

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, and The HoD and SRC-Chairman,
Department of, 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

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