

**GUIDANCE FOR UGC – NET JRF FELLOWS
UNDER PhD PROGRAM AT JIPMER**

1. Mode of admission

After the exam is cleared, JRF award letter is issued by UGC. JRF will be activated once the student joins as a full time PhD scholar in any Indian university. Once the selection results are announced, the candidate completes the admission formalities and joining report to be submitted.

2. Creation of SFMP account

- UGC Canara Bank Scholarship Fellowship Management Portal (SFMP) is managed by the nodal officers from the institution.
- Award letter with joining is uploaded in SFMP portal from maker's ID and later approved from checker's ID. Beneficiary code (4-digit) will be generated for students.
- Students will get details of their own SFMP account where they can track details of fellowship credited each month with date.

3. Processing of fellowship (including HRA)

- Fellowship - 31000 (JRF)/ 36000 (SRF)
- HRA - 16% (staying outside) or Hostel fee remuneration
- Contingency - 10,000 (JRF) / 20,000 (SRF) per year

This has to be done every month from 1st-8th, first from maker ID followed by checker ID. Fellowship amount has to be approved which will be credited to students in the starting of the next month. HRA certificate format is attached in annexure 6.

4. Submission of attendance/ other reports to UGC

It has to be monitored by the institute in compliance to their guidelines.

5. Upgrade from JRF to SRF

The tenure of fellowship is initially for two years and before expiry of this period, the work of the fellow will be evaluated by a Committee of three members comprising of Head of the Department, Supervisor and one outside subject expert to be constituted by the concerned Department of the University/Institution/College. If the research work is found satisfactory, his/her tenure will be extended further for a period of three years under the enhanced emoluments of the JRF in Science, Humanities & Social Sciences. This upgradation form should be uploaded on the SFMP maker ID portal. Guidelines of UGC in this regard and proforma are attached (Annexure 7).

6. **Final completion-** Once the final PhD defence is completed, fellowship can be stopped from the portal, or otherwise it will automatically stop after five years from the joining date (whichever is first).

Nodal officers (Two from each institute for Maker ID and Checker ID)

Dr. Subitha L – Assoc Dean Research

Dr. Thappa – Dean Research

In case of grievance - ugcnet@nta.ac.in.

Phone No- 9513765359, 9513778742, 011-23604446, 011-23604200.

ANNEXURE I

The tenure of fellowship is initially for two years and before expiry of this period, the work of the fellow will be evaluated by a Committee of three members comprising of Head of the Department, Supervisor and **one outside subject expert** to be constituted by the concerned Department of the University/Institution/College. If the research work is found satisfactory, his/her tenure will be extended further for a period of three years under the enhanced emoluments of the **JRF in Science, Humanities & Social Sciences**

RATE OF FELLOWSHIP

The rate of fellowship for JRF and SRF will be at par with the UGC Fellowship as amended from time to time. Presently these rates are as follows :

Fellowship	@ Rs. 16,000/- per month for initial two years (JRF.) @ Rs.18,000/- per month for remaining tenure (SRF).
Contingency for Humanities and Social Sciences .	@ Rs. 10,000/- per annum for initial two years. @ Rs. 20,500/- per annum for remaining three years.
Contingency for Science	@ Rs. 12,000/- per annum for initial two years. @ Rs. 25,000/- per annum for remaining three years.
Escorts/Reader Assistance	@ Rs. 2,000/- per month in case of physically and visually challenged candidates.
HRA	As per University/Institute rules.

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI – 110002

SA-I SECTION

JOINING REPORT
JRF in Science, Humanities & Social Sciences

Name of Fellow:

Award letter number and date or UGC Circular number and date:

This is to certify that.....has joined the Department of for doing..... (M.Phil/Ph.D.) in the subject of.....under the above scheme of the **JRF in Science, Humanities & Social Sciences** students of University Grants Commission with effect from.....(F.N./A.N.). He/ She belongs to (*Mention the category*). His/Her date of registration is 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.

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	Signature	Signature	Signature
Name	Name	Name	Name
Date	Date	Date	Date
Awardee	Guide/Supervisor	Head of Deptt.	Registrar/ Director /Principal
Ph. No.	(Seal)	(Seal)	(Seal of University/Institution/ College)
Mobile :			Bank A/c No. of
E.mail :			University/Institution)
Bank A/c No.			IFSC Code :
IFSC Code :			
Adhaar No. (if any)			

ANNEXURE II (a)

TO WHOM IT MAY CONCERN

It is certified that the original certificates of the candidate in respect of Mr./Ms. _____ has been checked as per detail below and the candidate fulfil the minimum eligibility conditions for Junior Research Fellowships :

PURPOSE	Checked or not (Write Yes or No)	Whether copy enclosed or not	Remarks, if any
Whether the candidate disabled (PWD)			
Whether candidate have 55% in Master's Degree for General/OBC of Non-creamy layer).			
Whether candidate have 50% for SC/ST/PWD.			
Whether candidate more than 28 years of age as on the first day of the month of NET examination (i.e., 1 st June/December) and relaxation by five years for SC/ST/PWD/OBC (non-creamy layer) and female candidates. Relaxation in age up to 3 years to candidates who have done LLM. Total relaxation on the above ground(s) can not exceed five years.			

