



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
UGC Approved Meerut



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakoob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

No.: U-07/SVSU/2026/2485

Dated: 04.02.2026

**Policy for
Grant and Monitoring of University Junior Research Fellowship (UJRF)**

I have been directed by Competent Authority to disseminate slightly modified Standard Operating Procedure (SOP) for **Grant and Monitoring of University Junior Research Fellowship (UJRF)**. A copy of the same is attached for your perusal and to disseminate to the concerned.

This issues with the approval of the Competent Authority.

M. Yakoob
04.02/2026
Gp Capt M Yakoob
Registrar

Enclosure: As above

To:

All Heads of Institution/Principal of Colleges/Directors/Department Heads

Copy forwarded to information of:-

1. Hon'ble Vice-Chancellor
2. Chief Executive Officer
3. Executive Officer
4. Guard File

M. Yakoob
04.02/2026
Registrar



0121 6678000

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

Policy for Grant and Monitoring of University Junior Research Fellowship (UJRF) Swami Vivekanand Subharti University

1. Preamble

Swami Vivekanand Subharti University (SVSU) is committed to promoting a robust research ecosystem that contributes to academic excellence, innovation, and societal development. In furtherance of this objective, the University introduces the University Junior Research Fellowship (UJRF) scheme to support meritorious research scholars and to strengthen institutional research output.

This policy lays down a comprehensive framework for the grant, governance, monitoring, accountability, and outcomes of the UJRF scheme, ensuring transparency, academic rigor, and alignment with national research standards.

2. Objectives of the UJRF Scheme

The UJRF scheme aims to:

- Encourage full-time, high-quality research leading to Ph.D. degrees.
- Enhance the University's research output in terms of publications, patents, projects, and social impact.
- Create a structured mechanism for monitoring attendance, progress, academic contribution, and ethical compliance.
- Foster active engagement of research scholars in teaching, mentoring, and institutional development.
- Strengthen accountability of research guides, departments, and the University.

3. Scope and Applicability

This policy shall apply to:

- All candidates awarded the University Junior Research Fellowship (UJRF).
- Research guides/supervisors, departments, research centers, and administrative units associated with UJRF scholars.
- The policy shall be read in conjunction with UGC Regulations, University Ph.D. Ordinances, and other applicable statutory provisions.

4. Eligibility Criteria for UJRF

A candidate shall be eligible for UJRF if he/she:

- Is admitted to a full-time Ph.D. programme of SVSU as per UGC and University norms.
- Has qualified the University Research Fellowship selection process or any equivalent University-notified mechanism.
- Is not employed full-time elsewhere during the tenure of the fellowship.
- Provides an undertaking to comply with all academic, ethical, and administrative requirements.
- Or as Notified through a separate notification
- Is not getting any other scholarship.

5. Nature and Tenure of Fellowship

- **Tenure:** Initially awarded for one year, renewable annually subject to satisfactory performance, up to a maximum of three years or as per University norms.
- **Fellowship Amount:** As notified by the University from time to time.

- **Contingency Grant:** If applicable, shall be governed by separate University guidelines.
- Or as Notified through a separate notification.
- Amount of UJRF: JRF and SRF amount University will issue notifications from time to time

6. Attendance and Residency Requirements

6.1 Mandatory Presence

- UJRF scholars shall maintain attendance as per the rule of the establishment in the department/research center.
- Daily attendance shall be recorded through a biometric/manual/online system in the parent department as prescribed by the University and also supervisor will maintain one register in this regard with daily working report in the same register.

6.2 Leave Entitlement

- Casual leave: As notified by the University per academic year.
- Medical leave: Subject to submission of valid medical documents as per University norms.
- Maternity Leave: as per UGC norms
- Any prolonged absence shall require prior approval of the Supervisor and Head of Department (HoD).
- The leave entitlements will be as per the norms of the establishment but extra ordinary leaves may be given with proper approval for research working at a distance research station or with MoU institution.

7. Research Progress Monitoring Mechanism

7.1 Weekly Progress

- Submission of a **weekly progress report** detailing:
 - Literature review undertaken
 - Data collection/experimentation work
 - Weekly hours devoted to Dry lab/wet lab/field visit without put along with remark of the supervisor
 - Writing and analysis progress
- Weekly interaction with the Supervisor is mandatory.

7.2 Monthly Progress

- Submission of a monthly consolidated progress report endorsed by the Supervisor to the Dean Concerned.
- Quarterly Presentation before the Departmental Research Committee (DRC) or Research Advisory Committee (RAC), wherever applicable.

7.3 Annual Review

- Annual performance review by the RAC/DRC based on:
 - Research milestones achieved
 - Publications and presentations
 - Academic and institutional contributions
- Continuation of fellowship shall be strictly performance-based.
- For continuation presentation before University Research Advisory Committee for which supervisor will initiate the process.

2020
09.02
2020

8. Teaching and Academic Contribution

8.1 Lecture Schedule and Delivery

• UJRF scholars may be assigned **limited teaching/academic responsibilities** (normally not exceeding 8–12 hours per week), including:

- Tutorials
- Practical/lab assistance
- Guest lectures under supervision

• A teaching logbook shall be maintained and verified monthly by the HoD.

8.2 Academic Support Roles

• Assisting in seminars, workshops, conferences, and FDPs.

• Mentoring undergraduate/postgraduate students in research-oriented activities.

• Quality publication in index journal and communication proof is mandatory.

Submission in clone journal may disqualify the candidature of JRF and result in the recovery of the paid fellowship.

9. Contribution to the University

UJRF scholars are expected to contribute to the University through:

- Publications with University affiliation.
- Participation in research projects, consultancies, and interdisciplinary initiatives.
- Support in accreditation, rankings, innovation, incubation, and outreach activities.
- Ethical conduct and promotion of academic integrity.

10. Role and Responsibilities of the Research Supervisor (Guide)

The Supervisor shall:

- Provide regular academic guidance and mentorship.
- Ensure timely review of weekly/monthly progress.
- Facilitate research planning, ethics compliance, and publication strategy.
- Certify the scholar's performance for fellowship continuation.
- Be accountable for delays, ethical lapses, or academic stagnation attributable to supervision.

11. Role of the Department and Research Centre

The Department/Research Centre shall:

- Ensure availability of academic and infrastructural support.
- Conduct periodic DRC/RAC meetings.
- Monitor attendance, teaching contribution, and progress records.
- Address grievances and academic bottlenecks at the departmental level.

13. Expected Outcomes and Deliverables

Each UJRF scholar is expected to achieve:

- Timely completion of work and research milestones.
- Publications in peer-reviewed journals/conferences.
- Contribution to patents, policy papers, or societal impact projects (where applicable).
- Enhanced visibility and research ranking of the University.

14. Discontinuation, Suspension, and Withdrawal

- Fellowship may be **suspended or discontinued** in cases of:

- Unsatisfactory progress
- Misconduct or plagiarism
- Prolonged unauthorized absence
- Publication in clone journals
- Indiscipline
- Anti-institutional or antinational activity.
- Voluntary withdrawal shall require one-month prior notice and clearance of all dues.

15. Grievance Redressal

- Any grievance related to UJRF shall be addressed through a **three-tier mechanism**:
 1. Supervisor/HoD
 2. Dean Research / R&D Cell
 3. University Research Committee

16. Amendments and Interpretation

- The University reserves the right to amend this policy from time to time.
- In case of ambiguity, the decision of the Vice-Chancellor shall be final and binding.

17. Effective Date

This policy shall come into force from the date of approval by the competent authority of Swami Vivekanand Subharti University.

2000
04/02
2006