



KANNUR UNIVERSITY
Research and Development Cell

No.RDC-C/C1/100/2025

Kannur Dated: 24.01.2025

CIRCULAR

Sub:-Kannur University –Research and Development Cell -UGC-JRF/ other National Fellowships- Fellowship Disbursement-Guidelines for Document Submission-Reg.

Ref:-1.Requests from research scholars.

2. Order of the Vice Chancellors in the file No.RDA2/GENERAL/2024 dated 19.12.2024
3. University Grants Commission XII Plan Guidelines.

With references to the (1) above, Heads of Research Centres and Research Supervisors are requested to inform their full-time research scholars who are recipients of UGC/CSIR/NFOBC/NFST/NFSC or similar National Fellowships that they are permitted to submit their Continuation/HRA Certificates on a **current-month basis**. This will help avoid delays in receiving their fellowships. Additionally, scholars are required to submit an Undertaking or Declaration form, which must be attested by both their Research Supervisor and the Head of the Research Centre, stating that they will refund any disbursed fellowship amount for any ineligible period if they discontinue the fellowship.

In the event of discontinuation of the programme or in case of inadmissible leave rendering them not entitled to the fellowship, the candidate will be responsible to intimate such position and they will be liable to refund the amount of over-payment, if any, of fellowship paid to them for the period beyond the date of such discontinuation, or for the such period of inadmissible leave.

The format for the Declaration form is attached for reference. The documents must be submitted at the beginning of each month to ensure timely processing of fellowship disbursement.

Scholars must comply with all the terms and conditions set forth by the University Grants Commission (UGC) or other awarding agencies while receiving a fellowship during the tenure of the award.

Sd/-

Dr. Anu Augustine

DIRECTOR (Research and Development
Cell)

For Director

To:

1. Director, ITCentre (for publishing on the website)
2. Heads of the University Departments/Research Centres (for circulating among the research supervisors and scholars)

Approved For Issue

SECTION OFFICER

AFFIDAVIT/UNDERTAKING (Revised)

Name of Scholar:

Research Centre:

Department:

Supervisor's Name:

I, (Name of the scholar), here by declare that:

1. I am currently receiving the.....[Name of Fellowship] in accordance with the Guidelines set forth by the University Grants Commission (UGC)/ (Name of Awarding agency)
2. In the event of discontinuation of the fellowship, I will reimburse any funds disbursed to me for periods during which I am ineligible.
3. The information provided in my Continuation and HRA certificates for the current month of accurate and truthful.

This declaration is made in the presence of my Research Supervisor and the Head of my Research Centre.

Signature of the Scholar: _____

Date: _____

Signature of the Research Supervisor: _____

Date: _____

Signature of the Head of the Research Centre: _____

Date: _____