



JUNIOR RESEARCH FELLOWSHIP POLICY,
2020, SVSU, MEERUT

SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut



Junior Research Fellowship



JRF Policy

Sl. No.	Particulars	Description
1	Policy Number	U-54 (ii)/SVSU/2020/2845 (i)
2	Policy Structure	The Research Fellowship Programme supports external or local graduate students and recent postdocs (at most 5 years past receiving their PhD) to work on a project.
3	Scope of the Policy	The University will offer JRF, research grant, SRF to deserving candidates.
4	Policy Status	Original
5	Originated By	Vice-Chancellor's Office
6	Reviewed By	Director, Internal Quality Assurance Cell (IQAC), Swami Vivekanand Subharti University, Meerut
7	Effective Date of Policy	06/05/2020
8	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut
9	Amendment Number	NA
10	Effective Date of Amended Policy	NA



GUIDELINES

Award of SVSU Administered Full-Term JRF (Doctoral Fellowship)

ELIGIBILITY

1. Minimum 45% marks in Graduation and 55% in Post-Graduation or equivalent grades in any Social Science disciplines and Minimum 50% marks in Graduation and 60% in Post-Graduation or equivalent grades in any Science disciplines. Five percent (5%) relaxation of marks will be given to the SC/ST candidates;
2. NET and M.Phil from a recognized university will carry weightage in the assessment of the research proposal.
3. The scholar should not be more than 40 years of age on the last date of application. There shall be an age relaxation of 5 years for SC/ST/Persons with benchmark disability candidates;
4. Candidates who have already availed UGC Junior Research Fellowship (JRF)/Rajiv Gandhi National Fellowship (RGNF)/ Maulana Azad National Fellowship (MANF)/ICSSR/ICAR/CSIR/ ICPR/ICMR/ICHR or any such doctoral fellowship awardees are not eligible to apply.

HOW TO APPLY

1. Applications will be invited through advertisements in leading Newspaper(s)/Association of Indian University (AIU) Newsletter and on SVSU website and should be received before the deadline mentioned in the advertisement.
2. After submitting an online application, a hard copy of the same, along with all the enclosures, must be sent to In-charge, Research Funding Division, Ashfaqulla Khan Block Swami Vivekanand Subharti University Meerut before the last date mentioned in the advertisement duly signed and stamped by the forwarding institution (Ph.D. registered institution).
3. Research Proposal & Abstract (3000 and 300 words respectively) should be either in English or Hindi.

PROCEDURE FOR THE AWARD



1. Applications are initially scrutinized by the SVS University Research Unit and thereafter by the Screening Committee duly constituted by the Vice-Chancellor from time to time.
2. The Screening Committee consisting of Subject Group(s)/Expert Committee(s) will short-list the meritorious proposals from the eligible applications.
3. Such applicants may also be invited for a presentation before an Expert Committee at SVS University or its Research Institutes/Centres.
4. The recommendations of the Expert Committee will then be placed before the Academic Council for its final approval.

DURATION AND VALUE

1. Doctoral Fellowship is a full-time research work.
2. The duration of the fellowship is strictly for three years.
3. The value of the fellowship is will be declared every year as per the decision of the academic council.

JOINING & RELEASE OF FELLOWSHIP

1. The scholar has to join the fellowship within three weeks of the date of the award letter by submitting the required documents through the affiliating/administering institution. This may be extended by the SVS University up to six months in deserving cases.
2. The sanction of the fellowship will be issued initially for a period of one year, effective from the date of joining of the scholar in the Fellowship. The renewal of the Fellowship for the subsequent years shall be subject to the receipt of a satisfactory Annual Progress Report and statement of expenditure for the entire fellowship released for the year.
3. The first-year fellowship and contingency will be released in two equal installments. The first installment will be released after receiving the documents prescribed in the Award Letter. The second installment shall be released after receiving a satisfactory Six Monthly Progress report in the prescribed format along with a statement of expenditure.



4. The second & third-year fellowship will be released in the same manner as in the first year.
5. The third and final installment will be released on receipt of one copy each of Ph. D theses submitted to the University and summary along with the audited statement of account and utilization certificate in prescribed Form.
6. The accounts and utilization certificate will be signed by the supervisor; countersigned by Chairmen DRC and the certificate must be furnished with all the documents as per the requirement of the auditing authority.

