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Standard Operating Procedure (SOP)

University/UGC Research Fellowship Programme for the Ph.D. Research Fellows

1. Introduction

This SOP establishes a transparent, timely and accountable process for selection, monitoring, attendance, approval and disbursement of Ph.D. research fellowships.

2. Objectives

- To establish a standardized process for application, eligibility verification, selection, joining, continuation and disbursement of Ph.D. research fellowships.
- To ensure timely submission and verification of attendance, progress reports and supporting documents by the concerned College and Ph.D. Cell.
- To define clear roles and responsibilities of the Research Fellow, Supervisor, Principal/Dean, Associate Dean (Ph.D. Cell), CRAC/RAC and other competent authorities.
- To ensure that fellowship continuation is linked with satisfactory research progress, prescribed workload, attendance and compliance with applicable University/UGC requirements.
- To maintain transparent records for fellowship approval, payment, leave, performance monitoring, upgradation, cancellation and completion.
- To ensure compliance with the applicable Ph.D. Ordinance, University rules and UGC/competent regulatory authority guidelines, as amended from time to time.

3. Scope

This SOP covers the University Research Fellowship Programme for Ph.D. Research Fellows and the JRF/SRF scheme applicable to eligible scholars in Sciences, Humanities and Social Sciences.

4. Definitions

Term	Meaning
Research Fellow	A research scholar awarded research fellowship by the University/UGC.
University Research Fellowship	Paid fellowship available to eligible full-time Ph.D. scholars under the University Research Fellowship Programme.

JRF	Junior Research Fellow who has qualified NET-JRF of UGC or the UGC-CSIR joint tests and is admitted/registered as applicable.
SRF	Senior Research Fellow designated after satisfactory evaluation/upgradation from JRF in accordance with the applicable scheme.
CRAC	College Research Advisory Committee responsible for recommendation and consideration of research fellowship matters as specified in the University process.
RAC	Research Advisory Committee responsible for monitoring and reporting research progress to CRAC.

Part-A

University Research Fellowship

1. Applying for Fellowship

A TRAT qualified candidate who has registered himself/herself in the Ph.D. Programme of TMU and willing to pursue full-time Ph.D. may apply for the paid fellowship. The name of the research scholar for the University Research Fellowship Programme shall be recommended by CRAC.

2. Eligibility Criteria

The minimum eligibility to apply for the research fellowship is to qualify for the Ph.D. Entrance Exam of the University. The applicants for this programme will have to appear before a Board constituted for this purpose by the University to determine the suitability of the applicant. The University shall announce the number of seats available for fellowship in each college and this information shall also be displayed on the website.

3. Research Fellowship Amount

At present, the research fellowship amount is as follows:

- Faculty of Medicine: Rs. 30,000/- per month. (from July TRAT 2022 onwards)
- Programmes other than Faculty of Medicine: Rs. 25,000/- per month. (from Jan TRAT 2023 onwards)

However, the amount of the research fellowship may be revised periodically with the approval of the Vice Chancellor.

4. Performance Monitoring

The performance of the research fellow will be monitored six monthly, recorded and reported by RAC to CRAC. In case the performance of the research fellow is found to be dissatisfactory at any stage of the research, or if the research fellow is found to be engaged in any act of misconduct or indiscipline, the research fellowship will be withdrawn with immediate effect on the recommendation of the CRAC. All such matters concerning Ph.D. research fellowship may be thereafter taken under the consideration of URAC as per the latest Ph.D. Ordinance.

5. Duration

The maximum duration of the grant of fellowship is four years (3+1). 1 year extension can be granted with the approval of competent authority. The fellowship will be subject to review after 3 years of the initial grant. The continuance of fellowship will depend on satisfactory research and work report provided by RAC and CRAC every year from the grant of fellowship.

6. Attendance of the Research Fellow

- It is mandatory for the research fellow, receiving research fellowship, to be regular in attending the responsibilities assigned by the Principal/Dean of the respective College in which they have been admitted for pursuing Ph.D.
- The biometric attendance of the research fellow will be marked by respective college in which the research fellow has taken admission.
- Monitoring the attendance of the research fellow will be the responsibility of the Principal/Dean of the respective College.
- The respective College will coordinate with the Associate Dean (Ph.D. Cell) and submit the attendance timely so that fellowship amount is released by Account department.

7. Leave

The research fellow will be entitled to only Medical Leaves (ML), Casual Leaves (CL) and Academic leaves (AL) according to the University rules governing teaching faculty. For availing the Academic Leaves (AL), the research fellow will have to produce evidence of the conduct of Workshop/ Conference/ Seminar to the Chairperson CRAC through his/her supervisor. CL and ML for the research fellows will be granted by the respective Principal/Dean of the College. AL will be approved by the Vice Chancellor on recommendation of the CRAC Chairperson and Associate Dean (Ph.D. Cell).

