

## **Christ University Scheme of JRF/SRF for PhD Scholars**

### **Policy**

Christ University will award Junior/Senior Research Fellowship to its selected PhD Scholars in accordance with the guidelines it may introduce from time to time pursuant to its PhD Regulations. The Fellowship assistance is intended to motivate full time devoted Research and will be provided to eligible PhD scholars in the fields of Sciences, Engineering, Humanities, Social Sciences, Commerce, Management, Law and Education. Selection of candidates for Junior/Senior Fellowship eligibility and the value of Fellowship will be as specified in the Regulation of the University in this regard. The Fellowship assistance may vary depending on the Research Discipline and will be normally for a period of three years and extendable up to four years. It shall be Junior Research Fellowship for the first 18 months and Senior Research Fellowship for the next 18 months and will be at such rates and subject to such terms and conditions as may be spelt out in the Regulation. Number of Junior/Senior Fellowship that may be approved every year by the University will depend upon its budgetary allocations and will be subject to a maximum number as may be notified by the University at the beginning of every academic year.

### **Regulation for Christ University JRF/SRF Scheme**

This Regulation for Christ University Junior/Senior Research Fellowship Scheme shall be part of PhD Regulations of the University and shall come in to effect from the date of its Notification. Continuing PhD Scholars of the University registered not earlier than 2015 shall be eligible for consideration of Senior Research Fellowship (SRF) under this Regulation. The Scheme shall be coordinated and administered by the Centre for Research (PhD) of the University in coordination with the Department concerned.

#### **A. Eligibility**

The Scheme shall be open for all PhD Scholars of the University subject to the following eligibility criteria.

1. The candidate must be pursuing full time PhD Programme at the University having successfully completed the Coursework.
2. The Candidate should not be receiving any grant or research assistance by whatever name called from any other source including UGC.
3. The Candidate should not be engaged in any part-time or full time employment of any nature during the entire tenure of Fellowship.
4. The candidate must be present full time at the University during the period of the fellowship.
5. Candidates who are UGC-NET and/or MPhil qualified will be preferred.
6. Candidates to be eligible for Senior Research Fellowship (SRF) shall satisfy the following additional criteria:
  - a. Adequate compliance of the requirements as specified in the PhD Regulations as certified by the PhD Supervisor.
  - b. No arrears in Fee Payment
  - c. Research has progressed without any extension of duration other than approved.
  - d. Not otherwise disqualified as per this Regulation.

#### **B. Duration of Fellowship**

The tenure of the JRF shall be for a period of 18 months commencing from the month after successful completion of the Coursework. No extension of period shall be permitted

unless under special circumstances as may be approved by the Centre for Research on the recommendation of the PhD Supervisor subject to a maximum period of 6 months on such conditions as may be specified. The Tenure of SRF shall be for a period of 18 months commencing from completion of the first half of the approved duration of the PhD Programme subject to satisfactory research progress during the completed period as may be assessed and approved by the certifying authority as herein stated. No extension of period shall be permitted unless under special circumstances as may be approved by the Centre for Research on the recommendation of the PhD Supervisor subject to a maximum period of 6 months on such conditions as may be specified.

### C. Fellowship Assistance

Sl.	Nature of Assistance	JRF		SRF	
		Sc./Engg	Others	Sc./Engg	Others
1	Monthly Fellowship (Rs)	20000	20000	25000	25000
2	Contingency Fund ( Lumpsum for 18months)(Rs)	18000	15000	23000	20000
3	HRA* @ 20% of the Monthly Fellowship (Rs)	4000	4000	5000	5000
4	Monthly Escort/Reader Assistance ** (Rs)	2000	2000	2000	2000

\* Will apply where residential accommodation is not provided by the University.

\*\*Will apply where the Scholar is differently abled as approved.