MONITORING OF FELLOWSHIP

1. Regular monitoring of Fellowship is done based on Six Monthly and Annual Progress Report in the prescribed format submitted by the scholar and duly forwarded by the supervisor.
2. The fellowship may be discontinued if research progress is found unsatisfactory or any SVS University rule is violated.
3. The SVS University may ask for an annual presentation/mid-term appraisal of the research work.
4. During the course of the fellowship the research scholar is required to take teaching assignments not exceeding 15 hrs a week.
5. During the course of the fellowship, the scholars are required to publish at least three research papers in reputed journals preferably Scopus on the theme of the research undertaken and submit a copy of these to SVS University.
6. All the awardees will be granted following kinds of leave-in addition to University leaves with full monthly emoluments during the tenure, on a calendar year basis to be effective from the date of joining:
 - i) Casual Leave : 8 days
 - ii) Medical Leave, on the recommendation of the CMO, CSSH, Meerut : 15 days
 - iii) Winter/ Summer Break (After completion of a year) : 1 Week/2 Weeks



7. Leave not availed of during a year from the date of joining shall not be accumulated/carried forward. Unauthorized absence will be treated as “dies-non” and no stipend/fellowship will be payable for the period of such absence.

COMPLETION OF FELLOWSHIP

1. If a fellow leaves the fellowship before its full-term, he/she has to inform SVS University in advance.
2. The scholar may be permitted to retain the grant released from the Joining date till the date of leaving subject to the report of the Research Unit of the University. If the awardee gets the permission for the retention of the fellowship he /she has to submit the following:
 - (i) An updated Progress Report for the said period duly forwarded by the Supervisor.
 - (ii) An Undertaking for submission of the Ph.D. thesis within a reasonable time on a Non-Judicial stamp paper of ₹100/- (in prescribed format).
 - (iii) Statement of Accounts and Utilization Certificate in the required form for the admissible amount.
 - (iv) Refund of unspent balance, if any, through payment made in favor of SVS University Meerut.
3. In such cases, if the candidate is under the Residential Ph.D. program, he/she has to apply for the conversion from residential to nonresidential category.
4. The scholars who have left the fellowship without completion and without informing SVS University, are required to refund the entire amount of fellowship released with penalty/penal interest.
5. If, as a special case, a scholar remains on leave due to maternity/medical/extraordinary circumstances (not to exceed six months) duly approved by the SVS University, the tenure of fellowship will be extended by that period but the total amount of fellowship will not exceed 36 months.
6. On completion of the fellowship, the scholar should submit the following within one year:
 - (a) Copy of the Ph. D thesis submitted to the University for an Award of the Degree



along-with a Summary of the report (3000-4000 words) and research papers published.

- (b) These documents should be submitted in hard copy (one copy each of Ph. D. Thesis, Summary and research papers) and a soft copy in editable digital format.

CONDITIONS

1. The Doctoral Fellows must stay and work full time at the affiliating Faculty/Institute/College/Dept. However, they may go on fieldwork with the express approval of their supervisor. For the rest of the period, they must continue to work at the work station along with teaching assignments as stipulated.
2. The Fellow shall not accept or hold any appointment (paid or otherwise) or receive any emoluments, salary, stipend etc., from any other source during the tenure of the award.
3. The tenure of fellowship is strictly for three years. Any extension can be granted under exceptional circumstances without any additional financial implications to SVS University. The SVS University reserves the right to determine exceptional circumstances.
4. The contingency grant may be utilized for books, stationery, computer consumables costs, and fieldwork expenses related to the research work.
5. The SVS University reserves the right to publish the Ph.D. thesis funded by it, provided the work is recommended for publication by the SVS University expert Committee.
6. The scholar shall prominently acknowledge SVS University support in all publications resulting from the research output of the fellowship and should submit a copy of the same to the SVS University.
7. SVS University follows SVS University Act and ordinances from time to time concerning SC, ST, and Persons with benchmark disability.
8. While accepting Doctoral fellowships from the SVSU, a fellow should not accept/apply any other fellowship from any other University/Institute.
9. The selected fellows are expected to do full-time research in India. They can, however, undertake data collection outside India in exceptional cases, if warranted by the needs of the proposal. For this, they are required to apply separately for consideration under



the Data Collection Scheme (Under various MOUs of the University) of SVS University and the decision of the SVS University in this regard will be final.

10. SVS University makes positive efforts to encourage less represented sections such as women, people belonging to Educationally Backward Areas/Districts, minorities/differentially abled persons, etc.
11. The scholar should not have been subjected to any disciplinary/legal action/proceedings/ financial penalties in his/her research career.
12. Books/periodicals/equipment purchased by the scholar out of the contingency grant should be deposited and a certificate to this effect be submitted along with the final report.
13. The SVS University reserves the right to reject any application without assigning any reason. It is also not responsible for any postal delay/loss.
14. Incomplete applications in any respect shall not be considered for a fellowship.
15. The final authority related to the interpretation of the guidelines or any issue left is vested with the SVS University.

