

## **HSCST Fellowship Programme**

### **Detailed Guidelines, Terms and Conditions**

#### **GENERAL**

The Haryana State Council for Science, Innovation and Technology (HSCSIT) will award HSCST Fellowships to bright young men and women for training in methods of research under the expert guidance of faculty members /scientists working in University Departments/ National Laboratories and Institutes in Haryana in various fields of Science & Technology and Medical Sciences.

The HSCST Fellowships are tenable in Universities/Post-Graduate Colleges/Government Research Establishments, R&D establishments of recognized public or private sector, Industrial firms and other recognized institutions of Haryana. The programme is aimed at Human Resource Development for S&T.

The award of HSCST Fellowship is for a fixed tenure and does not imply any assurance or guarantee for subsequent employment by HSCSIT to the beneficiary. The awardee shall not lay claim to permanent absorption in HSCSIT, after the expiry of Fellowship.

HSCST Fellowships are awarded to those holding M.Sc. or equivalent degree, with minimum 55% marks and should have qualified JRF-NET (CSIR/UGC) & LS-NET in Joint CSIR-UGC Test for Junior Research Fellowship (JRF) and eligibility for lectureship (NET). Research fellowships are in Science subjects, namely, Life Sciences, Physical Sciences, Chemical Sciences, Mathematical Sciences and Earth Atmospheric Ocean & Planetary Sciences etc. The fellowships will involve full time research work, leading to Ph. D. degree in the relevant subject areas from any of the institute/University in Haryana.

#### **APPLICATION PROCEDURE**

Online applications for HSCST fellowship will be invited through press advertisement as well as on office website in the prescribed application form.

## **AGE LIMIT**

The upper age limit for JRF shall be 28 years, which is relaxable up to 5 years in the case of candidates belonging to Schedule Castes/Schedule Tribes, Women, Physically Handicapped and OBC applicants.

## **SELECTION PROCEDURE**

Candidates will be selected on the basis of their performance in Joint CSIR-UGC National Eligibility Test (NET) for Junior Research Fellowship and Lectureship conducted by National Testing Agency (NTA). The fellowships will be awarded to the meritorious candidates who have qualified JRF-NET (CSIR/UGC) & LS-NET in Joint CSIR-UGC Test for Junior Research Fellowship (JRF) and eligibility for lectureship (NET) for carrying out their Ph. D. work in any of the University/Institute in Haryana.

HSCSIT will advertise for the award of fellowship in the leading newspapers as well as on its website after NTA declares the result and issue certificates to qualified candidates. The candidates will be required to apply against the advertisement and will be selected on the criteria described above. The Fellowship will be awarded on receipt of necessary details of qualifying degree examination, NET exam, place of work, research topic, name of supervisor and the concurrence of the Institution to provide all the necessary facilities. The validity of the offer of this award will be one year. Undertaking by a Research Fellow on Acceptance of the Award of Research Fellowship, joining report and attestation form are at Annexure 1.

## **STIPEND**

Candidates who have qualified JRF-NET (CSIR/UGC) will be given fellowship at par with CSIR/UGC in case they are not availing fellowship from CSIR/UGC **for some valid reason** i.e. Rs.31,000/- per month for Junior Research Fellow (JRF) and Rs.35,000/- for Senior Research Fellow (SRF). Candidates who have qualified LS-NET, the fellowship will be given at existing rates for both CSIR/UGC with preference for CSIR i.e. Rs.18,000/- per month for Junior Research Fellow (JRF) and Rs.21,000/- per month for Senior Research Fellow (SRF). The fellowship will carry an annual contingency grant of Rs.20,000/-

which will be provided to the University / Institution. The guidelines for utilization of contingency grant are given in Annexure - II.

On Completion of two years as JRF, candidate will be upgraded to SRF on the basis of assessment of Fellow's research progress/ achievements through interview by an Expert Committee consisting of the Guide, Head of the Department and External Member from outside the University/ Institution who is an expert in the relevant field, not below the rank of Professor/ Associate Professor. As far as possible the External Member should be the chairman of 3 members Committee. Where the guide happens to be the Head of the Department, the Dean, Faculty of Science or any senior member of the Department may be associated as the third member of the Committee (Annexure III). In the event of the Committee not recommending up-gradation, the candidate will continue as JRF for the 3<sup>rd</sup> year or his/her fellowship may be terminated depending upon the decision of the Committee. The progress of research work of JRF will be assessed again at the end of 3<sup>rd</sup> year for such up-gradation.