### D. Payment of Fellowship and Contingency Fund

Payment of Fellowship will be in arrears at the end of the month. The Contingency Fund shall be disbursed in two half yearly instalments. 50% of the permissible fund shall be paid in advance along with payment of the Fellowship for the first month and the balance 50% along with the payment of the Fellowship for the ninth month. However the Senior Research Fellowship due for the last two months of the tenure shall be effected only on successful completion of the PhD defence and acceptance of the final thesis by the Centre for Research. Prescribed claim form duly pre-acknowledged and duly recommended by the PhD Supervisor and endorsed by the Head of the Department and the Director of Centre for Research must be submitted every month to the Office of Accounts for all the aforesaid payments. The form must be prepared in triplicate, one copy to remain with the Supervisor and one copy with the Centre for Research. The payments will be made to the personal bank account of the Scholar to be opened with the Christ University Branch of South Indian Bank. The Contingency Fund utilisation must be properly accounted for duly supported by vouchers including for the interest, if any, earned thereon.

### E. Contingency Fund Utilisation

The utilisation of contingency fund is permissible only for the following purposes:

- a. Purchase of Books/Journals/Monographs etc related to the subject of research not available in any of the Christ University Libraries. However such purchases shall be routed through the Knowledge Centre of Christ University for specific utilisation for research by the Junior/Senior Research Fellow and shall remain the property of the University at all times.
- b. Photographic and other media material of relevance required for research
- c. Field work and Local Travel
- d. Computation and Analytical Charges for Consultants
- e. Re-Prints and Off Prints of relevant Research Papers
- f. Registration fee for attending Conferences/Seminars in India
- g. Any other specific research related requirement other than for Capital Goods and for foreign travel, subject to prior approval of the University

## F. Application and Selection Process

PhD Scholars interested in availing the benefits of the Scheme shall make application in the prescribed format within such time limits as may be notified at the beginning of every academic year by the Centre for Research of the University. The selection of candidates for JRF/SRF shall be by a process of test/interview and shall follow the criteria matrix tabulated hereunder which shall be common for all disciplines

Sl.	Criteria	Weight (%)
1	Score in the Qualifying Examination (Postgraduation)	35
2	Score in PhD Entrance Examination of the University	5
3	*Pass in UGC-NET /MPhil Course Completion	10
4	Prior Research Publications ( Excluding Project/MPhil related)	10
5	**JRF/SRF Test and Interview	40

Notes:

- Where UGC-NET and/or MPhil is not applicable for any specific discipline, the candidate will be awarded full weight for the criterion.
- Qualifying written test for JRF/SRF may be decided at the discretion of the Centre for Research depending upon number of applications received and where it deems it necessary to conduct a written examination for the purpose of selection.
- If there is written test it shall be for 50 Marks and Interview will be for 50 Marks. In the absence of Test the Interview will be for 100 Marks and will be assessed on the following criteria

Sl.	Criteria	M.Marks*	Score
1	Aptitude for Advanced Research	15	
2	Knowledge of Research Methodology	30	
3	Subject Exposure and Readings with reference to PhD topic	30	
4	Logical Presentation Skills	15	
5	General Attitude and Behavioural Aspects	10	

\* Maximum Marks will be 50% of the indicated where Test marks are considered.

Selection of candidates for JRF/SRF shall be based on the Ranking of the Candidates who have secured a total weight of not less than 60% and subject to maximum number of JRF/SRF Positions announced for the year. The Test/Interview process for SRF shall inter-alia consider the progress of Research during the completed period. All assessments for selection will expire on announcement of the results and any candidate who does not succeed in any year may need to apply fresh and undergo the applicable selection process.

All applications for JRF/SRF shall be submitted online along with such details and enclosures as may be specified. The selection for JRF shall take place in the month following the scheduled completion of the coursework and for SRF shall take place in the month following the scheduled completion of 18 months of PhD Research as stipulated in the doctoral regulations. The Selection Committee headed by the Director of Research (PhD) shall include the Head of the Department of the Discipline, The Dean, The Director of Research (Projects) and the PhD Supervisor. Successful candidates will be intimated of the selection and award of the fellowship and the information will also be published in the website of the University. The selected candidate will be issued the award letter in the prescribed format.

