**FORMAT TO CLAIM BENEFITS UNDER BANRF- FELLOWSHIP.**

1. **Joining Certificate: -** Annexure –I (A)

Awardee shall submit Joining Report in the prescribed format along with the set of all the required documents to the BARTI office to avail benefits under BANRF-2022 fellowship.

1. **Joining Certificate: -** Annexure – I (B)

In case awardee holding a job during the period from Date of registration to Date of Award, Awardee shall submit Joining Report - I (B) in the prescribed format separately along with Resignation letter/ Relieving letter / Experience certificate etc.

1. **Half Yearly Progress Report-** Annexure -II

Awardee shall submit Half Yearly Progress Report on completion of 6 months from the date of registration and at the interval of every 6 months till the completion of fellowship tenure.

1. **House Rent Allowance (HRA) -** Annexure - III

Awardee shall submit House Rent Allowance certificate on completion of 1 year from the date of registration and at the interval of every 1 year till the completion of fellowship tenure along with Non-Hosteller Certificate or Hostel Bill Receipts paid by Awardee in given Performa.

## Utilization Certificate for Contingency Amount - Annexure -IV

Awardee shall submit account of Contingency certificate on completion of 1 year from the date of registration and at the interval of every 1 year till the completion of fellowship tenure.

1. **Up-gradation Certificate-** Annexure V

Awardee shall submit Up-gradation certificate on completion of 2 years from the date of registration to Ph.D. along with Three Member Committee Evaluation Report.

1. **Extension Certificate** - Annexure VI
2. **Attendance Certificate -** Annexure VII

Monthly Attendance sheet certified by Supervisor/Guide, to be submitted for the period mentioned in the Half Yearly Progress Report.

## Fellowship/ House Rent Allowance Utilization Certificate - Annexure VIII

1. **Research proposal /Synopsis -** Annexure IX
2. **Continuation certificate -** Annexure X

# DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

**Research Centre Joining Report – Annexure I-A**

## 1. Dr. Babasaheb Ambedkar National Research Fellowship (BANRF) -

2. **Name of the Awardee:** ……………………….……………………………………………

3. Award letter No & Date. ………….……………………………………………………….

This is to certify that, Mr./Mrs. has joined the

Department of …………………………………… his/ her research centre is

……………………………………………………….................................... which is affiliated to

............................................................................. University for doing Part time / full time

M.Phil. /Ph.D. in the Subject (Research title) of ……...………….…………………………………

……..…..………….………..……………..……………………..……………………………. **.**……..…………………………… With effect from DD/MM/YYYY

His/ her date of Registration is DD/MM/YYYY

This is to certify that he/ she belongs to category. Awardee is a

regular / external student of the department and he /she was holding / not holding any employment from his date ofregistration DD/MM/YYYY to till date. The total tenure of

M. Phil / Ph.D. is Months/Years without extension period i.e. with effect from

DD/MM/YYYY to DD/MM/YYYY.He/ She will be provided all the necessary facilities during his/ her tenure of fellowship award. The terms and conditions of the offer are acceptable to Awardee. It is also certifiedthat 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.

Signature

**Name of the Candidate**: Date:

**Counter Sign by Guide**/ Supervisor (Seal/Stamp) :

Signature

**Name of HOD**: Date:

**Head of Department**

**(Seal/Stamp**)

Signature

## Name:

Date:

## Registrar / Director /Principal: (Seal of University / Institution

**/College)**

Date: Place:

# DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

**Fellowship joining Report - Annexure-I-B**

## 1. Dr. Babasaheb Ambedkar National Research Fellowship (BANRF) -

2. **Name of the Research Scholar:** ……………………….………………………………………….

3. Award letter No & Date ………….……………………………………….

1. Fellowship Awarded for: M.Phil. / Ph.D.

This is to certify that, he/she has been awarded **BANRF -** by Dr. Babasaheb Ambedkar Research & Training Institute, Pune with effective from the date of registration i.e. DD /MM /YYYY.

