



Ref. No: U-07/SVSU/2025/2009

Dated: 19.02.2025

POLICY FOR DISBURSING JUNIOR RESEARCH FELLOWSHIPS (JRF)

The goal is to provide a transparent and quick mechanism for the distribution of Junior Research Fellowships (JRF) to qualified applicants thereby guaranteeing accurate and timely payments depending on biometric attendance.

This policy covers all qualified applicants registered in the University's JRF program. Candidates have to satisfy the following requirements to be qualified for JRF disbursement:

1. Enrollment in the Junior Research Fellowships will be done after approval of the Hon'ble Vice Chancellor on the recommendation of the committee.
2. Meeting academic and research criteria set by the university.
3. Biometric Attendance: Candidates are expected to record their attendance using the University's biometric system.
 - a. Monthly assessment of attendance records will guarantee minimum attendance criteria are followed.
 - b. Ignoring the attendance regulations can cause JRF funding for that month to be withheld.
4. Schedule of Disbursements:
 - a. Initial distribution: The first distribution will be issued after three months of enrollment in the JRF program, based upon good performance and attendance.
 - b. Subsequent Disbursements: Following the initial payout, JRF payments will be given on a monthly basis, subject to certification of biometric attendance.
5. Payment Process:
 - a. JRF payments will be directly deposited into the candidate's bank account after due approval of the Hon'ble Vice Chancellor on recommendation of the Director Research.
 - b. The Finance Department will process payments based on the attendance records provided by the respective departments duly verified by the Director Research.
6. Monitoring and Compliance.
 - a. The Research Office will monitor compliance with this policy.
 - b. Any discrepancies or concerns connected to attendance or payment should be addressed to the Director Research through Research Officer for settlement, if any.
7. Review and Amendments:
 - a. This policy will be reviewed annually and may be updated as necessary to ensure its effectiveness and compatibility with University goals.

This policy will come in force w.e.f. 01.03.2025.

The above has approval of the Hon'ble Vice Chancellor.

Copy to:

The Hon'ble Vice Chancellor; 2. The Chief Executive Officer; 3. The Director-Research; 4. All HsOs & HsODs

Registrar (O&O)

Registrar (O&O)

0121 6678000

Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut 250005, (U.P.) India