



UNIVERSITY OF HYDERABAD

*O/o. the Dean, Students' Welfare  
Fellowships & Scholarships Section*

No. UH/DSW/F&S/5<sup>th</sup> Year FA/2023/309

Date: 11.09.2023

CIRCULAR

Sub: Circulation of guidelines for 5<sup>th</sup> Year Financial Assistance – Reg.  
Ref: The Vice-Chancellor's approval dated 04.09.2023.

The guidelines for 5<sup>th</sup> Year Financial Assistance to Ph.D. scholars (Non-NET Fellowship Holders) have been formulated with the approval of the Competent Authority. The guidelines are hereby circulated for the information of all stakeholders of the University. These guidelines shall be implemented with immediate effect.

  
Dean, Students' Welfare 11/9/23

Encl: Guidelines for 5<sup>th</sup> Year Financial Assistance is attached

To.

- 1) All Deans of the Schools – for circulation among Departments / Scholars
- 2) OSD to VC
- 3) SO to Registrar
- 4) PS to Finance Officer
- 5) PA to Controller of Examinations
- 6) Webmaster – with a request to upload the Circular on the University website, under the tab: "Fellowships Updates".
- 7) Director, CC&CNF – with a request to distribute the Circular to all scholars of the University via GApps.



**UNIVERSITY OF HYDERABAD**

**O/o. Dean, Students' Welfare  
Fellowships & Scholarships Section**

No. UH/DSW/F&S/2023/307

Date: 11.09.2023

**GUIDELINES FOR 5<sup>TH</sup> YEAR FINANCIAL ASSISTANCE**

**1. INTRODUCTION**

The following guidelines outline the process for sanctioning Financial Assistance to 5<sup>th</sup>-year PhD Scholars who have availed of a Non-NET Fellowship for four years, at Rs. 5000/- per month for a maximum period of 12 months.

**2. ELIGIBILITY**

- i. The student who availed of a Non-NET fellowship for the initial four years.
- ii. The 5<sup>th</sup>-year Ph.D. scholars who complete 9<sup>th</sup> and 10<sup>th</sup>-semester registrations before the specified deadline (Inclusive of date with fine/penalty).
- iii. The parental income shall be less than two lakhs in the previous financial year.
- iv. The Doctoral Research Committee (DRC) is required to make a recommendation for the scholar for each semester (9<sup>th</sup> & 10<sup>th</sup>).
- v. The student who receives financial assistance, scholarship, or fellowship from other sources(State/Central) is not eligible.
- vi. Any disbursed 5<sup>th</sup> Year Financial Assistance amount shall be refunded to the University if a student withdraws or discontinues from the programme/course. The amount paid shall be treated as dues from the student.
- vii. The student shall apply through the proper channel, i.e., Supervisor/ Head/ Dean of the Academic Unit, after renewal of the 9<sup>th</sup> and 10<sup>th</sup> semesters within the due date for such registrations, with necessary enclosures, including a copy of SBI bank account details.
- viii. Any proven charge of misbehaviour or misconduct towards fellow students & scholars, faculty, non-teaching personnel, or service providers on campus will result in disqualification for both application and continuation of 5<sup>th</sup> Year Financial Assistance. 5<sup>th</sup> Year Financial Assistance applicants must uphold a satisfactory academic trajectory throughout their course.

- ix. An illustrative table showing the Registered Semester and Eligible Semester for 5<sup>th</sup> Year Financial Assistance is mentioned below:

