



ASSAM
down town
UNIVERSITY

NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **C**down town
Charity Trust

Memo No: AdtU/R/2025-26/1256

Date: 04-06-2026

CIRCULAR

AdtU Scheme for the Award of Research Fellowship for PhD Scholars- Amendment

This is for the information of all concerned that the AdtU Scheme for award of Research Fellowship (JRF/SRF) for PhD Scholars (Version-2) notified vide No. Memo No: AdtU/R/2024-25/318 dated 28/01/2025 and AdtU Scheme for award of AdtU PhD Research Fellowship for International PhD Scholars, notified vide No. Memo No: AdtU/R/2023-24/1131 dated 15/06/2024 are renotified herewith with amended terms and conditions as “**AdtU Scheme for award of Research Fellowship (JRF/SRF) for PhD Scholars (Version 2.1)**” and “**AdtU Scheme for award of AdtU PhD Research Fellowship for International PhD Scholars (version 1.1)**”. This scheme aims to encourage the scholars and other stakeholders to foster research, innovation and enrich teaching experiences.

This shall come into force with immediate effect.

Issued with due approval of competent authority.

(Dr. Ashim Barman)

Registrar

Assam down town University.

Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. Asst. Manager- Officer of Vice Chancellor, AdtU
3. PA to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.S to Managing Trustee, dtCT
6. P.S to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Office (Admin/Academic/IQAC/IT/Accounts/Admission/Marketing/Legal/Placement/Library/T&D)
10. HR Office
11. **Notice Boards/Message Desk (For display)**
12. Office file (for record)

AdtU Scheme for award of Research Fellowship (JRF/SRF) for PhD Scholars (Version 2.1)

Policy and the Scheme: The Assam down town University (AdtU) has taken a policy decision to offer **Research Fellowship** in the form of Junior Research Fellowship (JRF)/Senior Research Fellowship (SFR) to the deserving and eligible full time Ph.D. scholars. The Scheme is applicable for the candidates who pursue their research leading to a Ph.D. degree in different disciplines as notified by the university. AdtU will award JRF/SFR to the selected Ph.D. Scholars as per the guidelines framed for the purpose. The main objective of the Fellowship scheme is to provide an opportunity to the full-time eligible PhD scholars to undertake their advanced study in order to contribute towards the Research and Development programme of the university through quality research in selected areas.

1. Guidelines and Regulations:

- 1.1. Required provisions of regulations for the Fellowship Scheme are being included in the Ph.D. Regulations of the University and shall come in to effect from 1st August 2024.
- 1.2. Newly admitted Ph.D. scholars / candidates applied under this scheme afresh will be considered first.
- 1.3. Existing JRF/SRF candidates may also apply under the scheme, subject to meeting the criteria outlined in the policy under which they were admitted.
- 1.4. Ph.D. scholars currently enrolled at AdtU may also apply under this scheme, provided there are available seats and they are making satisfactory progress in their PhD research. However, candidates in this category should not be concurrently employed elsewhere, as specified in clause 2.2. In such instances, the fellowship will commence from the first year of the JRF category.

2. Eligibility Criteria:

- 2.1. The candidates fulfilling all necessary criteria as laid down in AdtU Ph.D. Regulation shall be admitted to the “Full Time Ph.D. Programme” of AdtU.
- 2.2. These Ph.D scholars should not be engaged in any part-time or full-time employment of any nature during the entire tenure of the Fellowship. Employees on the rolls (with or without pay) of any organization shall not be eligible for admission under this category.
- 2.3. Age limit of the full-time PhD scholars at the time of admission shall not exceed 30 or 35 (with relaxation of age limit for SC/ST/women candidates for 5 years) years for General and SC/ST/women candidates, respectively. However, in exceptional cases involving deserving candidates demonstrating outstanding research aptitude, the upper age limit may be relaxed subject to the approval of the Competent Authority.
- 2.4. These PhD scholars availing the JRF/SRF should not be receiving any scholarship/Fellowship by whatever name called from any other sources.
- 2.5. The candidate must be present full-time at the University during the entire period of the fellowship.

- 2.6. Candidates with UGC-NET/UGC CSIR-NET/ GATE/GPAT/ CEED/ SLET/ SET or having good publications or with good academic background in Journal Citation Report (JCR) impact factor journal will be preferred for admission as full-time scholar.

