

## 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 up to minimum duration of PhD programme as per PhD ordinance in force at the time of admission or grant of RA ship whichever is earlier. 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  - (ii) R.A. ship will stand withdrawn automatically if :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) DPMAC doesn't recommend continuance of RA ship.
  - (iii) In exceptional cases, RA ship may be extended up to 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 RA ship 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 30<sup>th</sup> of every month to the respective Director/HoD, who shall forward the same to Registrar, after due verification, by 04<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 up to the duration of the project. Thereafter, the RA ship may be paid from Institutional funds, only up to the duration as specified in clause #3 above, solely at the discretion of competent authority and fulfilment of eligibility conditions.
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 assessed by a Committee to be constituted by the VC. Recommendations of the committee will be duly considered by VC while taking decision.

## CLAIM FORM FOR RESEARCH ASSISTANTSHIP

(TO BE SUBMITTED BY THE SCHOLAR TO THE DEPARTMENTAL COORDINATOR LATEST BY THE 30<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. Programme : **Ph.D.**
5. Branch : \_\_\_\_\_
6. Semester: \_\_\_\_\_
7. Details of the work load actually performed by the scholar.

Week	Weekly Hours	Details	Signature of the concerned faculty

8. Leave Availed during current month (attach approved leave application)

	Date (From)	Date (To)	No. of Days	Sign of Supervisor /Coordinator
(a)	_____	_____	_____	_____
(b)	_____	_____	_____	_____
9. Cumulative leave availed during current semester \_\_\_\_\_ days.
10. Declaration: I declare that the information given above is correct.

Signature of the **Scholar**

11. Checked and Verified by

(a) **Supervisor.** \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

**(b) Programme Coordinator / Assistantship Coordinator**

\_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

12. **Director/HoD** : Scholar has completed balance load by other academic duties assigned (Yes/No/NA) Signature \_\_\_\_\_
13. **Approval of VC** : \_\_\_\_\_

**Forwarded to**  
Registrar