



**UTKAL UNIVERSITY**  
**Vani Vihar, Bhubaneswar - 751004**

**Draft Guidelines for Doctoral Fellowship**

**1. Introduction**

Established in 1943, Utkal University, a NAAC A<sup>+</sup> and Category I University with graded autonomy, is a premier Higher Education Institution in India. The University provides ample opportunities for research, innovation, and modern knowledge delivery system. It has 29 departments and recently opened the following Centers of Excellence (CoEs) with assistances from (a) *Rashtriya Ucchatar Shiksha Abhiyan* (RUSA), (b) World Bank, (c) University Grants Commission and (d) Government of India for enriching quality and excellence in higher education.

- i) High Energy and Condensed Matter Physics
- ii) Advanced Materials and Application
- iii) Environment, Climate Change and Public Health
- iv) Public Policy and Governance
- v) Global Centre of Rural Studies
- vi) Study on Unorganized Labour
- vii) North-East India Studies
- viii) Language, Culture and Heritage
- ix) Integrated Omics and Computational Biology
- x) Human Capital Development
- xi) Studies on Tribal and Marginalized Communities
- xii) Women Studies
- xiii) Social Exclusion and Inclusive Policy
- xiv) Population Research Centre
- xv) Baxi Jagabandhu Chair on *Paika Rebellion*

The University has an active Doctoral Fellowship (PDF) program under RUSA to enable highly motivated young researchers for pursuing cutting-edge research leading to innovative teaching pedagogy and knowledge production. Highly self-motivated and committed potential young researchers to avail RUSA Doctoral Fellowship are encouraged to visit the

university website [www.utkaluniversity.ac.in](http://www.utkaluniversity.ac.in) and familiarize with different departments and CoEs.

## 2. Eligibility

- i. Candidates who hold a Master's degree from a recognized university having secured second class with minimum 55% marks or equivalent grade are eligible to apply.
- ii. For SC/ST candidates a relaxation of five percent is admissible, i.e. having secured second class with minimum 50% marks or the equivalent grade.
- iii. Candidates should not be more than 35 years of age (relaxation in age by 5 years permissible in case of SC/ST candidates) as on 1 July of the year in which the application is made
- iv. The candidates must have registered / admitted / intended to take admission in PhD program in Utkal University
- v. Candidates who have earlier availed / availing a full doctoral fellowship from any public agencies such as UGC (JRF), shall not be eligible to apply.
- vi. Defaulters of any previous grant from any institutions under any scheme will not be eligible for consideration until the applicant obtains the clearance from the relevant administrative division / organization.
- vii. Preference will be given to students who are likely to complete their thesis within a period of three years.
- viii. No Fellowship can ordinarily be given to a student after four years of registration.

## 3. Reservation

- i) Government of Odisha notifications for reservation of seats for SC/ST and age relaxation for SC/ST will apply.
- ii) Candidates admitted under the reserved quota will necessarily have the minimum qualification stated in sub-section (ii) section 2 above.

## 4. Selection Processes

- i. All interested candidates (**registered / admitted / intended to take admission in to PhD Program**) applying for RUSA Doctoral Fellowship have to register on the online admission portal by the last date as advertised by the University for admission into M.Phil/PhD Program through Common Research Entrance Test (CRET).

ii. All aspirant candidates (**registered / admitted / intended to take admission in to PhD Program**) for RUSA Doctoral Fellowship must have to go through three stages of selection.