<b>Registered Semester of the PhD Scholar</b>	<b>Eligible Semester to Apply for 5<sup>th</sup> Year Financial Assistance (i.e. during their 10<sup>th</sup> Semester)</b>
July-Dec 2018 (Monsoon Semester)	Jan-Jun 2023 (Winter Semester)
Jan-Jun 2019 (Winter Semester)	July-Dec 2023 (Monsoon Semester)
July-Dec 2019 (Monsoon Semester)	Jan-Jun 2024 (Winter Semester)
Jan-Jun 2020 (Winter Semester)	July-Dec 2024 (Monsoon Semester)
July-Dec 2020 (Monsoon Semester)	Jan-Jun 2025 (Winter Semester)
Jan-Jun 2021 (Winter Semester)	July-Dec 2025 (Monsoon Semester)
July-Dec 2021 (Monsoon Semester)	Jan-Jun 2026 (Winter Semester)
Jan-Jun 2022 (Winter Semester)	July-Dec 2026 (Monsoon Semester)
July-Dec 2022 (Monsoon Semester)	Jan-Jun 2027 (Winter Semester)
Jan-Jun 2023 (Winter Semester)	July-Dec 2027 (Monsoon Semester)
July-Dec 2023 (Monsoon Semester)	Jan-Jun 2028 (Winter Semester)
Jan-Jun 2024 (Winter Semester)	July-Dec 2028 (Monsoon Semester)
July-Dec 2024 (Monsoon Semester)	Jan-Jun 2029 (Winter Semester)
Jan-Jun 2025 (Winter Semester)	July-Dec 2029 (Monsoon Semester)
July-Dec 2025 (Monsoon Semester)	Jan-Jun 2030 (Winter Semester)
Jan-Jun 2026 (Winter Semester)	July-Dec 2030 (Monsoon Semester)

### **3. APPLICATION PROCEDURE**

Eligible 5<sup>th</sup> Year Scholars who meet the eligibility criteria should apply in the prescribed format (a copy is enclosed) along with the required documents. These documents should be duly certified and forwarded by the respective Supervisor, Head and Dean to the Fellowships & Scholarships Section before the notification's due date. A notification shall be issued after the completion of the last date (with fine) for semester registration of each Semester.

#### 4. SELECTION PROCEDURE

As outlined below, 5th Year Financial Assistance will be sanctioned based on the following four components and their respective points on a 100-point scale.

I	Economic Background	80 points
II	Backward Region / District (as per the Govt. of India notifications)	10 points
III	Social Background	10 points

I. Points for Economic Background will be awarded as per the table below:

Economic Background (Points): 80		
Sl. No	Previous Financial Year Annual Income	No. of points
1	Less than 50,000	80
2	50,001 to 60,000	75
3	60,001 to 70,000	70
4	70,001 to 80,000	65
5	80,001 to 90,000	60
6	90,001 to 1,00,000	55
7	1,00,001 to 1,10,000	50
8	1,10,001 to 1,20,000	45
9	1,20,001 to 1,30,000	40
10	1,30,001 to 1,40,000	35
11	1,40,001 to 1,50,000	30
12	1,50,001 to 1,60,000	25
13	1,60,001 to 1,70,000	20
14	1,70,001 to 1,80,000	15
15	1,80,001 to 1,90,000	10
16	1,90,001 to 2,00,000	5

*A valid Income Certificate of the parent for the previous financial year is a must to get assistance under these guidelines. The Income Certificate issued by the Tehsildar / Mandal Revenue Officer / equivalent Government Officer shall only be considered valid certificates for sanction of the 5<sup>th</sup> Year Financial Assistance.*

II. Points for Backward Region / District shall be awarded as per the below table:

Backward Region / District (Points): 10		
Sl. No	Backward Region / District	No. of points
1	If a student belongs to a Backward Region / District	10
2	If a student does not belong to the Backward Region / District	0

*In the Aadhar Card/Nativity certificate, mention of the Backward District Name is essential to consider the above points.*

III. Points for Social Background shall be awarded as per the below table:

Social Background (Points: 10)		
Sl. No	Category	No. of points
1	Scheduled Tribe (ST)	10
2	Scheduled Caste (SC)	7.5
3	OBC	5
4	Others	2.5

A Copy of the Caste Certificate (in the prescribed format) issued by the Tehsildar / Mandal Revenue Officer / equivalent Government Officer. OBC scholars who fail to submit their caste certificate in the Govt. of India format

#### 5. ASSISTANCE & TENURE

- i. The 5<sup>th</sup> Year Financial Assistance shall be paid at Rs. 5,000/- per month for a maximum period of 12 months of the 5<sup>th</sup> Year PhD program or date of submission of PhD thesis or date of issue of No Dues or date of exit of the PhD program, whichever is earlier. Payment shall be released during the 10<sup>th</sup> Semester of the Ph.D. program, subject to the availability of funds.
- ii. Sanctions and payments are contingent upon the availability of funds within a given financial year.
- iii. Payments are regulated in the financial year structure rather than an academic year structure, allowing the University the option to distribute them in installments rather than semester-wise.
- iv. Before disbursing the 5<sup>th</sup> Year Financial Assistance, the University is authorized to adjust / deduct the amount against any pending mess dues of the scholar, duly obtaining confirmation from the Chief Warden's Office.

