. 3% fellowships are reserved for Physically Handicapped candidates belonging to Minority Candidates as per provision laid down by the Government of India.

OBJECTIVE

The objective of the scheme is to provide integrated five year fellowships in the form of financial assistance to students from minority communities, as notified by the Central Government to pursue higher studies such as M.Phil and Ph.D. The scheme will cover all Universities/Institutions recognized by the University Grants Commission (UGC) under section 2(f) & section 3 of the UGC Act alongwith those which are not under the purview of UGC and will be implemented by the Ministry of Minority Affairs (MOMA) through UGC for students belonging to the minority communities. The fellowship under Maulana Azad National Fellowship for Minority Students will be on the pattern of UGC Fellowships awarded to research students pursuing regular and full time M.Phil and Ph.D courses. The fellowship holders under this scheme will be known as MOMA scholars.

TARGET GROUP/ELIGIBILITY

The candidates belonging to one of the minority community who have passed the post graduation examination with minimum 50% marks in concerned subject and who desire to pursue full time research without JRF of UGC-NET or UGC-CSIR NET.

ELIGIBILITY

A candidate has to fulfil the following conditions to be eligible for award of this fellowship:-

- (i) He/She should belong to one of the minority communities – Muslim, Christian, Sikh, Buddhist and Parsi, notified under Section 2 (c) of the National Commission for Minorities Act, 1992.
- (ii) He/She should submit the minority community certificate on self declaration basis on a non-judicial stamp paper of rupees ten, until the State Government/ Union Territory Administration starts to issue the minority community certificate.

- (iii) He/She should get admission and registration for regular and full time M.Phil/Ph.D courses in University/Academic Institution at the first available opportunity not later than within a period of 2 years from the receipt of award letter (this period is not extendable). The admission and registration should be taken by fulfilling conditions of admission of that University/Institution, subject to provisions of the scheme as per advertisement of UGC.
- (iv) The minority community students once considered eligible for the fellowship shall not be entitled to benefits under any other scheme of the Central or State Government or any other body like UGC for the same study.
- (v) Not more than two students from one family can avail MOMA fellowship.
- (vi) The actual payment of the fellowship will be made with effect from the date of joining only.
- (vii) Fellowship can not be transferred from one minority community to another.
- (viii) The annual income of the beneficiary/parents or guardian of the beneficiary should not exceed Rs. 4.5 lakh from all sources. He/she should submit his/her income or his/her parent's/guardian's income certificate issued by the appropriate Authority.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:

The tenure of fellowship is initially for two years under the MANF Scheme. Before expiry of this period, the work of the Fellow will be evaluated by a Committee of three members comprising of Head of the Department, Supervisor and one outside subject expert to be constituted by the concerned Department of the /University/Institution/College. If the research work is found satisfactory, his/her tenure will be extended further for a period of three years under the enhanced emoluments of the Maulana Azad National Senior Research Fellowship (MANSRF). The recommendation of the Committee shall be submitted to the UGC for Upgradation to the level of MANSRF (**Annexure-VIII**). The work done and the time spent on scholarships or fellowships of any agency other than the UGC will not be taken into account while considering the proposals for enhancement in the value of fellowship. The fellowship may be withdrawn if the work is not considered satisfactory or the candidate fails in any of the examinations related to Ph.D.

In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. However, during this period he/she will be designated as Maulana Azad National Junior Research Fellow. In such cases work will be evaluated again before third year of the tenure, and if improvement is found, the Fellow will get two more years under the MANSRF. Thus, the total period of fellowship (MANJRF and MANSRF) is for five years, with no further provision of extension.

THE CANDIDATE WOULD BE ELIGIBLE FOR FOLLOWING FINANCIAL ASSISTANCE

The amount of fellowship/contingency etc. must be paid to the fellow by the University/Institute/College in the first week of every month.

