



KANNUR UNIVERSITY
Research and Development Cell

No. RDC1/Fee Enhancement/2019

Kannur, Dated: 18.12.2024

CIRCULAR

Sub:- RDC - Fee Payment Guidelines for Ph.D. Programme - Reg.

Ref :- 1. U.O. of even no. dated 08.08.2024

With reference to the above, University orders were issued enhancing fees for various purposes related to the Ph.D. programme. It has been observed that many research scholars are not paying the required fees on time, and the Heads of the research centres are not effectively tracking the fees owed by the research scholars. This results in financial losses for both the University and the respective research centres. Therefore, the Heads of the research centres are requested to comply with the following guidelines.

- The Heads of the research centres shall ensure that the following fees are paid to the appropriate payees by the research scholars attached to their centres.

Sl. No.	Fee Item	Payment schedule	Payee	Verifying authority
1	Fee for course work	Prior to the commencement of course work	University (Through SBI Collect)	Head of the Research centre/Course work Coordinator
2	Fee for course work exemption	Prior to the commencement of course work	University (Through SBI Collect)	Head of the research centre/course work coordinator
3	Fee for course work completion certificate	Before the commencement of course work examination	University (Through SBI Collect)	Head of the research centre/course work coordinator
4	Fee Coursework Examinations	Before the commencement of course work examination	University (Through SBI Collect)	Head of the research centre/course work coordinator
5	Tuition fee	At the start of each semester	Corresponding Research Centre	Head of the research centre
6	Lab Fee	At the start of each semester	Corresponding Research Centre	Head of the research centre
7	Library Fee	At the start of each semester	Corresponding Research Centre	Head of the research centre

8	Caution deposit	At the time of joining the research centre.	Corresponding Research Centre	Head of the research centre
9	Fee for plagiarism checking (for research scholars- during final thesis submission/paper publications)	On requirement	University (Through SBI Collect)	Heads of the departments who have access to Turnitin
10	Fee for Pre-submission seminar.	Prior to the conduct of pre-submission seminar	University (Through SBI Collect)	Heads of the research centres

- The Heads of the research centres must ensure that research scholars pay the required fees on time and **the No Liability Certificate (NLC), which must be submitted to the University along with the final Ph.D. thesis, shall NOT be issued without verification of the payments.**
- Any Financial loss incurred due to the failure to monitor fee remittance will be taken seriously.

Dr. Anu Augustine

DIRECTOR (Research and Development
Cell)

For Director

Approved For Issue

SECTION OFFICER