#### 6. DOCUMENTS REQUIRED

Applicants must submit the following documents along with their application:

- i. A copy of semester registration for the 9<sup>th</sup> and 10<sup>th</sup> semesters.
- ii. A copy of the latest Caste Certificate (in the prescribed format) issued by the Tehsildar / Mandal Revenue Officer / equivalent Government Officer. OBC(non-creamy layer) students who fail to submit their caste certificate in the Govt. of India format shall be treated as "General".
- iii. A copy of the valid Income Certificate of the parent for the previous financial year duly issued by the Tehsildar / Mandal Revenue Officer / equivalent Government Officer.
- iv. A copy of the Aadhar Card (mentioning the Backward District Name) or Nativity Certificate for claiming the Backward Region / District.
- v. A copy of the Doctoral Research Committee (DRC) for the 9<sup>th</sup> and 10<sup>th</sup> Semester (s).
- vi. A Passbook copy of the SBI Savings Bank Account

## 7. SCRUTINY AND PROCESS

- i. The applications of eligible 5<sup>th</sup> Year PhD Scholars (*who have availed of Non-NET Fellowship for four years*) shall be certified by the concerned Supervisor, Head of the Department and Dean of the School to ensure that the scholar is eligible for 5<sup>th</sup> Year Financial Assistance as per the prescribed guidelines. The scholar should be registered for the current Semester and have active on-roll semester registration status. Subsequently, the scholar shall apply to the Fellowships & Scholarships Section with all necessary enclosures for scrutiny and further processing.
- ii. Upon receiving the applications, the Fellowships & Scholarships Section will verify the eligibility criteria and enclosed documents before accepting them. Subsequently, the applications will be submitted to the Centralized Screening Committee, constituted by the Competent Authority. The committee will assess and provide recommendations. Incomplete and non-eligible applications will not be recommended for the sanction of 5<sup>th</sup> Year Financial Assistance. The Centralized Screening Committee will ensure a fair and transparent process.
- iii. If more applications are received, a higher benchmark on a 100-point scale is applied by the committee to restrict the assistance within the availability of funds in a financial year.
- iv. Mere fulfilling the criteria may not have any right to get financial assistance.

## 8. CENTRAL SCREENING COMMITTEE

For this purpose, a Central Screening Committee, constituted by the Competent Authority, shall meticulously review all the applications and recommend a selected list for approval.

Composition of the Committee:

- |  |            |
|--|------------|
| 1. Dean, Students' Welfare                           | - Chairman |
| 2. Deputy Dean, Students' Welfare-1                  | - Member   |
| 3. A representative from the Registrar's Office      | - Member   |
| 4. A representative from Finance & Accounts          | - Member   |
| 5. A representative from Academics & Exams           | - Member   |
| 6. Special Invitee from Schools (as per requirement) | - Member   |
| 7. Deputy Dean, Students' Welfare-2                  | - Convener |

In instances where any aspects, procedures, or norms are not covered within these guidelines or if there exists any ambiguity within the existing guidelines, the aforementioned Committee is authorized to propose additional procedural measures or guidelines, for the approval of the Competent Authority from time to time.

  
Dean, Students' Welfare 11/9/23

List of Backward Regions (District) in India as per NITI Aayog

Sl.No	Name of the State	District Name
1	Andhra Pradesh	Visakhapatnam
2	Andhra Pradesh	Vizianagaram
3	Andhra Pradesh	Y.S.R.
4	Arunachal Pradesh	Namsai
5	Assam	Dhubri
6	Assam	Baksa
7	Assam	Darrang
8	Assam	Goalpara
9	Assam	Udalguri
10	Assam	Barpeta
11	Assam	Hailakandi
12	Bihar	Gaya
13	Bihar	Jamui
14	Bihar	Purnia
15	Bihar	Katihar
16	Bihar	Banka
17	Bihar	Sitamarhi
18	Bihar	Nawada
19	Bihar	Begusarai
20	Bihar	Sheikhpura
21	Bihar	Khagaria
22	Bihar	Araria
23	Bihar	Aurangabad

