

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:

- 3.1 Full time Ph.D. candidates who have qualified the SIU's Ph.D. admission process
- 3.2 Full time Ph.D. candidates who have been exempted from PET (because they have passed UGC NET/SET/SLET/GATE/M.Phil) but appeared for PI and qualified for Ph.D. programme of SIU.

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. Scholar along with Fellowship from the respective organizations.

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

- 4.1 The tenure of fellowship is initially for **two years** under the JRF scheme. In this duration, the Fellow is expected 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 of the Dean of the Faculty, two subject experts and research Supervisor. If the research work is found satisfactory, his/her tenure will be extended for a further period of **two years** under the enhanced emoluments of the Senior Research Fellowship (SRF).
- 4.2 In case the work for the first two years is not found satisfactory, an additional 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 three years, and if improvement is found, the Fellow will get **one** more years 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.
- 4.4 Fellowship will be as follows:

Junior Research Fellowship (JRF) @ Rs.25, 000/- p.m. (No taxes will be deducted)
Senior Research Fellowship (SRF) @ Rs.28, 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.

4.5 SIU – JRF/SRF will not be employees of SIU. He / She will not be entitled of any institutional medical insurance of the University.

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.
- 5.2 The leave can be granted by the Supervisor with concurrence of the Head of the Institute/Department and Dean of the Faculty. 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, leave will be granted on pro-rata basis.
- 5.6 The leave days will not be carried over to the next year.
- 5.7 The excess over 30 days of the leave will be treated as the “leave without stipend” and will be a part of the tenure.
- 5.8 SCRI has to be consulted before the sanction of leave without stipend. Such leave can be granted only in special circumstances.
- 5.9 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.
- 5.10 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

- 6.1** SIU will notify number of SIU - JRF available each year, on the website when it announces the vacancies for Ph.D.
- 6.2** 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

- 6.3 The award of SIU - JRFs by the university is decided on the basis of SIU Ph. D. Admission Process
- 6.4 A specially constituted selection committee of SIU – the Ph.D. Admission Committee, will scrutinize the applications.
- 6.5 Fellowships will be awarded based on personal interview of the candidate by the Ph.D. Admission Committee.
- 6.6 SCRI will send an email communication to the selected candidate regarding the award of the Fellowship. Based on this communication, the candidate will get the consent (Ph.D. Rules – **Annexure 1.1(Page: 70)**) of the Supervisor.
- 6.7 Each SIU- JRF, will be attached to one of the constituent units of SIU, usually the Institute where the Research Supervisor of the scholar is working.
- 6.8 The candidate must submit the Acceptance Letter **Annexure 1.1(Page: 70)** duly signed by the Supervisor and the Dean of the Faculty to SCRI conveying his/her acceptance to the Fellowship.
- 6.9 The candidate must fill up the Undertaking **Annexure 1.2(Page:71)**, 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 1.2(Page:71)** 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.
- 6.10 SCRI will issue a formal offer letter of fellowship to the candidate after receiving the acceptance letter and the undertaking from the candidate.
- 6.11 The candidate and the Supervisor must meet the Director of the constituent unit of SIU, where the Supervisor works, to decide about the joining the institute as a Junior Research Fellow of SIU.
- 6.12 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.
- 6.13 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.

8. PROCEDURE FOR RELEASE OF GRANTS

The Research Fellow has to submit acceptance form **Annexure 1.1(Page: 70)** and undertaking **Annexure 1.2 (page: 71)** join the institute where his/her Supervisor is working. On receipt of the Joining Report in the prescribed proforma **Annexure 1.3 (Page: 72)**, 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.

9. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

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 (Page: 74).**

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.

The concerned Head/Director of institution is expected to facilitate and monitor the terms and conditions of work of the Fellow continuously.

10. 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. Supervisor has to ensure that the progress and quality of research work is 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. 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. He/She 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 Ph.D. thesis, whichever is earlier. No extension is permissible beyond the total tenure of three years and the awardee ceases to be a SIU JRF immediately after 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.

11. CANCELLATION OF AWARD

The fellowship is liable to cancellation in case of:

- a. misconduct;
- b. unsatisfactory progress of research work;
- c. failure in any examination related to Ph.D.;
- d. errors / misrepresentation found in documents such as mark sheets, certificates submitted to University;
- e. The candidate is found ineligible for pursuing Ph.D.

If the Fellow decides to discontinue before the period of fellowship, the entire amount of the Fellowship disbursed by that time will have to be refunded to SIU.

12. GENERAL

SIU-Ph.D. rules will prevail for all other related purposes including grievance redressal.

Annexure 1.1

Acceptance for Award of SIU- JUNIOR RESEARCH FELLOW

1. Name of the Candidate:
2. SCRI ID:
3. Subject and Faculty:
4. Date of Registration::
5. Name of the Research Supervisor:
 - ❖ Designation with full contact Details;
 - ❖ Address (official)
 - ❖ Phone number.
 - ❖ Email
6. Details of Examination Passed (SIU-Ph.D./UGC/JOINT CSIR-UGC/other equivalent):
7. JRF Fellowship already availed if any: (either in any other Institution/Project/ M. Phil. etc.)

Affix your
passport size
photograph

Place:

Date:

Signature of the Candidate

Signature of the Supervisor

Dean of the Faculty

Name:

Designation:



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

I, son/daughter/spouse of Mr. /Ms. _____ 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:

- i. During the entire tenure of the fellowship, I shall abide by the rules and regulations of SIU for the award;
- ii. 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;
- iii. 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;
- iv. I shall prepare the reports as per SIU Ph.D. rules and submit to my Supervisor for guidance;
- v. The terms and conditions of the offer are acceptable to me;
- vi. All Intellectual Property including publications, patents, design, copyright and others emerging from my research shall show my affiliation as a Research Fellow with SIU;
- vii. 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

RESEARCH SUPERVISOR

HEAD OF THE INSTITUTE

DEAN OF THE FACULTY

Name:

Name & Seal

(Seal)

Designation:

JOINING REPORT

AWARD OF SIU – JUNIOR RESEARCH FELLOWSHIP

Name of Awardee:

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 award.

Signature of Awardee

Director

(Seal of Institution)

PROGRESS REPORT FOR THE PERIOD**(From.....To.....)**

- 1 Name of SIU - Junior Research Fellow:
- 2 SCRI ID:
- 3 Number and date of award letter
- 4 Details of Research:
 - i. Topic of research:
 - ii. The date of registration with the university:
- 5 Date of commencement of research:

PART A (WORK REPORT)

- 6 Total number of working days during the period:
- 7 Number of days the Fellow remained on leave (with dates):
 - (a) With fellowship number of days:
From: to:.....
 - (b) Without fellowship number of days: from..... to
8. 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.....
9. Number of days the fellow remained present at the university/college:
10. Teaching work done during the period under report:
 - (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)

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

Signature of Awardee

Research Supervisor

Director

FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND UTILISATION CERTIFICATE

1. Name of awardee:
2. SIU ID number:
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. 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:

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