However, he/she was an external / part time student of the department of

……………………... ……………… from DD /MM /YYYY to DD /MM /YYYY due to holding an employment or other personal reasons. Fellowship of the said period for which he/she was holding employment is liable to deduct from the total tenure of the fellowship. Hence, he/ she is joining BANRF - fellowship from DD /MM /YYYY.

## The documents attached with the Joining as following

* 1. Resignation letter copy
  2. Relieving certificate from organization

He/ She will be provided with all necessary facilities during his/ her tenure of award. The terms and conditions of the offer are acceptable to Awardee. It is also certified that 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.

Signature

## Name of the Candidate:

Date:

Signature Name:

Date:

## Head of Department (Seal/Stamp)

Signature Name:

Date:

## Registrar / Director /Principal:

**(Seal of University / Institution / College)**

**Counter Sign by Guide/ Supervisor (Seal/Stamp) :**

# DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

**Half Yearly Progress Report - Annexure- II**

1. Name of the Fellowship**: Dr. Babasaheb Ambedkar National Research Fellowship**
2. Year of the Fellowship:
3. Name of the Fellow:
4. Award letter number and date: -
5. Date of Registration with the University: DD/MM/YYYY
6. Subject:
7. Topic / Title of Research: \_

\_

1. Name of the Guide/ Supervisor: \_
   1. Email ID of Guide/ Supervisor:
   2. Mobile No.:
2. Period of Progress Report from DD/MM/YYYY to DD/MM/YYYY.
3. Total number of working days during the period (month-wise)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Months** |  |  |  |  |  |  |  |
| **Working**  **Days** |  |  |  |  |  |  |  |

1. With fellowship, number of days: from DD/MM/YYYY to DD/MM/YYYY.
2. Without fellowship, number of days: from DD/MM/YYYY to DD/MM/YYYY.

Signature of Guide/ Supervisor Signature of Student Date:

1. Total number of days the Fellow remained present at the University/Institution/ College:
2. Number of days the Fellow remained out of station for fieldwork / travel with dates and place visited:

|  |  |  |
| --- | --- | --- |
| **Number of days** | **Travel dates (from – to )** | **Places visited** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Type of Field work Done** | **Details** | **Remarks of Guide** |
|  |  |  |  |

## Please attach a Plan of action with the progress Report.

Signature of Guide/ Supervisor Signature of Student Date:

1. Books & Journals (Reference & content in short)

(Please attach separate attachment if require)

1. Conferences / Seminars attended on relevant subject:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Title of Paper** | **Venue** | **Status(International,**  **National, State)** |
|  |  |  |  |

## PLEASE ATTACH A PAPER AND CERTIFICATE COPY WITH THE PROGRESS REPORT

Signature of Guide/ Supervisor Signature of Student Date:

1. Chapters Completed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Chapter Title** | **Completed or**  **Under Completion** | **Status** | **Remarks of Guide** |
|  |  |  | 1. Rough Draft 2. Approved 3. Final Typing |  |

## Please attach a summary sheet with the progress report.

1. Title of the article / paper published during the period under report:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.**  **no.** | **Paper / Article’s Title** | **Whether**  **Published / or Not** | **Name of journal / Magazine & Vol. No.** | **Place** |
|  |  |  |  |  |

## Please attach hard copies of Article with the Progress report.

Signature of Guide/ Supervisor Signature of Student Date:

1. Title of monograph written during the period under report:
2. Teaching work done during the period under report:
3. Number of periods taken per week in graduate course
4. Number of periods taken per week in post graduate course
5. Detailed account of the work done during the period (A separate sheet may attach for the purpose)
6. Comments of the supervisor / Guide on the progress of the research work during the period under report (Minimum Two Lines):

Signature

Name of the Candidate: Date:

Signature Name:

Date:

Guide/ Supervisor (Seal/Stamp):

Signature Name of HOD:

Date:

Head of Department (Seal/Stamp):

Signature Name:

Date:

Registrar / Director /Principal:

(Seal of University / Institution /College)

# DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

**House Rent Allowance (HRA) Certificate - Annexure-III**

## Dr. Babasaheb Ambedkar National Research Fellowship (BANRF- )

1. Name of the Fellow:

3. Award letter No & Date ………….……………………………………

1. M.Phil. / Ph.D. Registration date: DD/MM/YYYY
2. HRA claim for the period: - DD/MM/YYYY to DD/MM/YYYY (For 1 year)
3. Full address of Research Centre with name of the City –
4. House Rent Allowance (HRA) in Percentage (%) for City –

## Certificate No 1

This is to certify that, Mr./Mrs./Miss is paying

house rent of Rs per month or staying at his/her parents’ or own

house and is eligible to draw House Rent Allowance (HRA) as per rules.

