

XIth PLAN GUIDELINES

**JUNIOR RESEARCH FELLOWSHIP
IN
SCIENCES, HUMANITIES AND SOCIAL SCIENCES**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI- 110 002.**

Website: www.ugc.ac.in



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION

JUNIOR RESEARCH FELLOWSHIP IN SCIENCE, HUMANITIES AND SOCIAL SCIENCES

INTRODUCTION

The Junior Research Fellowship (JRF) scheme of the University Grants Commission (UGC) is open to candidates who qualify in the National Eligibility Testing (NET) of the UGC and the UGC-Council of Scientific and Industrial Research (CSIR) joint test. However, please note that these are qualifying tests only and do not bestow a fellowship upon the candidate.

OBJECTIVE

The objective of the JRF scheme is to provide opportunities to NET-qualified candidates to undertake advanced studies and research leading to M.Phil/Ph.D. Degrees in Humanities and Social Sciences including Languages and Sciences.

TARGET GROUP/ELIGIBILITY

Target Group: Candidates who have qualified in NET or the UGC-CSIR joint tests.

Eligibility: Candidates who have qualified in NET or the UGC-CSIR joint test. However, the selection for the JRF is made by the universities/institutions/colleges.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:-

The tenure of fellowship is initially for two years under the JRF scheme. Upon expiry of this period, the work of the Fellow will be evaluated by experts. If the research work is found satisfactory, his/her tenure will be extended for a further period of three years under the enhanced emoluments of the Senior Research Fellowship (SRF).

In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. However, during this period he/she will be designated as a Junior Research Fellow. In such cases work will be evaluated again after three years, and if improvement is found, the Fellow will get two more years under the SRF. Thus, the total period of fellowship (JRF and SRF) is five years, will no further provision of extension.

Fellowship	@ Rs.12,000/-p.m. for initial two years	JRF
	@ Rs.14,000/-p.m. for remaining tenure	SRF
Contingency A.	@ Rs.10,000/-p.a. for initial two years	Humanities &
	@ Rs.20,500/-p.a. for remaining tenure	Social Sciences
Contingency B.	@ Rs.12,000/-p.a. for initial two years	Science
	@ Rs.25,000/-p.a. for remaining tenure	
Departmental Assistance	@ Rs. 3,000/-p.a. per student to the host institution for providing infrastructure	
Escort/Reader Assistance	@ Rs. 2,000/-p.m. in case of physically handicapped & blind candidates	
HRA	as per rule of the concerned institution	
	Or Categorization of cities	

House Rent Allowance: Suitable single-seated hostel accommodation may be provided to the JRF candidate in the institutions. In case of non-availability, HRA as per rules of the university/institution will be paid, to the fellow subject to the submission of HRA Certificate through the Registrar/Principal. Junior Research Fellows provided with accommodation in a hostels recognized/maintained by the institutions may be reimbursed the hostel fee, excluding mess, electricity and water charges, etc. A certificate to this effect is to be furnished through the Registrar/Principal (**Annexure I**). If the fellow makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of cities by the Government of India. The fellow will submit a certificate for the purpose to the UGC for claiming HRA through the concerned university/institution/colleges.

Medical: No separate/fixed medical assistance is provided. However, the fellow may avail of the medical facilities available in the institution/university/college.

Leave: JRFs are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations. Women candidates are eligible for maternity leave of 180 days at full rates of fellowship once during the tenure of their award. Beside this an 'Intermittent Break' for a maximum period of 2 years may also be permissible to the women candidate. This Flexi Time period should not be counted towards the tenure of the fellowship and thus effectively the total period of fellowship should remain the same.

In special cases Junior Research Fellows may be allowed leave without fellowship by the Commission upto one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city/town. In other cases, leave without fellowship will be restricted to a period not exceeding three months during the tenure of the award on the recommendations of the supervisor and the institution. The period of leave without fellowship will be counted towards the total tenure of the award. JRF/SRFs are advised to apply for leave through universities/institutions/colleges well in advance for the approval of the Commission.