3. Terms & Conditions:

- 3.1 The number of JRF/SRF Research Fellowships and the disciplines in which such fellowships shall be offered each year shall be determined by the University based on budgetary allocations and institutional research priorities. The total number of fellowships shall be subject to the maximum limit, if any, notified by the University at the time of admission to the Ph.D. programme.
- 3.2 The fellowship tenure is **three years**, contingent upon satisfactory progress as outlined in this policy. Advancement to a higher pay scale in the second year and promotion to SRF status in 3rd year are subject to meeting the criteria specified in this scheme. The university will periodically evaluate research progress and adherence to the required norms.
- 3.3 After successful completion of two years as a JRF and fulfilment of the prescribed criteria, the candidate may apply for upgradation to SRF through the Supervisor and the concerned Dean of the Faculty of Study to the Ph.D. Cell. The Assistant Registrar, Ph.D. Cell, after due evaluation, shall forward the application to the Hon'ble Vice Chancellor through the Member Secretary, ADRAC, and the Office of the Registrar for further necessary processing.
- 3.4 Promotion to SRF with enhanced emoluments shall be contingent upon satisfactory research progress and compliance with the criteria outlined in this scheme. The evaluation will be conducted by the designated committee.
- 3.5 The Fellowship is payable for a total period of 3 years from the date of appointment as JRF to the date of submission of the thesis, whichever is earlier.
- 3.6 Such scholars must publish a journal article as mentioned below:

Year	Minimum Number of Publications	Note
1 st Year	2 journal publications	<ul style="list-style-type: none"> • In those publications, the JRF/SRF should be the First/Corresponding author. • Publication should be in SCI (core collection)/Scopus having an Impact Factor. • The supervisor can be the corresponding author. However, Supervisor/Mentor/Any other faculty member should not claim that particular paper in the AdtU ERP. • In 1st sem scholar must publish a journal article or should communicate 3 journal articles.
2 nd Year	3 journal publications	
3 rd Year	4 journal publications	

- 3.7 Scholars may publish their papers in advance to fulfil the minimum paper publication requirement (Clause 3.6) applicable in subsequent years. The scholar will be entitled to the 'Reward' and Other Financial Benefits for Research Publication' upon reaching the target number of research paper publications for the entire duration of the PhD programme after approval of competent authority.
- 3.8 The Supervisor of a JRF/SRF may act as the corresponding author for publications in which the JRF/SRF is the first author. However, such publications shall not be claimed in the AdtU ERP by the Supervisor/Mentor/any other faculty member. Notwithstanding the above, after

the JRF/SRF has fulfilled the prescribed minimum publication criteria, any additional publication may be claimed by the Supervisor in the ERP only if the Supervisor has not achieved the minimum journal publication target prescribed by the University.

- 3.9 They should abide by the Rules and Regulations of AdtU Ph.D. Regulation.
- 3.10 Leave for such Ph.D. scholars shall be governed by the university rules as notified from time to time.
- 3.11 No separate/fixed medical assistance is provided. However, the fellow/scholar may avail of the medical facilities available in the institution.
- 3.12 If the candidate fails to follow the norms laid down in AdtU Ph.D. regulation and the guidelines of the existing policy, the university may terminate the continuation of the fellowship to the scholar.
- 3.13 The scholar shall submit the monthly progress reports to the Ph.D. Cell through the Supervisor and Dean of the concerned Faculty of Study (FoS). The Assistant Registrar, Ph.D. cell shall verify whether the scholar has fulfilled the required Terms of Reference as prescribed under the Policy and/or its subsequent amendments or decisions of the competent authority. Upon verification, the Assistant Registrar, Ph.D. cell shall process the file to the Registrar for necessary processing related to the disbursement of the scholar's salary/fellowship. In this regard, the Ph.D. Cell shall formulate a standard format for submission and verification of the monthly progress reports.
- 3.14 If the scholar resigns from the post of JRF/SRF the scholarship/salary will be stopped immediately.
- 3.15 Status of the fulfilment of criteria and research status will be evaluated by Ph.D. cell in every month.
- 3.16 The progress of the research work and the fulfilment of publication criteria of the scholar will be evaluated regularly by the Ph.D. Cell and apprised to the Office of the Registrar.
- 3.17 Six Monthly reports of such scholar will be submitted to Ph.D. Cell with a copy to Office of the Registrar through Supervisor and Dean of FoS. All those scholars/fellows will present their Ph.D. progress presentation centrally in front of Ph.D. Cell and Registrar Office to evaluate the progress of those scholars/fellows in every six months.
- 3.18 The decision regarding continuation of the monthly fellowship shall be taken based on evaluation of the six-monthly progress report and fulfilment of the prescribed criteria under the Scheme. In case of non-fulfilment of the prescribed criteria, the Ph.D. Cell, in consultation with the Registrar's Office and with the approval of the Hon'ble Vice Chancellor, may grant a specific period to the scholar for compliance. If the scholar fails to fulfil the prescribed criteria within the stipulated period, the fellowship may be withheld, frozen, or discontinued.
- 3.19 Office of Registrar will take necessary action in relation to enhancement/discontinuation/freeze of the monthly fellowship based on the performance and satisfactory fulfilment of criteria mentioned in this policy.
- 3.20 For such candidates, the Supervisor will be allotted by Ph.D. cell and due approval of the approval of the Hon'ble Vice Chancellor as per the existing norms of the university. All the files related to the appointment of supervisor should be routed through Registrar office to be placed before Hon'ble Vice Chancellor for approval.