## OR

**Certificate No 2**

This is to certify that Mr./Mrs./Miss has

been provided accommodation facility in the College /Institute /University hostel from DD/MM/YYYY to DD/MM/YYYY. Hostel fee charges @ Rs. ………….………. per Month/Half Year/Year is being charged from him/ her, so he/ she is eligible to draw hostel fees as House Rent Allowance as per rules.

**Fees Receipt No:**

**Total Amount Paid (in Digits)**

**Date of payment:**

**In words**

**Fees paid for the period of DD/MM/20 to DD/MM/20**

Signature

Name of the Candidate: Date:

Signature Name:

Date:

Guide/ Supervisor (Seal/Stamp):

Signature Name of HOD:

Date:

Head of Department (Seal/Stamp):

Signature Name:

Date:

Registrar / Director /Principal:

(Seal of University / Institution /College)

## Note –

1. HRA will be paid as per Government Rules & location of research Centre/Institute.
2. Please find attached enclosure separately for Non Hosteller Certificate Duly Signed & sealed by Hostel Warden / Rector/ HOD & Research Guide
3. Deposit Amount is not payable by BARTI.
4. Please Attach Original Hostel Fees Receipts along with HRA Certificate in case availing hostel facility
5. If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount

**Non Hosteller Certificate should be printed on Institute / College / University letterhead**

# Non Hosteller Certificate

This is to certify that, Mr. /Miss./ Mrs. is

pursuing M.Phil. /Ph.D. from . He/she

has not been availing accommodation or /hostel facility provided by College /Institute

/University w.e.f. DD/MM/YYYY to DD/MM/YYYY.

## Verified and Approved by Hostel Warden / Rector/ HOD Signature with Seal

**Signature of Research Signature & stamp of Fellow Research Guide**

# DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

## Utilization Certificate for Contingency Amount - Annexure-IV

**1. Dr. Babasaheb Ambedkar National Research Fellowship (BANRF) -**

2. Name of the Fellow**:** …………………….………………………………………….

3. Award letter No & Date ………….………………………………………………

1. Date of Registration : DD/MM/YYYY
2. Duration of Expenditure : DD/MM/YYYY to DD/MM/YYYY

This is to certify that, Mr./Miss/Mrs. ,

has received contingency amount Rs. (in words)

) on date from BARTI under Dr. Babasaheb Ambedkar

National Research Fellowship (BANRF) -

The received contingency amount has been utilized for the purpose of said research only or for which it was sanctioned in accordance with the terms and conditions laid down by the BARTI, Pune. Details of expenditure in respect to Contingency Grant is as below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Details** | **Bill No. & Date** | **Amount** |
| 1 | Books and allied items |  |  |
| 2 | Typing (Tracing & ammonia printing) |  |  |
| 3 | Stationery |  |  |
| 4 | Postage |  |  |
| 5 | Chemical and electrical/electronic goods |  |  |
| 6 | Travel/fieldwork |  |  |
| **Total** | | |  |

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature

Name of the Candidate: Date:

Signature

Name of Guide/ Supervisor**:** Date:

## Seal :

Signature Name of HOD:

Date:

## Head of Department (Seal) :

Signature Name:

Date:

**Registrar / Director /Principal :(Seal of University / Institution / College)**

# DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

## Up-gradation Certificate - Annexure-V

**THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR UPGRADATION FROM BANJRF TO BANSRF UNDER THE SCHEME OF DR. BABASAHEB AMBEDKAR NATIONAL RESEARCH FELLOWSHIP, BARTI, PUNE**

## 1. Dr. Babasaheb Ambedkar National Research Fellowship (BANRF- )

2. Award letter No & Date ………….……………………………………….

Assessment for up-gradation of Mr./Mrs. working at the Department of of University/Institution/College on completion of two years on date DD/MM/YYYY.

