

INDIAN STATISTICAL INSTITUTE

**Rules and Regulations governing the Research Fellows
and
Research Associates**

(Not valid for those joining on or after 01.05.2011)

Junior and Senior Research Fellowship

A. Conditions for award and continuation of the Junior / Senior Research Fellowship:

1. He/She meets the necessary eligibility conditions and is found medically fit. In case he/she is already employed or is enjoying some other scholarship/stipend, it will also be necessary to produce a "no objection certificate" from the present employer or the scholarship/stipend giving authority, as the case may be.
2. There will be a Research Fellow Advisory Committee (RFAC) of the Division to monitor all matters related to (a) progress of research work, (b) extension of fellowship and (c) assignment/change of supervisor. The research fellow is required to undergo such courses as are prescribed for him/ her by the RFAC or a committee appointed by the Dean of Studies.
3. A supervisor will be assigned by the Dean of Studies on recommendation of the RFAC before the end of eighteen months from the date of joining as a Research Fellow. Only in exceptional circumstances, a research fellow may be placed under the direct supervision of the RFAC at the end of eighteen months. Normally, the supervisor will be a faculty member (lecturer or equivalent and above) of the Institute. However, while assigning a thesis-supervisor, it should be kept in mind that, at the time when the candidate gets his/her registration accepted by the Ph.D. & D.Sc. Committee, the thesis-supervisor must be a faculty member of the Institute or must have an affiliation with an academic institute.
4. The fellowship amount may be reduced or the fellowship completely withdrawn on one month's notice any time during the period if his/her progress in research work is not satisfactory.
5. He/She shall not accept or hold any appointment - paid or otherwise - or receive any emoluments, salary, stipend etc. from any other source during the tenure of the award. He/She is required to undertake teaching assignments up to four hours a week, e.g., assisting in tutorials, grading of examination answer-scripts, laboratory demonstration work and invigilation duties.
6. He/She shall present, through his/her supervisor and RFAC, annual report on the progress of his/her work to the Dean of Studies.
7. He/She shall not indulge in any activity, which is detrimental to his/her research and studies at the Institute.

8. All his/her research work meant for publication in journals, conference-proceedings and/or books must clearly mention his/her affiliation with the Indian Statistical Institute as a research fellow and also acknowledge support from the relevant external funding agencies, if any.

B. Fellowship, Contingency Grant and House Rent Allowance

1. The value of Junior Research Fellowship is Rs.8000/- per month. The fellowship may be extended annually on the basis of his/her performance. On satisfactory completion of two years, he/she will be designated a Senior Research Fellow and the amount of Fellowship will be Rs. 9000/- per month. **The total duration of Junior and Senior Research Fellowships shall not exceed 5 years, except only in situations described in the item F.3.iv. below.** Junior Research Fellows with M. Tech. or equivalent degrees will get monthly fellowship of Rs.9000/- and monthly fellowship for Senior Research Fellows in this category is Rs.9500/-. A special fellowship of Rs.12000/- per month is awarded to exceptionally meritorious candidates.
2. The Junior/Senior Research Fellowship carries with it a contingency grant of Rs.6000/- per annum. The amount may be spent for purchase of books and stationeries, photocopying, thesis typing and binding, thesis registration and submission fee, conference registration fee etc. The unspent balance of contingency grant at the end of a year will not be carried forward to the next year.
3. The Institute will try to provide hostel / hostel type accommodation to its Research Fellows. In case the Institute is unable to provide such accommodation to a Fellow, due to unavailability or other reasons, the Fellow will be entitled to monthly House Rent Allowance (HRA) as per admissible rate. However, as soon as the Institute offers such accommodation to the Fellow, the HRA will cease to be given, irrespective of whether the accommodation offered is accepted by the Fellow or not.
4. A Fellow will have to refund the entire fellowship amount drawn by him/her if he/she resigns or leaves the Institute within three months from the date of acceptance of the fellowship. The letter of resignation should be submitted at least one month before the date of resignation.
5. **Library** : To use the borrowing and other facilities of the library, a fellow has to deposit a sum of Rs. 1000/-.
6. **Leave** : Leave for a maximum period of thirty days in a year in addition to general holidays may be taken. There will be no accumulation of leave over years. Female Research Fellows would be eligible for maternity leave at full fellowship for a period not exceeding three months once during the

entire tenure of their fellowship award. Male Research Fellows will not be entitled to any paternity leave.

