

# SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

## GUIDELINES FOR SIU-RESEARCH FELLOWSHIP

### 1. INTRODUCTION

The SIU - Junior Research Fellowship (SIU - JRF) scheme of the University is open to the candidates, who qualify the admission process that includes SIU's Ph.D. Entrance Test (PET) and Personal Interactions (PI) with Ph.D. Admission Committee of SIU. However, qualifying the admission process does not guarantee fellowship to the candidate.

### 2. OBJECTIVE

The objective of the SIU - JRF scheme is to provide opportunities to competent and qualified candidates to undertake full time advanced studies and research leading to Ph.D. degree under the University.

### 3. ELIGIBILITY

Following categories of candidates will be eligible for receiving Junior Research Fellowship from SIU:

1. Full time Ph.D. candidates who have qualified the SIU's Ph.D. admission process
2. Full time Ph.D. candidates who have been exempted from PET (because they have passed UGC
3. NET/SET/SLET/GATE/M.Phil.) But appeared for PI and qualified for Ph.D. Programme of SIU.
4. Those, who have received UGC/CSIR/ICMR DBT\*/RGNF\*/MANF\*/DST Inspire\* & NBHM\* Fellowships and have appeared for PI and qualified for Ph.D. Programme of SIU can pursue their Doctoral Research Work with SIU as Full Time Ph.D. Student along with Fellowship from the respective organizations.

### 4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

- 4.1 The tenure of fellowship is initially for **one year extendable by one more year based on the performance of the fellow** under the JRF scheme. In the first year, the Fellow is expected get confirmation in the Ph D programme and required to publish at least one research paper in a peer-reviewed journal, which is indexed in Scopus. Upon expiry of this period, the work of the Fellow will be evaluated by a committee consisting of the Dean of the Faculty, two subject experts and research Supervisor. On the basis of the report of the committee the tenure of the fellow shall be extended for a further a period of maximum **two** years under the enhanced emoluments of the Senior Research Fellowship (SRF).
- 4.2 In case the work for the first year is not found satisfactory, an additional one year will be given to him/her for improvement, **if so recommended by the committee**. However, during this period he/she will be designated as a Junior Research Fellow. In such cases work will be evaluated again after completion of second year. and if improvement is found, the Fellow will get **one** more year under the SRF. Thus, the total period of fellowship (JRF and SRF) is four years and there is no further provision of extension.
- 4.3 In case the work for the first two years is not found satisfactory, the fellowship may be discontinued.

Fellowship will be as follows

Junior Research Fellowship (JRF)

@ Rs.31, 000/- p.m. (No taxes will be deducted)

Senior Research Fellowship (SRF)

@ Rs.35, 000/-p.m. for remaining tenure as SRF

Contingency @Rs.30000/- p.a.\* (Contingent expenses may include all incidental and other expenses which are incurred for research work related to the topic. i.e. purchase of books, travel expenses for research related activities, stationary etc.).

\*Subject to revision from time to time.

- 4.4 **SIU – JRF/SRF will not be employees of SIU and he/she is not entitled to Saturday Off.**
- 4.5 **He / She will not be entitled to any institutional medical insurance of the University.**
- 4.6 **The attendance of the Junior Research Fellows will be strictly maintained in a register by the Ph.D. Supervisor and in his/her absence due to leave or travel by the Director's office. The progress and quality of the doctoral research of a JRF/SRF is the responsibility of the Ph.D. Supervisor and will be closely monitored by SCRI.**
- 4.7 **More than one week of the absence of JRF without information should be immediately reported by the Supervisor to the concerned Dean and SCRI.**

