



# **Standard Operating Procedure for Recruitment of University Fellows**

**THE NORTHCAP UNIVERSITY  
Gurugram**

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**1. INTRODUCTION:** The NorthCap University (hereinafter called NCU) encourages brilliant students who have recently obtained their post graduate degrees to pursue their research activity by offering them temporary positions of University Fellow (hereinafter called Fellow) on contract basis. This will benefit both NCU and the student. NCU will get a boost in its research activity by obtaining services of the student, who will do research under the expert guidance of faculty members of the University and work towards his/her doctoral degree.

## **2. ABOUT UNIVERSITY FELLOWSHIP**

### **2.1 Minimum Eligibility and Qualification**

For appointment as a Fellow, the candidate should first obtain admission into the Full Time Ph.D. Program of NCU.

**2.2 Age Limit** The upper age limit for applying for award of Fellow shall be preferably 28 years on the date of application.

**2.3 Stipend** The fellowship selection committee after interviewing the candidates may award the fellowship in two categories: Rs. 35,000/- pm (Excellent) and Rs. 25,000/- pm (Very Good).

**2.4 Tenure of Appointment** The fellowship shall be for a period of maximum 4 years (excluding the approved break in studies/leave period) subject to renewal every year based on performance and progress made in research work.

## **3. PROCEDURE FOR RECRUITMENT**

**3.1 Advertisement:** The vacant positions of Fellows will be advertised along with admission to Ph.D. program twice in a year through press. In addition, the positions of vacant Fellows will be continuously advertised along with rolling advertisement for Ph.D. admissions on the NCU website so that a brilliant student can always apply online for the same at any time.

**3.2 Receipt of Application** The candidate for the position of University Fellow should apply for award of University Fellowship concurrently with his/her application for admission to the Ph.D. program of NCU. Alternately, the candidate can apply for such award of University Fellowship after obtaining admission into the Ph.D. program of NCU. The application (either hard copy form or online) for award of University Fellowship, should be in the format specified in Annexure-I.

**3.3 Selection Procedure** Any application for the position of Fellow will be submitted along with the Ph.D. admission form to the Ph.D. cell. The candidate will appear for NPET (exempted/ optional in case of NET/GATE/SLET qualified). After first round of interviews at the Department/School level, the short-listed candidates will be recommended by the Dept. Ph.D. admission Committee for final round of selection for fellowship. Selection for TRF offer shall be done by the 'Fellowship Selection Committee' of the University duly constituted by the Vice Chancellor after due admission process. An increment of Rs. 2,500 pm may also be considered along with renewal for 'good' performers in SRC. Power point presentation of Research proposal is mandatory for all short-listed candidates for the final round. After obtaining the approval of the Vice-Chancellor and the Hon'ble Governing Body, the appointment will be issued by the HR.

**3.4 Joining Time** The candidate must join the position of Fellow on the starting date of semester from which their registration in Ph.D. Program is done.

#### **4. CONDITIONS OF APPOINTMENT OF UNIVERSITY FELLOWS**

**4.1 General Conditions** The award of University Fellowship is for fixed tenure and does not imply any assurance or guarantee for subsequent employment by NCU to the beneficiary. The authority to award / terminate rests with NCU.

**4.2 Taking up Other Assignments** The Fellow will work on full time contract basis at NCU for the entire tenure. The Fellow will not take up any other employment / assignment / scholarship during the tenure without permission from NCU.

**4.3 Competitive Examination** A Fellow cannot appear for competitive examinations of any kind. In case a Fellow is found to have appeared for one, the Fellowship is liable to be terminated by NCU.

##### **4.4 a) Essential responsibilities**

All Research Fellows are expected to take load up to 10 hours per week that includes tutorials and practical classes and academic/administrative work.

The scholar is expected to demonstrate the visible outcome in terms of research publications in non-paid peer reviewed referred reputed Journals. At least one paper published/ accepted for publication per year is expected from the scholar after completion of his/her course work, within the stipulated period of one year.

##### **4.4 b) Attendance**

All full-time candidates who are awarded University Fellowship have to regularly attend the university as per the section 4 of the Ph.D. rules and regulations.