8. Workload

A research fellow will be assigned a minimum workload of 10 hours per week. This workload will be mandatory for drawing the monthly fellowship amount. It may consist of assignments like teaching, practical, lab, tutorials or any other academic activity as deemed fit by the Principal/Dean of that respective college, in consultation with the supervisor of the research fellow.

9. Cancellation/Leaving Fellowship

Research fellow drawing fellowship from the University wishes to convert his/her Ph.D. from full-time to part-time before completing the three years from the date of his/her registration in the Ph.D. Programme, he/she must serve a notice of one month from the date of leaving the fellowship and upon recommendation of the CRAC Chairperson and Associate Dean (Ph.D. Cell) to the Vice Chancellor for approval. A conversion fee of Rs. 50,000/- (except Medical), to be paid by the fellow to the University to convert a Ph.D from full-time to part-time. The fellow should pay and submit the receipt with application

for conversion. If a fellow does not follow the above process, his/her case can be recommended for the cancellation from Ph.D. Programme.

Part-B

Junior Research Fellowship/Senior Research Fellowship

1. Applying for Junior Research Fellowship

Only NET-JRF/UGC-CSIR joint tests qualified candidates are eligible to apply (for Research fellowship) under the scheme. The qualified candidates have to apply for JRF against the advertisements given by the University.

2. Eligibility Criteria

Candidates who have qualified the NET-JRF or the UGC-CSIR joint test and cleared TMU interview/viva-voce. However, the registration for the Ph.D. is to be made in the University within stipulated period of two years from the date of declaration of result or date of issue of award letter.

3. Joining in Junior Research Fellowship & Registration in Ph.D.

- a) The candidate must join the fellowship within 6 months from date of issue of the award letter by UGC and letter of selection in Ph.D. program by TMU.
- b) For the candidates already registered/admitted in Ph.D., the fellowship shall commence from the declaration of UGC NET-JRF/CSIR-UGC-NET-JRF result, whichever is applicable.
- c) For the candidates who are not yet registered/admitted in Ph.D., the fellowship shall commence from the date of joining as a research fellow in Ph.D. programme.
- d) The tenure of the fellowship is of five years from date of commencement of fellowship.
- e) Registration for Ph.D. is mandatory within 2 years from the date of joining as a research fellow. If candidate has not registered himself/herself within 2 years from date of joining, then fellowship will be discontinued upto his/her registration for Ph.D.
- f) In the cases where the fellowship has been discontinued as per clause (e) above, the fellowship may be resumed after the registration in Ph.D. within 5 years from the commencement of fellowship subject to satisfactory performance (verified by Supervisor and counter signed by the Principal/Dean/Head of the Institution. However, the tenure of fellowship in such cases will be limited to 5 years from the date of joining in fellowship.

4. JRF/SRF Amount/Grant

Fellowship amount/grant shall be paid to the fellows by the concerned regulatory body/authority as per guidelines issued by them time-to-time.

5. (i) Performance Monitoring

- a) The performance of the Junior or Senior Research 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 IV)**.
- b) On completion of first two years of award, the fellow may apply to the Department/University concerned for the upgradation to 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 upgradation may be sent to University Grants Commission. Therefore, the fellow will be upgraded and designated as SRF. **(Annexure V)**. The recommendation of the Committee in the prescribed proforma may be submitted to UGC designated agency. The approval from UGC for upgradation is not mandatory.
- c) The fellowship may be terminated at any time during the tenure, and the decision of the UGC 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.

(ii) Feedback

- a) For fellowship scheme of UGC, the beneficiary will have to submit a feedback in the form of the report on the research work done.
- b) After completion of the research work, the student will submit his/her research work in the INFLIBNET repository along with the research papers published. For Doctoral fellowships, at least 2 Research Papers (1 National and 1 International), 1 National/International publication at the time of upgradation and 1 National/International Publication by the end of the tenure must be submitted.

Note: The last 2 instalments will be released only after submission of the feedback and Research work in the Repository.

(iii) Paid Assignment/Job

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

(iv) Transfer of the Research Place

Transfer of the research place can be done by University concerned under the intimation to UGC and designated agency. Transfer of Research place will be allowed only once during the entire tenure.

6. Duration

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 and there is no further provision of extension.

The duration of fellowship is as under:

Name of the course	Maximum duration	Admissibility of JRF and SRF	
Ph.D.	5 Years	JRF 2 years	SRF Remaining 3 years

Tenure of fellowship is for five years from the date of joining. Fellowship will be granted upto date of submission of Ph.D. thesis or 5 years, whichever is earlier.

