**Request letter for Increment in University Research Fellowship (One Page Only)**

Date:

From

Name of the Scholar

Registration number,

Department of …………,School of …………,

Kalasalingam Academy of Research and Education.

To

The Director,

Research and Development, KARE

Through

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the supervisor,  Department of …………, | and | The HoD and SRC-Chairman,  Department of …………, |  |

Respected Sir,

**Subject:** Requisition for Increment in University Research Fellowship – Reg.

Dear Sir,

I am XXX, a Full-Time Research Scholar in the Department of XXX, currently receiving a University Research Fellowship of Rs.XXXXX /- per month. I am pleased to inform you that I have published my research work in a Scopus-indexed journal.

The details of my publication are as follows:

* **Title**:
* **Name of the Journal**:
* **Impact Factor**: [mention NA if not applicable] :
* **Reflected in Sustainable Development Goal (SDG)** :

I have attached the proof of Scopus indexing and other relevant documentation for your reference.

As per the University Research Policy, I kindly request you to consider an increment in my University Research Fellowship based on my publication achievement.

Thanking You

Yours faithfully

Name and Signature of the Scholar

**Enclosure:**

* Proof of Scopus and Impact Factor and Proof for Reflected in SDG

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| **All the above information is correct:**  Forwarded (to HoD) | **Signature of the Supervisor** |
| Recommended and Forwarded  (to SRC Chairman) | **Signature of the HoD** |
| Recommended and Forwarded  (to Director R&D) | **Signature of the SRC Chairman** |
| **Increment approved with Effect From:** | |
| Forwarded to VC | **Signature of the Director (R&D)** |
| **Submitted to VP Sir for your Approval -** | **Signature of the Vice Chancellor** |
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