

**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
PASCHIM BORAGAON, GARCHUK
GUWAHATI - 781035**

ACADEMIC RULES & REGULATIONS

Throughout the academic rules,

IASST means Institute of Advanced Study in Science and Technology, Guwahati.

Research Fellow means research fellows working at IASST.

PhD programme means the PhD programme conducted at IASST.

EFP means Extramural Funded Projects (research and development) received by the scientists of IASST from different funding agencies.

Core Fund means the Core Budget Fund received by IASST from the Department of Science and Technology (GoI).

SAC means the Scientific Advisory Council of IASST

GC means the Governing Council of IASST

- 1. Regulation of Research Fellows number under an academic staff at any point of time. To ensure quality supervision of research activities of JRF-Ph.D., scientists at different category will be eligible to supervise Ph.D. JRF as per list shown below:-**

The provision of the Ph.D. students number shown against the staff category may not be automatically filled. Depending on time to time changes in the direction of research under the five programmes and the inter programme and intra-institutional collaborations the number may be increased or decreased.

The superannuating staff will not be eligible to accept Ph.D.-JRF (under core fund) 2 years prior to their retirement. This is as per the suggestion of the SAC, IASST.

Sl. No.	Designation of Staff	Under Core fund No. of Ph.D. JRF	Extramural No. of Ph.D. undergoing Project	Total No. of Ph.D. JRF
1.	Professor –II & Professor - I	3	5	8
2.	Associate Professor - II	2	5	7
3.	Associate Professor – I & Assistant Professor - II	2	3	5

A system of assessment of the overall progress and development of Ph.D.-JRFs on yearly basis by the respective supervisors shall be introduced. Similarly, Ph.D.-JRF will also be able to evaluate whether their supervisors in shaping their research are met by filling a format. This evaluation system is to enhance the quality of the Institute Ph.D. Programme. The format for evaluation is presented as Annexure I & II.

2. Regulation of common Ph.D. programme

- a) This regulation will ensure entry of excellent quality students into the PhD programme of the institute. The minimum requirement is qualification of NET conducted by CSIR, ICAR, DBT, ICMR or INSPIRE Fellowship programme of DST. For the selection of PhD student, there will be a Selection Committee comprising of the Academic Committee members, the Supervisor(s) and External Expert(s). The Director will be the chairman of the Selection Committee.

In case, sufficient no. of CSIR/ICAR/DBT/ICMR/INSPIRE qualified students are not available, other candidates having good academic records may be accepted for Ph.D. programme subject to their qualifying the Entrance Test to be conducted by IASST followed by an interview by an Expert Panel. The entrance test structure will be similar to the National Entrance Test & NET conducted by different agencies. The question papers will be set by the recommended scientists/professors of high reputation and belonging to the National Institutes and Universities. In case, qualified students are not available in an academic year, the Ph.D. positions in the concerned area/faculty for that year will remain vacant. Although, IASST entrance test will be national standard, qualification in the test will not make the students equivalent of the NET-JRF of CSIR, DBT, UGC, etc. for purpose of scholarship/fellowship and employment in the Institute.

- b) The selected students must complete the six month interdisciplinary course work conducted by the institute.
- c) Each student will be guided by a Supervising Committee to be chaired by the main Supervisor of the student. The Supervising Committee will assess the progress of the Ph. D students at 6 (six) months interval every year until the completion of 3 (three) years of Ph. D programme.

The assessment for extension of the PhD programme beyond 3 years will also be done by the assessment committee. The assessment for the extension period will also be held at an interval of six months every year. If desired by the Institute, Supervising Committee will invite External Experts in such assessment. The maximum period of fellowship will be for a period of 5 years.

- d) The Ph.D-JRFs availing the institute's fellowship must publish at least one paper in journal with impact factor of 1 (one) or above in order to consider their promotion to SRF with hike in fellowship after completion of 2 years as Ph.D, otherwise the Ph.D-JRF will continue to remain in the same status i.e. Ph.D-JRF until such time institute decides that he/she publishes one paper in one impact factor journal. However, if the student's paper is accepted in an one impact factor journal within 6 months after years of residency as JRF, he/she will get stipend of SRF as arrear from the beginning of third year. In case the paper is accepted within the latter six months of 3rd year, the Ph.D-JRF will get stipend of SRF as arrear for only the last 6 months of the third year.

Failure to publish a paper in an impact factor of 1 within 3 years of Ph.D –JRF research will be viewed seriously and the Ph.D JRF will be asked to complete Ph.D.-JRF within 4 years from the date of admission.

- e) If a Ph.D. student fails to complete the PhD programme or want to discontinue in the project for any reason, he/she will have to notify the authority at least one month ahead of his/her quitting the program through the Supervisor/PI. Failure to do so will forfeit his/her stipend of the last month.
- f) Application for any job inside or outside IASST during the tenure of the Ph.D. programme of a student must be sent through proper channel.
- g) Normally, experience certificate for Ph.D. student to apply for jobs etc will be issued by the concerned supervisor only. Ph.D.-JRF will make official request on completion of their Ph.D. research programme, for experience certificate from the IASST administration.
- h) A Ph.D student will be entitled for presentation of his/her research findings in three high standard (to be decided by the Academic Committee) seminars/workshops/conferences during the course of his/her Ph.D. programme and will be regulated by the guidelines of conference attendance with core budget support. However, the fellow will be entitled to attend the seminars /conferences outside the state only after completion of first year of their Ph.D. programme.
- i) The Ph.D. student will also be entitled for getting training in specialized field, relevant to his/her experiments in any national laboratory. Maximum of two such trainings/consultations may be availed by each student during the entire duration of his/her PhD work.