#### **TENURE**

It is expected that Fellows will have published work to their credit by the end of 3<sup>rd</sup> year. This shall form an important quantitative and qualitative criterion for judging the progress made by the candidate. If the work of JRF is still not found satisfactory for upgradation, the fellowship will be terminated. Extension of tenure of SRF for the 4<sup>th</sup> year will be on the basis of the progress report and recommendation of the guide. The 5<sup>th</sup> year extension as SRF is permissible on the recommendation of three member's assessment Committee and progress report duly supported by publications in the form of reprints/preprints/manuscripts of the paper published, accepted or communicated for publication (Annexure V).

The total tenure as JRF plus SRF will not exceed five years. The order for continuation at the same rate of stipend as SRF, continuation at the same rate of stipend as JRF or otherwise will be issued by the HSCSIT. Extension may not also be granted if the fellow does not acknowledge support of HSCSIT in his research publication.

## **GENERAL TERMS AND CONDITIONS FOR RESEARCH FELLOWSHIPS**

### **AWARD OF FELLOWSHIP AND RELEASE OF GRANTS**

The Fellowship will be awarded to the selected applicants by a formal letter giving details of the grant and the conditions governing it, under intimation to the University/Institution, which forwarded their applications. The grant money is payable in one installment during the financial year on presentation of claim bill in triplicate in prescribed proforma (Annexure VI) duly signed by the Finance Officer/Head of the Institution. The first payment will be made after the receipt of the joining report of the fellow along with other necessary documents as mentioned in the award letter, through the Guide duly forwarded by the Executive Authority of the institute in whose favour the grant is to be released. Subsequent payments will be made only after receipt of (a) the progress report of the Research Fellow in the prescribed proforma (Annexure-IV) for the period ending 31 March and previous one year report, (b) statement of accounts of expenditure incurred during the current financial year ending 31 March, along with the claim bill for the next financial year from the institution. The sponsor Institution/University may advance money for payment of stipend to the fellow and to meet the contingent expenditure on his/her joining the fellowship for subsequent years, which may be adjusted subsequently on receipt of the grants from the HSCSIT for the Fellowship. The unspent amount of earlier payments on account of stipend will be adjusted in making the fresh payment. The accounts should be maintained on ledger type system by the grantee Institution for the Research Fellow. The university/Institution shall be responsible for proper utilization of grant and for rendering the account of HSCSIT. If it was found at any stage of fellowship that there is wastage / misappropriation of funds, Chairman, Executive Committee reserves the right to order refund of entire fellowship. Further, the decision of refund of contingency grant also rests with Chairman, Executive Committee on case to case basis.

### **CONTINGENT GRANT**

A contingency grant of Rs.20,000/- per fellow per annum is provided to the University/Institution. For less than one year, the contingency grant will be admissible on pro-rata basis. Part of this grant may be utilized in the interest of research work, purchase of books, etc. The unspent balance of contingency grant at the end of a year may be carried forward to the next year. The guidelines for utilization of the contingent grant are given in Annexure-II

### **PROGRESS REPORT**

The preparation of quarterly as well as annual progress report on the research work done shall be essential part of the Fellow's work. Each Research Fellow shall submit his/her quarterly /annual research report in the prescribed proforma (Annexure-IV) within a period of 15 days after completion of one quarter and one year tenure to HSCSIT through his/her Guide/Head of the Department at the time of claiming the grant for the next financial year. It is essential to give up to date and full information against all the columns of Annexure-IV. The results should be presented quantitatively in

Tables/Figures and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentary reports shall not be entertained. The progress report should always be accompanied by copies of published papers, re-prints, pre-prints of papers duly acknowledging financial assistance of HSCSIT duly accepted for publication, manuscripts of papers communicated for publication, failing which the fellowship will be terminated. Attendance record must accompany the annual report. The Guide/Head of Department shall bring out in his assessment report, the share of originality and initiative of the fellow in carrying out the research work. If thesis is submitted for higher degree, this may be reported by the guide of the department to HSCSIT and the result when announced.

