



SYMBIOSIS INTERNATIONAL UNIVERSITY

(ESTABLISHED UNDER SECTION 3 OF THE UGC ACT 1956, BY NOTIFICATION No.F.9-12/2001-U3 GOVERNMENT OF INDIA)

ACCREDITED BY NAAC WITH "A" GRADE

FOUNDER : Prof.DR.S.B.MUJUMDAR M.Sc., Ph.D.
(Awarded Padma Bhushan by President of India)

Notification No.SIU/28/430 dated 26 April 2013

Subject : Guidelines for Junior Research Fellowship

In accordance with the decision taken by the university authorities, it is hereby notified for the information of all concerned that the guideline for Junior Research Fellowship will be as shown in Annexure 'A'. of this notification.

These guidelines will be effective from the date of this notification.

SIU/28/13/2229
Dated: 26 April 2013

Dr. Abhijit Deshpande
Offg. Registrar

Copy for information to :-

Hon'ble Chancellor, Acting Vice Chancellor, Pro Vice Chancellor, Principal Director, Symbiosis Society, Sr. Advisor to Acting Vice Chancellor, Directors of Constituent Institutes/ Colleges/ Schools, Officers of Symbiosis International University, Dean – Administration, SS, Sr. Consultant - Planning & Development, SS, Chief – HR, SS, Chief - Administration, SS, Chief – Finance, SS, Chief - IT, SS, Chief - Projects, SS, Executive – Purchases, SS, Sr. Executive – ERP, SS

GUIDELINES FOR SIU-JUNIOR RESEARCH FELLOWSHIP

1. INTRODUCTION

The SIU - Junior Research Fellowship (SIU - JRF) scheme of the University is open to candidates who qualify in the SIU PhD Entrance Test (PET). However, qualifying the PET does not guarantee fellowship to the candidate.

2. OBJECTIVE

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

3. ELIGIBILITY

Full time PhD candidates who have qualified in SIU PhD Entrance Test, including exempted candidates who have qualified in GATE, SET, NET, JRF ,UGC-CSIR joint test or other equivalent tests.

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

- The tenure of fellowship is initially for two years under the SIU -JRF scheme. Upon expiry of this period, the work of the Fellow will be evaluated by the Research Guide and experts.
- If the research work is found satisfactory, his/her tenure may be extended for a further period of one year.
- In case the work for the first two years is not found satisfactory, the fellowship may be discontinued.
- Fellowship @ Rs.25,000/- p.m. (No taxes will be deducted) .
- 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.
- SIU – JRF will not be employees of SIU.

5. Leave:

SIU - JRFs are entitled for a maximum period of 30 days of leave including 10 days of medical leave in a year , in addition to public holidays as per SIU procedure.

6. PROCEDURE FOR APPLYING FOR THE SCHEME

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

7. PROCEDURE FOR APPROVAL BY UNIVERSITY

- The award of SIU - JRFs by the university is decided on the basis of SIU Ph. D entrance Test /UGC-CSIR/NET and other equivalent examinations for admissions to Ph.D.
- A specially constituted selection committee of SIU – the PhD Admission Committee, will scrutinize the applications.
- Fellowships will be awarded based on personal interview of the candidate by this selection committee.
- The candidate must get SIU confirmation of his/her registration for PhD, after successful completion of course work, within a period of one year from the declaration of SIU-PhD Entrance examination result. This period is not extendable.
- Each SIU- JRF, will be attached to one of the constituent units of SIU, usually the Institute where the Research Guide of the scholar is working.
- On completion of the process, the Joining Report of the candidate duly signed by the research guide is to be sent to Head, SCRI through the Head of the Institution.

8. PROCEDURE FOR RELEASE OF GRANTS

The Research Fellow has to submit acceptance form (**Annexure I**) and undertaking (**Annexure II**) join the institute where his/her guide is working. On receipt of the Joining Report in the prescribed proforma (**Annexure III**), SCRI will accept the candidature of the Fellow and will release the admissible grants to the Institute that the Fellow has joined.

9. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

The progress of the SIU- Junior Research Fellow is monitored by their respective research guide and reflected in the half yearly monthly progress reports submitted as per PhD regulations. (**Annexure IV**)

The concerned Head/Director of institution is expected to facilitate and monitor the terms and conditions of work of the Fellow continuously. The Fellow shall not accept or hold any position, paid or otherwise, or receive emoluments, salary, stipend, etc. from other sources during the tenure of the award.

The fellowship may be terminated at any time during the tenure and the decision of the Head SCRI 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 report of the Fellow 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.

10. TERMS AND CONDITIONS OF WORK OF THE JRF

The Research Fellow, with the consent of the guide/head of institution, may assist the 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 total amount of time to be spent on such activities should not normally exceed eight to ten hours a week. 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 guide. Candidate shall abide by the rules of the institution.

11. CANCELLATION OF AWARD

The fellowship is liable to cancellation in case of:

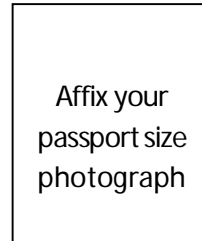
- a. misconduct;
- b. unsatisfactory progress of research work/failure in any examination related to Ph.D.;
- c. errors / misrepresentation found in documents such as mark sheets, certificates submitted to University.

12. GENERAL

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

ANNEXURE

Acceptance for Award of SIU- JUNIOR RESEARCH FELLOW



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

Place:

Date:

Signature of the Candidate

Signature of the Guide

Dean of the Faculty

SYMBIOSIS INTERNATIONAL UNIVERSITY

**UNDERTAKING BY SIU - JUNIOR RESEARCH FELLOW
(To be submitted to SCRI)**

I, son/daughter/wife of Shri _____ pursuing Ph D programme
wef. _____ under the supervision of Prof./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 the SIU for the award;
- ii. I shall devote whole of my time to research during the tenure of fellowship except as provided in the rules.
- iii. I shall not accept/hold any emoluments, paid or otherwise, or receive emoluments, salary, stipend, etc., from any other source during the tenure of the award.
- iv. I shall prepare the reports as per SIU PhD rules and submit to my Supervisor for guidance.
- v. The terms and conditions of the offer are acceptable to me.
- vi. I shall abide by all the prevailing rules as mentioned in the University PhD rules.

Date of joining as SIU – JRF _____ FN/AN

Bank A/c No .

Date

Signature of the SIU - JRF Holder

RESEARCH GUIDE

**Name
Designation**

HEAD OF THE INSTITUTE

Name & Seal

DEAN OF THE FACULTY

(Seal)

JOINING REPORT

AWARD OF SIU - JUNIOR RESEARCH FELLOWSHIP

Name of awardee:

SIU PhD Admission (Copy to be enclosed):

This is to certify that has joined the (Name of Institute)
.....for undertaking the PhD programme 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
(Fromto)**

- 1 Name of SIU - Junior Research Fellow:
- 2 SCRI ID / PRN:
- 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 Guide
Name:
Designation**

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 utilised 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 Guide

**Director
(Seal of Institution)**