#### 5. **Leave:**

- 5.1 Casual leave as per the SIU norms in a year in addition to **public holidays** declared by SIU administration may be taken by a Fellow with the approval of the Supervisor ( 12 leaves in a calendar year)
- 5.2 The leave can be granted by the Supervisor with the concurrence of the Head of the Institute/Department. The Supervisor has to be satisfied with the progress and quality of work of the Fellow.
- 5.3 The Supervisor can allow the JRF for availing the leave only after informing SCRI about the same.
- 5.4 The leave period will be a part of the tenure of the JRF.
- 5.5 During the first year of Fellowship or any uncompleted year, if approved, casual leave will be granted on a pro-rata basis.
- 5.6 The leave days will not be carried over to the next year.
- 5.7 SCRI has to be consulted before the sanction of leave without stipend. Such leave can be granted only in special circumstances.
- 5.8 If a JRF is proceeding on leave before completion of the tenure of fellowship, must join back before the completion of the tenure, failing so will lead to the termination of the fellowship from the date when the JRF proceeded on leave. Joining back after leave must be reported by the Supervisor to SCRI immediately.
- 5.9 **JRF's travel for attending conferences/symposia nationally or internationally, funded by some external agency or non-funded will lead to the leave without stipend.**

#### 6. **PROCEDURE FOR APPLYING FOR THE SCHEME**

SIU will notify a number of SIU - JRF available each year, on the website when it announces the vacancies for Ph.D. Candidates eligible as per the SIU Ph.D. rules may apply for the fellowship at the time of Ph.D. application.

#### **PROCEDURE FOR APPROVAL BY UNIVERSITY**

1. The award of SIU - JRFs by the university is decided on the basis of SIU Ph. D. Admission Process
2. A specially constituted selection committee of SIU – the Ph.D. Admission Committee, will scrutinize the applications.
3. Fellowships will be awarded based on a personal interview of the candidate by the Ph.D. Admission Committee.
4. SCRI will send an email communication to the selected candidate regarding the award of the Fellowship.
5. Based on this communication, the candidate will get consent (Ph.D. Rules – **Annexure JRF 1.1** of the Supervisor.
6. Each SIU- JRF, will be attached to one of the constituent units of SIU, usually, the Institute where the Research Supervisor of the student is working.
7. The candidate must submit the Acceptance Letter **Annexure JRF 1.1** duly signed by the Supervisor and

- the Dean of the Faculty to SCRI conveying his/her acceptance to the Fellowship.
8. The candidate must fill up the Undertaking **Annexure JRF 1.2**, get it approved by the Research Supervisor and meet the Head of the constituent institute of SIU and show him/her the communication from SCRI regarding the offer of Fellowship, consent letter and acceptance letter for getting his/her approval on the Undertaking. The candidate must submit the prescribed Undertaking **Annexure JRF 1.2** duly signed by the Supervisor, Head of the Institute and the Dean of the Faculty along with the Acceptance letter to SCRI. Both the documents must be submitted within 15 days of the email communication.
  9. SCRI will issue a formal offer letter of fellowship to the candidate after receiving the acceptance letter and the undertaking from the candidate.
  10. The candidate and the Supervisor must meet the Director of the constituent unit of SIU, where the Supervisor works, to decide about joining the institute as a Junior Research Fellow of SIU.
  11. On completion of the process, the Joining Report of the candidate duly signed by the research Supervisor is to be sent to SCRI through the Head of the Institution.
  12. The candidate must get SIU confirmation of his/her registration for Ph.D., after successful completion of the course work, within a period of one year from the declaration of SIU-Ph.D. Entrance examination result. This period is not extendable.

(i) **PROCEDURE FOR RELEASE OF GRANTS**

The Research Fellow has to submit acceptance form **Annexure 1.1** and undertaking **Annexure 1.2** join the institute where his/her Supervisor is working. On receipt of the Joining Report in the prescribed proforma **Annexure 1.3**, SCRI will accept the candidature of the Fellow and will release the admissible grants to the Institute that the Fellow has joined. The grant will be applicable from the date of joining of the Fellow.

(ii) **PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME**

1. The progress of the SIU- Junior Research Fellow is monitored by their respective research Supervisors and reflected in the half-yearly monthly progress reports submitted as per Ph.D. Regulations. **Annexure 1.4.**
1. Ph.D. Supervisors of JRFs are expected to monitor the progress and quality of their research closely so that good quality research outcome can be achieved by the work of the Fellow. In the duration of two years, the Fellow is expected to publish at least one research paper in a peer-reviewed journal, which is indexed in Scopus.
2. The concerned Head/Director of the institution is expected to facilitate and monitor the terms and conditions of work of the Fellow continuously.