## **PUBLICATION/PATENT**

The results of Fellow's research work may be published in standard referred journals at the discretion of the Guide. IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY HSCSIT is ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS. One copy of the published research papers should be sent to HSCSIT. The right to commercial exploitation of the results and patent right arising out of the investigation will, however, rest exclusively with HSCSIT.

## **OBLIGATIONS OF RESEARCH FELLOW**

- i. He/She be a full time researcher and submit himself/herself to the disciplinary regulations of the University/ Institute/ Laboratory where he/she is working. Regular attendance of the fellow may be ensured by the department by keeping an attendance register.
- ii. In case a fellow decides to appear for competitive examination, he/she would invariably seek permission from the guide and inform HSCSIT about it.
- iii. The Research Fellow is not to take any assignment other than related to his/her approved research programme, paid or unpaid. His/her taking up any paid assignment at any time in the course of fellowship, may lead to the fellow being asked to pay back the entire fellowship amount in addition to disciplinary action.
- iv. Once a Research Fellow accepts the Fellowship and joins, it is incumbent upon him/her to continue the research for the normal tenure of the fellowship or for such lesser duration, in which the original objectives of the research problem have been achieved.
- v. No Fellow shall discontinue his/her Fellowship without prior approval of HSCSIT. In case he/she wishes to discontinue the fellowship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to HSCSIT through the Guide one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the HSCSIT letter approving the resignation.
- vi. The research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/resignation of the Fellowship through the Guide to HSCSIT, in the prescribed proforma (Annexure VII), within one month.
- vii. During the tenure of the Fellowship, the Fellow shall correspond with HSCSIT only through the Guide with the approval of the Head of the Institution.

viii. The Research Fellow shall keep HSCSIT informed about his/her getting the higher degree, submission of thesis for Ph.D. and submission/acceptance/publication of any research paper arising out of the research work done during the tenure of the fellowship. He/She must acknowledge the support of HSCSIT in the publications. One copy each of all the research papers published must be sent to HSCSIT at each stage of publication/ manuscript/reprint.

#### **TEMPORARY TEACHING & RESEARCH JOB**

A Research Fellow on the recommendation of Guide, and provided his/her University/ Institute has no objection, may be permitted by HSCSIT to take up temporary paid lectureship/research job in a recognized R&D Institution/University, College/Institute of repute/Recognized R & D Institution/PDF studies in India & abroad for a period not exceeding one year during the entire tenure of the Fellowship (JRF & SRF together). The Research Fellow will not be entitled to any extension of the Fellowship for such periods. The Fellow will not be entitled to stipend or contingency during such leave. Such leave period will be counted in the tenure. Such leave can be taken only after joining and working as Research Scholar at least for one year. Fellow has to report for duty at the same place from where he proceeded on leave.

#### **LEAVE**

Leave with stipend not exceeding 45 days for each completed year of tenure may be allowed by the Guide after the request has been communicated to HSCSIT. The leave will be treated as part of the Fellow's tenure. The leave due can be carried over to the next year, however not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed at the end, prior to completion of the tenure of Fellowship. During the first year of Fellowship or any, uncompleted year leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by HSCSIT under special circumstances. In case a Fellow proceeds on leave before termination of Fellowship, he/she must join back before the expiry of tenure; failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to HSCSIT immediately.

The Guide can grant leave to a Fellow in his/her charge with the concurrence of the Head of the Institution/Department if the leave is due. If leave is not due, such cases will be decided by HSCSIT only. The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the HSCSIT well in advance. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend.

(i) Women Fellows with less than two surviving children are entitled for full stipend during the period of absence up to 135 days on grounds of maternity. Such leave shall be sanctioned by the Guide under intimation to HSCSIT. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical

certificate in support of actual confinement. It is expected that the Fellow will make up the deficiency during the remaining tenure.

### **TRANSFER OF FELLOWSHIP**

The fellow should carefully choose the host institution, infrastructural facility to carry out his research before joining. Request for transfer of fellowship will not be entertained except on compelling circumstances for which the fellow & his/her guide should submit proper justification. The No Objection Certificate should be produced by the Fellow/ Associate from supervisor and Head of Department of University/Institute from where transfer is sought and where to be transferred by giving reasons of transfer is sought and where to be transferred by giving reasons of transfer. No TA will be permissible in such cases. The Research Fellow must ensure that necessary facilities are available at the Institution chosen by him/her for research at the time of joining the Fellowship. However, no transfers will be allowed in the last six months of the tenure of fellowships & also after submission of Ph.D. thesis. Joining time given in the event of transfer which will be treated as duty period will be as per Haryana Govt. norms.