List of Backward Regions (District) in India as per NITI Aayog

Sl.No	Name of the State	District Name
24	Bihar	Muzaffarpur
25	Chhatisgarh	Korba
26	Chhatisgarh	Uttar Bastar Kanker
27	Chhatisgarh	Bijapur
28	Chhatisgarh	Narayanpur
29	Chhatisgarh	Mahasamund
30	Chhatisgarh	Kondagaon
31	Chhatisgarh	Sukma
32	Chhatisgarh	Bastar
33	Chhatisgarh	Dakshin Bastar Dantewada
34	Chhatisgarh	Rajnandgaon
35	Gujarat	Narmada
36	Gujarat	Dohad
37	Haryana	Mewat
38	Himachal Pradesh	Chamba
39	Jammu & Kashmir	Kupwara
40	Jammu & Kashmir	Baramula
41	Jharkhand	Chatra
42	Jharkhand	Palamu
43	Jharkhand	Dumka
44	Jharkhand	Pashchimi Singhbhum
45	Jharkhand	Gumla
46	Jharkhand	Ranchi



List of Backward Regions (District) in India as per NITI Aayog

Sl.No	Name of the State	District Name
47	Jharkhand	Ramgarh
48	Jharkhand	Giridih
49	Jharkhand	Lohardaga
50	Jharkhand	Hazaribagh
51	Jharkhand	Bokaro
52	Jharkhand	Pakur
53	Jharkhand	Purbi Singhbhum
54	Jharkhand	Simdega
55	Jharkhand	Sahibganj
56	Jharkhand	Latehar
57	Jharkhand	Khunti
58	Jharkhand	Garhwa
59	Jharkhand	Godda
60	Karnataka	Raichur
61	Karnataka	Yadgir
62	Kerala	Wayanad
63	Madhya Pradesh	Barwani
64	Madhya Pradesh	Damoh
65	Madhya Pradesh	Chhatarpur
66	Madhya Pradesh	Vidisha
67	Madhya Pradesh	Khandwa (East Nimar)
68	Madhya Pradesh	Singrauli
69	Madhya Pradesh	Rajgarh

List of Backward Regions (District) in India as per NITI Aayog

Sl.No	Name of the State	District Name
70	Madhya Pradesh	Guna
71	Maharashtra	Gadchiroli
72	Maharashtra	Osmanabad
73	Maharashtra	Washim
74	Maharashtra	Nandurbar
75	Manipur	Chandel
76	Meghalaya	Ribhoi
77	Mizoram	Mamit
78	Nagaland	Kiphire
79	Odisha	Kandhamal
80	Odisha	Balangir
81	Odisha	Nabarangapur
82	Odisha	Dhenkanal
83	Odisha	Malkangiri
84	Odisha	Rayagada
85	Odisha	Nuapada
86	Odisha	Kalahandi
87	Odisha	Gajapati
88	Odisha	Koraput
89	Punjab	Moga
90	Punjab	Ferozpur
91	Rajasthan	Sirohi
92	Rajasthan	Karauli

List of Backward Regions (District) in India as per NITI Aayog

Sl.No	Name of the State	District Name
93	Rajasthan	Dhaulpur
94	Rajasthan	Jaisalmer
95	Rajasthan	Baran
96	Sikkim	West District
97	Tamilnadu	Ramanathapuram
98	Tamilnadu	Virudhunagar
99	Telangana	Asifabad (Adilabad)
100	Telangana	Bhoopalapalli (Warangal)
101	Telangana	Bhadradri-Kothagudem
102	Tripura	Dhalai
103	Uttar Pradesh	Bahraich
104	Uttar Pradesh	Sonbhadra
105	Uttar Pradesh	Chandauli
106	Uttar Pradesh	Siddharthnagar
107	Uttar Pradesh	Shrawasti
108	Uttar Pradesh	Fatehpur
109	Uttar Pradesh	Balrampur
110	Uttar Pradesh	Chitrakoot
111	Uttarakhand	Hardwar
112	Uttarakhand	Udham Singh Nagar