



KANNUR UNIVERSITY
Research and Development Cell

No. RDC/C3/4563/2024

KannurDated: 01.07.2025

CIRCULAR

Sub:- Ph.D. Programme - University Junior Research Fellowship - Submission of application and bills - intimation and instructions - reg.

Ref :- University Order No. RDC/C3/4563/2024 dated 26.06.2025

Orders have been issued sanctioning University Junior Research Fellowship to 84 research scholars for various tenures as per the reference cited. All the research scholars, who have been sanctioned fellowships under University JRF scheme as per the aforementioned order, are hereby directed to submit their applications and bills with supporting documents to claim the fellowship amount up to the period ending **June 2025 (30.06.2025)**.

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

1. Fellowship bills should be submitted **every six months**, with the last month of the first bill rounded to the whole month.
2. The following documents are to be **attached with the bill** for the claim period (as in the specified order).
 - i. Sanction Order (No. RDC/C3/4563/2024 dated 26.06.2025)
 - ii. Front page of bank account pass book (self attested)
 - iii. Stamped Receipt for the amount claimed
 - iv. Certificate of continuation
 - v. Attendance certificate.
 - vi. Prior Permission letter, duly granted, to be enclosed (If Duty leave availed)
 - vii. Progress report
 - viii. Other leave sanction orders, if any
 - ix. Ph.D. Registration order
3. The bill and supporting documents should be neatly tagged.
4. Necessary attestation from the Research Supervisor / 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 11 (xii) of the University Order dated 26.06.2025.

The above directions are to be strictly adhered to. Formats of the documents to be enclosed with UJRF bill are attached herewith.

This shall be brought to the notice of all concerned.

Sd/-

Dr. Anu Augustine

DIRECTOR (Research and Development)

Cell)
For Director

To:

1. Research Scholars
2. Course work Co-ordinators / Head of Research Centres.
3. Research Supervisors

Copy to:

IT Cell (for posting on the University Website)

Approved For Issue

SECTION OFFICER



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

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 on a 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. RDC/C3/4563/2024 dated
26.06.2025 (Sl. No.).
3. I am not availing any fellowship / financial assistance from any other
source for pursuing my research. If ever I am selected for 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 the Order of my registration.
5. If I fail to oblige the above mentioned clause (4) I shall suo-moto refund the
entire fellowship amount claimed by me to the University 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 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 and
seal) Research Supervisor / Guide