## CONSTITUTION OF THE COMMITTEE

(Name and Designation of the panel)

1. [1 Outside Subject Expert – other than same University/ Institute/College]
2. [Supervisor of Research Scholar]
3. [Head of the Department]

Ph.D. Registration No.: Ph.D. Registration Date: DD/MM/YYYY

Date of Joining: DD/MM/YYYY

Tenure of JRF completed DD/MM/YYYY to DD/MM/YYYY (2 year)

## VENUE OF ASSESSMENT/ INTERVIEW: -

Venue of Meeting ………………………………………………………………………………

Date of Meeting: - DD/MM/YYYY Time: -

## ASSESSMENT OF THE COMMITTEE

The Committee assessed the progress of the candidate through his/her presentation followed by interview and recommended as follows.

## RECOMMENDATIONS

Mr./ Mrs./Ms. may be upgraded from BANJRF to BANSRF for the period of three years, w.e.f. DD/MM/YYYY to DD/MM/YYYY as his/her research work is found outstanding/very good/ satisfactory.

Signature Date:

## Name of the Candidate :

Signature Name:

Date:

## Guide/ Supervisor (Seal/Stamp):

Signature Name:

Date:

## Head of Department (Seal/Stamp) :

Signature Name:

Date:

## Registrar / Director /Principal:

**(Seal of University / Institution / College)**

**Three Member Committee Evaluation Report should be printed on Institute / College / University letterhead**

## Dr. Babasaheb Ambedkar National Research Fellowship (BANRF- 20 )

2. Name of Fellow………….……………………………………………………………………………………………

3. Award letter No & Date ………….………………………………………………………………………………

1. Ph.D. Registration date: DD/MM/YYYY

5. Name of Department ………….………………………………………………………………………………

6. Name of Research Centre …………………………………………………………………………......

7. Name of University ………….………………………………………………………………………………

(Three Member Committee should provide detail report for JRF (2 years) period with respect to following points)

* + Course Work Completion Status
  + Research proposal
  + literature review
  + Research methodology design
  + Data collection tool design
  + Data collection process
  + Research paper presentation & publication
  + Poster presentation
  + Participation in seminars, conferences & workshops
  + Benefit to society
  + Any other tasks related to research topic.

Mr./ Mrs./Ms. may be upgraded from BANJRF to BANSRF for the Period of three years, w.e.f. DD/MM/YYYY to DD/MM/YYYY as his/her research work is found outstanding/very good/ satisfactory.

## Signature Signature

Name of Head of Department: Name of Guide/Supervisor –

Date: Date:

Seal or Stamp of HOD - Seal or Stamp of Guide/Supervisor

## Signature

Name of Outside Subject Expert

(Other than same University/ Institute/ College)

Date

Seal or Stamp of

# DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

## Extension Certificate - Annexure-VI

1. **Dr. Babasaheb Ambedkar National Research Fellowship (BANRF- 20 )**

2. Award letter No & Date ………….………………………………………..

1. M.Phil. / Ph.D. Registration date: DD/MM/YYYY.
2. Extension given for the period of: - DD/MM/YYYY to DD/MM/YYYY

This is to certify that, Mr./Miss/Mrs. has joined the

Department of …………………………………… & his / her research centre is

……………………………………………………….................................... which is affiliated to

............................................................................. University for doing Part time / full time

M.Phil. /Ph.D. in the Subject (Research title) of ……...………….……………………

………………..…..………….………..……………..……………………..…………………..

The research scholar has completed Months /Years, but due to (Mention the

reason for extension) ………………………...….………………………………………………………………………….

he/she needs Months /Year more than her academic tenure.

The Department has given extension for the period from DD/MM/YYYY to DD/MM/YYYY to complete his/her remaining research work. **He/she is fully aware & agreed that, No fellowship benefits will be provided during this tenure by BARTI**.

