

ANNA UNIVERSITY, CHENNAI

CENTRE FOR RESEARCH

UNDERTAKING BY THE ANNA CENTENARY RESEARCH FELLOW

I, Son/ Daughter/ of Thiru
residing at.....
..... have been awarded
the Anna Centenary Research fellowship with the following terms and conditions vide award letter
No.:

- i. I shall devote full time to research during the tenure of Fellowship and will not undertake any part time job/any other fellowship/Project Assistant/any other remunerative assignment.
- ii. I shall sign in the attendance register on all working days (except those days I go for field work/ attending Conference / Seminars and other research related works with the prior permission of the Supervisor and the HOD/ Director of the Centre) in the place of my research.
- iii. As a recipient of the Fellowship, I shall also abide by the rules and regulations of Anna University.
- iv. ACRF awardees shall assist the Supervisor in the academic work related to conducting of practical classes, tutorial classes and any other academic work, not exceeding 8 hours per week.
- v. During the entire tenure of the Fellowship I shall abide by the rules and regulations of the Centre for Research. Any change in rules and regulations in the future will be applicable to me.
- vi. I shall prepare the progress report of my work at the end of every six months and submit the same to the Director (Research) through the Supervisor and HOD / Director of the Centre of the Supervisor.
- vii. I shall submit one copy each to the Supervisor & HoD/ Director of the Centre and two copies of detailed consolidated report of my research work through the Supervisor and HOD/ Director of Centre on termination / completion of the Fellowship to the Director (Research).
- viii. I also hereby declare that if the results of research are such that can be exploited commercially by taking a patent or otherwise commercial exploitation and patent rights will rest exclusively with Anna University (this clause is applicable for the Supervisor also).
- ix. I have gone through the Terms & Conditions and have clearly understood that the fellowship is for a period of 3 years with effect from January 2018.
- x. I further understand clearly that I shall have no claim whatsoever for regular/ permanent absorption in the University on expiry of Fellowship.

Affix your
Passport size
photo duly attested
by the Supervisor

Signature of the Research Fellow
(Name in Capital)

I am joining as Anna Centenary Research Fellow on the Forenoon of
(Date) at (Name of the Department /
Centre) of Anna University, Chennai.

Signature of the Research Fellow
(Name in Capitals)

Signature of the Supervisor
(Name with Seal)

Reg. No:

Date :

Signature of the HOD/Director of the Centre
(Name with Seal)

Terms and Conditions of Anna Centenary Research Fellowship

1. The award of Anna Centenary Research Fellowship is fixed for a tenure mentioned in the award letter. This award does not imply any assurance or guarantee for subsequent employment in Anna University.
2. The authority to award or terminate the fellowship vests with Anna University. The awardee shall not lay claim to permanent absorption in Anna University, after the expiry of Anna Centenary Research Fellowship.
3. The stipend of Anna Centenary Research Fellowship shall be Rs.16,000/- per month for the period mentioned in the award letter. In addition, annual contingency grant of Rs.25,000/- per fellow shall be provided to the scholar. The guidelines for utilization of contingency grant are given in Annexure I.
4. ACRF awardees shall assist the Supervisor in the academic work related to conducting of practical classes, tutorial classes and any other academic work, not exceeding 8 hours per week.
5. Once a fellow accepts the Fellowship and joins, he/ she shall continue the research for the normal tenure of the fellowship.
6. No fellow shall discontinue his/ her fellowship without prior approval of the Director, Centre for Research. In case he/ she wishes to discontinue the fellowship prior to completion of the tenure, he/ she must submit the resignation to the Director, Centre for Research through the Supervisor duly forwarded by the HoD/ Director of the Centre one month in advance, indicating specific reasons for not continuing the fellowship. The fellowship shall cease from the date of resignation.
7. Upon completion of one year as Anna Centenary Research Fellow, the Expert Committee constituted by the Vice-Chancellor will assess the research progress of the fellow and achievements through personal interview. The second/third year fellowship will be renewed on the recommendation of the Expert Committee.
8. It is expected that the **fellows shall publish their research work in refereed impact factor journals and shall also acknowledge Anna University for the award of the fellowship in all their publications/ products/ process/ patents.**
9. The total tenure of Anna Centenary Research fellowship will not exceed three years, as applicable in the award letter.
10. The first payment will be made after the receipt of the joining report of the awardee along with other necessary documents as mentioned in the award letter, through the Supervisor duly forwarded by the HoD/ Director of the Centre of the Supervisor.
11. **The progress report (every six months) on the research work done by the scholar is mandatory. Each awardee shall submit his/ her six months research report in the prescribed format (Annexure II) within a period of 15 days after completion of six months tenure to the Director (Research) through his/ her Supervisor duly forwarded by the HoD/ Director of the Centre of the Supervisor.**

12. Attendance record duly signed by the supervisor endorsed by the HoD / Director of the Centre must accompany the six months progress report.
13. Permission shall be obtained from the supervisor and HoD / Director of the Centre for attending National Conferences / Seminars / field study, etc and shall be treated as “**On duty**”. The same may be forwarded to the Centre for Research while claiming the stipend in the respective month.
14. The Supervisor shall bring out clearly his/ her assessment about the progress of the scholar.
15. The progress report shall be accompanied by photo copies of published papers and pre-prints of papers duly acknowledging financial assistance of Anna University. Copies of papers accepted for publications and manuscripts communicated for publication shall also accompany the progress report.
16. National/ International patents filed and approved, if any shall accompany the progress report.
17. The Anna Centenary Research fellow can avail leave for a maximum of 20 days in a calendar year in addition to Saturday, Sunday and Public Holidays.
18. Anna Centenary Research Fellows are not entitled for medical and other leave.
19. Women Fellows with less than two surviving children are entitled to full stipend during the period of absence upto 90 days on grounds of maternity once during the tenure. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement.