4. Fellowship Assistance

4.1. Fellowship to the scholars

Sl No	Nature of Assistance	JRF		SRF
		1 st Year	2 nd Year	3 rd Year
1	Monthly Fellowship (Rs.)	Rs. 37,000.00	Rs. 37,000.00	Rs. 42,000.00
2	Contingency Fund (Rs.) per year	Rs. 20,000.00	Rs. 20,000.00	Rs. 20,000.00

4.2. Scholar/fellow needs to pay the PhD fee as per AdtU norms.

4.3. Such scholars will be assigned for 4 hours per week teaching/laboratory assistantship for conducting tutorial or laboratory work.

5. The utilisation of contingency fund:

5.1. The utilisation of the contingency fund is permissible only for the following purposes:

5.1.1. Purchase of Books/Journals/Monographs etc related to the subject of research. However, such purchases shall remain the property of the University at all times.

5.1.2. Field work and Local Travel for the purpose of research activities.

5.1.3. Computation and Analytical Charges for Consultants.

5.1.4. Registration fee for attending Conferences/Seminars in India.

5.1.5. Purchase of chemicals etc.

5.1.6. Any other materials/software required for Ph.D. purpose

5.2. To utilize the contingency fund, the research scholar shall submit the application through the Supervisor and the concerned Dean, Faculty of Study, to the Assistant Registrar, Ph.D. Cell. After due evaluation, the file shall be forwarded to the Hon'ble Vice Chancellor through the Member Secretary, ADRAC, and the Office of the Registrar for necessary approval. Upon approval, the candidate shall place the indent in accordance with the existing University norms for procurement of consumables and other approved items.

In the case of expenditure related to field work, local travel, computational and analytical charges, consultancy services and registration fees for attending conferences/seminars within India, reimbursement may be made upon submission of original receipts and supporting documents as per the University rules.

6. Administration of Full-Time Ph.D. scholars under AdtU Scheme for award of Research Fellowship (JRF/SRF) for PhD Scholars (notified through Memo No: AdtU/R/2023/048)

6.1. The administration of Full-Time Ph.D. scholars under the "AdtU Scheme for Award of Research Fellowship (JRF/SRF) for Ph.D. Scholars (Version-1)" (notified through Memo No: AdtU/R/2023/048) including release of monthly fellowship, submission/presentation of six-monthly progress reports and utilization of contingency funds shall be governed by the provisions specified under Clause Nos. 3 and Clause No. 5 of this Scheme.

6.2. The Fellowship shall be payable for a maximum period of three (3) years from the date of appointment as JRF or up to the date of submission of the Ph.D. thesis, whichever is earlier. In the event that a scholar fails to submit the thesis within the stipulated period of three years, he/she may

be required to pay the prescribed monthly Ph.D. fees for the extended period, as determined by the competent authority from time to time.

- 6.3. However, there shall be no change in the publication requirement clause (Clause No. 3.6) and fellowship assistance clause (Clause No. 4) of the existing “AdtU Scheme for Award of Fellowship (JRF/SRF) for Ph.D. Scholars” notified vide Memo No. AdtU/R/2023/048.
7. **All scholars enrolled as Full-Time Ph.D. scholars under the “AdtU Scheme for Award of Research Fellowship (JRF/SRF) for Ph.D. Scholars (Version-2)” (Memo No: AdtU/R/2024-25/318) shall henceforth be governed by the provisions of this scheme only, in supersession of the earlier guidelines.**
8. **Mode of award and disbursement of the Fellowship:** The fellowships will be awarded on a semester-to-semester basis to the PhD scholars based on satisfactory reports of progress and conduct. However, disbursement of the fellowship will be made on monthly basis.