Procedure For Applying For The Scheme:-

Only NET/UGC-CSIR joint tests qualified candidates are eligible to apply (for fellowship) under the scheme. The qualified candidates have to apply against the advertisements given by the universities/institutions/colleges recognized under Sec. 2 (f) and 12 (B) of the UGC Act. The selection is made as per the procedure of respective institutions. Those Universities/Institutes are not recognized under UGC Act. They may be enclosed notification of Govt. of India.

Procedure For Approval By The UGC:-

The award of JRFs is made candidates by the universities/institutions/colleges on the basis of UGC-CSIR/NET examinations for admissions to Ph.D., including M.Phil.

- The candidate must get himself/herself registered for M.Phil/ Ph.D. at the first available opportunity but not later than a period of two years from the issue of Eligibility Certificate of UGC NET/UGC-CSIR Examinations.
- The actual payment of fellowship will be made with effect from the date of joining only.

On completion of the above formalities, the Joining Report of the candidate duly signed by the Supervisor/Head of Department is to be sent to the UGC through the Registrar/Principal/Director along-with their attested copy of NET Certificate.

Procedure For Release Of Grants By The UGC :-

On receipt of the Joining Report in the prescribed proforma (**Annexure-II**) and eligibility certificate from the university/institution, the UGC office will accept the candidature of the Fellow and will release the first installment of admissible grants to the institution/university/colleges on a financial year basis, that is, April to March each calendar year.

The university/institution/college may pay the fellowship amount to the Fellows, out of the grant paid in lump sum by the Commission for the purpose in accordance with the rules, to avoid any hardship to the Fellow, due to delay in payment to them. The next installment of fellowship grant will be released to the university/institute/college on receipt of the Complete Utilization Certificate along-with item-wise Statement of Expenditure of the previous grant released by the UGC for the purpose, duly signed by the competent authority (Registrar/Finance Officer in case of universities and principals in case of colleges) (**Annexure III, IV, V and VI**)

In special cases the Commission may place a JRF in an institution not covered by the UGC Act if the institution concerned agrees to provide all the infrastructure for the research of the fellow and to meet all expenditure out of departmental assistance as per rules. The Commission in such cases will either provide advance funds to such institutions and accept a Utilization Certificate/Statement of Expenditure duly signed by the JRF, countersigned by the head of the concerned institution or reimburse the expenditure incurred in accordance with the rules.

Procedure For Monitoring The Progress Of The Scheme:- The performance of the Junior or Senior Fellow is monitored by their respective supervisor/guide and reflected in the yearly progress report submitted to the University for submission to the UGC office. (**Annexure VII**).

On completion of first two years of award, the fellow may apply to the department/university concerned for the up gradation of SRF. For this a three member committee will be constituted with a Supervisor, Head of the Department and **External Expert subject expert to evaluate the research work.** The Minutes of the Constitution of Committee and recommendation of the Committee for up gradation may be sent to University Grants Commission. Therefore, the fellow will be upgraded and designated as SRF.(**Annexure- VIII**). The recommendation of the Committee in the prescribed proforma may be submitted to this office for record. The approval from UGC for up gradation is not mandatory.

The fellowship may be terminated at any time during the tenure and the decision of the Commission will be final and binding. The tenure of the fellowship is for five years from the date of joining, subject to satisfactory progress report of the Fellow or submission of Ph.D. thesis, whichever is earlier. No extension is permissible beyond the total tenure of five years and the awardee ceases to be a UGC JRF/SRF immediately after expiry of the due date. Any claim/reference to this effect will be illegal and the individual may have to face disciplinary action for such an act.

OTHER CONDITIONS

The Fellow, with the consent of the guide/head of department, may assist the university/institution in its academic 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 programmes on hand. The total amount of time to be spent on such activities should not exceed ten hours a week. In special cases the fellow is entitled for transfer of fellowship once during the tenure of their award. The fellow may apply to the UGC along-with No Objection Certificate from both Institutions duly forwarded by Registrar/Director/Principal for transfer of fellowship.

