



KANNUR UNIVERSITY

RD-C

No. RD-C/C3/2340/2020

Kannur Dated: 06.02.2021

CIRCULAR

Sub:- Ph.D. Programme — University Junior Research Fellowship — Guidelines for claiming Fellowship on submission of bills — Instructions issued

Ref :- University Order No.RDC/C3/2340/2020 Dated 03.02.2021

University orders have been issued sanctioning University Junior Research Fellowship to 80 research scholars for various tenure as per the reference cited.

The following instructions are issued regarding the procedure for claiming University Junior Research Fellowship

1. Fellowship bills are to be submitted **compulsorily once in six months.**
2. The following documents are to be **attached with the bill** for the period of claim (in sequence).
 - **Sanction Order (i.e., order No.RDC/C3/2340/2020 Dated 03.02.2021)**
 - **Front page of bank account pass book - details of bank account - (self attested)**
 - **Stamped Receipt for the amount claimed**
 - **Certificate of continuation**
 - **Attendance report If Duty leave availed — permission letter, duly granted, to be enclosed**
 - **Progress report**
 - **Other leave sanction order, if any**
 - **Ph.D. Registration order**
3. The bill and supporting documents should be neatly tagged
4. Necessary attestation from the Research Guide / Head of the Research Centre should be provided, wherever applicable.
5. Research Scholars who are availing fellowship for the first time are to submit an affidavit / undertaking on a stamp paper worth Rs. 100/- (Rupees One Hundred only) as stipulated at para 9 (xii) of the university order dated 03.02.2021 (Copy attached)

The above directions are to be strictly adhered to.

Format for the affidavit is attached herewith.

Sd/-

Dr. Joby K Jose

DIRECTOR (Research Directorate)

Approved For Issue

SECTION OFFICER

AFFIDAVIT/ UNDERTAKING

I..... (name), Son / Daughter
of.....residing at(full postal address) a research
scholar in (subject) at..... (centre) do
hereby solemnly affirm and state as follows.

1. I am pursuing research under full time basis at (Centre) under the supervision of Dr. in the subject and granted registration to Ph.D. programme vide University Order No. U.O. RD. dated
2. I have been awarded University Junior Research Fellowship @ Rs. 10,000/- (Rupees Ten thousand only) per month for the period from to vide University Order No. RD -C/C3/2340/2020 dated 03.02.2021. (Sl. No.).
3. I am not availing any fellowship / financial assistance from any other source for pursuing research. If ever I am selected for availing any fellowship / financial assistance for carrying out my research activities, I shall inform the University in time and if I fail to do so the University has the right to recover any such amount drawn by me.
4. I assure you that I shall complete my research work and submit the final thesis within the prescribed time limit mentioned / granted by the University in my Order of registration,
5. If I fail to oblige the above mentioned clause (4) I shall suo-motto refund to the University the entire fellowship claimed by me and if I fail to do so the University can initiate legitimate means / measures to recover the said amount from me.
6. I shall adhere to all the directions issued by the University in this regard and strictly follow the directions / orders issued by the University from time to time with regard to research and allied activities.

Signature
(with date)
Name

Countersigned

(Signature and name with date)
Research Supervisor / Guide