### **TERMINATION OF FELLOWSHIP**

The fellowship shall normally stand terminated on completion of its tenure or from the date his/her resignation has been accepted by HSCSIT in case of resignation by fellow. The Fellowship may be terminated by the HSCSIT on the recommendation of the Supervisor and Head of the Department/Institution. The fellowship may also be terminated if the institution where it is tenable refuses to continue to provide facilities to the fellow on disciplinary grounds and so informs HSCSIT.

If a fellow leaves without permission, stipend due at any time shall not be paid to him/her by the Institution, till all University and other dues are cleared and certified by the University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

The unspent balance of grant lying with the Institution at any time due to termination /resignation of the Fellow must be refunded to HSCSIT immediately by means of a demand draft in favor of Secretary/EC, Haryana State Council for Science, Innovation and Technology.

Research Fellows must settle their claims within one year of leaving the Fellowship. No claim will be admitted by HSCSIT after one year of leaving the Fellowship.

### **GENERAL**

HSCSIT may send its officers whenever considered necessary for reviewing the work of the fellows and Associates, inspection of accounts, etc, in Universities/Institutes where the scholars are placed.

Any kind of paid or honorary, part-or-full-time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship.

*The stipend of research fellow/associate is exempt from the payment of income tax under 10(16) of IT Act, 1961.*



## HARYANA STATE COUNCIL FOR SCIENCE, INNOVATION AND TECHNOLOGY

### UNDERTAKING BY A RESEARCH FELLOW ON ACCEPTANCE OF THE AWARD OF RESEARCH FELLOWSHIP

I ..... Son/Daughter/Wife of Shri .....  
..... residing at .....  
..... have been awarded the Junior Research Fellowship of the Haryana State Council for Science, Innovation & Technology (hereinafter called Council). I accept the award and undertake that:

- a) During the entire tenure of the Fellowship I shall abide by the rules and regulations of the Council. Any change in rules and regulations by the Council in future will be applicable to me.
- b) As a recipient of the Council's Fellowship I shall also abide by the rules, discipline of the institution where I have been given the facility of work.
- c) I shall devote full time to research during the tenure of Fellowship except as provided in the rules.
- d) I shall obtain the approval of the Council before accepting any award or allowance, if offered to me during the tenure of Fellowship.
- e) I shall prepare the progress report of my work at the end of each year and communicate it to the Council through the Guide / Supervisor / Faculty Member.
- f) I shall send two copies of a detailed consolidated report of research work through the Supervisor on termination of the Fellowship.
- g) I also hereby declare that if the results of research are such that can be exploited commercially by taking a patent or otherwise commercial exploitation and patent rights will rest exclusively with the Council (*The clause is applicable for the Guide also*).
- h) I have gone through HSCSIT Terms & Conditions & have clearly understood that the fellowship is for a fixed period / tenure for JRF/SRF i.e. a total of 5 Years for JRF+SRF , initially for a period of one year, extendable on yearly basis at the discretion of HSCSIT up to a maximum of five years.
- i) **I further understand clearly that I shall have no claim whatsoever for regular / permanent absorption on expiry of Fellowship.**

**PHOTOGRAPH  
DULY  
ATTESTED BY  
SUPERVISOR TO  
BE AFFIXED.**

**Signature of the Research Fellow**

**Countersigned by the Supervisor / Senior Faculty  
Member with Seal & Date**

I report myself on duty as Junior Research Fellow on the Forenoon / Afternoon of .....  
..... (Date) at ..... (Name of  
Department) of ..... (Name of  
University / Institute / College).

**Signature of the Research Fellow**

**Signature of the Head of the Deptt. /  
Supervisor / Senior Faculty Member  
with Seal & Date**

**DELETE WHICHEVER IS NOT APPLICABLE**

**FOR UNMARRIED**

I .....do hereby solemnly declare that so long as I remain a recipient of the Council's Fellowship, I will not marry a second time, while my first wife is alive, save with the permission of the Competent Authority.

**Signature of the Research Fellow**

**FOR MARRIED**

I .....do hereby solemnly declare that I have not more than one living wife and that so long as I remain & recipient of the Council's Fellowship, I will not marry a second time while my first wife is alive, save with the permission of the Competent Authority.

