



UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala - 695 034

*(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)
(Re-accredited by NAAC with 'A' Grade)*

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Ac E IV/III/7043/2018

22.05.2018

CIRCULAR

Sub:-Upgradation from JRF to SRF of various scholarships of UGC – last date of submission of pending applications- intimating of reg.

It is observed that research scholars who are availing themselves of various scholarships sponsored by UGC are not submitting their applications for upgradation from JRF to SRF within the stipulated time. Hence the research scholars who have completed their two years of JRF tenure and have not yet submitted the applications for upgrading from JRF to SRF are directed to submit their applications complete in all respects (See Annexure I & II appended) along with the Work reports (3copies) to the Registrar, University of Kerala, on or before **31st July 2018**.

It is also directed that the research scholars on completion of their two years of tenure of JRF under various schemes of UGC have to submit application for the upgradation from JRF to SRF within 3 months from the date of completion of JRF. Defective applications will be summarily rejected.

This shall be brought to the notice of all concerned.

B. S. S.
REGISTRAR

Copy to

1. The PS to VC/PVC
2. The PA to Registrar
3. The PRO (for web posting)
4. The Director, College Development Council
5. The Director, Computer Centre (for web posting in research portal)
6. The Joint Registrar/ Deputy Registrar, Campus Administration, University of Kerala, Kariavattom.
7. The HoD, Teaching Departments
8. The HoD, Recognized Research Centres.
9. Stock file/ File Copy/ Ac. E IV Section.

Ac. E IV Section

DOCUMENTS TO BE SUBMITTED WHILE APPLYING FOR UPGRADATION OF JRF TO SRF OF VARIOUS SCHOLARSHIPS SPONSORED BY UGC (in respect of research scholars whose fellowship is being disbursed through Canara Bank)

1. Application should be submitted in the Various Purpose Form. It is to be filled up and recommended by the supervising teacher, HoD, Principal of college (in case if applicable) and the Doctoral Committee Chairman. (Name, designation seal and office seal should be affixed) The candidate should sign in the application form.
2. Recommendation letter from the supervising teacher(include the Mob.No. and Email Id)
3. Copy of NET certificate and JRF award letter for UGC JRF/ Award Letter of various scholarships in case if applicable.
4. Copy of Ph. D Registration Order
5. Copy of Joining Report
6. Copy of Ph. D Course work certificate and mark list
7. The Panel of Experts prepared by the Supervising Teacher countersigned by Head of the Research Centre, Doctoral Committee Chairman and the Principal (in case, if applicable), In all cases the Panel should include a minimum of five Outside Subject Experts. The Mobile Number and Email Id of the experts also should be included. In case the external subject expert is retired, his /her communication address also should be written including Mob.No. and E mail Id .
8. Fee receipts till the date of submission of application– First , Second & Third Year- should be arranged chronologically (affiliation fee, research fees and open defence fees)
9. Payment details of JRF Period (Fellowship, HRA and contingent grant-countersigned by the Bank Manager). In case, the Contingency grant for the second year is not credited by UGC, the candidate may attach the copy of utilisation certificate of contingency grant for the first year only along with a letter specifying that he/she has not yet received the second year Contingency.

10. Copies of yearly progress report / Half yearly progress report, continuation certificate, Contingency Grant certificate and HRA Certificate of JRF Period.
11. Orders regarding relinquishment, leave under intermittent break category, Maternity Leave, Academic Leave, LWA orders from employer etc., should be attached, if applicable
12. Candidates who have availed fellowship for M.Phil tenure shall submit the copy of joining report regarding sanction of fellowship for the M.Phil tenure in case if applicable.
13. Work Report (Spiral Bound)- 3 Copies
14. Delayed application must be accompanied by a request from the candidate to condone the delay in submission countersigned by the Supervising teacher, HoD of the Research Centre and Doctoral Committe Chairman.


REGISTRAR

Ac. E IV Section

DOCUMENTS TO BE SUBMITTED WHILE APPLYING FOR UPGRADATION OF JRF TO SRF OF VARIOUS SCHOLARSHIPS SPONSORED BY UGC (in respect of research scholars whose fellowship is being disbursed through Canara Bank-Uploaded through webportal by the University)

1. Application should be submitted in the Various Purpose Form. It is to be filled up and recommended by the supervising teacher, HoD, Principal of college (in case if applicable) and the Doctoral Committee Chairman. (Name, designation seal and office seal should be affixed.) The candidate should sign and write the Student Id. in the application form.
2. Recommendation letter from the supervising teacher(include the Mob.No.And Email Id)
3. Copy of NET certificate and JRF award letter for UGC JRF/ Award Letter of various scholarships in case if applicable.
4. Copy of Ph. D Registration Order
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7. The Panel of Experts prepared by the Supervising Teacher countersigned by Head of the Research Centre, Doctoral Committee Chairman and the Principal (in case, if applicable), In all cases the Panel should include a minimum of five Outside Subject Experts. The Mobile Number and Email Id of the experts also should be included. In case the external subject expert is retired, his /her communication address also should be written including Mob.No. and E mail Id.
8. Fee receipts till the date of submission of application– First, Second & Third Year- should be arranged chronologically (affiliation fee, research fees and open defence fees)
9. Continuation certificate, HRA certificate and contingent grant certificate uploaded details and payment details of Awardee downloaded from Canara Scholars Corner website.
10. Copies of yearly progress report/ Half yearly progress report of JRF Period.

11. Orders regarding relinquishment, leave under intermittent break category, Maternity Leave, Academic Leave, LWA orders from employer etc., should be attached, if applicable
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