Sd-

AdtU Scheme for award of AdtU PhD Research Fellowship for International PhD Scholars (version 1.1)

Scheme: The Assam down town University (AdtU) has taken a policy decision to offer Research Fellowships in the to the deserving and eligible full time international Ph.D. scholars. The Scheme is applicable for the international candidates who pursue their research leading to a Ph.D. degree in different disciplines as notified by the university. AdtU will award AdtU Ph.D. Research Fellowship to the selected Ph.D. Scholars as per the guidelines framed for the purpose. The main objective of the Fellowship scheme is to provide an opportunity to the international full time eligible Ph.D. scholars to undertake their advanced study in order to contribute towards R&D programme of the university through quality research in selected areas. Scholars around the world will get an opportunity to conduct research of global standards under this fellowship scheme.

Guidelines and Regulations:

1. Required provisions of regulations for the AdtU Ph.D. Research Fellowship Scheme are being included in the Ph.D. Regulations of the University and shall come in to effect from Academic Year 2024-25.

2. ELIGIBILITY CRITERIA:

- 2.1. The candidates fulfilling all necessary criteria as laid down in AdtU Ph.D. Regulation shall be admitted in “Full time Ph.D. programme” of AdtU.
- 2.2. International scholars want to pursue their Ph.D. will get the opportunity under this scheme.
- 2.3. These Ph.D. scholars should not be engaged in any part-time or full-time employment of any nature during the entire tenure of the Fellowship. Employees on the rolls (with or without pay) of any organization shall not be eligible for admission under this category.
- 2.1. Age limit of the full time Ph.D. scholars at the time of admission shall not exceed 40 years. However, in exceptional cases involving deserving candidates demonstrating outstanding research aptitude, the upper age limit may be relaxed subject to the approval of the Competent Authority.
- 2.2. The candidate must be present full time at the University during the entire period of the fellowship.
- 2.3. Candidates with good publications in JCR impact factor journal/research interest will be preferred for this scholarship.

3. TERMS & CONDITION:

- 3.1 Number of Fellowship that may be approved every year by the University which will depend upon its budgetary allocations and will be subject to a maximum number as may be notified by the University at the time of Ph.D. admission.
- 3.2 The tenure of fellowship is initially for two years as Research Fellow (Grade I). Upon expiry of this period, the progress of works of the Fellow will be evaluated by experts/designated committee of the university. If the research work is found satisfactory, his/her tenure will be extended for a further period of one year as Research Fellow (Grade II) with the enhanced emoluments as decided by the university.