RESEARCH PROPOSAL FORMAT

Other than the mandatory information accompanying each application, candidates should submit their research proposal in three parts:

- A) Abstract of the research proposal (about 300 words)
- B) Detailed research proposal (about 3000 words). An indicative outline for the detailed research proposal is given below:
 - **Title:** The research proposal should have a clear, meaningful, and concise title reflecting the scope of the investigation.
 - **Introduction** The research proposal should begin by clearly stating the research problem to be investigated in the light of its theoretical and/or empirical context in the relevant area.
 - **Objectives of the Study** The general aim of the study as well as its specific objectives should be clearly stated in the proposal.
 - **Research Questions or Hypotheses** Given the conceptual framework and the



specification of dimension, the specific questions to be answered through the proposed research should be sharply formulated. In the case of an explanatory research design, the specification of variables and positing of relationships amongst them through specific hypotheses must form a part of the research proposal.

- **Review of Literature (National & International)** The proposal should summarize the current status of research in the area and major findings, including the researcher's work in the area. Existing empirical findings may also be discussed. The overview should demonstrate the relevance as well as the inadequacy of existing findings or approaches and provide a rationale for the proposed study.
- **Research Methodology** The researcher must describe in detail, (a) the scope and coverage of her/his study; and (b) approach and methodology with adequate justification. Emphasis should be given to bringing out innovativeness in approaches proposed to be followed. The detailing of the methodology may include research design, data to be collected and empirical and analytical methods to be used. The description of the methodology must be linked to the aims of the research and the research questions/hypotheses of the study.
- **Relevance and Anticipated Outcomes** - The proposal should include a statement on the relevance of the study and the anticipated outcomes. It should bring out the significance of the research problem, the contribution which the proposed study is expected to make to theory and methodology as well as its practical importance to society and policymaking. It should also describe the proposed outputs from the study (Books, research papers, occasional papers with themes, etc.)
- **Tentative Chapterisation**- Detailed chapterisation should be spelled out in the research proposal
- **Bibliography**: Bibliography should be prepared in Blue Book Style.



**Forwarding Letter by the Affiliating Institution
(By Head of the Faculty/College/Institution)**

The In-charge,
Research Funding Division,
SVS University,
Ashfaqullah Bhawan,
Meerut.

The _____ (Name of the organization) forwards the application of _____ (Name of the applicant) for Award of SVSU Administered Full-Term JRF (Doctoral Fellowship) by the SVS University.

We agree to administer the funds, provide basic research infrastructure, and provide the material and managerial assistance to the research Scholar.

Signature of the HOI of the Institute
(with name and stamp)

Place: Name: _____

Date: Designation: _____

(Signature of the applicant)

Name _____



JOINING REPORT

I _____(Name of the candidate in Block Letters) hereby certify that I have joined the SVSU Administered Full-Term JRF (Doctoral Fellowship) in pursuance of the letter No. _____ dated _____ on _____ (date of joining) in the Department of _____ in the _____ (Name of the University/College/Institute) to work on the topic:

since _____(Ph.D. Registration date) under the supervision of _____

(Signature)

(Name & Address of the Scholar)

Forwarded by:

1. Signature of Supervisor
2. Chairman DRC and countersigned by Dean of the faculty



UNDERTAKING

(To be submitted on Non-judicial Stamp Paper of Rs.100/-)

I, _____ (Name of the candidate) hereby certify that I am a full-time bonafide doctoral scholar at _____ (Name of the University/College/Institute), permanent resident of _____

_____ (given permanent home address with telephone no.), do hereby undertake the following:

I have not received/ receiving the JRF/RJNF/MANF (for Minority Students) offered by the UGC or any of the Govt. or private bodies in the past/ present. After the sanction of SVSU Administered Full-Term JRF (Doctoral Fellowship), I shall not accept/ avail any other Fellowship/ Scholarship/ emoluments from any source during the tenure of the SVSU Administered Full-Term JRF (Doctoral Fellowship).

I have not been subjected to any disciplinary/ legal action/ proceedings/ financial penalties in my research career. Further, I shall abide by the admissible rules and regulations of SVSU Administered Full-Term JRF (Doctoral Fellowship), as in force from time to time and subsequent changes/ modifications/ amendment made thereto in as on website www.subharti.org. The fellowship may be discontinued if research progress is found unsatisfactory or any SVS University rule is violated.

In case I am found to have willfully suppressed any fact regarding financial assistance received by me earlier from any other source to work on this topic, the SVS University can terminate my fellowship and recover the amount paid to me by the SVS University with/without penal interest.

(Signature of the Awardee)

Forwarded by the Supervisor

Forwarded by the HOD

**Forwarded by the HOI
Faculty/Institute/College**