

DOCTORAL RESEARCH FELLOWSHIP POLICY: REVISION 2025

RV UNIVERSITY

1. Introduction

The research fellowship scheme of RV University (RVU), Bengaluru, is open to candidates who are registered in RVU's full time PhD programme and fulfill the eligibility criteria outlined below.

2. Objectives

The objective of the research fellowship scheme is to enable students who are registered in RVU's full time PhD programme to produce high quality research, leading to the award of a PhD degree.

3. Eligibility

The eligibility criteria are as follows:

- (A) The candidate must be registered in RVU's full time PhD programme.
- (B) The candidate must not be the recipient of any other fellowship from sources including, but not limited to, the UGC, the Indian Council of Historical Research (ICHR), Indian Council of Social Science Research (ICSSR), etc.
- (C) The candidate must not be in employment.

4. Tenure of Fellowship

The tenure of the fellowship is initially for two years starting from the date of registration at the University. Upon expiry of this period, the Research Fellow is required to submit a Progress Report, as per the proforma specified in Annexure 2. An Internal Committee will review the Research Fellow's Progress Report. The Committee will submit an assessment report as per the proforma prescribed in Annexure 3.

If the research work is found satisfactory, the tenure of the fellowship will be extended for another two years. If the research work is found unsatisfactory, the stipend will be discontinued.

The total period of the research fellowship will not exceed four years from the date of registration. There is no provision for further extension.

5. Rates of Fellowship

The fellowship amount is INR 31,000 per month for the first two years, and INR 35,000 per month for the remainder of the tenure.

6. Procedure for release of grants

A. Joining: On receipt of the Joining Report in the prescribed proforma (Annexure- I) and supporting documents, RVU will accept the candidature of the Fellow and will release the first installment of admissible grants as per norms.

B. Progress Report: The Fellow is required to submit a progress report as per the proforma prescribed in Annexure II, at the end of two years from the date of commencement of the fellowship award.

D. Assessment Report: At the end of two years, an Internal Committee will review the Research Fellow's Progress and take an appropriate decision to renew/ discontinue the Fellowship. The Committee will submit an assessment report as per the proforma prescribed in Annexure III. If the Research Fellow's progress is found satisfactory, she / he / they will be eligible to draw the fellowship for the next two years, with periodic annual evaluations thereafter.

7. Housing

In addition to the fellowship, rent-free hostel accommodation in RVU will be provided to doctoral research fellows, if required. However, the doctoral research fellow shall be required to bear the food cost.

8. Leave Policy

- A. Research Fellows are entitled to a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations.
- B. Research Fellows are eligible for maternity/ paternity leave as per Government of India norms issued from time to time, at full rates of fellowship. They may avail of maternity / paternity leave once during the tenure of their award.
- C. Besides this, an 'Intermittent Break' for a maximum period of six months may also be permissible to women candidates. The leave can be availed 3 times during the entire period of fellowship. However, the total duration of leave shall not exceed six months. This Flexi Time period shall **not** be counted towards the tenure of the fellowship and thus, effectively, the total period of fellowship will remain the same, i.e. 4 years from the date of Ph.D. registration.
- D. Academic Leave: Academic leave without fellowship shall be permissible only for one year throughout the tenure (for any kind of academic assignment/ teaching/ foreign visit in connection with research work). The period of leave without fellowship will be counted towards the tenure of fellowship. Thus, effectively, the total period of fellowship will remain the same, i.e. 4 years from the date of Ph.D. registration. Expenditure on foreign visits in connection to research work cannot be claimed from RVU.
- E. Extended fieldwork: In case the doctoral research has fieldwork requirements that exceed the stipulated leave period of 30 days in a year, the Doctoral Research Fellow may move an application to the Office of the Dean-Research for an extended period of leave (with stipend) for the purpose of a field visit. The application must be routed through the supervisor.

The application must include all details of the proposed field visit (including sites to be visited and time line) and justification for the same. The application must be approved by the supervisor and all the members of the Research Advisory Committee. It is the responsibility of the supervisor to monitor the progress of the PhD candidate and ensure that s/he / they complete/s the fieldwork diligently and return/s to the University as per the approved timeline.

Note: All kinds of leave should be approved at the level of the University. Prior approval of the University is mandatory for all types of leaves.

9. Paid Assignment / Job:

The Fellow shall not undertake any paid assignment during the tenure of the fellowship (Except in case of leave without fellowship for up to one academic year during the entire tenure).

10. Other Conditions

The Fellow, with the consent of the guide/head of department, will be required to assist the University in its academic and administrative work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, provided such work is not likely to hinder the research project on hand. The total amount of time to be spent on such activities shall not exceed ten hours a week.

Doctoral Research Fellows shall not be assigned teaching responsibilities in the first year of the fellowship. Courses will not be allocated to them.

From the second year onwards, they may act as Teaching or Laboratory Assistants, subject to the following conditions:

- (i) Successful completion of PhD coursework with no backlog of courses
- (ii) Discretion of the Dean of the School in which the research scholar is enrolled
- (iii) Research scholars who have enrolled in RVU's PhD programme after completion of a four year undergraduate programme (FYUP) will not be allowed to teach courses in the University.

11. Cancellation Of Award

The fellowship is liable to cancellation in case of:

- A. Misconduct
- B. Unsatisfactory progress of research work/ failure in any examination related to Ph.D.
- C. He/ She/ They is/ are found ineligible later.
- D. Any false information furnished by the applicant or any fraudulent activity by the research awardee shall lead to penal action against him/ her/ them.
- E. Transfer to other institution.