- 3.3 After successful completion of two years as a Research Fellow (Grade I) and fulfilment of the prescribed criteria, the candidate may apply for upgradation to Research Fellow (Grade II) through the Supervisor, concerned Dean of the Faculty of Study and Directorate of International Affairs to the Ph.D. Cell. The Assistant Registrar, Ph.D. Cell, after due evaluation, shall forward the application to the Hon'ble Vice Chancellor through the Member Secretary, ADRAC and the Office of the Registrar for further necessary processing.
- 3.4 In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement and achieve the targets in a time frame. However, during this period he/she will be designated as a Research Fellow (Grade I) only.
- 3.5 Such scholars should publish at least two papers as First/Corresponding author in SCI/Scopus/Impact Factor Journal in an academic year.
- 3.6 They should abide by the Rule and Regulations of AdtU Ph.D. Regulation.
- 3.7 The Fellowship is payable for a total period of 3 years from the date of appointment as Research Fellow (Grade I) to the date of submission of the thesis, whichever is earlier. Further, if a scholar fails to submit the thesis within the 3 years period, he/she may be required to pay the prescribed monthly Ph.D. fees for the extended period, to be determined by the competent authority from time to time.
- 3.8 Leave for such Ph.D. scholars shall be governed by the university rules as notified from time to time.
- 3.9 No separate/fixed medical assistance is provided. However, the fellow may avail of the medical facilities available in the institution.
- 3.10 If the candidate fails to follow the norms laid down in AdtU Ph.D. regulation, and the guidelines of the existing policy, the university may terminate the continuation of fellowship to the scholar.
- 3.11 If the scholar resigns from the post of Research Fellow (Grade I/II) the scholarship/salary will be stopped immediately.
- 3.12 The scholar shall submit the monthly progress reports to the Ph.D. Cell through the Supervisor, Dean of the concerned Faculty of Study (FoS) and Director, Directorate of International Affairs. The Assistant Registrar, Ph.D. cell shall verify the details submitted. Upon verification, the Assistant Registrar, Ph.D. cell shall process the file to the Registrar for necessary processing related to the disbursement of the scholar's salary/fellowship. In this regard, the Ph.D. Cell shall formulate a standard format for submission and verification of the monthly progress reports.
- 3.13 Such scholars shall present their research progress every six months. Six Monthly reports of such scholar will be submitted to Ph.D. Cell with a copy to Office of the Registrar through Supervisor and Dean of FoS. All those scholars/fellows will present their progress presentation in front of Ph.D. cell and office of the registrar to evaluate the progress of those scholars/fellows in every six months.
- 3.14 The decision regarding continuation of the monthly fellowship shall be taken based on evaluation of the six-monthly progress report and fulfilment of the prescribed criteria under the Scheme. In case of non-fulfilment of the prescribed criteria, the Ph.D. Cell, in consultation with the Registrar's Office and with the approval of the Hon'ble Vice Chancellor, may grant a specific period to the scholar for compliance. If the scholar fails to fulfil the prescribed criteria within the stipulated period, the fellowship may be withheld, frozen, or discontinued.

- 3.15 Office of Registrar will take necessary action in relation to enhancement/discontinuation/freeze of the monthly fellowship based on the performance and satisfactory fulfilment of criteria mentioned in this policy.
- 3.16 The duration of AdtU PhD Research Fellowship is 3 years & provides the following benefits:
- 3.16.1 Teaching assistantship worth INR 30,000 per month for Research Fellow (Grade I) and INR 35,000 per month for Research Fellow (Grade II).**
- 3.16.2 Contingency grant of INR 100,000 per year.**
- 3.16.3 Scholars of this category need to pay admission fee only, all other fee will be waived off.
- 3.16.4 Interested candidate may apply for the subsidised accommodation facility provided by the university for which an amount will be deducted from the assistantship as per the AdtU policy. However, accommodation allotment is subject to availability at the time of application receipt.
- 4. The utilisation of contingency fund:** The utilisation of contingency fund is permissible only for the following purposes:
- 4.1. Purchase of Books/Journals/Monographs etc related to the subject of research. However, such purchases shall remain the property of the University at all times.
- 4.2. Field work and Local Travel for the purpose of research activities.
- 4.3. Computation and Analytical Charges for Consultants.
- 4.4. Registration fee for attending Conferences/Seminars in India.
- 4.5. Purchase of chemicals etc.
- 4.6. One time home town travel allowance maximum upto Rs 50,000 or on actual flight fare (economy class) whichever is lower. This will be effective after completion of provisional registration by the scholars.**
- 4.7. To utilize the contingency fund, the research scholar shall submit the application through the Supervisor, concerned Dean, Faculty of Study (FoS) and Directorate of International Affairs to the Assistant Registrar, Ph.D. Cell. After due evaluation, the file shall be forwarded to the Hon'ble Vice Chancellor through the Member Secretary, ADRAC, and the Office of the Registrar for necessary approval. Upon approval by the Hon'ble Vice Chancellor, the candidate shall place the indent in accordance with the existing University norms for procurement of consumables and other approved items. In the case of expenditure related to field work, local travel, computational and analytical charges, consultancy services and registration fees for attending conferences/seminars within India, reimbursement may be made upon submission of original receipts and supporting documents as per the University rules.
- 5. All scholars enrolled as Full-Time Ph.D. scholars under the “AdtU Scheme for award of AdtU PhD Research Fellowship for International PhD Scholars” (Memo No.: AdtU/R/2023-24/1131) shall henceforth be governed by the provisions of this scheme only, in supersession of the earlier guidelines.**
- 6. Mode of award and disbursement of the Fellowship:** The fellowships will be awarded on a semester-to-semester basis to the PhD scholars based on the satisfactory reports of progress and conduct. However, disbursement of the fellowship will be made on monthly basis.

Sd-