

Calendar for Submission of Important Documents under DBT-JRF Programme

No.	Document	Timeline for Submission on DBT-JRF Portal	Flow of Document Submission on DBT-JRF Portal
1.	Joining Forms	For activation of DBT-JRF Fellowship	Uploaded by Fellow on Portal → Reviewed and Submitted by Guide on Portal
2.	Ph.D. Registration Document	Within two (2) years of joining date of fellowship	Uploaded by Fellow on Portal → Reviewed and Submitted by Guide on Portal
3.	Annual Progress Report	On completion of every year of fellowship tenure from the joining date	Uploaded by Fellow on Portal → Reviewed and Submitted by Guide on Portal
4.	3-Member Assessment Committee Report (3MACR) for JRF to SRF Upgradation	On completion of two (2) years as 'JRF' under the fellowship tenure	Uploaded by Guide on Portal
5.	3-Member Assessment Committee Report (3MACR) for 4th - 5th Year Extension	On completion of two (2) years as 'SRF' under the fellowship tenure	Uploaded by Guide on Portal
6.	Financial Documents – 1. Utilization Certificate 2. Statement of Expenditure 3. Grant-in-aid Bill	On completion of every financial year under fellowship tenure	Uploaded by Guide on Portal
7.	Fellowship Completion Documents	On completion of fellowship or thesis submission, whichever is earlier	Uploaded by Fellow on Portal → Reviewed and Submitted by Guide on Portal
8.	Fellowship Discontinuation Documents	On discontinuation of fellowship	Uploaded by Fellow on Portal → Reviewed and Submitted by Guide on Portal

Note: In case any correction is requested in document(s) submitted on the portal, revised document must be submitted as per the above mentioned flow of document submission.

Document updated on 20-05-2021.