I have read the above condition and I accept the conditions.

Reg. No:

Date :

Signature of the Research Fellow
(Name in Capital)

ANNEXURE I

Guidelines for spending Contingency Grant

Contingency grant of Rs.25,000/- per fellow per annum (January to December) subject to a maximum of 3 times will be provided under Anna Centenary Research Fellowship.

This grant may be utilized for the following purpose only

1. Purchase of **spares and other essential accessories for the existing equipments/ machineries** related to his/ her research work in the Department/ Centre.
2. Computer peripherals such as cartridges, CD, hard disk, pen drive etc., (printer and computer should not be purchased)
3. Purchase of chemicals, glassware, gases, other materials, etc.
4. Fabrication of models, reactors, samples, specimens, etc.
5. Analysis charges, if the equipment is not available in the Department/ Centre
6. Purchase of books related to his/ her research work only (the books should be handed over to the Department/ Centre library at the end of his/ her fellowship or termination of fellowship).
7. Purchase of stationary items for publications of research articles.
8. Printing, photocopying, binding, etc.
9. Second class train fare by the shortest route or equivalent and registration charges for presenting papers in National Conferences/ Symposia and research related to site study/ case study/ field study/ training/ orientation programmes.
10. The contingent expenses incurred **shall be reimbursed by furnishing printed cash bills in the name of HoD / Director of the Centre for the purchases made duly certified by the Supervisor and endorsed by the HoD/ Director of the Centre. Necessary stock entries and pass order shall be made on each cash bill wherever necessary.**
11. The contingent grant should be utilized only in the current year of fellowship and can not be carried over to the subsequent years.

ANNEXURE II

Proforma for Progress Report of Anna Centenary Research Fellowship

Period of Report: From _____ to _____

1. Name of the Fellow _____ :
2. Registration No. _____ :
3. Month and year of Registration for Ph.D. _____ :
4. Name, designation and address of the Supervisor: _____

5. Place of work (Name of the Department/ Centre): _____
6. Faculty _____ :
7. Date of joining the fellowship _____ :
8. Amount of contingency utilized during the period of report : _____
9. Period upto which fellowship is tenable _____ :
10. (a) Topic of Research _____ :
(b) Broad Subject area _____ :
11. Objectives of Research work _____ :
12. Detailed report done during the previous period if applicable and then about the research work done during the above mentioned period. This should include qualitative / quantitative results of research presented in Table(s)/ Figure(s), discussion and conclusions drawn (**separate sheets should be attached**) :
13. Summary of research work done during this period including the objectives achieved (**3 to 5 pages**) should be attached:
14. Plan of work for the next six months (**separate sheet should be attached**):
15. Research papers published/accepted for publication/communicated for publication (details of authors, title, journal, volume, page number and reprints of published papers/ preprints of accepted papers/ and manuscripts prepared) should be attached
16. Patents (National/ International) filed / approved, if any should be enclosed.
17. National/ International Conferences/ Symposia attended (full details such as Name of the conference, venue, title, period, travel grant from University / other sources etc should be given)

I affirm that I have devoted full time to research and that I did not take up any other paid or unpaid job. It is also certified that due acknowledgement of Anna University financial assistance has been made in the published articles.

Signature of the Research Fellow
(Name in Capital)

Reg. No :

Date :

To be filled by the Supervisor

1. Attendance : Satisfactory / Not Satisfactory

Number of days leave sanctioned during the period of report:

2. Over all assessment and comments of the Supervisor:
- (a) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow is correct to the best of my knowledge and belief.
 - (b) My specific comments about the performance of the above Fellow are as under:

Date:

Signature of the Supervisor
(Name with seal)

Forwarded by HOD/ Director of the Centre with his / her specific remarks:

Date:

Signature of the HOD/ Director of the Centre
(Name with seal)

PAYABLE AT ANNA UNIVERSITY

M.H.No. : 14 - ANNA CENTENARY RESEARCH FELLOWSHIP

CLAIM BILL

Name :
Registration Number :
Designation : **Anna Centenary Research Fellow - 2018**
Department/Centre :
Tenure : January 2018 – December 2020
Stipend : Rs 16,000/- per month
Procs. No. & Date : CFR/ACRF/2018/AR1, Dated: 11.01.2018
Period of claim :
Amount :

(Rupees _____ only)

Certified that the claim made in this bill was not drawn earlier. If any excess claim is noticed at a later date the same will be refunded by me.



Stamped

SBI A/c No: _____
acquittance

Branch Name:

Branch Code:

-
1. Certified that the leave is granted as per eligibility norms and leave account is maintained.
(Maximum of 20 days in a calendar year)
 2. Certified that the claim is in order and may be admitted.
 3. Number of days leave availed during the above period: _____ days.
(Photocopy of the attendance sheet duly signed by the supervisor and endorsed by the HoD/Director of the centre should be enclosed for every month).
 4. Certified that this claim has been recorded in the Fellowship Register vide Page No. _____.

Supervisor
(Name with seal)

Head of the Department/Director of the Centre
(Name with seal)