7. Attendance of the Junior Research Fellow & Senior Research Fellow

- It is mandatory for the research fellow, receiving research fellowship, to be regular in attending the responsibilities assigned by the Supervisor and duly forwarded by Principal/Dean of the respective College in which they have been admitted for pursuing Ph.D.
- The biometric attendance of the research fellow will be marked by respective College in which the research fellow has taken admission.
- Monitoring the attendance of the research fellow will be the responsibility of the Principal/Dean of the respective College.
- The respective College shall coordinate with the Associate Dean (Ph.D. Cell) and ensure timely submission of attendance records, so that the JRF/SRF amount can be processed and approved by the Nodal Officer.

8. Leave

- Fellows 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.
- Fellows are eligible for Maternity/Paternity leave as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their award.

- Beside this an 'Intermittent Break' for a maximum period of 1 year may also be permissible to the women candidates. The leave can be availed 3 times during the entire period of fellowship. However, the total duration of leave shall not exceed one year. This Flexi Time period should not be counted towards the tenure of the fellowship and thus effectively the total period of fellowship will remain the same.
- 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. Expenditure on foreign visit in connection to research work cannot be claimed from UGC.
- Leave of the fellow will be recommended by the Supervisor and HoD/Director/Dean to Associate Dean (Ph.D. Cell). Ph.D. Cell will forward the case for further approval of the Vice Chancellor. Upon, approval of Vice Chancellor, Ph.D. Cell will communicate to the fellow.

9. Workload

The fellow, with the consent of the guide/head of department, may assist the University/College 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.

10. (i) Cancellation of Award

The fellowship is liable to cancellation in case of:

- Not registered within two years from date of joining.
- Misconduct;
- Unsatisfactory progress of research work/failure in any examination related to Ph.D.
- He/She is found ineligible later.
- Any false information furnished by the applicant or any fraudulent activity by the Scholar/Fellow/Research Awardees shall lead to Penal action against him/her.

(ii) Resignation from the Fellowship

Resignation of the candidate will be forwarded by the University to the UGC designated agency under intimation to the UGC office.

If fellow leaves fellowship in between to join a job and requests again to join fellowship after resigning from the job, he/she will not be allowed to re-join the fellowship. Once it is discontinued, his/her Ph.D. shall be converted into Part-time Ph.D.

11. Procedure for release of grants by the UGC

- (i) **Joining:-** On receipt of the joining report in the prescribed proforma (**Annexure-I**) and eligibility certificate from the University, the UGC office will accept the candidature of the fellow and will release the first instalment of admissible grants to the individual JRFs as per norms.

- (ii) **Continuation Certificate:-** At the end of every three months, a 'Continuation Certificate' in the prescribed proforma (**Annexure-II**) to be filled by the Supervisor and forwarded by the concerned Principal/Dean to Ph.D. Cell. Associate Dean (Ph.D. Cell) will take approval of Vice Chancellor and then release the certificate.
- (iii) **Contingency Grants and Utilization Certificate:-** At the end of every three months, a 'Contingency Grants and Utilization Certificate' (**Annexure-III**) to be filled by Awardee and forwarded by the Supervisor, concerned Head of Department/Principal/Dean to Ph.D. Cell. Associate Dean (Ph.D. Cell) will take approval of Vice Chancellor. This will make the fellow eligible to draw the fellowship for the next three months.

12. Disbursement of fellowship for NON-DBT/Legacy Cases

UGC has developed a dedicated web portal (<https://scholarship.canarabank.in/AdminLogin.aspx>) for capturing data for eligible scholars through which the legacy cases (Non-DBT) shall be transferred on DBT platform. The University will submit the master data of the eligible beneficiaries on the portal with a unique users profile (user name and password). The bank account numbers of the beneficiaries will be validated through PFMS for creation of beneficiary ID.

The University shall update the information in the master data (regarding continuation, up-gradation, resignation etc.) of the beneficiaries on monthly basis. Based on the master data received from the University, the payment of the fellowship will be made to the beneficiaries.

13. Aadhar Seeding

The Ministry of Human Resource Development, Government of India vide its letter D.No. No18-7/2013-U1A dated 10th June, 2016 has instructed the University Grants Commission that from the financial year 2016-17 onward, the Aadhar has been mandatory for disbursement of all Government subsidies/Scholarships/Fellowships which are to be disbursed directly into the beneficiary's account.

14. Procedure for Commencement of fellowship

- Already registered JRFs can avail fellowship from date of declaration of result.
- The actual payment of fellowship will be made with effect from the date of joining or date of declaration of result, whichever is later.
- 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 designated branch of Canara Bank through the Principal/Dean/Head of the Institution along with their attested copy of NET JRF certificate.

