



KANNUR UNIVERSITY

RD-C

No. RD-C/C3/2340/2020

Kannur Dated: 19.02.2021

CIRCULAR

Sub:- Ph .D. programme - University Junior Research Fellowship - Submission of Bills - Documents to be attached - reg.

Ref :- University order No. RD-C/C3/2340/2020 dated 03.02.2021

University Junior Research Fellowship has been sanctioned to full time Ph.D. research scholars vide order cited.

It is noticed that, in many cases, while submitting bills for Uty. JRF the bills are either incomplete or lack supporting documents in the prescribed format, causing delay in sanctioning the same.

The documents to be attached with bill for claiming University Junior Research Fellowship are detailed below and should be neatly tagged in sequence.

1. Bill

2. Stamped receipt

3. Certificate

4. Attendance Certificate

5. Progress Report

Research scholars availing **duty leave** shall avail prior permission for the same duly recommended by the Research supervisor and sanctioned by the Head of the Research Centre. A copy of the permission / sanction letter should be attached with the bill for the days of Duty leave availed.

Research supervisors / Heads of Research centre should ensure that the scholar avails leave / duty leave admissible as per rules.

Bills for claiming University JRF should be preferred in **intervals of six months or less.**

Specimen copy of the documents are attached along with.

Sd/-

To: 1.Heads of Research Centre

Dr. Joby K Jose

2.Research Supervisors

DIRECTOR (Research Directorate)



KANNUR UNIVERSITY

Detailed bill of the Ph.D Scholars who have been awarded the University Junior Research Fellowship for the Period to

Sanctioned Vide University Order No.

Debited to

Major Head : 428-276

Minor Head :

Sub Head :

Vr.No. :-

Month :-

Name of the Scholar With Subject	Period of Claim	Rate ₹	Amount ₹	Total Claim ₹
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Total ₹ (in words)

(in Figures)

Signature of the Scholar :

Certified that

- 1.The attendance, progress and conduct of the Scholar is satisfactory.
- 2.The Scholar is a subject of the Kerala State.
- 3.The Scholar is not in receipt of any other Scholarship or financial aid concurrently with this Scholarship.
- 4.The Scholar had passed the qualifying examination for admission to the Ph.D. Programme.
5. The Scholar/s has/have passed the S.S.L.C./Pre-Degree /B.A/B.Sc./B.Com. immediately after the completion of the Course.
6. The Scholar included in this bill has not been included in any other bill or amount received from any other source previously.

7.The Scholarship amount received for the period tohas been duly disbursed to the Scholar and acquaintance /stamped receipt obtained.

8. No claim prior to this has been left unaccounted /unclaimed in respect of the Scholar studying in this institution .

9..The Scholar has executed the necessary bond /agreement.

10.The Scholar has not changed his/her subject for which Scholarship has been sanctioned by the University.

SUPERVISING TEACHER

(Seal)

**HEAD OF THE
RESEARCH CENTRE**

**DIRECTOR
RESEARCH DIRECTORATE**

Station :

Date :

FOR AUDIT USE ONLY

HEAD OF SERVICE

.....
.....
.....

U.P.A.D

Passed for ₹

₹.....

.....

Auditor

S.O

Deputy/Assistant Registrar

Registrar

INSTRUCTIONS

- a)Strike out portions not applicable
- b)Sanction order Number and date under which the claims are preferred should be quoted in the space provided for.

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RECEIPT

Received from the Finance Officer ,Kannur University a sum of Rs.
(Rupees) towards
the University Junior Research Fellowship for the period from to

Affix
Revenue
Stamp

Signature with date
Name

CERTIFICATE

This is to certify that Sri/SmtFull-Time Research Scholar in, doing Research atunder my supervision, is not availing any financial assistance during the period in the form of Scholarship or Fellowship other than the proposed fellowship that is going to be granted by the Kannur University as part of University Junior Research Fellowship for the year to Full-Time Research Scholars sanctioned as per the University Order No. dated

Sri/Smt has not engaged in any assignment / employment paid or unpaid, other than his / her Research Work during the period to

Place:

Name and Signature of Supervising Teacher

Date :

Countersignature of
the Head of the Research Centre
with Office Seal

KANNUR UNIVERSITY

Ph.D. Programme

ATTENDANCE CERTIFICATE

- 1 Name of the Research Scholar :
- 2 Subject :
- 3 Number and Date of Ph.D Registration Order :
- 4 Topic of Research :
- 5 Name of Supervising Teacher :
- 6 Name of Research Centre :
- 7 Mode of Registration :
- 8 Date of joining at the Research Centre :
- 10 Whether converted the Mode of Registration :
If yes, the details
- 11 Details of Attendance at the Research Centre :

Year	Month	Total Number of Working Days	Days Attended at the Research Centre	Duty Leave availed *	Casual Leave availed	Medical Leave availed, if any **	Other Leave availed, if any ***
	January						
	February						
	March						
	April						
	May						
	June						
	July						
	August						
	September						
	October						
	November						
	December						
TOTAL							

Signature of the
Research Scholar

Signature of the
Supervising Teacher

Signature of the Head of the
Research Centre

Place:

Date :

* Prior permission letter should be attached

** Medical Certificate should be attached

*** Supporting documents should be attached

Part-Time Research Scholars should work at the Research Centre at least for a period of six months in not more than three instalments, before he/she is allowed to submit the thesis. They should submit the details of leave/permission granted to him/her by the Head of the Institution, where he/she is working, for attending the Research Centre.

Full-Time Research Scholars should work at the Research Centre on a regular basis, under the regular monitoring of research work by the respective Research Guide, for the whole period of research prescribed by the University for a Full-Time Research Scholar before he/she is allowed to submit the thesis.

RESEARCH CENTRE :

PROGRESS REPORT OF RESEARCH STUDENT FOR THE MONTH OF

1. Name of Institution & Department :
2. Name of Scholar :
3. Total number of working days :
4. Total number of days attended
5. Leave availed of ,if any
 - i. With remuneration :
 - ii. Without remuneration :
 - iii. Total period of leave already
availed during the year :
- 6 .Degree for which registered and date
of Registration :
7. Subject of research Work :
- 8 . Conduct :
9. Progress / Brief report of work
done during the month :

Name and Designation of Supervising Teacher

Signature of Supervising Teacher

Countersignature of the
Head of the Institution

(Entries to be made in the
University Office)

Bill passed and Cheque No. & Date

For ₹ issued

ASSISTANT REGISTRAR