C. Leave Application

1. Applications for leave must be submitted to the Dean of Studies in the **prescribed form** (as given in Annexure I), through the supervisor/RFAC/ Head of the Unit or Division, at least seven days in advance, except in case of emergencies.
2. Leave applied for should not be availed of until and unless it has been granted by the Dean of Studies.
3. Those who reside in the Hostels of the Institute should also obtain the signature of the Warden on their leave applications.
4. Absence without leave for more than **three days** will be treated as an act of misconduct and action may be taken. In case of emergency, leave may be applied for at the earliest opportunity.

D. Medical Facilities

Research Fellows are eligible for medical facilities as per the Institute rules. These facilities will be limited to the Fellows only and will not be applicable for their family members/dependents.

E. Annual Evaluation of Junior and Senior Research Fellows

1. The RFAC will evaluate research fellows annually and forward its recommendations to the Dean of Studies regarding annual extension of fellowships and suggested research courses, regular / reading courses to be taken by the fellows.
2. The RFAC will recommend to the Dean of Studies the appointment of the supervisor for each Research Fellow who is not project-linked and for whom no supervisor has been appointed earlier.
3. In case of a transfer of a Research Fellow from the purview of one RFAC to another (in the process of assigning supervisor), consents from the concerned RFACs will be necessary.

F. Procedure for evaluation

1. For the purpose of the annual evaluation, the Research Fellows should submit their annual research progress report with supporting material on the evaluation proforma (as given in Annexure II) to the Dean of Studies. This report is to be duly forwarded by the RFAC with specific recommendations regarding the extension of fellowship, using information about performance in course-work and/or the research work done on the thesis topics, given in (2) through (9) of the evaluation form. As and when the RFAC deems it necessary, the Research Fellow may be asked to present the work done by him/her in the presence of RFAC members. The RFAC will invite the supervisor, if assigned, to be present at the time of such presentation.
2. Each Research Fellow should give at least one seminar per year on topics related to his/her proposed research.
3. Annual extension will be given based on the recommendations of the RFAC. The RFAC will take into consideration the information given in the Evaluation Form and the recommendations made by the committees mentioned below:
 - i. **Before the end of 3 years** of the fellowship, a research proposal for the thesis should be submitted and the research fellows should defend the proposal at a seminar conducted for the purpose and this will be evaluated by a committee consisting of the supervisor, the Dean of Studies or his nominee and two other experts, one of whom should be from outside the Institute. The extension of the fellowship at the end of the 3rd year should take this committee's report also into consideration. The said committee, with the supervisor as a member, will be formed by the Dean of Studies, in consultation with the **RFAC**.
 - ii. **By the end of 4 years** of the fellowship, Research Fellows are expected to have done substantial research work on their proposed research topics for the thesis and the research already done by them should form a basis for their thesis. Extension of the fellowship beyond 4 years will be governed by this and may be granted only "on the evidence of commendable work already completed and on the basis of recommendations of a committee set up by the Dean of Studies, in consultation with the relevant RFAC, specially for this purpose. Research work published or accepted for publication in standard journals will be given importance in this matter." In case such an extension is recommended by the committee, it should also recommend the period for which the extension is to be granted. However, under no circumstances, the period of such an extension can be more than **One Year**.

- iii. In case a Fellow **fails to submit his / her thesis within 5 years**, the fellowship will automatically terminate on completion of 5 years of his / her total tenure as a Research Fellow.
- iv. In case a Fellow **submits his / her thesis within 5 years**, in good standing with full fellowship, the tenure of fellowship with full fellowship will automatically continue for a period of **One Year** from the date of submission of the thesis **or** until the Ph.D. & D.Sc. Committee **makes its final recommendation** on the thesis, **whichever is earlier**, irrespective of whether the total tenure of the fellowship exceeds 5 years or not.