RATE OF FELLOWSHIP

The rate of fellowship for JRF and SRF will be at par with the UGC Fellowship as amended from time to time. Presently these rates are as follows: -

Fellowship (w.e.f. 1st April 2010)	@ Rs. 16,000/- for initial two years (JRF) @ Rs. 18,000/- for remaining tenure (SRF)
Contingency for Humanities & Social Sciences and Commerce.	@ Rs. 10,000/- p.a. for initial two years @ Rs. 20,500/- p.a. for remaining three years.
Contingency for Science	@ Rs. 12,000/- p.a. for initial two years @ Rs. 25,000/- p.a. for remaining three years.
Departmental Assistance	@ Rs. 3,000/- p.a. per student to the host institution for providing infrastructure
Escorts/Reader Assistance	@ Rs. 2,000/- p.m. in case of physically and visually challenged candidates

HOUSE RENT ALLOWANCE

Suitable single-seated hostel accommodation may be provided to MANJRF candidate in the University/Institution/College. In case of non-availability, HRA as per rules of the university/ institution/ college will be paid to the Fellow subject to the submission of an HRA certificate through the Registrar/Director/Principal. Maulana Azad National Junior Research Fellow provided with accommodation in a hostel recognized/maintained by the institutions may be reimbursed the hostel fee, excluding mess, electricity, water charges, etc. A certificate to this effect is to be furnished through the Registrar/Principal (**Annexure II**). If the fellow makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of the cities by the Government of India. The fellow will submit a certificate for the purpose to the UGC for claiming HRA through the concerned University/Institution/College.

MEDICAL

No separate/fixed medical assistance is provided. However, the Fellow may avail of the medical facilities available in the University/Institution/College.

LEAVE

The candidates are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations. Women candidates are eligible for maternity leave of 135 days at full rates of fellowship once during the tenure of their award.

In special cases Maulana Azad National Junior Research Fellow may be allowed leave without fellowship by the Commission upto one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city/town. In other cases, leave without fellowship will be restricted to a period not exceeding three months during the tenure of the award on the recommendations of the supervisor and the institution. The period of leave without fellowship will be counted towards the total tenure of the award. MANJRF/MANSRF are advised to apply for leave through University/Institution/ Colleges well in advance for the approval of the Commission.

PROCEDURE FOR APPLYING FOR THE SCHEME

Applications are invited in the prescribed format (**Annexure-I**) once in a year through advertisement in leading newspapers and Employment News. The same is also uploaded in the UGC Website www.ugc.ac.in The selection is made on the basis of merit and as per the procedure of the Commission.

PROCEDURE FOR APPROVAL OF THE UGC

Applications received will be scrutinized, and short listed by the Commission. The decision of the Commission will be final and binding. The Commission reserves the right to withdraw/cancel the award without assigning any reason. On completion of the above formalities, the Joining Report of the candidate, duly signed by the supervisor/head of department is to be sent to the UGC through the Registrar/Director/Principal. On receipt of the Joining Report and other required documents (**Annexure III**), the admissible grant for the first year will be released or the concerned university will be informed to release the grant from the funds already sanctioned by the Commission for this purpose.

PROCEDURE FOR RELEASE OF GRANT

On receipt of UGC approval/award letter, the institutions may pay the fellowship amount to the fellows and meet expenses from the grants paid by the Commission for the purpose in accordance with the rules. For the release of subsequent installments of the grant, that is, fellowship, contingency and departmental assistance, etc., a Utilization Certificate along with a statement of expenditure incurred may be sent to the Commission by the concerned University/Institution/College (**Annexure IV, V, VI VII and IX**).

PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

1. The fellow will undertake full-time research work under the approved guide in a subject selected by him and approved by the university/selection committee.
2. The fellow shall present to the university, through his/her supervisor, half-yearly progress reports ending the month of June and December, and the University/Institution/College will maintain a record of progress by obtaining the same.
3. If a fellow wishes to relinquish the fellowship during the tenure, it should be done with the prior approval of the University/Institution/College and the Commission. The fellow should also obtain prior permission of the University/Institution/College and Commission for appearing in any examination conducted by any University/Institution/College or public body.
4. The fellow shall not accept or hold any appointment, paid or otherwise, or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award. The fellow, with the consent of the guide/head of department, may assist the University/Institution/College in its academic work, including tutorials, evaluation of test papers, laboratory demonstration work, seminar symposia, etc., provided such work is not likely to hamper the research programme on hand.
5. The fellowship may be terminated at any time without assigning any reasons and the Commission's decision in this regard shall be final and binding. No extension is permissible beyond the total period of five years and Awardee ceases to be a MANJRF/MANSRF immediately after expiry of the tenure.

OTHER CONDITIONS:

The University/ Institution/College shall admit the fellows under MANF scheme for research leading to M.Phil. or Ph.D. irrespective of the stipulated number of research students assigned to the Supervisor or the Department in the concerned subjects.