12. Resignation from the Fellowship:

Resignation from the fellowship is not encouraged, as the University invests time and finances in the full time PhD scholars registered in the University's PhD programme. In the event that a full time PhD scholar wishes to resign from the fellowship and discontinue from the PhD programme before the completion of doctoral studies and submission of thesis, the following procedure shall be followed:

- (1) The research scholar may submit a request to resign from the PhD programme by email to the Dean-Research, with a copy to the Dean of the concerned School, the research supervisor, and the Manager, Office of Research and Doctoral Studies.

- (2) There shall be no notice period. The doctoral research fellowship will be discontinued with effect from the last date of the month previous to when the request for withdrawal was received.
- (3) Hostel accommodation will be discontinued within a week from the date on which the request to withdraw from the PhD programme was received.
- (3) The scholar shall fill out a No Dues form (Annexure 4) and have it signed by the authorities within a week from the date on which the request to withdraw from the PhD programme was received.
- (4) Upon submission of the No Dues Form, the scholar shall be issued a No Objection Certificate. The No Objection Certificate shall include:
- (i) Details of coursework completed (number of credits earned and titles of courses completed)
- (ii) Number of Research Advisory Committee meetings conducted for the scholar, and the evaluation reports submitted by the RAC for each meeting.
- (5) The hostel deposit for the current year will not be refunded to the scholar, in cases where the full time research scholar resides in hostel accommodation provided by the University.
- (6) The research scholar shall reimburse to RVU the fellowship amount disbursed to them during the time they were enrolled at RVU, within five years of their exit from the University.

ANNEXURES


Annexure 1: Joining Report

Annexure 2: Progress Report

Annexure 3: Assessment Report for Continuation and Upgradation of Research Fellowship

Annexure 4: No Dues Certificate for full time PhD scholars of RVU, in the event of resignation from fellowship.

Sd.



29/10/2025

Prof. (Dr.) Lakshmi Arya Thathachar
Dean – Research, RVU



30/10/2025

Prof. (Dr.) Sahana D. Gowda
Registrar, RVU



Prof. (Dr.) Ram Kumar Kakani
Vice Chancellor, RVU

ANNEXURE 1

**JOINING REPORT
AWARD OF RESEARCH FELLOWSHIP**

Name of Awardee:

This is to certify thathas joined the School of

.....for pursuing a Full-Time Ph.D. under the Doctoral Research Fellowship Policy of RV University with effect from

She/ He/ They will be provided with all necessary facilities during his/ her/ their tenure of award. The terms and conditions of the offer are acceptable to the awardee. His/ her/ their date of provisional registration to the Ph.D. programme is

Also certified that the 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, except as specified in the Leave Policy.

Signature of Awardee:

Contact No.:

E-mail:

Bank A/c No.:

IFSC Code:

MICR Code:

Aadhaar Number:

PAN Number

Sd.:

Awardee

Supervisor

Dean of School

Date:

Place:

ANNEXURE 2

PROGRESS REPORT FOR THE PERIOD FROM TO

1. Name of Fellow:

2. Number and Date of Award Letter:

3. Details of Research:

A. Topic of Research:

B. Is the Fellow working on the topic for the award of doctorate degree?

C. If no, the date of resignation with the university:

5. Number of days of leave availed (with dates):

A. With fellowship, number of days:

Fromto.....

B. Without Fellowship, number of days:

From.....to.....

6. Number of days the Fellow remained out of station for fieldwork/travel with dates and places visited:

A. Number of days.....from.....to.....

B. Places visited:

7. Number of days the fellow remained present at the University:

8. Publications during the period under report:

A. Title of journal article/paper (please enclose reprint of each):

B. Title of monograph written during the period under report:

C. Any other publications:

9. Teaching / Administrative assistance during the period under report:

A. Number of hours of teaching per week:

B. Evaluation:

C. Invigilation:

D. Lab supervision:

E. Administrative assistance:

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

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

Signature of Awardee

Signature of Supervisor

Date:

Place:

ANNEXURE 3

**ASSESSMENT REPORT FOR CONTINUATION AND UPGRADATION OF RESEARCH
FELLOWSHIP**

Recommendations of the Committee: Renew Fellowship/ Discontinue Fellowship

Dean of School

Dean- Research

Registrar

Vice Chancellor

ANNEXURE 4

NO DUES CERTIFICATE

This is to certify that the below-mentioned Full time Ph.D. scholar has obtained the necessary clearances from all relevant departments/sections of the University and has no outstanding dues pending.

1. **Name of the Research Scholar** :
2. **USN** :
3. **School** :
4. **Provisional Registration Date** :

S No.	Particular	Signature
1	Key -Table / Cupboard / Any other	
2	Stationery items	
3	Computer / Printer / Pen drive / Dongle	
4	Library Books	
5	Identity Card	
6	Finance Office	
7	Dean of the School	

Declaration by the Research Scholar:

I hereby declare that I have cleared all dues, returned all borrowed items (books, lab materials, etc.), and have no financial or material liabilities pending with any department of RV University.

Signature of the Research Scholar:

Date:

Signature of the Manager, Office of Research and Doctoral Studies:

Date:

Signature of the Dean-Research

Date:

