

**XIth PLAN GUIDELINES**

**JUNIOR RESEARCH FELLOWSHIP  
IN  
ENGINEERING & TECHNOLOGY**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI- 110 002.**

**Website: [www.ugc.ac.in](http://www.ugc.ac.in)**



## **UNIVERSITY GRANTS COMMISSION**

### **GUIDELINES FOR JUNIOR RESEARCH FELLOWSHIP IN ENGINEERING & TECHNOLOGY**

#### **INTRODUCTION**

The scheme is meant for candidates who wish to pursue research leading to a Ph.D. degree in engineering and technology. As of date, the University Grants Commission (UGC) or the Council of Scientific and Industrial Research (CSIR) are not conducting National Education Testing (NET) examinations in these fields. Therefore, M.Pharm and M.E., M.Tech. students are given this opportunity, through direct interview conducted by the Commission. There are 50 slots under this scheme per year.

#### **OBJECTIVES**

The objective of this scheme is to provide an opportunity to research scholars to undertake advanced study and research in engineering and technology, and agricultural engineering, leading to Ph.D. Subjects like geology and geo-physics are not considered under this scheme.

#### **ELIGIBILITY/TARGET**

All Minimum qualifications are a master's degree in engineering/technology/pharmacy, with 55 per cent marks. GATE is not a mandatory condition for getting a research fellowship to pursue Ph.D. Candidates need to hold an M.E./M.Tech. degree. The age limit is 40 years as on 1 July of the year of award, extendable by five years for women and SC/ST candidates. A total of 22.5 per cent of the fellowships are reserved for candidates belonging to SC/ST who fulfil the requisite qualifications laid down for the award. In case of non-availability of SC/ST candidates, these slots will be made available to general candidates.

#### **NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME**

The tenure of fellowship is initially for a period of two years as a Junior Research Fellowship (JRF). After expiry of two years the work of fellow will be evaluated by experts and if found satisfactory, his/her tenure will be extended for a further period of three years with enhanced emoluments as a Senior Research Fellowship (SRF). In case the work of fellow for the first two years is not found satisfactory, one more year will be given to him/her for improvement, but during this period he/she will be designated as a Junior Research Fellow. In such cases work will again be evaluated 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, which is non-extendable.

The awardee can avail research fellowship for the full tenure of the fellowship or up to the date of award of the Ph.D. degree, whichever is earlier.

The assistance available under the scheme is:

<b>Fellowship</b>	@ Rs. 14,000/- p.m. for the initial two years @ Rs.15,000/- for the remaining period
<b>Contingency</b>	@ Rs.12,000/- p.a. for the initial two years @Rs.25,000/- p.a. for the remaining period
<b>Departmental assistance</b>	@ Rs. 3,000/- p.a. per students to the host institute for providing, infrastructure to the researcher
<b>Escorts/Reader Assistance</b>	@Rs.2,000/- p.m. in cases of physically handicapped and blind candidates
<b>HRA</b>	As per rule of the concerned institution

**House Rent Allowance:** Suitable single-seated hostel accommodation in the institutions may be provided to the Fellow, failing which HRA as per rules of the university/institution will be paid, subject to the submission of the HRA certificate through the registrar/principal. Research Fellows provided with accommodation in hostels recognized/maintained by the institutions may be reimbursed the hostel fee, excluding mess, electricity and water charges, etc. A certificate to this effect is to be furnished through the registrar/principal (Annexure I). If the Fellow is makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of cities by the Government of India. The Fellow will submit a certificate to UGC for claiming HRA through the concerned university/institution/college.

**Medical:** No separate/fixed medical assistance is provided. However, the fellow may avail the medical facilities available in the institution/university.

**Leave:** Research Fellows are entitled for a maximum period of 30 days leave in a year in addition to public holidays. They are not entitled to any other leave, for example, summer, winter, pooja vacations, etc. Women candidates are eligible for maternity leave of 135 days at full rates of fellowship once during the tenure of their award.

The Research Fellow, in special cases, may be allowed by the Commission, leave without fellowship up to one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city/town. In other cases, leave without fellowship will be restricted to a period not exceeding three months during the tenure of the award on the recommendations of the supervisor and the head of institution. The period of leave without fellowship will be counted towards the total tenure of the fellowship. Fellows are advised to apply for leave through their university/institution/college well in advance for the approval of the Commission.

## **PROCEDURE FOR APPLYING FOR THE SCHEME**

Applications are invited in the prescribed format (Annexure II) once in a year through advertisement in leading newspapers and the AIU Newsletter for the award of research fellowship in engineering and technology for pursuing research leading to Ph.D. Selection will be made on the basis of merit, and candidates will be interviewed by an expert committee appointed by the Commission.