**Signature of the Research Fellow**

**FOR FEMALE**

I ..... do solemnly declare that I have not or will not marry any person who has a wife living without first obtaining the permission of the Competent Authority.

**Signature of the Research Fellow**

**FORM OF OATH OF ALLEGIANCE**

“ I .....do swear that I will be faithful and bear true allegiance to India and to the Constitution of India established and that I will loyally carry out the duties. So help me God.”

**Signature of the Research Fellow**

Roll No. of CSIR-NET exam \_\_\_\_\_  
Date of Exam \_\_\_\_\_

**ATTESTATION**

\_\_\_\_\_  
**(Name of the Candidate)**

I recommend the candidate for the award of Junior Research Fellowship and undertake to guide him/her on:

\_\_\_\_\_  
\_\_\_\_\_

(Please indicate topic)

for the duration of fellowship in case he/she is awarded the Fellowship by HSCSIT. Necessary facilities for research on the problem are available in the Institution. I also certify that I am authorized to guide Research Fellows under the University Rules. I have personally verified the concern degree, marks sheets and other relevant testimonials, which have been enclosed herewith by the candidates with reference to their original.

Signature Name and  
Designation of Guide with  
Name of the Univ./Instt.

Date \_\_\_\_\_

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Necessary facilities are available and will be provided to the applicant for research during the tenure of Fellowship in case of his/her selection. The candidate will be allowed to join the Fellowship immediately on receiving the award and registered in the University for higher degree.

Signature & Name of Head of  
the Department/Institution  
with seal

Date \_\_\_\_\_

1. Topic of Research:

2. Board/Area of Research:

Subject	Code No.	Subject	Code No.
Physics	01	Biophysics	11
Pure Mathematics	02	Medical & Allied Sciences	12
Applied Mathematics	03	Botany	13
Statistics & Operational Res.	04	Zoology	14
Analytical Chemistry	05	Geology	15
Applied/Industrial Chem.	06	Geophysics	16
Inorganic Chemistry	07	Geochemistry	17
Physical Chemistry	08	Meteorology & Oceanography	18
Organic Chemistry	09	Engineering & Tech.	19
Biochemistry	10	Others	20

\*\*Subject Code number may be ticked / encircled.

3. The proposed work indicating overall aim of the research and how it is to be progressed may be described briefly

## GENERAL GUIDELINES

To facilitate speedy day to day working of the research Fellowships of HSCSIT, the following power can be exercised by the guides of Research Fellow in concurrence with the Head of the Department/ Dean of the Faculty/ Director/ /Vice Chancellor.

**1 Sanctioning of leave when it is due.****2 Approving of tours of research Fellows for:**

- i. Attending Symposia/Seminars/Conferences in India provided the Fellows are presenting paper that have been accepted and for attending Workshops/Training Courses relevant to the research projects;
- ii. Field work connected with research;
- iii. Computation work;
- iv. Consulting rare reference volumes in the nearest University/Research Institution library.

**3 Utilization of contingent grant for the following:**

- i. Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institute<sup>1</sup>.
- ii. Towards meeting actual train fare and DA<sup>2</sup> during tours the research Fellows will be entitled to TA/DA as admissible in case of Haryana Government servants. However, DA will be limited to 50 days in a year.
- iii. Towards meeting TA/DA limited to first class/ entitled class rail fare of outside expert members of assessment Committee.
- iv. Chemical / consumable items required for the research work.
- v. Equipment required exclusively for research.
- vi. Photographic materials for research or thesis work.
- vii. Computation charges.
- viii. Reprints/ Off- print of research papers.
- ix. Stationery and postal charges<sup>3</sup>.
- x. Typing of research papers.
- xi. Registration fee for attending conference in India and abroad.
- xii. Any other purpose, specially authorized by HSCSIT.
- xiii. Contingency grant can be utilized for registration of Ph. D and submission of thesis.

**Contingent grant cannot be utilized for:**

- i. Foreign travel or other expenses for visit abroad.
- ii. Stationery items such as: pen, pencils, folders, file covers, carbon papers etc. and furniture items.

