



Directorate of Research and Innovation

Fellowship Award Policy

Approved by the Executive Council at its 45th Meeting held on 13th March 2026

The Uttarakhand Open University hereby notifies the following guidelines which shall be called “Fellowship Award Policy”. They shall come into force immediately after their formal notification on the University's website. The Fellowship will be provided to those students who are registered for Ph.D. degree.

Fourteen fellowships, with Minimum 1 and Maximum 2 from a School of study are to be awarded of Rs. 5000/- per month on the basis of merit to the eligible students admitted in each discipline for a period of 24 months. If the total number of fellowships thus provided is not utilized due to any valid reasons whatsoever, the University shall be free to redistribute the allocation of the vacant fellowship position and award the same to other students who could not be granted fellowship in the first instance due to the aforesaid restriction of two fellowships in each discipline.

Ph.D. students may avail the benefits of aforesaid **fellowships**, subject to fulfilment of the prescribed eligibility criteria, terms, and conditions. However, a student shall be entitled to **receive financial assistance under only one scheme at a time**. In other words, Scholars receiving fellowships or financial assistance from **any other source (e.g., UGC, CSIR, ICSSR, ICAR, DST, Central Government, or State Government or any other institution or funding agency.)** shall not be eligible for the University’s fellowship simultaneously.

Eligibility Criteria

1. The candidate must be enrolled as a **full-time Ph.D. Scholar** of the University.
2. The scholar must have **qualified NET/JRF/SET or Entrance Test of the University/ State** and have an outstanding academic record as recommended by the Director of the School.

3. The Scholar shall not be in **any form of employment** (regular, contractual, or part-time) in any organization, institution, or agency at the time of applying for or availing the fellowship and during the Ph.D. Programme.
4. Fellowship shall be contingent upon **satisfactory progress, full-time engagement in research, and regular attendance**.
5. The scholar must not be receiving any stipend, scholarship, or fellowship from any other agency while availing the University Fellowship.

Expectation from the Fellowship Holders

1. During the fellowship's duration, the scholar must maintain regular attendance (75% of the working days). Further, the fellowship holder shall maintain regular contact and active research engagement with the University during the entire tenure of the fellowship. To maintain consistency and full-time commitment in research, all fellowship holders must mark their daily attendance using the University's biometric system.
2. The Scholar shall conduct field visits, data gathering, surveys, or other research activities as approved by the Supervisor or Research Advisory Committee. However, such research-related activities, when duly certified by the Supervisor and approved by the Head of the Department/Director, **shall be treated as part of regular attendance** for the concerned period.
3. The scholar cannot take admission in any full-time course, either in this University or anywhere else.
5. The Scholar should also ensure full-time participation in research and refrain from any external work or consultancy during the fellowship duration. Accordingly, the scholar shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award.
6. If a scholar intends to relinquish the Fellowship during the tenure, his/her application for relinquishing of the Scholarship shall be recommended by the supervisor and the Director, and the same shall be forwarded to the Registrar through Director, Research and Innovation.
7. Research Scholars are entitled for leave for a maximum period of 30 days per year in addition to general holidays observed as per the university rules.

Tenure of Fellowship

- i) The fellowship is tenable for a maximum period of 2 years after the coursework.

- ii) The awardee can avail the fellowship up to maximum tenure i.e. two years after the coursework subject to his/her having valid Ph.D. enrolment or till the submission of thesis whichever is earlier.

Monthly Progress Report

- i) With completion of each month, the scholar will submit his/her progress report in the prescribed format to the Head of the Department/ Director of the School duly signed by his/her supervisor.
- ii) The Supervisor shall **certify the authenticity** of the progress and attendance of the scholar before forwarding the monthly progress report to the School/Research Section.
- iii) Non-submission of monthly progress report for two consecutive months without valid reason may result in suspension of fellowship until satisfactory progress is reported.
- iv) The Director of the School/ Head of the Department will place the same in RAC and send the consolidated list along with the progress report to the Director, Research and Innovation.
- v) After completion of two years tenure, fellowship will not be extended.

Cancellation of Fellowship:

The fellowship may be cancelled by the university on the following grounds;

- a) Misconduct
- b) Unsatisfactory progress report and recommendation of cancellation by the Department.
- c) Scholar furnishes misleading information or hides any information to claim eligibility for fellowship and later found ineligible.
- d) Scholar taking unauthorized leave other than what is admissible.

However, before making a judgment in such cases, the RAC of the concerned department, including the Supervisor and Director, shall give a chance to the concerned learner for clarifying his/her viewpoint.

