

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

University Research Fellowship - Revised Guidelines and modified format for the monthly Progress Report- Resolution of the Syndicate-Orders issued.

ACADEMIC C SECTION

No.CUSAT/AC(C).C1/3133/2025

Dated,KOCHI-22,05.08.2025

Read:-1.Agenda Item No 736.23 of the minutes of the meeting of the Syndicate held on 20.06.2025.

2.Agenda item no.737.01 of the minutes of the meeting of the Syndicate held on 19.07.2025.

ORDER

The Syndicate, at its 736th meeting held on 20.06.2025, vide item read as paper(1) above, considered along with the recommendations of the Standing Committee of the Syndicate on Academic Matters, resolved to approve the revised Guidelines for the University Research Fellowship along with modified format for monthly progress report, , with a modification to Clause 5, Para 3, replacing the word "teaching" with "teaching assistance" and the 737th meeting of the Syndicate,vide paper read (2) above,confirmed the minutes of its 736th meeting.(Appendix I and II)

Orders are issued accordingly, communicating the resolution of the Syndicate.

Dr. Arun A U *
Registrar

To:

1. All the Heads/ Directors of Departments/ Schools/ Research Centres
2. The Deans of the Faculties of Science/ Social Sciences/ Humanities/ Law/ Technology/ Engineering/ Environmental Studies/ Marine Sciences.
3. The Joint Director, Kerala State Audit Department/ Finance Officer.
4. PS to VC/PS to PVC/ PA to Registrar.
5. The Joint Registrars – Finance/ Academic , Director - IRAA
6. Assistant Registrars – Academic/ Finance/ Audit/ Accounts
7. Ac.B1/ Ac.B2/ Academic C/Audit D / Accounts 1 / Finance/ IA&I/ Cash/ Conference/ Examination T/ Statistical Officer

* This is a computer generated document. Hence no signature is required.

Appendix I

GUIDELINES FOR THE AWARD OF UNIVERSITY JUNIOR RESEARCH FELLOWSHIP AND SENIOR RESEARCH FELLOWSHIP.

1.	Selection Procedure
Candidates who have joined the PhD programme from Group II of the PhD admission category (Candidates who have qualified in UGC- NET under Category-2 / Category-3 or in GATE without fellowship or in DAT), as per the amendment of PhD regulation 2023 dated 25.01.2025, will be eligible to apply for the University Junior Research Fellowships. Selection shall be strictly on the basis of merit in the combined rank list of Group II of the PhD admission category and the recommendation of the Fellowship Selection Committee. The awards shall be made by the Syndicate.	

2.	Purpose of UJRF
UJRF is awarded to full-time Research Scholars in order to enable them to work towards the Ph.D. Degree of the University.	
3.	Distribution of UJRF
Of the total 180 Numbers of the fellowships, 40 are placed in the Common Pool and the rest of 140 numbers are distributed among the various Research Department/Schools which conducts Ph.D. Programmes in the University.	

The Distribution of Junior Research Fellowship is as follows:

Sl. No.	Name of Department/School	Sanctioned Strength
1.	Applied Chemistry	6
2.	Applied Economics	1
3.	Atmospheric Science	3
4.	Biotechnology	6
5.	Chemical Oceanography	2
6.	Computer Applications	4
7.	Computer Science	5
8.	CUCEK	6
9.	Electronics	3
10.	Hindi	4
11.	Instrumentation	2
12.	International School of Photonics	5
13.	Marine Biology,micro biology & Biochemistry	4
14.	Marine Geology and Geophysics	6
15.	Mathematics	6
16.	NCAAH	1

17.	Physical Oceanography	1
18.	Physics	7
19.	Polymer Science and Rubber Technology	4
20.	School of Engineering (SOE)	29
21.	School of Environmental Studies	6
22.	School of Industrial Fisheries	4
23.	School of Legal Studies	6
24.	School of Management Studies	11
25.	Ship Technology	4
26.	Statistics	4
27.	Common Pool	40
	Total	180

4.	Duration of U-JRF / U-SRF
The fellowship shall be available to the candidate from the date of joining as per the registration memo, based on the availability of vacant JRF position. The U-JRF shall be awarded for a period of two years. A Junior Research Fellow who has not been able to complete his/her thesis for the Ph.D. Degree during the two years of the fellowship, can apply for U-SRF in order to enable him/her to complete the same. The Senior Research Fellowship shall be tenable for a maximum period of two years and is awarded by the Syndicate based on the recommendation of a committee consisting of the Pro-Vice-Chancellor / a Dean nominated by the Vice Chancellor as Chairman, the Supervising Guide and one Expert in the subject concerned from outside the University, nominated by the Vice-Chancellor about the candidate's eligibility for such extension, as evidenced by the quality of the work already done. The request for extension and enhancement to SRF should be forwarded within six months or at the latest within one year. If the request for U-SRF is forwarded beyond 6 months on the completion of tenure of U-JRF, then the upgradation to U-SRF will be considered only from the date of assessment. The research fellow is not eligible for fellowship during the extended period of Ph.D registration.	