## **PROCEDURE FOR APPROVAL OF THE UGC**

Received applications will be scrutinized, and short listed candidates will be called to appear before the selection committee, constituted by the Commission. No TA/DA will be paid for attending the interview. The decision of the Commission will be final and binding. The Commission reserves the right to withdraw/cancel the award without assigning any reason. 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 UGC through the registrar/principal. On receipt of the Joining Report and other required documents (Annexure III), the admissible grant for the first year will be released or the concerned university will be informed to release the grant from the funds already sanctioned.

## **PROCEDURE FOR RELEASE OF GRANTS**

On receipt of UGC approval/award letter, the institutions may pay the fellowship amount to the fellows and meet expenses from the grants paid by the Commission for the purpose in accordance with the rules. For the release of subsequent installments of the grant, that is, fellowship, contingency and departmental assistance, etc., a Utilisation Certificate along with a statement of expenditure incurred may be sent to the Commission at the end of every year together with a half-yearly progress report of work done by the awardee (Annexure IV, V, VI and VII).

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 Expert 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. Therefore, the fellow will be upgraded and designated as SRF (Annexure-VIII).

The work process for up gradation may be completed not later than three months from the expiry of the tenure of JRF.

A three-member committee consisting of the Dean of the faculty or head of the institution, as the case may be, head of the concerned department and the supervisor/guide of the Fellow may consider and take a decision on the proposal for enhancement in the light of the evaluation report of the expert to whom the proposal has been sent. In case the same person is holding more than one position, for example, the dean as well as head, or head as well as supervisor, a senior teacher from the department may be appointed to the three-member committee. The work done and the time spent on scholarships or fellowships of any agency other than the UGC will not be taken into account while considering the proposals for enhancement in the value of fellowship. The fellowship may be withdrawn if the work is not considered satisfactory or the candidate fails in any of the examinations related to Ph.D.

## **PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME**

1. The Fellow will undertake full-time research work under the approved guide in a subject selected by him and approved by the university/selection committee.
2. The Fellow shall present to the university, through his/her supervisor, half-yearly progress reports ending the month of June and December, and the university/ institution will maintain a record of progress by obtaining the same.
3. If a Fellow wishes to relinquish the fellowship during the tenure, it should be done with the prior approval of the university and the Commission. The fellow should also obtain

prior permission of the university and Commission for appearing in any examination conducted by any university or public body.

4. The fellow shall not accept or hold any appointment, paid or otherwise, or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award. The Fellow, with the consent of the guide/head of department, may assist the university/institution in its academic work, including tutorials, evaluation of test papers, laboratory demonstration work, seminar symposia, etc., provided such work is not likely to hamper the research programme on hand.

5. Fellows should join technical institutes and not the science departments of universities.

6. The fellowship may be terminated at any time without assigning any reasons and the Commission/institution's decision in this regard shall be final and binding. No extension is permissible beyond the total period of five years and awardee ceases to be a UGC JRF/SRF immediately after expiry of the tenure. Any claim/reference to this effect will be illegal and the individual may have to face disciplinary action for such an act.

**Other Conditions:**

In special cases, the Commission may place Fellows in an institution not covered by the UGC Act, if the institution concerned agrees to provide all infrastructures for the research pursuits of the Fellow, and to meet all expenses as per rules. The Commission, in such cases, will either provide advance funds to such institutions or accept a statement of expenditure and utilisation certificate in the prescribed format later, or reimburse the expenditure incurred in accordance with the norms governing the scheme. In special cases the fellow is entitled for transfer of fellowship once during the tenure of their award. The fellow may apply to the UGC alongwith No Objection Certificate from both Institutions duly forwarded by Registrar/Director/Principal for transfer of fellowship.

**CANCELLATION OF AWARD:**

The fellowship is liable to cancellation, in case of:

- Misconduct
- Unsatisfactory progress of research work Failure in any of the examination related to Ph.D.
- Candidate found ineligible later.

**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.

**Registrar**

**OR**

**Certificate No.2:**

Certified that Mr./Ms.....is staying independently and, therefore, is eligible to draw house rent of Rs..... minimum admissible to a lecturer as per university rules.