(iii) **TERMS AND CONDITIONS OF WORK OF THE JRF**

The Fellow shall not accept or hold any position, paid or otherwise, or receive emoluments, salary, stipend, etc. from other sources **on working days or holidays** during the tenure of the award.

The Fellow, with the consent of the Supervisor, may assist the Supervisor/ institution/ SCRI in its academic work, including teaching, tutorials, evaluation, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, provided such work is not likely to hinder his/her research work. The supervisor has to ensure that the progress and quality of research work are not adversely affected by such work.

The total amount of time to be spent on such activities should not normally exceed one hour per day. The candidate shall be present at the institute during the prescribed working hours of the institute; however,

he/she may be permitted to spend time on research-related activities, subject to the approval of Supervisor. The candidate shall abide by the rules of the University.

He/ She has to be a full-time researcher and submit himself/herself to the disciplinary regulations of the University/ Institute/ Laboratory where he/she is working. Regular attendance of the fellow may be ensured by the department by keeping an attendance register.

In case a Fellow decides to appear for competitive examination, he/she would invariably seek permission from the Supervisor and inform SCRI about it.

Once a Research Fellow accepts the Fellowship and joins, it is incumbent on him/her to continue the research for the normal tenure of the fellowship or for such lesser duration in which the original objectives of the research problem have been achieved. If the Fellow decides to discontinue before the period of two years, the entire amount of the fellowship will be refunded to SIU.

The research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure of the Fellowship through the Supervisor to SCRI within one month.

During the tenure of the Fellowship, the Fellow shall correspond with SCRI only through the Supervisor with the approval of the Dean of the Faculty of SIU.

The Fellow shall keep SCRI informed submission/acceptance/publication of any research paper arising out of the research work done during the tenure of the fellowship. She/he must acknowledge the support of SIU in the publication(s). One copy each of all the research papers published must be sent to SCRI at each stage of publication/ manuscript/reprint.

The fellowship may be terminated at any time during the tenure and the decision of the RRC will be final and binding. The tenure of the fellowship is initially for two years, extendable to one more year from the date of joining, subject to satisfactory progress and quality of the research or submission of the Ph.D. thesis, whichever is earlier. No extension is permissible beyond the total tenure of three years and the awardee ceases to be an SIU JRF immediately after the expiry of the due date. Any claim/reference to this effect will be illegal and the individual may have to face disciplinary action for such an act.

For extension, the student must apply three months before the date of completion of extension. if delayed, the application for extension will not be considered.

**11. CANCELLATION OF AWARD** The fellowship is liable to cancellation in case of:

1. misconduct;
2. unsatisfactory progress of research work;
3. failure in any examination related to Ph.D.;
4. errors/misrepresentation found in documents such as mark sheets, certificates submitted to University;
5. The candidate is found ineligible for pursuing Ph.D.

**If the Fellow decides to discontinue before the period of the fellowship, the entire amount of the Fellowship disbursed by that time will have to be refunded to SIU. The responsibility to follow up for refund rests with SCRI.**

**12. GENERAL** SIU-Ph.D. rules will prevail for all other related purposes including grievance redressed

**Annexure 1.1**

**SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)  
Acceptance for Award of SIU- JUNIOR RESEARCH FELLOW**

- (i) Name of the Candidate:
  - (ii) PRN:
  - (iii) Subject and Faculty:
  - (iv) Date of Registration::
- i. Name of the Research Supervisor:
    - a) Designation with full contact Details;
    - b) Address (official)
    - c) Phone number.
    - d) Email
  - ii. Details of Examination Passed (SIU-Ph.D./UGC/JOINT CSIR-UGC/another equivalent):
  - iii. JRF Fellowship already availed if any: (either in any other Institution/Project/M. Phil. etc.)

Place:

Date:

**Signature of the Candidate**

**Signature of the Supervisor**

**Dean of the Faculty**

**Name:**

**Designation:**

**Annexure 1.2**

**SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)  
UNDERTAKING BY SIU–RESEARCH FELLOW  
(To be submitted to SCRI)**

I, \_\_\_\_\_ son/daughter/spouse of Mr. /Ms. \_\_\_\_\_  
SCRI ID \_\_\_\_\_ pursuing Ph.D.  
Programme with effect from \_\_\_\_\_ under the supervision of Dr. \_\_\_\_\_  
In the faculty of \_\_\_\_\_ have been awarded the SIU – JRF.