The University reserves the right to **modify, suspend, or withdraw** the fellowship at any stage based on performance, monthly progress report, attendance or financial constraints.

Parameters for Assessment

The distribution of marks is based on the parameters mentioned below;

Parameters	Marks	
Academic Merit	50	Marks in Course Work-20 Marks in UGC-NET, JRF, or SET or Combined Research Entrance Test or Research Test

		conducted by the University-10 Marks in Postgraduate Degree-10 Marks in Undergraduate Degree-5 Awards or Distinctions-5
Quality of the Research Proposal Submitted	35	Conceptualisation-05 Objectives Framed-05 Review of Literature carried-05 Rationale-05 Relevance and originality-05 Feasibility of the research plan-05 Conceptual and theoretical framework-05
Presentation of the Research Proposal Submitted	15	Communication-5 Clarity -5 Justification-5

The merit list and evaluation shall be carried by the two committees as mentioned below;

- a) Internal Committee consisting of all supervisors.
- b) Research Proposal Expert Committee consisting of one subject expert and all supervisors of the concerned department.

The result shall be computed on the basis of the marks assigned by the two committees.

After the announcement of the results, the learner awarded with fellowship should submit the following documents with the Application;

- i. Photo copy of bank pass book (The account should be in the name of the Scholar only)
- ii. Photo copy of sanction letter
- iii. Photo copy of Identity Proof (AADHAR)

All the bills justifying the fellowship should be submitted to the supervisor which shall be submitted to the Head of the Department by 7th after every six months. In turn the Head of the Department should send all the fellowship bills, after due verification and signature, to the Directorate of Research and Innovation by 15th of that month through Director of Concerned School. Later, Directorate of Research and Innovation shall forward all the bills against

fellowships to the Accounts Section for necessary reference and action after every six months.

Submission of Research Proposal for Fellowship

A call for proposals shall be issued by the Directorate of Research and Innovation, and interested Ph.D. scholars shall submit their applications in the prescribed proposal format. The proposal shall be forwarded by the Supervisor, duly recommended, through the Head of the School/Director, to the Directorate of Research and Innovation, along with the approved research proposal and all required documents.

After receiving the proposals, the **Directorate of Research and Innovation** shall request the **Internal Committees of the respective departments** to evaluate the proposals on the following basis:

a) Internal Academic Committee:

The Internal Academic Committee shall examine the **academic merit, completeness of documents, and eligibility** of the applicant.

b) Research Proposal Expert Committee

An External Expert Committee shall be constituted, comprising one external subject expert and all supervisors of the concerned department.

This Committee shall evaluate the quality, relevance, and feasibility of the research proposal.

The Committee shall submit its **evaluation report along with the awarded marks** to the Directorate in a **sealed envelope**, ensuring that all prescribed **evaluation parameters** are duly applied and the **department-wise merit** is accurately reflected.

After receiving the evaluation reports from the Internal Academic Committees and the External Expert Committees of all departments, the **Directorate of Research and Innovation** shall prepare a **Combined Merit List of all departments**.

As a general principle, **each School shall be allotted one fellowship** from the total number of fellowships available.

If any School does not have an eligible or qualified candidate, or if the candidate does not meet the prescribed criteria, the **unutilized fellowship** from that School may be **transferred to another School**, strictly on the basis of the **overall Combined Merit List** and with the **approval of the Vice-Chancellor**.

For the preparation of the final list of 14 fellowship awardees, the University shall first prepare the Department-wise Merit Lists for all Departments. From each Department, the Top-ranked applicant (i.e., the candidate securing Rank-1) shall be identified and placed in a common pool. All such Top-ranked applicants of departments shall then be arranged in descending order of marks to create the Combined Merit List. Based on this Combined Merit

List, the top 14 candidates (or the number approved by the University) shall be selected for the final award of fellowships.

The award of fellowship to the Ph.D. students of the University shall be governed by relevant provisions of Research Ordinance of the University, University guidelines, UGC and amendments therein from time to time.

Format for Monthly Progress Report

- 1. Name of the Scholar:**
- 2. Enrolment No.:**
- 3. Month and Year:**
- 4. Department/School:**
- 5. Title of Research Work:**
- 6. Name of Supervisor:**
- 7. Year of Award of the Fellowship :**

Research activities undertaken during the month (literature reviewed, data collected, analysis performed, etc.)

- i) Attendance and participation in seminars, workshops, or discussions;

ii) Difficulties faced, if any, and proposed remedial actions;

iii) Work plan for the subsequent month.