**4.5 Progress Report** The Fellow will submit a progress report of the work done by the Fellow once after every six months in the format given in Annexure I. The Progress Report will be considered by a Monitoring Committee. The monitoring committee will consist of three members: SRC Chairperson, one member (Associate Professor or above) and the HoD. If the Supervisor or the SRC Chairperson is the Head of the dept., then another person (Associate Professor or above) may be taken as the member of the monitoring committee. The Monitoring Committee will be formed and approved by the Chairperson of the concerned DRC. Recommendation of the Monitoring Committee will be sent to the Vice-Chancellor and the Hon'ble Governing Body through the Chairperson of the concerned DRC for continuing and/or extending the services of the Fellow. On completion of the tenure or on resignation, the Fellow has to submit a Progress Report for the entire tenure as per Annexure-I to the concerned supervisor, who will put that up to the HOD, Chairperson of the concerned DRC and Vice Chancellor for approval before the Fellow is relieved from the duties.

**4.6 Separation:** The services of the Fellow can be terminated by the NCU during the tenure of the Fellow without assigning any reasons by giving notice of one month to the Fellow or by paying one month's stipend in lieu of the notice. The Fellow can resign from the Fellow position by giving one month's notice to NCU. However, the Fellow cannot be relieved of his/her duties during any semester during which the Fellow has teaching assignment. In such a case, the Fellow can be relieved only at the end of the semester in which the resignation has been received.

**4.7 Acknowledgement** All publications resulting from the work of the Fellow shall contain an acknowledgement of the financial assistance of stipend from NCU and author's affiliation to NCU.

**4.8 Intellectual Property Rights** Intellectual property rights of any patents or copy righted material that will result from the work of the Fellow at NCU will rest with NCU and the Fellow will assign such rights to the NCU as when required for the purpose by NCU.

**4.9 Leave and Conduct Rules** The Fellow will follow the rules framed for faculty members under contract at NCU for leave and conduct.

**5. Contingency Expenditure for Full Time Ph.D. Scholars:** All Full-Time Ph.D. scholars irrespective of getting fellowship or not can also apply for reimbursement for Contingency expenditure up to an amount of Rs 25000/- per academic year.

## **Annexure – I – Application Form for availing University Fellowship**

- 1. Name of the University Fellow:**
- 2. Department:**
- 3. Address of the University Fellow (with email and mobile no.):**
- 4. ID No.:**
- 5. Name and designation of the Supervisor:**
- 6. Date of joining:**
- 7. Date up to which University Fellowship is tenable:**
- 8. Date of Registration for Ph.D. at NCU:**
- 9. Is this the final progress Report on completion of tenure/resignation:**
- 10. Period of Report: from                      to**
- 11. Topic/Title of Research:**
- 12. Objectives in undertaking work:**
  
- 13. Detailed report about the research work done during the above-mentioned period along with a Gantt Chart giving progress of work. (Separate sheet may be attached)**
  
- 14. Plan of work for the next six months:**
- 15. Research papers published/accepted for publication/communicated for publication:**
- 16. Teaching Load assigned (attach timetable):**
- 17. Course work details:**
  
- 18. Contact Address for future (for tenure completion/resignation only)**

Date:

**Signature of University Fellow**

### **Overall assessment and comment of the Supervisor:**

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

Date:

**Signature of the Supervisor**

### **Recommendations of the Monitoring Committee:**

**SRC Chairperson**

**Member**

**HOD**

**Comments of Chairperson, DRC**

**Vice-Chancellor's approval**

**GB's ratification of the approval**

## Annexure-II –Monthly Fellowship Claim

### Research Fellowship Claim Form

1. Name of the research scholar :  
2. Name of the department :  
3. Name of the supervisor(s) :  
4. Load allotted in current semester : ..... Hrs/Week  
5. Period for which fellowship is claimed :  
6. Performance of the student in research : **Satisfactory/Marginal/Unsatisfactory**

Additional comments of guide:

**(Signature of Supervisor)**

7. Performance in teaching (Please (√) whichever is applicable)

I. The course plan is discussed **Y/N**

II. The lab work evaluations have been on time **Y/N**

III. Indicate deviations (if any)

**(Signature of Course coordinator(s))**

8. Record of leaves availed (Attach attendance punch record)

He/She has availed ..... days leaves during this month.

Total leaves availed in the Calendar year ..... till date .....