I accept the award and undertake that:

1. During the entire tenure of the fellowship, I shall abide by the rules and regulations of SIU for the award;
2. I shall devote whole of my time for research during the tenure of fellowship and shall put my best effort for achieving high-quality research outcome;
3. I shall not accept or hold any position, paid or otherwise, or receive emoluments, salary, stipend, etc. from other sources on working days or holidays during the tenure of the award;
4. I shall prepare the reports as per SIU Ph.D. rules and submit to my Supervisor for guidance;
5. The terms and conditions of the offer are acceptable to me;
6. All Intellectual Property including publications, patents, design, copyright and others emerging from my research shall show my affiliation as a Research Fellow with SIU;

I shall abide by **all the prevailing rules** as mentioned in the University Ph.D. rules.

Date of joining as SIU – JRF \_\_\_\_\_ Time: \_\_\_\_\_

Bank A/C Details:

**Date**

**Signature of the SIU – Fellowship Holder**

**PRN:**

**RESEARCH SUPERVISOR**

**HEAD OF THE INSTITUTE**

**DEAN OF THE FACULTY**

**Name:**

**Name & Seal**

**(Seal)**

**Designation:**

**SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)  
JOINING REPORT OF JUNIOR RESEARCH FELLOW**

Name of Awardee:

PRN:

SIU Ph.D. Admission (Copy to be enclosed):

This is to certify that ..... has joined the (Name of Institute)

.....for undertaking the Ph.D. Programme (year) ..... under the above scheme of the  
University with effect from..... (Fore Noon /After Noon.)

He/she will be provided with all necessary facilities during his/her tenure of the award.

**Signature of Awardee**

**Director**

**(Seal of Institution)**

**SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)  
PROGRESS REPORT FOR THE PERIOD**

**(From.....To.....)**

1. Name of SIU - Junior Research Fellow:
2. PRN:
3. Number and date of the award letter
4. Details of Research:  
The topic of research:
5. The date of registration with the university:
6. Date of commencement of research:

**PART A (WORK REPORT)**

1. A total number of working days during the period:
2. A number of days the Fellow remained on leave (with dates):
  - With fellowship number of days:  
From: ..... to
  - Without fellowship number of days:  
From: ..... to
3. A number of days the Fellow remained out of station for fieldwork travel with dates and place visited:
  - (a) No. of days..... from..... to .....
  - (b) Places visited.....
4. A number of days the fellow remained present at the university/college:
5. Teaching work was done during the period under report:
  - a. A number of hours of lectures taken per week at UG level:
  - b. Number of hours of lectures taken per week at PG level:

**PART B (RESEARCH)**

1. Details of publications during the period under report: Title of the article/paper  
(Please enclose reprint of each):
2. Title of a monograph written during the period under report:
3. A detailed account of the work done during the period (a separate sheet may be attached for the purpose):
4. Comments of the supervisor on the progress of the research work during the period under report:

**Signature of Awardee**

**Research Supervisor**

**Director**



**SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)**  
**FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS**  
**AND UTILISATION CERTIFICATE**

- 1. Name of Awardee:
- 2. PRN:
- 3. Name of the scheme under which she is working:
- 4. Period for which the account of contingency grant relates:
- 5. Expenditure from..... to.....

	Amount	Dates
a. Books & allied items:		
b. Data processing work etc.:		
c. Stationery, Postage, Communication, etc.		
d. Travel/field work etc.:		
e. Miscellaneous:		

6. The period for which the contingency grant is payable:

Certified that the expenditure of Rs..... (Rupees.....  
 ~~~~~ .....out of the contingency grant of  
 Rs..... sanctioned vide University letter No..... dated.....in respect  
 Of..... has been utilized for the purpose for which it was sanctioned in accordance  
 with the terms and conditions laid down by the University.

**If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the amount under objection.**

**Signature of Awardee**

**Research Supervisor**

**Director**

**Name:**

**(Seal of Institution)**

**Designation:**