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1. The requisition is to be recommended by the supervisor and approved by the Head of the Department. The book will become the property of the University/ Institution's Library after purchase and could be issued to the Supervisor/ Fellow after accession for use by the indenting Fellow till his/ her research Fellowship is over. Normally not more than 25% of the total annual contingent grant can be utilized for purpose.
  2. The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/ she returns to the Headquarters.
  3. Not to exceed 20% of the contingent grant.

N.B. No expenditure can be incurred for purchasing furniture and office equipment.

**THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR JRF**

ASSESSMENT FOR UPGRADATION OF MR/MRS \_\_\_\_\_ JRF  
WORKING AT \_\_\_\_\_ ON COMPLETION OF TWO YEARS.

**THE CONSTITUTION OF THE COMMITTEE**

- |  |                 |
|--|-----------------|
| 1. DR _____<br>PROFESSOR/ASSOCIATE<br>PROFESSOR DEPARTMENT<br>UNIVERSITY/ INSTITUTE                                | EXTERNAL MEMBER |
| 2. HEAD OF THE DEPARTMENT<br>(IN CASE HOD IS THE GUIDE, THEN<br>DEAN OR ANY OTHER SENIOR MEMBER<br>OF THE FACULTY) | MEMBER          |
| 3. GUIDE/SUPERVISOR  | MEMBER          |

**DATE, TIME AND VENUE OF ASSESSMENT/INTERVIEW**

**ASSESSMENT OF THE COMMITTEE**

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**RECOMMENDATIONS**

(Strike out whichever is not admissible)

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

1. Mr/Mrs \_\_\_\_\_ may be upgraded as SRF.
2. Mr/Mrs \_\_\_\_\_ may be allowed to continue for third year on the existing rate of stipend.

MEMBER  
(EXTERNAL)

MEMBER  
GUIDE

MEMBER  
(HOD)

**Proforma for Quarterly/Annual Progress Report of Research Fellow**

1. Name of the Fellow.
2. Nature of Fellowship (JRF/SRF):
3. HSCSIT Award No.:
4. Name, designation and address of Guide:
5. Place of work (Names of the Department/Institute/University/College etc.):
6. Date of joining:
7. Period up to which fellowship is tenable:
8. Date of registration for higher degree (Ph. D.):
9. (a) Topic of Research :  
(b) Broad Subject Area :
10. Objective in undertaking work :
- 11 Period of Report: From \_\_\_\_\_ to \_\_\_\_\_
- 12 Attendance :  
(a) Total No. of working days during the period under report:  
(b) Out of these, total no. of days in which the Fellow was present and worked:  
(c) Number of days for which leave was sanctioned:
13. Detailed report about the research work done during the above mentioned period. This should include quantitative results of research presented in Table(s)/Figure(s), discussion and conclusions drawn (separate sheets should be attached):
- 14 Summary of research work done during this period (in not more than 300 words: a separate sheet may be attached):
15. Plan of work for the next quarter/year (separate sheet may be attached):
16. Research papers published/accepted for publication/communicated for publication (Details of authors, title, journal, volume, page number and reprints of published papers/preprints of accepted papers/and manuscripts papers must be sent):
17. It is affirmed that I have devoted my full time to research and that I did not take up any other paper. paid or unpaid without taking written permission from HSCSIT. It is also certified that due acknowledgement of HSCSIT Financial assistance has been made in the published paper.

Date:

Signature of Fellow

18. Overall assessment and comment of the Guide:

- (a) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow is correct to the best of my knowledge and belief.
- (b) My specific comments about the performance of above Fellow are as under:-

Date:

Signature of the  
Guide/Supervisor/Head

**THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR SRF**

ASSESSMENT OF DR/MR/MS \_\_\_\_\_ SRF WORKING AT  
\_\_\_\_\_ ON COMPLETION OF FOUR YEARS.