**(Signature of dept research coordinator)**

9. It is recommended that the fellowship of student for the period quoted above be

**Released / not released**

**(Signature of HOD)**

**FOR OFFICE USE ONLY**

 <p><b>THE NORTHCAP UNIVERSITY</b> POWERED BY Arizona State University</p>	<p><b>VISITING FACULTY: MONTHLY SELF DECLARATION FORM</b></p> <p>( To be submitted by dept on last working day of every month)</p>	<p>REVIEW DATE: xx/xx/xxxx</p> <p>SHEET 1 OF 1</p>
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<b>FACULTY NAME:</b>	<b>DESIGNATION:</b>	<b>UF</b>	<b>DEPT:</b>
<b>PAYMENT RATES : Per Lecture:</b>		<b>Per Prac/Tut:</b>	<b>Conveyance per visit:</b>
<b>ASSIGNED TEACHING LOAD PER WEEK : /week</b>			
<b>ATTENDANCE DETAILS : MONTH.....YR.....2021.....</b>			

SNO	DATE (dd/mm/yy)	CLASS NAME	COURSE NAME	Lecture hours	Tutorial hours	Practical hours	Total Hours	SIGN
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								

(Attach additional sheets if reqd.) 0      0      0

**Details of additional load with approval, if any:** \_\_\_\_\_

**I hereby declare that the above details are true to the best of my knowledge.**

**FACULTY SIGN:**

**HOD SIGN:**



**MONTHLY SUMMARY: TO BE FILLED BY ADMIN**

<b>DETAILS</b>	<b>NUMBER</b>	<b>RATE</b>	<b>AMOUNT</b>
NO OF LECTURES CONDUCTED			
NO OF TUTORIALS CONDUCTED			
NO OF PRACTICALS CONDUCTED			
NO OF VISITS			

**ADMIN SIGN:**

Date:

## CERTIFICATE FOR TEACHING COMMITMENT

This is to certify, that the following university fellow has successfully fulfilled the assigned teaching commitment (Table 1), academic responsibilities and attendance requirements for the month of -----2022.

Name of Research Scholar – [ID Number (UF \_\_\_\_\_)]

Table 1: Teaching Commitment for **MONTH** 2021

S.no	Subject code	Subject	L-T-P	Credits	Programme	No. of Sections	Teaching commitment (L-T-P)	Teaching commitment

This is to certify that the teaching load of the following university fellow is part of the regular course and curriculum of department of ..... and is not overlapping/duplicating the load assigned to the regular or visiting faculty.

(Name of HOD & Signature)

Head of the Department, Name of the Department

### **Annexure – III – Application Form for renewal of University Fellowship**

1. Name of the University Fellow:
2. Department:
3. Address of the University Fellow (with email and mobile no.):
4. ID No.:
5. Date of Registration for Ph.D. at NCU:
6. Date of joining:
7. Date up to which University Fellowship is tenable:
8. Name and designation of the Supervisor(s):
9. Is this the final progress Report on completion of tenure/resignation: Yes/No
10. Period of Report: From to
11. Topic of Research:
12. Objectives in undertaking work:
13. Detailed report about the research work done during the above-mentioned period along with a Bar Chart giving progress of work. (Separate sheets should be attached):
14. Plan of work for the next six months (separate sheet may be attached):
15. Research papers published/accepted for publication/communicated for publication (Details of authors, title, journal, volume, page number, PCN number, Indexing, Paid/unpaid and reprints of published papers/preprints of accepted papers/and manuscripts papers must be sent):
16. Teaching Load assigned (attach timetable for two semester)
17. Contact Address for future (for tenure completion/resignation only)

Date:      Signature of University Fellow

#### **Overall assessment and comment of the Supervisor:**

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

Date:      Signature of the Supervisor

#### **Recommendations of the Monitoring Committee:**

SRC Chairperson

Member

HOD

#### **Comments of Chairperson of DRC**

Chairperson, DRC

**Dy. Dean Ph.D.**

**Vice-Chancellor's approval**

**GB's ratification of the approval**

Encl:

1. SRC forms (last two semesters)
1. Publication details

Sr. No.	Authors	Title of Paper	Name of Journal/Conf.	Date and year of Publication	National/International	Vol. no., Page no.	PCN no.	Indexing	Paid/Unpaid