G. Registration

A Research Fellow should apply for registration within 5 years from the date of selection as a JRF. For a Research Fellow who intends to apply for registration in an outside Institution, 'Rules for Ph. D. Registration of ISI Research Fellows in an outside Organization' will apply. As soon as the application for registration is accepted, a copy of the acceptance letter should be submitted to the Dean's Office.

H. Miscellaneous

1. A Research Fellow may be allowed to take up a paid assignment for a maximum period of six months during the tenure of fellowship. The period of leave for this purpose will be counted as part of the tenure of fellowship. The fellow will not receive any fellowship amount from the institute during this period.
 2. For multiple-authored research papers, of which more than one Research Fellows are co-authors, the same piece of work cannot be used by more than one Research Fellow as an original contribution at the time of defending the research proposal and in the thesis.
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Research Associateship

A. Eligibility Conditions for the award of Research Associateship

Candidates with Ph. D. are eligible to apply for Research Associateships.

B. General conditions

1. The Research Associate (RA) will do whole time research work.
2. The RA will not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend etc. from any other source during the tenure of the award.
3. In addition to research, the RA is required to undertake, up to six hours a week, assignments such as teaching assignment, and assisting in tutorials, evaluation of test papers, laboratory demonstration work etc.
4. The RA shall present, through the Head of the Unit/Professor-in-Charge of the Division, annual report on the progress of his work to the Dean of Studies. In preparing this report an RA may consult the faculty members directly involved with him/her in research.

C. Fellowship Amount, Tenure and Evaluation

1. The Fellowship Amount for Research Associateship is as follows:

| | <u>Scale</u> | <u>Contingency grant</u> |
|-----|-------------------------------|--------------------------|
| (a) | Rs. 11000/- (fixed) per month | Rs. 6000/- per annum |
| (b) | Rs. 11500/- (fixed) per month | Rs. 6000/- per annum.. |
| (c) | Rs. 12500/- (fixed) per month | Rs. 6000/- per annum. |

2. The RA is entitled to House Rent Allowance as per Institute rules.
3. The tenure of an RA **shall not exceed 5 years**.
4. There will be an evaluation of the RA after every 2 years by a committee which will include an external expert. Extensions of Research Associateship will be on the basis of the recommendations of the committee.

D. Miscellaneous

Library and Medical facilities as well as Leave Rules for RAs are the same as those for Research Fellows and are given under rules for Junior and Senior Research Fellowships in paragraphs B.5, B.6, C. and D.

Annexure-I

INDIAN STATISTICAL INSTITUTE
LEAVE APPLICATION FOR RESEARCH FELLOWS AND
RESEARCH ASSOCIATES

1. Name

: _____

2. Leave required for _____ days on (dates) _____

3. Reason : _____

4. Address while on leave : _____

Signature: _____

Date: _____

Date: _____

Signature of Supervisor/convener,
RF Advisory Committee/Head of Unit/Professor-in-Charge

Date: _____

Signature of Warden (for Hostellers)

(For Office Use)

1. Number of previous leave applications during the year: _____

2. Total leave (no. of days) already taken during the year: _____

3. Entered and verified by: _____

4. Remarks: _____

5. Leave granted/not granted

Date: _____

Dean of Studies

Annexure –II

INDIAN STATISTICAL INSTITUTE

EVALUATION PROFORMA FOR JRF/SRFs

1. Name of the JRF/SRF with designation and date of joining
2. Topics of research for the Ph.D. thesis
3. Research courses attended/Reading courses taken or any other form of training with evaluation by respective authorities on them.
4. Seminars given with dates and titles and summaries
5. List of major scientific papers/books read, field/laboratory work undertaken in connection with the thesis topic.
6. Papers published/accepted for publication with full reference including coauthors (enclose reprints/preprints).
7. Research/Technical reports prepared with reference including coauthors (enclose preprints).
8. Teaching duties undertaken with details.
9. Any other.
10. Brief description of research work done on the thesis topic citing appropriate reference from (2) through (9).

Station: _____

Signature: _____

Date: _____

Specific recommendations of the Supervisor/Advisory Committee with brief description of the research work on the thesis topics by the research fellow. (Please use reverse side/attach separate sheet, if necessary).

Signature: _____

Date: _____

(Supervisor/Advisory Committee)