TRANSFER OF FELLOWSHIP:

The Fellow will be permitted to transfer the fellowship from one University/Institution/College to another University/Institution/College under special circumstances with prior approval of the UGC on the basis of “**No Objection Certificate**” from both Universities/ Institution/College. However, the Fellow shall be relieved by the previous University/Institution/College only after his accounts are settled and unspent balance if any, refunded to the UGC.

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG**

ANNEXURE-I

NEW DELHI-110 002

Application Form For Maulana Azad National Fellowship For Minority Candidates For the Year 2010-11
(Fill in Block Letters)

Applicant's Home State :

1 Name of Candidates :		Applicant Photo
2 Father/ Husband's Name:		
3 Nationality:		

4 Date of Birth: (DD/MM/YYYY)

5 Mother's Maiden Name:

6 Present Address:

City:	State:
	Pin:

7 Phone No: Land Line : (with STD code) eMail ID:

Mobile:

8 Permanent Address:

City:	State:
	Pin:
Phone:	

9 (a) If Belonging to Minority community : Mention the community by mark as

Muslim	Christian	Sikh	Parsi	Buddhist
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(b) Whether belongs to SC or ST "if yes mark the Caste"

10 Annual Income of the Parents/Guardian

11 Particulars of Educational Qualifications, starting with matriculation onward.				
Examination Passed & Year of passing	School/ College/ University	Subjects Offered	Division/ Grade	Percentage of marks / cumulative grade points

12 Name of the Department, College/ university where candidate proposes to do research:

a) Department:

b) College/University:

c) Affiliated University in case of the Colleges

13	Give particulars of the research work to be done:														
a) Subject:															
Specialization within the															
b) Subject:															
c) Title of Research Work:															

14	Particulars of supervisor under whom the research is proposed to be undertaken:														
a) Name:															
b) Designation:															
c) Telephone:															

15	Are you already registered or propose to register for research work leading to award of a doctorate degree M.Phil/ Ph.D ?:														
If Yes, state the following:															
a) Date of Registration:(DD/MM/YYYY)															
b) Name of University/ Department:															
c) Topic of Research:															
d) Period for which you carried on work on the research project approved:															
e) Name & Designation of Supervisor:															
f) Details of papers published (if any) with a copy of the reprints. Details of publications may be given on a separate sheet:															

16	Have you had any scholarship/ fellowship before applying for this award? (Yes/ No)														
If Yes, indicate its source, value, period and details of work done under that award:															
a) Source of Scholarship/ fellowship:															
b) Value (in Rs.)(total)															
c) Date of commencement: (DD/MM/YYYY)															
d) Date of completion: (DD/MM/YYYY)															
e) Topic of Research:															
f) Whether the work has been completed / is in progress?															

17	Present occupation(if employed.):														
a) Nature of employment (Permanent/ temporary):															
b) Emoluments per month:															

18	Do you suffer from physical disability? (Yes/ No)														
If yes, give details															

19 Any other information relevant to the research work, which you may like to give in support of your application

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20	Your Bank Account Details:														
Bank Name:															
Account No.:															
IFSC Code:															
MICR Code:															

21	Checklist of Documents to be attached														
1)	Community Certificate on Self-declaration basis on non-judicial stamp paper of Rs. 10/-														
2)	Copy of marksheets, certificates, diplomas of educational qualification														
3)	Certificate from Head of Department/ institution to the effect that necessary facilities will be provided														
4)	Brief abstract not exceeding 500 words on proposed research work, methods of approach														
5)	Copy of reprints/ Details of publications														
6)	Attested copy of Certificate of Physical Disability														
7)	Proof of age														

Declaration

I Here Declare:

That I have read the rules regarding the award of Maulana Azad National Fellowship for Minority of the University Grants Commission. In the event of a Fellowship being awarded, I undertake to engage myself full-time for research work on the subject under the direction of the supervisor during the tenure of the fellowship. I further declare that to the best of my knowledge and brief, the particulars given in the form are correct.

Place:																			
Date:																			

Signature of Candidate:	
Name of the Candidate: (in bold letters)	

For use by University/ College:

It is certified that necessary facilities will be provided for the research work of-----
 ----- (Recommendation of the forwarding authority and views of supervisor/
 head of the department regarding the candidate's suitability for the award should be obtained separately and enclosed with the application.