5.	Value of the Fellowship
I	The monthly stipend and Contingent Grant applicable to U-JRF/U-SRF shall be decided by the Syndicate from time to time. The Fellowship claim bill should reach the Academic Section for verification <u>on or before the 10th of every month.</u>
II	The scholars those who are eligible for U-JRF and have worked in projects for a period of two or more years, shall be considered directly for U-SRF,

		based on the assessment of their work by an Assessment Committee.
	III	Each research fellow shall be required to undertake up to five hours of teaching assistance/practical work / operation and maintenance of equipment/academic administration work per week, as directed by the Supervising guide/Head of the Department concerned.
6.	Leave for University Junior/Senior Research fellows.	
	I	Casual Leave
		Besides the holidays prescribed by the University for Academic Staff, Casual <u>leave not exceeding 30 days</u> in a calendar year may be granted to the fellow by the Head of the Department based on the recommendation of his/her supervising guide. No. single period of casual leave shall exceed 10 days.
	II	Leave other than Casual Leave
		On sufficient cause shown, leave other than casual leave with stipend may be granted by the Vice-Chancellor to a fellow for a period not exceeding 15 days and for a further period of 2 months without stipend during an academic year. For availing leave with stipend for medical reasons, the Medical Certificate obtained from the recognized medical practitioner countersigned by the University Medical Officer shall be submitted.
		Women candidates are, however, eligible for maternity leave with stipend for a period not exceeding 240 days once during the entire duration of the award, but the total period of absence from the Department during any academic year shall not exceed 240 days, excluding prescribed holidays and casual leave availed of. The fellowship amount for the leave period will be paid after the fellow resumes duty and submits a Medical Certificate in support of actual confinement. It is expected that the fellow will make up for the research work during the remaining tenure.
	III	The fellow shall avail duty leave to attend conferences/seminars/symposia etc as per the provisions provided in the relevant Ph.D regulations. The fellow should not proceed on leave to travel abroad for attending conferences/Seminars etc without prior approval of the Vice Chancellor. Those who have got financial assistance from External sources for such visits, shall not be eligible for fellowship during the period.
7.	Submission of Reports	
	I	Annual Report
		The fellow shall submit an annual report of the work done during the year to the University, through his/her supervising teacher. This should be done every

		year of availing the fellowship
	II	Submission of final report and payment of stipend for the last month.
		Each fellow shall submit to the University within three months of the date of termination of fellowship/completion of his/her research, two copies of a report/papers(s) embodying the results of his/her investigations, pending which, stipend for the last month shall not be released to the fellow.
8.	Prohibition from taking appointments/Joining any course of study	
	The Fellow shall be engaged in full-time research and shall not accept any appointment, full-time or part-time or honorary, during the tenure of the fellowship. However, the Vice-Chancellor may, at his discretion, grant leave without allowances for taking up teaching appointment in a University Department or in a College affiliated to any of the Universities in the State. The leave thus granted together with the leave provided for under Clause (6) shall not exceed 3 months. A Fellow shall not join any other course of study without the sanction of the Vice-Chancellor.	

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9.	Resignation/Discontinuance of fellowship.
A fellow shall not discontinue his/her research or resign from the fellowship without the permission of the Vice-Chancellor and giving at least one month's notice for resignation or relief from the fellowship. No refund of fellowship amount received need be insisted upon if a fellow resign in accordance with the above mentioned procedure.	
10.	Termination of fellowship
The Syndicate may terminate the fellowship of any candidate, if the candidate's work as reported by his/her supervising guide is not satisfactory or if the conduct of the fellow, as reported by his/her supervising guide and Head of the Department is not satisfactory.	
The fellowship shall stand automatically terminated at the end of 4 years or on the date of submission of the thesis, whichever is earlier.	

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
PROGRESS REPORT OF RESEARCH STUDENT FOR THE MONTH OF

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1. Name of Institution & Department :
2. Name of the Scholar :
3. Total number of working days :
4. Total number of days attended :
5. Leave availed, if any :
 - ✓ With remuneration :
 - ✓ Without remuneration :
 - ✓ Total period of leave already availed during the year:
 - With remuneration :
 - Without remuneration :
6. Degree for which registered and date of registration :
7. Subject of research work:
8. Conduct: Progress :
9. Brief report on work done during the month (Teaching assistance/practical work/operation and maintenance of equipment/academic/administration work) :
10. Signature of the supervising guide :
11. Name and Designation of the Supervising Teacher :

Place :

Date :

Countersignature of the Head/Director
of the Department/School/Centre