

## RESEARCH ASSISTANTSHIP – PHD SCHOLARS

1. To standardize the parameters for grant of Research Assistantship (RA) the instructions listed in succeeding paragraphs may be complied with, while filling up the proforma and approving the same.
2. **Eligibility** : All regular full time PhD Scholars are eligible for award of R.A, provided they are not in receipt of any other assistantship / scholarship / fellowship / salary etc. from any organization / institution / agency / source.
3. **Duration** :The RA will be paid for only upto minimum duration of PhD programme as per PhD ordinance in force. Continuation of RA ship will be based on review of progress at the end of each semester and conditions as given below :
  - (i) Progress made at the end of each semester is adjudged to be 'good'.
  - (ii) R.A. ship will stand withdrawn automatically if :
    - (a) Scholar secures less than B+ grade in any registered subject, or
    - (b) Scholar is debarred in any of the registered subject. or
    - (c) Unsatisfactory performance in the work load allocated. or
    - (d) DPMC doesn't recommend continuance of RA ship.
  - (iii) In exceptional cases, RA ship may be extended upto maximum of one academic year at the sole discretion of Vice-Chancellor.
4. Type of RA ship required to be performed by the Eligible students

The scholars may be allocated by the Director/HoDs, for the following :

- (i) Assistance in tutorial classes for UG programmes
- (ii) Assistance in Lab Classes for UG programmes.
- (iii) Assist Director/HoD, nominated Supervisor(s), M.Tech programme Co-ordinator(s) or faculty In-charge Assistantship coordination etc for ;
  - (a) Record keeping in the Deptt.
  - (b) Development of Labs
  - (c) Stock taking of Labs/Stores
  - (d) Literature survey
  - (e) Report preparation
- (iv) Tabulation of Results
- (v) Invigilation Duties
- (vi) Any other work assigned by Director/HoD / Institutional Authorities.

**Note : Under no circumstances Research Scholars shall be allowed to do evaluation or grading tasks of any kind.**

5. **Attendance** : All Scholars in receipt of RAship would be required to mark daily attendance in biometric machine installed at various places. This shall be used for the purpose of accounting for the leave that a scholar is entitled.
6. **Vacation / Leave** : The scholars shall be entitled to 15 days of leave during a semester. However, they will not be entitled to any vacations / Mid-semester or End Semester breaks. Leave record shall be maintained by the Registry. Leave shall be sanctioned by the Director/HoDs only. No student should be allowed to proceed on leave unless the leave has been approved by the Director/HoD in writing on an application. The approved leave application shall be sent to Registrar by Director/HoD for records. Any absence beyond 15 days in a semester shall be treated as leave without RA ship.
7. **Teaching Load** : The total load of 8 hrs per week shall be assigned to the scholars under arrangement by Director/HoD.
8. **Research Assistance Ship Claims** : Research Assistantship claims shall be submitted in the enclosed proforma by 5<sup>th</sup> day of the succeeding month to the respective Director/HoD, who shall forward the same to Registrar, after due verification, by 8<sup>th</sup> day of the succeeding month.
9. **Research Assistantship for JRFs** : the Research Assistantship for JRFs who have registered for the Ph.D. programme shall be paid out of the project grants upto the duration of the project. Thereafter, the RA Ship will be paid from the Institutional funds but only upto the minimum duration laid down in Ph.D. ordinance in force as per the norms of the IIIT. Should there be a need for extension beyond the minimum period the RA ship grant shall be reviewed by the VC based on the recommendations of the DPMC.
10. In case a Research Scholar leaves Ph.D. programme before completion without a genuine reason, he / she will have to refund the total amount of Research Assistantship paid to him / her. However, the genuineness of the case shall be viewed by the Institution Committee to be composed on orders of the VC & its recommendations to be duly vetted and approved by the VC.

## CLAIM FORM FOR RESEARCH ASSISTANTSHIP

(TO BE SUBMITTED BY SCHOLAR TO THE DEPARTMENTAL COORDINATOR BY THE SCHOLAR LATEST  
BY THE 5<sup>TH</sup> OF EVERY MONTH)

ALL ITEMS OF THE FORM MUST BE FILLED

1. For the month of \_\_\_\_\_ Year \_\_\_\_\_
2. Name of the Scholar \_\_\_\_\_
3. Enrolment No. \_\_\_\_\_
4. Branch \_\_\_\_\_
5. Semester \_\_\_\_\_
6. Details of the work load tasks.

Task	Weekly Hours	Details	Signature of the concerned faculty

7. Leaves availed in the month \_\_\_\_\_
8. **Declaration** : I declare that the information given above is correct.

Signature of the Scholar

9. Recommendation by  
a) Programme Coordinator / Assistantship Coordinator, with date

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

- b) Director/HoD \_\_\_\_\_

10. Approval of V.C. : \_\_\_\_\_

**Forwarded to**

Registrar  
Accounts