Place:																			
Date:																			
Signature:																			

**Registrar/ Principal/Director of
University/ College/Institute**

HRA CERTIFICATE

Certificate No.1

Certified that Mr./Ms..... is paying house rent of Rs..... and is eligible to draw House Rent Allowance @ Rs..... as per university rules.

Registrar

Or

Certificate No.2

Certified that Mr./Ms..... is staying independently and, therefore is eligible to draw House Rent Allowance @ Rs.....minimum admissible to a lecturer as per university rules.

Registrar

Or

Certificate No.3

Certified that Mr./Ms..... has been provided accommodation in the hostel. But he/she could not be provided with single seated flat type accommodation as recommended by the Commission. Hostel fee @ Rs..... per month w.e.f..... is being charged from him/her

Registrar

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature	Signature	Signature
Date	Name	Name
Name of the Candidate	Date	Date
Head of Department	Registrar/ Director /Principal	
(Seal)	(Seal of University/Institution/College)	

N.B. For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI – 110002

SA-III SECTION

JOINING REPORT

MAULANA AZAD NATIONAL FELLOWSHIP FOR MINORITY STUDENTS

Name of Fellow:

Award letter number and date or UGC Circular number and date:

This is to certify that..... has joined the
Department of.....
for doing..... (M.Phil/Ph.D.) in the subject of
.....under the above scheme of the Maulana Azad National Fellowship of
University Grants Commission with effect from.....
(F.N./A.N.).

He/ She belongs to (Minority Community) mentioned
the Community.

His/Her date of registration is

He/she will be provided with all necessary facilities during his/her tenure of award. The
terms and conditions of the offer are acceptable to Awardee.

Also certified that fellow shall not accept/hold any emoluments paid or otherwise or
receive emoluments, salary, stipend, etc. from any other source during the tenure of the
award.

Signature	Signature	Signature
Date	Name	Name
Name of the Candidate	Date	Date
	Head of Department	Registrar/ Director /Principal
	(Seal)	(Seal of University/Institution/College)

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG, NEW DELHI – 110002
SA-III SECTION

UTILISATION CERTIFICATE ONLY FOR FELLOWSHIP AND HRA

Certified that an amount of Rs.....
(Rupees)
sanctioned vide letter numberdated.....
released to in respect of **Maulana Azad National Junior Research Fellowship/ Maulana Azad National Senior Research Fellowship/HRA etc.** under the scheme of '**Maulana Azad National Fellowship**' has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the UGC. Out of the grant sanctioned to Mr./Ms. the unspent balance of Rs. has been carried forward/refunded vide demand draft number dated..... for Rs..... The details of expenditure incurred are as under:-

1. Fellowship	Rs. _____
2. Contingency	Rs. _____
3. Departmental Assistance	Rs. _____
4. H.R.A.	Rs. _____
Total :-	Rs. _____

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

	Signature	Signature
Signature	Name	Name
Date	Date	Date
Name of the Candidate	Head of Department	Registrar/ Director /Principal
(Seal)	(Seal)	(Seal of University/Institution/College)

N.B. For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002
SA-III SECTION**

FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE
UTILIZATION CERTIFICATE

1. Name of the Fellow :
2. Code number :
3. Name of the scheme under :
which he/she is working
4. Period for which the account :
of contingency grant relates
5. Expenditure: From _____ to _____
Amount Dated
 - (a) Books and allied items :
 - (b) Typing (Tracing & ammonia
printing) :
 - (c) Stationery :
 - (d) Postage :
 - (e) Chemical & electrical goods :
 - (f) Travel/field work :
6. Period for which the contingency :
grant is payable

Certified that the expenditure of Rs. _____ (Rupees _____
_____) out of the
contingency grant of Rs. _____ sanctioned vide
Commission Letter Number F. _____ dated
_____ in respect of _____ has been utilized for
the purpose for which it was sanctioned in accordance with the terms and conditions laid
down by the University Grants Commission.