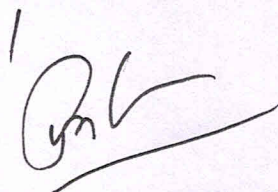


Dr. Vaibhav Rastogi
(Joint Registrar)

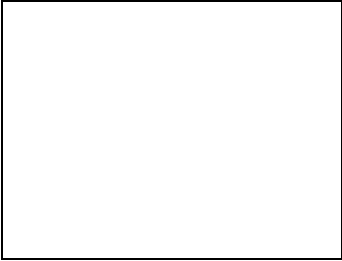
Dr. Vaibhav Rastogi
Joint Registrar
Teerthanker Mahaveer University
Moradabad

Annexures enclosed :

1. Annexure 01- Joining Report
2. Annexure 02- Continuation Certificate
3. Annexure 03- Contingency Grants and Utilization Certificate
4. Annexure 04 - Yearly Progress Report
5. Annexure 05 - Three-Member Assessment Committee Report for Upgradation from JRF to SRF under the scheme of JRF in Sciences, Humanities and Social Sciences


Dr. Vaibhav Rastogi
Joint Registrar
Teerthanker Mahaveer University
Moradabad

UNIVERSITY GRANT COMMISSION
SELECTION & AWARDS BUREAU
BAHADULSHAH ZAFAR MARG
NEW DELHI-110 002.



JOINING REPORT

AWARD OF JUNIOR RESEARCH FELLOWSHIP

Name of Awardee:

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

This is to certify thathas joined the Department/Faculty of of Teerthanker Mahaveer University, Moradabad for doingPh.D in (Discipline)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. His/her date of registration to the Ph.D. isfor already registered candidate.

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	Head of Department/ Principal/Dean (Seal)	Associate Dean/Dean (Ph.D. Cell) (Seal)	Head of the Institution (Seal)
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Contact No:
e-mail:
Bank/A/c No.
IFSC Code:
MICR Code:
12-digit unique (AADHAAR) number:
PAN No.:



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANT COMMISSION
BAHADULSHAH ZAFAR MARG
NEW DELHI-110 002

CONTINUATION CERTIFICATE

Junior Research Fellowship (JRF)

This is to certify that Mr/Mrs _____
has been continuously working in the _____
(Department/Faculty) of _____ Teerthanker
Mahaveer University, Moradabad in the subject under the above scheme for the quarter from
_____ to _____. His/her performance is satisfactory/non- satisfactory.

Supervisor

**Head of Department/
Principal/Dean
(Seal)**

**Associate Dean/Dean
(Ph.D. Cell)
(Seal)**

ANNEXURE-III

UNIVERSITY GRANTS COMMISSION
SELECTION & AWARDS BUREAU
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NEW DELHI- 110 002.

CONTINGENCY GRANTS AND UTILISATION CERTIFICATE

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: from _____ to _____
Amount _____ Dated _____
 - a) Books and allied items:
 - b) Typing:
 - c) Stationery:
 - d) Postage:
 - e) Chemical and electrical/electronics 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.....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

Supervisor

Head of Department/
Principal/Dean
(Seal)

Associate Dean/Dean
(Ph.D. Cell)
(Seal)

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

UNIVERSITY GRANTS COMMISSION
SELECTION & AWARDS BUREAU
BAHADURSHAH ZAFAR MARG
NEW DELHI- 110 002.

YEARLY PROGRESS REPORT

1. Period of Yearly Program Report: From_____ to _____
2. Name of fellow:
3. Number and date of award letter:
4. 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:
5. Date of commencement of research:
 - a. At the University:
 - b. Under the UGC Fellowship:
6. Total number of working days during the period:
7. 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.....
8. 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:
9. Number of days the fellow remained present at the University:
10. Publication during the period under report:
Title of the article/paper (please enclose reprint of each):

11. 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 UG Level:
- b. Number of periods taken per week at PG Level:
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 of Awardee	Supervisor	Head of Department/ Principal/Dean (Seal)	Associate Dean/Dean (Ph.D. Cell) (Seal)	Head of the Institution (Seal)
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ANNEXURE-V

UNIVERSITY GRANTS COMMISSION
SELECTION & AWARDS BUREAU
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NEW DELHI- 110 002.

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

Assessment for upgradation of Mr./Mrs.JRF working at
the (Department/Faculty) of Teerthenker Mahaveer
University on completion of two years on date.....

Date of Joining:
Ph.D. Registration No.:
Date of Meeting:
Time:

CONSTITUTION OF THE COMMITTEE

S.No.	Name & Designation	Committee Status
1.		Supervisor
2.		HoD/Principal/Dean of concerned college
3.		External Expert of concerned subject

VENUE OF ASSESSMENT/INTERVIEW:

- The Committee assessed the progress of the candidate through the presentation by the candidate 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.....

Supervisor	Head of Department/ Principal/Dean (Seal)	External Subject Expert	Associate Dean/Dean (Ph.D. Cell, TMU) (Seal)	Head of the Institution (Seal)
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