CANCELLATION OF AWARD

The fellowship is liable to cancellation in case of:

- Misconduct;
- Unsatisfactory progress of research work/failure in any examination related to M.Phil/Ph.D. or,
- He/She is found ineligible later.

H. R. A. Certificate

Certificate No. 1

Certified that Mr./Ms.....is paying house
Rent of Rs.and is eligible to draw
House Rent Allowance @ Rs.....as per university rules
w.e.f.

Registrar

OR

Certificate No. 2

Certificate that Mr./Ms.....is
Staying independently and, therefore, is eligible to draw House Resent Allowance of
Rs.....minimum admissible to a lecturer as per university rules w.e.f.

Registrar

OR

Certificate No. 3

Certificate that Mr./Ms. has been
Provided accommodation in the hostel. However, he/she could not be provided with
single-seated flat-type accommodation as recommended by the Commission. Hostel fee
@ Rs.per month w.e.f.is being
charged from him/her.

Registrar

If, as a result of a 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 of Awardee

**Head of Department
(Seal)**

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

N.B: For any correspondence in this regard, the Commission's letter number and date may please
be quoted without fail.

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SOUTH CAMPUS OF DELHI UNIVERSITY
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NEW DELHI- 110 021.**

JOINING REPORT

**AWARD OF JUNIOR RESEARCH FELLOWSHIP
IN
SCIENCES, HUMANITIES AND SOCIAL SCIENCES**

Name of Awardee:

National Eligibility Test Date (Attested Copy to be enclosed):

This is to certify thathas joined the Department of
.....for doing ...M.Phil/Ph.D.....under the above
scheme of the

University Grants Commission with effect from(F.N./A.N.). 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 the awardee.

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.

Signature of Awardee

**Supervisor
(Seal)**

**Head of Department
(Seal)**

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

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FORM FOR UTILISATION CERTIFICATE FOR FELLOWSHIP & HRA W.E.F.
.....

Certificate that an amount of Rs.....
(Rupees) sanctioned vide letter
No.....dated.....released toin
respect of Junior Research Fellowship / Senior Research Fellowship / Contingency/
HRA/ Departmental Assistance etc. under the scheme of 'At any one given time basis'
has been utilized for the purpose for which it was sanctioned in accordance with the
terms and conditions laid down by the UGC. Out of the grant sanctioned in respect of
Mr./Ms.....has been carried forward/refunded vide Demand
Draft No.....datedfor Rs.

If, as a result of a 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 of Awardee

**Head of Department
(Seal)**

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

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**FORM FOR SUBMISSION ACCOUNTS OF CONTINGENCY GRANTS AND
UTILISATION CERTIFICATE W.E.F.....**

1. Name of Awardee :
2. Code Number :
3. Name of the scheme under which
He/she is working :
4. Period for which the account of
Contingency grant relates :
5. Expenditure: Fromto.....
Amount.....Dated.....
- a) Books and allied items :
- b) Typing (tracing and ammonia
printing) :
- c) Stationery :
- d) Postage :
- e) Chemical and electrical goods :
- f) Travel/field work :
6. Period for which the contingency
Grant is payable :

Certificate that the expenditure of Rs. (Rupees
.....) out of the contingency grant of
Rs.....sanctioned vide Commission letter no. F.....
dated.....in respect ofhas been utilized for the
purpose for which it was sanctioned in accordance with the terms and conditions laid
down by the University Grants Commission for utilization of contingency grant.