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature	Signature	Signature
Date	Name	Name
Name of the Candidate	Date	Date
	Head of Department	Registrar/ Director /Principal
	(Seal)	(Seal of University/Institution/College)

N.B.: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002
SA-III SECTION**

**FORM FOR SUBMITTING ACCOUNTS OF DEPARTMENTAL ASSISTANCE
AND THE UTILISATION CERTIFICATE**

1. Name of the Fellow :
2. Award letter number and date:
3. Name of the scheme under :
which he/she is working
4. Period for which the account :
of contingency grant relates
5. Expenditure: From_____ to_____

	Amount	Dated
(a) Stores :		
(b) Purchase :		
(c) Technical and clerical assistance :		
(d) Repairs :		
(e) Electricity for which Departmental Assistance is payable :		
(f) Period for which the Departmental Assistance is payable :		

Certified that the expenditure of Rs. _____ (Rupees _____
_____) out of the
Departmental Assistance of Rs. _____ sanctioned vide
Commission Letter Number F. _____ dated
_____ in respect of _____ has been utilized for
the purpose for which it

Contd.....17

was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission.

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature	Signature	Signature
Date	Name	Name
	Date	Date
Name of the Candidate	Head of Department	Registrar/ Director /Principal
	(Seal)	(Seal of University/Institution/College)

N.B.: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002
SA-III SECTION**

HALF YEARLY PROGRESS REPORT W.E.F. _____

1. Name of the Fellow:
2. Number and date of award letter :
3. Detail of research:
 - a) Topic of research:
 - b) Is the Fellow working on the topic for the award of a doctorate degree?
 - c) If so, the date of registration with the university:
4. Date of commencement of research:
 - a) At the university:
 - b) Under the MAN Fellowship for Minority Community:
5. Total number of working days during the period:
6. Number of days the Fellow remained on leave (with dates):
 - a. With Fellowship, number of days:
From..... to
 - b. Without Fellowship, number of days:
From..... to.....
7. Number of days the Fellow remained out of station for fieldwork/travel with dates and place visited:
 - a. Number of days..... from..... to.....
 - b. Places visited:
8. Number of days the Fellow remained present at the university/institution/college:
9. Title of the article/paper published during the period under report:
(Please enclose reprint of each)
10. Title of monograph written during the period under report

11. Teaching work done during the period under report :
 - a. Number of periods taken per week in graduate course
 - b. Number of periods taken per week under post graduate course

12. A detailed account of the work done during the period (A separate sheet may be attached for the purpose):

13. Comments of the supervisor on the progress of the research work during the period under report:

Signature	Signature	Signature
Date	Name	Name
Name of the Candidate	Date	Date
	Head of Department	Registrar/ Director /Principal
	(Seal)	(Seal of University/Institution/College)

ANNEXURE-VIII

**THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR UPGRADATION FROM
MANJRF TO MANSRF UNDER THE SCHEME OF MAULANA AZAD NATIONAL
FELLOWSHIP**

Assessment for Upgradation of Mr./Mrs. _____
MANJRF working at the Department of _____ of
University/Institution/College _____ on completion of two
years on date _____

CONSTITUTION OF THE COMMITTEE

(Name and designation)

1. [**1 Outside Subject Expert- other than same Univ./Instt./College**]
2. [**Supervisor of Research Scholar**]
3. [**Head of the Department**]

Date of joining:

Ph.D. registration No.:

Date of meeting:

Time:

VENUE OF ASSESSMENT/INTERVIEW:

ASSESSMENT OF THE COMMITTEE

The Committee assessed the progress of the candidate through their presentation followed by interview and recommended as follows.

RECOMMENDATIONS

(Strike out whichever is not applicable)

In view of the outstanding/very good/satisfactory performance of the MANJRF, and also the fact that he/she has published work to his/her credit, the committee makes the following recommendations.

Mr./Mrs./Ms. _____ may be upgraded from MANJRF to MANSRF.

Signature	Signature	Signature
Date	Name	Name
Name of the Supervisor	Date	Date
	Head of Department	Registrar/ Director /Principal
	(Seal)	(Seal of University/Institution/College)

**DETAILED STATEMENT OF EXPENDITURE INCURRED/DISBURSED FOR THE YEAR _____ UNDER THE
SCHEME OF _____**

Name & Address:
(University/College/Institute)

S_No.	Name of the Fellow	Period	Fellowship	HRA	Contingency	Departmental Assistance	Total
1.							
2.							
3.							
4.							
5.							
6.							
TOTAL							

Grant released Rs. _____

Total expenditure Rs. _____

Unspent balance Rs. _____

Amount required for next instalment Rs. _____

Signature of the Finance Officer/Accounts Officer
(Seal)

Signature with Seal
(Registrar/Principal/Director)
(University/College/Institute)