- a) Stage I: Common Research Entrance Test (CRET) conducted by the PG Council / Controller of Examinations Utkal University.
- b) Stage II: Short-listed candidates from the Stage I will appear before the concerned DRC / SRC / URC with their research proposal for a viva-voce test.
- c) Stage III: The candidates those successfully qualified in Stage I and II will be required to make a fresh application for the RUSA 2.0 Doctoral Fellowship to the RUSA Cell, Utkal University with the following Annexures.
  - 1) Annexure I: Abstract of the Research Proposal in 500 words
  - 2) Annexure II: Two copies of detailed Research Proposal not exceeding 3000 words as per Appendix I
  - 3) Annexure III: Brief Academic CV of the applicant
  - 4) Annexure IV: Undertaking that the scholar has not availed a full doctoral fellowship for a period of more than 3 years from any other public agencies
  - 5) Annexure V: Forwarding letter from the Head of the Department / Coordinator of CoEs / Director of the Centre
  - 6) Annexure VI: Consent letter from the supervisor and his/her brief bio-data, if registered / admitted
  - 7) Annexure VII: A duly attested SC/ST certificate, if applicable.
  - 8) Annexure VIII: A copy of PhD Registration Certificate duly self-attested, if registered
  - 9) Annexure IX: Self-attested copies of certificates in support of all educational qualifications

All the completed and duly forwarded Applications received will be first screened by RUSA Cell for their eligibility as per the prescribed guidelines. Based on the marks of written and viva-voce and quality of the research proposal, the candidate will be shortlisted and called for an interaction with the RUSA Research Evaluation Committee (RUSA-REC) for final selection. The merit list will be prepared on the basis of the quality of the research proposal and interaction with the Expert Committee.

- iii. The number of RUSA Doctoral Fellowships to be awarded across Department / Centres of Excellence and shall be decided by the RUSA Cell depending on the availability of budget.

#### **5. RUSA Research Evaluation Committee (RUSA-REC)**

RUSA Research Evaluation Committee (RUSA-REC), the apex Committee of Research and Innovation under RUSA composed of the following members.

- i) Vice-Chancellor, Utkal University : Chairperson
- ii) Chairperson, PG Council, Utkal University : Member
- iii) Director R&D, Utkal University : Member
- iv) Director, IQAC, Utkal University : Member
- v) Three External Members nominated by the Vice-Chancellor, Utkal University (One each from Arts and Humanities, Commerce and Management, and Science)
- vi) Representative of RUSA Cell, MHRD (nominated by RUSA Cell, MHRD, Government of India)
- vii) Coordinator RUSA, Utkal University : Member-cum-Convener

The major functions of the RUSA-REC are:

- i) Selection of Post-Doctoral Fellowship / Doctoral Fellowship;
- ii) Evaluating the annual progress of the PDF / Doctoral Fellowship holders
- iii) Final authority to take the all disciplinary action including granting / discontinuing / stopping the fellowship.
- iv) Selection / evaluation of Research Projects Under RUSA
- v) Selection / evaluation of granting funds for organizing seminar / conference / workshop
- vi) Selection of travel and other related grants for attending / participating / presenting research papers in seminar / Conferences / Workshops / Training Programs etc.

Generally, the RUSA-REC will meet at least twice in a year. All the administrative expenses, TA / DA of the Committee Members, and meeting arrangements will be borne from the PDF / Doctoral Fellowship Funds available with RUSA.

## **6. Tenure**

- i) The RUSA Doctoral Fellowship awarded to a researcher will be for a total period of maximum four years, renewable on yearly basis. The fellow will submit an affidavit to work in the University at least for a period of three years otherwise returned back the entire amount of fellowship received till the date of discontinuance.
- ii) The renewal of fellowship can be made on consideration of the research work carried out in the preceding year by RUSA-REC.
- iii) The University may terminate the fellowship of a person at any time on the basis of a report from the Supervisor / Head of the Department / Centre/School and recommendation of the RUSA-REC.
- iv) A fellow may discontinue the fellowship and leave the University before the end of the tenure with prior approval of the Competent Authority.

## **7. Fellowship**

- i) The RUSA Doctoral Fellowship shall carry a fixed monthly fellowship of ₹50,000 (Rupees fifty thousand) to ₹75,000 (Rupees seventy-five thousand) as per the recommendation of the RUSA-REC and approval of the Vice-Chancellor.
- ii) The fellow shall entitle to receive a yearly lapsable contingency amount of ₹36,000 (Rupees thirty-six thousand) only on production of valid bills.
- iii) The fellow shall be eligible, on the recommendation of RUSA-REC, to reimburse the expenses [limited to ₹1,00,000 (Rupees one lakh) only] of one round-trip international travel (economy class airfare) and other expenses for presenting a research paper in an international seminar / conference organized by a reputed University / research institute / professional body in the entire tenure of the fellowship.
- iv) Utkal University Leave policy for teaching staff shall be applicable for the RUSA Doctoral Candidates.