**THE CONSTITUTION OF THE COMMITTEE**

1. DR \_\_\_\_\_ EXTERNAL MEMBER  
PROFESSOR/ASSOCIATE  
PROFESSOR DEPARTMENT  
UNIVERSITY/ INSTITUTE
2. HEAD OF THE DEPARTMENT MEMBER  
(IN CASE HOD IS THE GUIDE, THEN  
DEAN OR ANY OTHER SENIOR MEMBER  
OF THE FACULTY)
3. GUIDE/SUPERVISOR MEMBER

**DATE, TIME AND VENUE OF ASSESSMENT/INTERVIEW**

**ASSESSMENT OF THE COMMITTEE**

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**RECOMMENDATIONS**

(Strike out whichever is not applicable)

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

1. Mr/Mrs \_\_\_\_\_ may be allowed to continue for fourth/ fifth year.

MEMBER  
(EXTERNAL)

MEMBER  
GUIDE

MEMBER



**ANNEXURE-VI  
TO BE SUBMITTED IN TRIPLICATE**

Date \_\_\_\_\_  
To,  
Secretary/EC  
Haryana State Council for Science,  
Innovation & Technology  
Panchkula

WHILE CLAIMING THE GRANT MAY KINDLY BE  
ENSURED THAT STATEMENT OF ACCOUNT AND  
UTILIZATION CERTIFICATE FOR THE PREVIOUS  
GRANT HAVE BEEN SUBMITTED TO HSCSIT.

**GRANT-IN-AID-BILL**

HSCSIT Sanction No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of the Fellows  
(In case of single person)

SRF                      **Statement enclosed**  
JRF                      **in triplicate**

Number of Research Fellow  
(In case of consolidated bill)

**Please send a consolidated bill of all Fellows as far as possible**

PARTICULARS	AMOUNT OF GRANT		TOTAL	REMARKS
	STIPEND	CONTINGENCY		
1. Amount Sanctioned for the Year				
2. Grant claimed for the period from _____ to _____				
DEDUCT 3. Unspent Balance brought forward				
4. Net Amount Claimed				

1. Certified that the amount claimed in the bill will be utilized for the purpose it is sanctioned and in accordance with the terms and Conditions for HSCSIT Fellowship and Grants.
2. Certified that the attendance records have been maintained & checked.
3. Certified that the work of the Research Fellows for the past six months has been satisfactory.

Signature  
of the Supervisor

Counter-Signature & Designation  
of Head of Institute  
(Office Stamp)

**(To be filled in by HSCSIT) Budget Head** \_\_\_\_\_

Gr No. \_\_\_\_\_

Dated: \_\_\_\_\_

Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Cheque to be issued in favour of \_\_\_\_\_

\_\_\_\_\_

**Section Officer  
HSCSIT**

Pay Rs. \_\_\_\_\_ only (Rupees  
\_\_\_\_\_)

Paid Vide  
Cheque No. \_\_\_\_\_

**HSCSIT**

Dated \_\_\_\_\_ Rs. \_\_\_\_\_

**HSCSIT**

## *Annexure-VII*

### **Proforma for Progress Report of Research Fellow for the entire duration of Fellowship to be submitted on completion/termination of Fellowship**

1. Name of the Fellow :
2. Nature of Fellowship {JRF/ SRF}:
3. HSCSIT Award No. :
4. Name, designation and address of Guide:
5. Place of work (names of the Department, Institute/University/College):
6. Date of Joining:
7. Date of relinquishing the Fellowship:
8. Date of registration for higher degree (PhD):
9. (a) Topic of Research:  
(b) Broad Subject area:
10. Objective in undertaking research:
11. Period of Fellowship availed (in Years & Months):
12. Attendance record:
13. Summary of work done. Actual research achievement may be summarized in about 500 to 1000 words:
14. (a) Consolidated report of work done during the entire period of Fellowship. This should bring out clearly the original objectives and how far these have been achieved, emphasizing the salient features of the work done by giving quantitative data and its interpretation.  
(b) Research paper published/accepted for publication/communicated for publication (Full details of authors, title, journal, volume, year and page number may be given and reprints/preprints of research papers must be enclosed. If some papers are submitted for publication or are published after submission of Annexure-VII, their

copies may be sent to HSCSIT as soon as available by giving reference of HSCSIT Award No. This may be ensured by the Guide/Supervisor.

(c) Whether Ph.D. thesis has been submitted: Yes/No

(d) Which higher degree has been obtained:

15. In case of the Fellowship has not been availed for the full tenure, the reasons for discontinuing may be given, such as getting a job, going abroad, lack of facilities/guidance, personal factors, etc.
16. Whether the works is of any applied importance and, if so, whether patent has been/can be taken? If yes, whether HSCSIT has been approached.
17. Future correspondence address of the Fellow including email address:
18. Any remark/comment:

Date:

Signature of Fellow

19. Overall assessment and comments of the guide:

Date:

Signature of the Guide/Supervisor/Head