If, as a result of a 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 of Awardee

**Head of Department
(Seal)**

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

N.B: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

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**FORM FOR SUBMISSION ACCOUNTS OF DEPARTMENTAL ASSISTANCE GRANTS
AND UTILISATION CERTIFICATE W.E.F.....**

1. Name of the awardee :
2. Award letter number and date :
3. Name of the scheme under
Which he/she is working :
4. Period to which the accounts
of contingency grant relates
5. Expenditure From.....to.....
Amountdated.....
- a) Stores :
- b) Purchases :
- c) Technical & Clerical Assistance:
- d) Repairs :
- e) Electricity for which
Department Assistance
is payable :
6. Period for which the
Departmental Assistance is
Payable :

Certificate that the expenditure of Rs. out of the Departmental Assistance of Rs.sanctioned vide Commission letter No. F.
Datedin respect ofhas been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission for utilization of the Departmental Assistance grant.

If, as a result of a 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 of Awardee

**Head of Department
(Seal)**

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

N.B: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

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YEARLY PROGRESS REPORT FOR THE PERIOD W.E.F.

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 so, the date of resignation with the university:
4. Date of commencement of research:
 - a. At the University:
 - b. Under the UGC Fellowship :
5. Total number of working days during the period:
6. Number of days the Fellow remained on leave (with dates):
 - a. With fellowship, number of days:
Fromto.....
 - b. Without Fellowship, number of days:
From.....to.....
7. Number days the Fellow remained out of station for fieldwork/travel with dates and place visited:
 - a. Number of days.....from.....to.....
 - b. places visited:
8. Number of days the fellow remained present at the university/college:
9. Published during the period under report:
Title of the article/paper (please enclose reprint of each):

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

Teaching work done during the period under report:

a. Number of periods taken per week at B.Sc.(Engg.)/B.Tech./B.E. level:

b. Number of periods taken per week at M.E./M.Sc./Engg/M.Tech. level:

11. 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

**Head of Department
(Seal)**

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

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ITEMWISE STATEMENT OF EXPENDITURE

STATEMENT SHOWING THE DETAILS OF EXPENDITURE FOR JRF UNDER "AT ANY ONE GIVEN TIME BASIS" SCHEME SCHOLAR-WISE & ITEM-WISE FOR THE FINANCIAL YEAR.....

SL. No.	Name of the scholar	Department	Date of Joining	Grant paid for the year 1 st to 5 th year	Period of fellowship	Fellowship	Contingency	HRA	Deptt. Asstt.	Total	Date of UGC approval letter for			Remarks
											JRF	SRF	5 th year Ext.	
						(Figures in Rupees)								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**SIGNATURE OF THE HEAD OF ACCOUNTS
(SEAL)**

**SIGNATURTE OF REGISTRAR
(SEAL)**

1. All grants to be paid upto 31st March of the year, whenever the scholar has jointed
2. The grant will be released only after the receipt of Utilisation Certificate and scrutiny the Statement of Expenditure showing nil balance.
3. Must be mentioned reason in remarks column for any clarification.

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THREE MEMBER ASSESSMENT COMMITTEE REPORT FOR UPGRADATION FROM JRF TO SRF UNDER THE SCHEME OF JRF IN SCIENCES, HUMANITIES AND SOCIAL SCIENCES.

Assessment for up gradation of Mr./Mrs.JRF working at the Department of
.....University / Institution / Collegeon completion
of two years on date.....

CONSTITUTION OF THE COMMITTEE

(Name and Designation) (ONE OUTSIDE EXPERT OF CONCERNED SUBJECT)

- 1.
- 2.
- 3.

Date of Joining:

Ph.D. registration No.:

Date of Meeting:

Time:

VENUE OF ASSESSMENT/INTERVIEW:

The Committee assessed the progress of the candidate through their presentation followed by interview and recommended as follows

(Satisfactory/Good/Very Good/Excellent)
(Strike out whichever is not applicable)

In view of the outstanding very good/satisfactory performance of the JRF, and also the fact that he/she has published work to his/her credit the committee makes the following recommendations.

Mr./Mrs./Ms.....may be upgraded from JRF to SRF w.e.f.....

Signature
Date
Name of the Supervisor

Signature
Name
Head of Department
(Seal)

Signature
Name
Registrar/Director/Principal
(Seal of University/Institution/College)

Signature out side Expert
Date
Name of the Expert