## **8. Conditions of the Fellowship**

- i. The Fellow shall do full time research work under an approved Supervisor(s) / Guide(s), unless he/she is permitted by RUSA Research Expert Committee (RUSA-REC).
- i. The Fellow shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, and so on from any other source during the tenure of the award. However, S/he will have to teach at least one course of five credit in a year

in the place of research or in the University without any remuneration which can help her/him in future as a teacher.

- ii. The Fellow shall not, without the prior permission of the RUSA-REC, join any other regular course of study.
- iii. The fellow will submit an affidavit to work in the University at least for a period of three years otherwise returned back the entire amount of fellowship received till the date of discontinuance.
- iv. In case a Fellow wish to leave the fellowship before the end of the tenure, s/he shall obtain prior approval of the RUSA-REC. Application to the effect shall be submitted through the supervisor three months in advance of discontinuance of the fellowship indicating specific reasons for same and ready to returned back the entire amount of fellowship received.
- v. Any change in the topic of research shall be intimated to the RUSA-REC after the topic is duly approved by the university.
- vi. The Fellow shall submit monthly report on her/his work in the prescribed form duly forwarded by the supervisor and HOD / Coordinator or Director of the COE.
- vii. Every Doctoral Fellow shall submit the hard and soft copy of her/his PhD thesis on completion of degree to the RUSA Cell.

## **9. Monitoring and Evaluation**

- ii. Besides the University Evaluation processes, the Fellow will be evaluated by the DRC / SRC bimonthly and by the RUSA-REC half-yearly.
- iii. The Doctoral fellow should at least attend and present one research paper from her/his doctoral work in a year in national / international Conference / Seminar.
- iv. S/he is expected to publish at least one research paper yearly in WoS/Scopus indexed journal. in the absence of which the fellowship will automatically cease.

An indicative outline for the detailed research proposal is given below:

**1. Title**

The research proposal should have a clear, meaningful and concise title reflecting the scope of the investigation.

**2. Abstract within 500 words****3. Introduction**

The research proposal should begin by clearly stating the research problem to be investigated in the light of its theoretical and/or empirical context in the relevant area.

**4. Review of Literature**

The proposal should summarize the current status of research in the area and major findings, including the researcher's own work in the area. Existing empirical findings may also be discussed. The overview should clearly demonstrate the relevance as well as inadequacy of existing findings or approaches and provide a rationale for the proposed study.

**5. Objectives**

The general aim of the study as well as its specific objectives should be clearly stated in the proposal.

**6. Research Questions or Hypotheses**

Given the conceptual framework and the specification of dimension, the specific questions to be answered through the proposed research should be sharply formulated. In the case of an explanatory research design, specification of variables and positing of relationship among them through specific hypotheses must form a part of the research proposal.

**7. Research Methodology**

The researcher must describe in detail (a) the scope and coverage of her/his study; and (b) approach and methodology with adequate justification. Emphasis should be given to bringing out innovativeness in approaches proposed to be followed. The detailing of the methodology may include research design, data to be collected and empirical and analytical methods to be used.

**8. Relevant and Anticipated Outcomes**

The proposal should include a statement on the relevance of the study and the anticipated outcomes. It should bring out the significance of the research problem, the contribution which the proposed study is expected to make to theory and to methodology as well as its practical importance to society and policy making. It should also describe the proposed outputs from the study (Books, research papers, occasional papers with themes etc.)

**9. Layout**

Capitalization should be clearly spelt out in the research proposal

**10. Time line (monthly plan of action)****11. Reference**

Reference should be prepared in APA Style