Signature

Name of the Fellow**:** Date:

Signature Name:

Date:

## Guide/ Supervisor :

Signature Name of HOD:

Date:

## Head of Department (Seal) :

Signature Name:

Date:

## Registrar / Director /Principal:

**(Seal of University / Institution / College)**

# DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

**Attendance Sheet - Annexure -VII**

## 1. Dr. Babasaheb Ambedkar National Research Fellowship (BANRF- 20 )

2. Name of the Fellow:……………………………………………………………………………………………………

3. Award letter No & Date: ………….…………………………………………………………………………………

1. M.Phil. / Ph.D. Registration Date: DD/MM/YYYY
2. Name of Research Centre:
3. Name of Department:
4. Period of Attendance: DD/MM/YYYY to DD/MM/YYYY

This is to certify that, Mr./Miss/Mrs. has joined the

Department of …………………………………… & his / her research centre is

……………………………………………………….................................... which is affiliated to

............................................................................. University for doing Part time / full time

M.Phil. /Ph.D. in the Subject (Research title) of ……...………….……………………

………………..…..………….………..……………..……………………..…………………..

Total number of working days of research Fellow during the period (month-wise) as below

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Months** |  |  |  |  |  |  |  |
| **No. of**  **working Days** |  |  |  |  |  |  |  |

1. With fellowship, number of days: from DD/MM/YYYY to DD/MM/YYYY.
2. Without fellowship, number of days: from DD/MM/YYYY to DD/MM/YYYY.

Signature

Name of the Fellow**:** Date:

Signature Name:

Date:

## Guide/ Supervisor :

Signature Name of HOD:

Date:

## Head of Department (Seal) :

Signature Name:

Date:

## Registrar / Director /Principal:

**(Seal of University / Institution / College)**

# DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

## Fellowship / House Rent Allowance Utilization certificate - Annexure- VIII

**1. Dr. Babasaheb Ambedkar National Research Fellowship (BANRF) - 2022**

2. Name of the Fellow**:** …………………….………………………………………….

3. Award letter No. & Date ………….…………………………………………….

1. Date of Registration : DD/MM/YYYY
2. Duration of Expenditure: DD/MM/YYYY to DD/MM/YYYY

This is to certify that, Mr./Miss/Mrs. ,

has received fellowship/ House Rent Allowance amount as per below on date DD/MM/YYYY from BARTI under Dr. Babasaheb Ambedkar National Research Fellowship (BANRF) – 2022.

The received fellowship/ House Rent Allowance amount has been utilized for the purpose of said research only or for which it was sanctioned in accordance with the terms and conditions laid down by the BARTI, Pune. Details of expenditure in respect to fellowship/ House Rent Allowance is as below.

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Details** | **Amount** |
| 1 | Fellowship Amount |  |
| 2 | House Rent Allowance |  |
| **Total** | |  |

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature Signature

Name of Candidate: Name of Guide/Supervisor:

Date Date:

Seal:

Signature Signature

Name of HOD: Name:

Date: Date:

Head of Department (Seal) **Registrar/ Director/Principal :( Seal of University / Institution / College**

# DR. BABASAHEB AMBEDKAR RESEARCH & TRAINING INSTITUTE (BARTI), PUNE

**Continuation certificate - Annexure - X**

## 1. Dr. Babasaheb Ambedkar National Research Fellowship (BANRF- 20 )

2. Award letter No & Date ………….………………………………………..

3. M.Phil. / Ph.D. Registration date: DD/MM/YYYY

4. Research Centre ……………………………………………………………….

5. University …………………………………………………………………………

This is to certify that Mr./Mrs./Miss ………………………………………………………………………….

has continuously working in the subject of ……………………………………in the Department

……………………………………….……....... under the above scheme for the period from DD/MM/YYYY to DD/MM/YYYY.

Signature

## Name of the Candidate:

Date:

Signature Name:

Date:

## Head of Department (Seal) :

Signature Name:

Date:

## Guide/ Supervisor :

Signature Name:

Date:

## Registrar / Director /Principal:

**(Seal of University/Institution /College**