(Head of the concerned Department)
University/College/Institute
(Seal)

(Registrar/Principal/Director)
University/College/Institute
(Seal)

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002

SA-I SECTION

CONTINUATION CERTIFICATE
JRF in Science, Humanities & Social Sciences

This is to certify that _____

has continuously working in the Department _____

(M.Phil/Ph.D.) in the subject under the above scheme.

Signature
Date
Name of the
Awardee

Signature
Date
Guide/Supervisor

Signature
Date
Head of the Deptt.

Signature
Date
Registrar/ Director/Principal

ANNEXURE IV

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002
SA-I SECTION

HALF YEARLY PROGRESS REPORT W.E.F. _____

1. Name of the Fellow:
2. Number and date of award letter :
3. Detail of research:
 - a) Topic of research:
 - b) Is the Fellow working on the topic for the award of a doctorate degree?
 - c) If so, the date of registration with the university:
4. Date of commencement of research:
 - a) At the university:
 - b) Under the JRF in Science, Humanities & Social Sciences
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:
From..... to
 - b. Without Fellowship, number of days:
From..... to.....
7. Number of 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/institution/college:
9. Title of the article/paper published during the period under report:
(Please enclose reprint of each)
10. Title of monograph written during the period under report
11. Teaching work done during the period under report :
 - a. Number of periods taken per week in graduate course
 - b. Number of periods taken per week under post graduate course
12. A detailed account of the work done during the period (A separate sheet may be attached for the purpose):
13. Comments of the supervisor on the progress of the research work during the period under report:

Signature
Name
Date
Name of Candidate

Signature
Name
Date
(Guide/supervisor)
(Seal)

Signature
Name
Date
Head of Deptt.
(Seal)

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

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110002
SA-I SECTION

FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE UTILIZATION CERTIFICATE

1. Name of the Fellow :
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: From _____ to _____
Amount Dated
- (a) Books and allied items :
- (b) Typing (Tracing & ammonia printing) :
- (c) Stationery :
- (d) Postage :
- (e) Chemical & electrical goods :
- (f) Travel/field work :
6. Period for which the contingency :
grant is payable

Certified that the expenditure of Rs. _____ (Rupees _____) out of the contingency grant of Rs. _____ made available to the fellow through Bank under the UGC scheme in respect of _____ has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission.

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
Date
Name of the Candidate

Signature
Name
Date
Head of Deptt.
(Seal)

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

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

HRA 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/Director/Principal**OR****CERTIFICATE NO. 2**

Certified that Mr./Ms. is staying independently and, therefore, is eligible to draw House Rent Allowance @ Rs. minimum admissible to a lecturer as per University rules.

Registrar/Director/Principal**OR****CERTIFICATE NO. 3**

Certified that Mr./Ms. Has been provided accommodation in the hostel. But 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/Director/Principal

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

Signature
Name
Date
Name of candidate

Signature
Name
Date
Head of Deptt.
(Seal)

Signature
Name
Date
Registrar/Director/Principal
(Seal of Univ./Institution/College)

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

ANNEXURE- VII

THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR UPGRADATION FROM JRF TO SRF UNDER THE SCHEME OF JRF IN SCIENCE, HUMANITIES & SOCIAL SCIENCES

Assessment for Upgradation of Mr./Mrs. _____ JRF working at the Department of _____ of _____ University/Institution/College _____ on completion of two years on date _____

CONSTITUTION OF THE COMMITTEE

(Name and designation)

1. [1 Outside Subject Expert- other than same Univ./Instt./College]

2. [Supervisor of Research Scholar]

3. [Head of the Department]

Date of joining:

Ph.D. registration No.:

Date of meeting:

Time:

VENUE OF ASSESSMENT/INTERVIEW:

ASSESSMENT OF THE COMMITTEE

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

RECOMMENDATIONS

(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 recommends that Mr./Mrs./Ms. _____ may be upgraded or not upgraded from JRF to SRF.

**Signature
Name
Date
Name of the Supervisor
(Seal)**

**Signature
Name
Date
Head of Department
(Seal)**

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



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

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F.No. 1-9/2022/(SA-1)/Misc.

January 27, 2023

Public Notice

Subject:- Up-gradation from Junior Research Fellowship (JRF) to Senior Research Fellowship (SRF)-regarding.

Attention is invited to clause 14 (ii) of, "UGC Junior Research Fellowship in Sciences, Humanities And Social Sciences", regarding procedure of up-gradation from JRF to SRF:

"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 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. Thereafter, the fellow will be upgraded and designated as SRF. The recommendation of the committee in the prescribed proforma may be submitted to UGC designated agency. The approval from UGC for up-gradation is not mandatory"

Higher Educational Institutions (HEIs) are therefore, requested to ensure the inclusion of external expert in the committee constituted for the up-gradation from JRF to SRF.

Any proposal without complying with the above guidelines for up-gradation from JRF to SRF will not be considered.


(Rajnish Jain)