**Registrar**

**OR**

**Certificate No.3:**

Certified that Mr./Ms./Dr.....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**

**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 regularise the objected amount.**

**Signature of Awardee    Head of Department (Seal)    Registrar/Principal/Director**

**(Seal of University/Institution)**

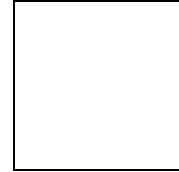
**N.B:** For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

**SELECTION & AWARD BUREAU  
SOUTH CAMPUS OF DELHI UNIVERSITY  
BENITO JUAREZ MARG NEW DELHI - 110 021**

**APPLICATION FORM FOR JUNIOR RESEARCH FELLOWSHIP IN  
ENGINEERING & TECHNOLOGY.**

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(The form must be filled carefully. Incomplete form is liable to be rejected.)



1. Name (in block letters, with surname underlined. State Mr./Ms.):

2. Date of birth:

3. Nationality:

4. Father/husband's name:

5. (a) Present address:

Pin Code.....Ph.No.....

(b) Permanent address:

Pin Code.....Ph.No.....

6 .If belonging to Scheduled Caste/Tribe, state name of the caste/tribe:

7. Particulars of educational qualifications, starting with matriculation onward.  
(Please attach attested copies of mark sheets, certificates, diplomas, etc., and give a reference in the last column):

<b>Examination passed and year of passing</b>	<b>School/college/ university</b>	<b>Subjects offered</b>	<b>Division/ grade</b>	<b>Percentage of marks/cumulative grade point</b>

8. Name of the department, college/university where you propose to do research:

(a) Department:

(b) College/university:

(Certificate from the head of the department/institution to the effect that necessary facilities will be provided should be attached [Annexure III]).

9. Give particulars of the research problem:

(a) Subject:

(b) Specialisation within the subject:

(c) Title of research problem (in block letters):

(d) Name and designation /telephone number of the supervisor under whom the research is proposed to be undertaken:

(A brief abstract not exceeding 500 words on the proposed research work, methods of approach, etc. must be sent along with the application, without which the application will be treated as incomplete and will not be included in the selection process. [Attach separately.]

10. Please state: Whether you are already registered or propose to register for research work leading to award of a doctorate degree (Ph.D.). If yes, state the following:

(a) Date of registration:

(b) Name of the university/ department:

(c) Topic of research:

(d) The period for which you carried on work on the research project approved:

(e) Name and designation of the supervisor:

(f) Details of papers published (if any) with a copy of the reprints.

(g) Details of publications may be given on a separate sheet.

11. Have you had any scholarship/fellowship before applying for this award? If so, please indicate its source, value, period and details of work done under that award:



Source of scholarship/fellowship	Value & date of commencement/completion	Topic of the research	Whether the work has been completed/is in progress

12. Present occupation (if employed, indicate the nature of employment and emoluments drawn per month):

13. Do you suffer from any physical disability? If so, please give details, Also attach a certificate to this effect:

14. Any other information relevant to the research work, which you may like to give in support of your application:

15. List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

**DECLARATION**

I hereby declare:

That I have read the rules regarding the award of Research Fellowship of the University Grants Commission. In the event of a Fellowship being awarded, I undertake to engage myself full-time for work on the subject under the direction of the supervisor during the tenure of fellowship. I further declare that to the best of my knowledge and belief, the particulars given in the form are correct.

Place:

(Signature of the candidate)

Date:

For use by university/college:

It is certified that necessary facilities will be provided for the research work of .....

(Recommendation of the forwarding authority and views of supervisor/head of the department regarding the candidate's suitability for the award should be obtained separately and enclosed with the application.)

**Place:**

**Signature**

**(Registrar/Principal of University/College)**

**Date:**

## BASIC DATA SHEET

(To be filled by the candidate in the capital letters)

1. Fellowship number (to be filled in the Office):

2. Name:

3. Address for correspondence:

Pin code:

Phone number:

4. Educational Qualifications:

<b>Exam Passed</b>	<b>Subject</b>	<b>% of marks</b>
B.Pharm.		
B.E.		
B.Tech.		
M.Pharm.		
M.E.		
M.Tech.		

5. Title of research project:

6. Name of the department/college/university where you propose to research:

7. Whether obtained any other fellowship/scholarship (Yes/No):

8. Category (Write 1 for SC, 2 for ST, 3 for PH, 4 for General):

**UNIVERSITY GRANTS COMMISSION  
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SOUTH CAMPUS OF DELHI UNIVERSITY  
BENITO JUAREZ MARG NEW DELHI - 110 021**

**JOINING REPORT  
AWARD OF JUNIOR RESEARCH FELLOWSHIP IN ENGINEERING &  
TECHNOLOGY**

Name of awardee:

Award letter number and date:

This is to certify that .....has joined the Department of ..... 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 awardees.

