



पत्रांक : प्रोरासिविवि/कुसका/2026-2702

दिनांक: 13 फरवरी, 2026

कार्यालय ज्ञाप

एतद्वारा सूचित किया जाता है कि विश्वविद्यालय तथा सम्बद्ध राजकीय एवं अनुदानित महाविद्यालयों में शोध कर रहे शोधार्थी जो विश्वविद्यालय अनुदान आयोग, नई दिल्ली द्वारा फेलोशिप प्राप्त कर रहे हैं के सम्बन्ध में जे०आर०एफ से एस०आर०एफ उच्चीकृत हेतु यू०जी०सी के पत्र संख्या: F.No.1-9/2022(SA-1)/Misc. दिनांक: 27 जनवरी, 2023 के आलोक में मा० कुलपति महोदय के आदेशानुसार जे०आर०एफ से एस०आर०एफ उच्चीकृत हेतु विस्तृत दिशा-निर्देश जारी किए जा रहे हैं।

अतः समस्त विभागाध्यक्ष संलग्न दिशा-निर्देशों का अनुपालन करना सुनिश्चित करें।
संलग्नक—यथोक्त।

भवदीया,

प्रो० विनीता यादव
कुलसचिव

पृष्ठांकन संख्या व दिनांक: उपरोक्त।

प्रतिलिपि: निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:—

1. मा० कुलपति जी।
2. समस्त संकायाध्यक्ष/विभागाध्यक्ष/शोध पर्यवेक्षक/शोधार्थीगण।
3. समन्वयक (शोध)/निदेशक (शोध)।
4. प्राचार्य/प्राचार्या (सम्बद्ध राजकीय एवं अनुदानित महाविद्यालय)।
5. प्रभारी (वेबसाइट), विश्वविद्यालय की वेबसाइट पर सूचना अपलोड करने हेतु।
6. सम्बन्धित पत्रावली।

कुलसचिव

Prof. Rajendra Singh (Rajju Bhaiya) University, Prayagraj

Procedure to Upgrade JRF to SRF for a Ph.D. Scholar

1. Eligibility Requirements

Before applying for SRF, the scholar must typically meet:

- **Completion of 2 years (4 Semester)** of research under JRF.
- **Satisfactory progress** in the Ph.D. work (as assessed by the DRC).
- **Coursework completion** with required CGPA.
- **Fee Submitted till 5th Semester**
- No disciplinary issues.

2. Prepare the Documents Required for SRF Upgrade

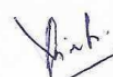
A scholar generally needs to prepare:

- **SRF Upgradation Application to The Head of the Department through Supervisor.**
- **Progress Report** for the last two years (signed by supervisor).
- **Publications/Conference papers** (if available).
- **Ph.D. registration confirmation letter.**
- **Copy of fellowship award letter** (UGC/CSIR/DST etc.).
- **Recommendation** from the Supervisor and Co-supervisor.
- **Fee Receipts of the first to current semester**
- **Pre Ph.D. Coursework Result**

3. Constitution of the SRF Assessment Committee.

Head of the department needs to form a **3 members committee** for the SRF Assessment of every research scholar and send to the Coordinator, Research Cell for approval of the **Hon'ble Vice Chancellor**.

- As per UGC rule the **SRF Assessment Committee**, consisting of:
 1. **Head of Department (Chair)**
 2. **Supervisor (and Co-supervisor)**
 3. **One External subject experts**
 4. **One additional Subject Expert** (in case the HOD and Supervisor are the same person)
- The Head of the Department shall obtain at least **three names of external subject experts** from the concerned research supervisor of the research scholar, **in a sealed envelope**, and forward the same to the Coordinator, Research Cell, **for approval of the Hon'ble Vice-Chancellor**.
- After approval of the Hon'ble Vice-Chancellor, the Research Cell shall notify the Committee and inform the Head of the Department accordingly.
- The Head of the Department is authorised to conduct the meeting and submit the report and signed UGC Proforma to the coordinator, Research Cell.
- **The SRF upgradation meeting shall not be conducted in virtual mode under any circumstances.**



कुलसचिव

Procedure to Upgrade JRF to SRF for a Ph.D. Scholar

4. Evaluation by SRF Assessment Committee (SAC)

The scholar is evaluated on:

- Research progress
- Understanding of research work
- Methodology and plan ahead
- Publications/proposals

The evaluation may include:

- **Presentation/ Viva-voce**

Committee recommends either:

- **“Upgrade to SRF”**
- **“Continue as JRF (for improvement)”**
- **“Not recommended”**

5. Submission of Committee Recommendations

After the evaluation:

- The **committee report**/UGC format will be submit to Research Cell for approval.
 - Then submitted to the **funding agency** (if applicable).

6. Release of SRF Fellowship

After approval:

- Fellowship changes from JRF to SRF (in both amount and designation).
- University/Institute starts releasing **SRF + HRA** from the effective date.



कुलसचिव



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)

(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

F.No. 1-9/2022/(SA-1)/Misc.

January 27, 2023

Public Notice

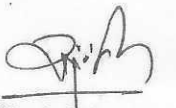
Subject:- Up-gradation from Junior Research Fellowship (JRF) to Senior Research Fellowship (SRF)-regarding.

Attention is invited to clause 14 (ii) of, "UGC Junior Research Fellowship in Sciences, Humanities And Social Sciences", regarding procedure of up-gradation from JRF to SRF:

"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 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. Thereafter, the fellow will be upgraded and designated as SRF. The recommendation of the committee in the prescribed proforma may be submitted to UGC designated agency. The approval from UGC for up-gradation is not mandatory"

Higher Educational Institutions (HEIs) are therefore, requested to ensure the inclusion of external expert in the committee constituted for the up-gradation from JRF to SRF.

Any proposal without complying with the above guidelines for up-gradation from JRF to SRF will not be considered.


(Rajnish Jain)