## G. Supervision and Progress Report

The PhD Scholars who are recipients of the Fellowship under this Scheme (hereinafter referred to as Doctoral Fellow) shall be absolutely governed by the PhD Regulations of the University for All Matters including presentation of periodic Progress Reports like any other PhD Scholars in the matter of accountability and adherence to the instruction of the guiding Supervisor/s. The Supervisor will oversee the Scholar for performance and

research progress including for administrative compliances of the requirements specified in Clause H herein.

#### **H. Code of Conduct/Obligations of Junior/Senior Research Fellow**

- a. The Doctoral Fellow in this scheme will be bound by the General Code of Conduct applicable to all Staff of the University as specified in the Staff Hand Book and must uphold the Vision, Mission and Core Values of the University in their work ethics. Any breach of this obligation shall be misconduct.
- b. The Doctoral Fellow must be a full time researcher and must subscribe to the regulations of the University with regular attendance. Doctoral fellow will be allotted a dedicated personal email id by the University which should be the principal contact for all official communications. The attendance norms for the fellow will be as applicable to the full time faculty members of the University and the will be monitored by the Office of Personnel Relations.
- c. The Doctoral Fellow is not permitted to take any paid or unpaid assignment within or outside the University without written permission of the University. Permission may be granted only in exceptional circumstances of adding value to the approved research programme and will be on such terms and conditions as may be specified.
- d. The Doctoral Fellow shall administratively report to his/her PhD Supervisor and shall submit the Research Progress Report to the University in the prescribed format at such interval as may be specified.
- e. The Doctoral Fellow will not be entitled for any leave other than on account of any specific emergency as may be approved by the PhD Supervisor and the Head of the Department. Such emergency leave shall not normally be permitted for more than 14 days in a year excluding public holidays. Any absence from work for attending duly approved Seminars or Conferences, Field work etc will be treated as 'on duty' provided such absence does not exceed 15 days in a year. Unauthorised absence from work will not be permitted as leave and will be a deemed misconduct. All leave details must be pre-informed to the Director Research. The doctoral fellow will not be entitled for any Vacation applicable to University faculties.
- f. Women Doctoral Fellow may additionally avail maternity leave (pre-natal or post natal or in combination) of not exceeding 180 days in the entire duration of the PhD study with half rate of Fellowship and this may be considered as justifiable reason for extension of tenure of Fellowship under Clause B.
- g. The Doctoral Fellow at the direction of and/or with the consent of the Supervisor and the Head of Department, shall assist the Department/ University (including its Centres) in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, without hindering the progress of research being pursued. The total amount of time to be spent on such academic activities shall not exceed eight hours of teaching or 12 hours of practicals/tutorial/teaching assistance/research assistance per week. No such assignment shall normally carry any remuneration and will exclude any co-curricular/extra-curricular activities of the Department.
- h. The Doctoral Fellow may be issued with an Identity cum Smart Card as for students/faculty of the University which must be retained/carried by the JRF/SRF at all times during his/her tenure of research for verification by any of the Authorities of the University. The Card must be surrendered to the University on submission of the PhD Thesis.
- i. The Identity cum Smart Card will entitle the Doctoral Fellow to have access to the Libraries/Knowledge Centre and online resources of the University and to

borrow books, journals etc with privileges similar to other PhD Scholars of the University. Any unauthorised or improper use of the Card/Library Resources will be deemed misconduct.

**I. Cancellation of the Fellowship**

The Fellowship is liable to be cancelled at any time in the following circumstances:

- a. The Doctoral Fellow directly or indirectly commits or becomes a party to any misconduct or is in breach of any of the obligations under this Regulation.
- b. Non submission of periodic progress reports as specified
- c. Failure to comply with the regulations stipulated for the conduct of doctoral research in the University.
- d. The Doctoral Fellow is involved in any Criminal Proceedings.
- e. The Doctoral Fellow has secured the Fellowship by mis-representation of any of the material information and/or by fraudulent act.
- f. The Doctoral Fellow avails or signs any contract for availing Fellowship/Financial Assistance or Grant from any third party sources.
- g. The Doctoral Fellow engages in any paid or unpaid assignment without express consent of the University.
- h. Wilful and continuing neglect of Research work or unsatisfactory progress in Research or unauthorised and/or prolonged absence from work.
- i. Wilful disobedience of or indifference to the Supervisor.