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 of Awardee**

**Head of Department**

**Registrar/Principal/Director**

(Seal) (Seal of University/Institution)

**ANNEXURE -IV**

**UNIVERSITY GRANTS COMMISSION  
SELECTION & AWARD BUREAU,  
SOUTH CAMPUS OF DELHI UNIVERSITY  
BENITO JUAREZ MARG NEW DELHI - 110 021**

**UTILISATION CERTIFICATE**

Certified that an amount of Rs.....(Rupees .....  
.....) sanctioned vide letter number.....  
dated.....released to ..... in respect of Junior Research  
Fellowship/Senior Research Fellowship/Contingency/HRA/Departmental Assistance, etc.  
under the scheme of 'JRF in Engineering. & Technology' has been utilised for the  
purpose for which it was sanctioned in accordance with the terms and conditions laid  
down by the UGC. Out of the grant sanctioned to Mr./Ms. .... the  
unspent balance of Rs..... has been carried forward/refunded vide  
demand draft number.....dated.....for Rs.....

**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 regularise the objected amount.**

**Signature of Awardee**

**Head of Department**

**Registrar/Principal/Director**

**(Seal)**

**(Seal of University/Institution)**

UNIVERSITY GRANTS COMMISSION  
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SOUTH CAMPUS OF DELHI UNIVERSITY,  
BENITO JUAREZ MARG NEW DELHI - 110 021

Form for submitting accounts of contingency grants and the 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

Dates

a. Books and allied items:

b. Typing (tracing and ammonia printing):

c. Stationery

d. Postage:

e. Chemical and electrical goods:

f. Travel/fieldwork:

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 number  
F.....dated.....in respect of.....has been utilised 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 regularise the objected amount.

	<b>Head of Department</b>	<b>Registrar/Principal/Director</b>
<b>Signature of Awardee</b>	<b>(Seal)</b>	<b>(Seal of University/Institution)</b>

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

**UNIVERSITY GRANTS COMMISSION  
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BENITO JUAREZ MARG NEW DELHI - 110 021**

**FORM FOR SUBMITTING ACCOUNTS OF DEPARTMENTAL ASSISTANCE AND  
THE UTILISTION CERTIFCATE**

(1)Name of awardee:

(2)Award letter number and date:

(3) Name of the scheme under which he/she is working:

(4) Period to which the accounts of contingency grant relates:

(5) Expenditure

From.....to.....

Amount

Dated

a. Stores

b. Purchases

c. Technical and clerical assistance

d. Repairs

e. Electricity for which Departmental Assistance is payable

f. Period for which the Departmental Assistance is payable:

Certified that the expenditure of Rs. ....out of the Departmental Assistance of

Rs.....sanctioned vide Commission letter number F.....dated.....in

respect of .....has been utilised 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 regularise the objected amount.**

**Signature of Awardee    Head of Department**

**Registrar/Principal/Director**

(Seal)

(Seal of University/Institution)

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

**ANNEXURE -VII**

**UNIVERSITY GRANTS COMMISSION  
SELECTION & AWARD BUREAU  
SOUTH CAMPUS OF DELHI UNIVERSITY  
BENITO JUAREZ MARG NEW DELHI - 110 021**

**PROGRESS REPORT FOR THE PERIOD ENDING JUNE/DECEMBER**

1. Name of the Fellow:
2. Number and date of award letter:
3. Details 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 UGC Fellowship:
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 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/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 at B.Sc.(Engg.)/B.Tech./B.E. level:

b. Number of periods taken per week at M.E./M.Sc./Engg./M.Tech. 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**    **Head of Department**

(Seal)

**Registrar/Principal/Director**

(Seal of University/Institution)

UNIVERSITY GRANTS COMMISSION  
SELECTION & AWARDS BUREAU  
SOUTH CAMPUS OF DELHI UNIVERSITY  
BENITO JUAREZ MARG

**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 of  
.....University / Institution / College .....on completion  
of two years on date.....

**CONSTITUTION OF THE COMMITTEE**  
(Name and Designation) (ONE OUTSIDE EXPERT OF CONCERNED SUBJECT)

- 1.
- 2.
- 3.

Date of Joining:

Ph.D. registration No.:

Date of Meeting:

Time:

**VENUE OF ASSESSMENT/INTERVIEW:**

The Committee assessed the progress of the candidate through their presentation 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.....

Signature  
Date  
Name of the Supervisor

Signature  
Name  
Head of Department  
(Seal)

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

Signature out side Expert  
Date  
Name of the Expert