3. Regulations for the Research Scholars/Technical Manpower of Extramural funded projects of IASST.

- a) The Institute encourages the Junior Research Fellows of Externally Funded Projects (EFP) to register for Ph.D. programme. However, the scholarships of these EFP-JRF PhD students will be their remuneration during the project period. If such EPF-JRF fails to complete their Ph.D. research programme within the project period, he/she will be able to apply for support from core budget subject to vacancy of JRF-Ph.D. under core support with respect the scientist with whom the EFP-JRF-Ph.D. works. In case there is no vacancy existing for JRF as per the limit of core fund Ph.D.–JRF under the scientists PI, then only one EFP-JRF of the scientist PI will be supported from core fund to enable him/her to complete the Ph.D. programme from the completion of the EPF-JRF tenure. That means a scientist will get only one additional fellow (with core fund support for one year) in the case their quota of Ph.D. student under core fund support already filled. However, within the year of extension of EFP-JRF with core support, the concerned staff will not get any Ph.D.-JRF if his/her quota of core Ph.D. is filled. As a special case, 3 months of overlapping of EFP-JRF and core Ph.D. JRF will be considered in allotting core Ph.D.-JRF to scientist under whom vacancy exists.
- b) A research fellow of a project will carry out his/her Ph.D. research on the theme of the EFP.

- c) The flow of fund under EFP becomes erratic at times for which, it will be the responsibility of the PI to ensure smooth fund flow from funding agency and stipend of the research staff. The Institute may consider payment of stipend to the EFP staff during such period only on loan basis subject to submission of an undertaking by the PI of the project stating that the money will be repaid after the project fund is received. In such cases, the undertaking will also include a para which will hold the PI responsible for reimbursing the core grant loan from salary on instalment basis. In general, discontinuity of fund in the middle of a project happens only when the research achievements are not to the expectation of the funding agency. However, it is assumed in the past that for certain reasons, EPF are sometime not extended by funding agency after completion of 2nd year for no any specific reason and the PI approaches Institute authority with application for extension of the project.
- d) In certain emerging scenario project fellow of an EFP quits work and Ph.D. programme after first or second year of completion of project. However new fellow recruited in the project may join Ph.D program, but he/she will not get any core budget support for the remaining period of his/her Ph.D program after the project funding is over.

4. Regulations of application of Ph.D–JRF for extension of fellowship and request for core fund support from EPF-JRF.

The format for application for extension of fellowship and request for core fund support from EPF-JRF is provided in Annexure III & IV and application in other format will not be considered. The Ph.D. JRF will strictly adhere to the prescribed format only. Application in other format will not be considered for grant of fellowship.

5. Medical facility to research scholars.

The medical facility to all the research scholars (self only) be given on payment of membership contribution as per the norms of Central Government currently at the rate of Rs.125/- per month (the contribution rate may change time to time) which is compulsory.

6. Rules regarding implementation of INSPIRE Faculty/Ramalingaswami Fellow and other National Fellowships such as Woman Scientist Scheme, DBT-PDF and Ramanujan Fellowship.

IASST encourages talented persons with PhD degree to apply for above mentioned fellowships programme to the respective funding agencies. However, such applications will be subject to a rigorous screening process in the Institute prior to recommendation to DST, GOI. The pre-screening process will take into consideration on the followings for implementation of the programme:

- a) The line of research of the aspiring candidate should be in the existing research domains pursued at IASST.

- b) It will be ensured that the existing laboratory setup and space in specific division intending to accept such Faculty/Fellow are adequate. There will not be any provision for creation of additional lab space for the aspiring candidate.
- c) Accepted Faculty/Fellow will be allowed to avail foreign visit/training excluding conferences for research exposure and training after completion of one year, as per the provision of the Faculty/Fellowship programme.
- d) Any application for job/foreign trip/research grant by a Faculty/Fellow will be routed through the IASST authority.
- e) The accepted Faculty/Fellowship must strictly adhere to all the rules and regulations of IASST and the guidelines of Scheme/Fellowship.

7. The rules and regulations related to reimbursement of publication charges for the Academic/ Technical staff from the core budget.

- a) Only the Faculties and Technical Officers are eligible for the reimbursement of the publication charges, but not the students.
- b) Only one publication charge maximum up to Rs. 10,000/- (Rupees ten thousand only) per person per year will be reimbursed for journals having impact factor at least 1, as per SCOPUS.
- c) In exceptional cases, the publication charges up to Rs.1,00,000/- (Rupees One lakh only) in journals either open access or otherwise for papers having high impact factor (>4) will be paid by the institute. Consideration for special cases (impact factor slightly <4 or very high impact factor but publication charges more than Rupees One lakh) will be made case to case basis and will be decided by the Academic Committee. This cut-off of IF 4 is for the purpose of publication fees is likely to be enhanced in future as Institute's publication quality improves with time.

8. Regulations for Ph. D guideship of the Academic Staff of IASST.

The application for Ph. D guideship of IASST scientist should be routed through proper channel. All applications for guideship should be submitted to the Director. The entry level Assistant Professor will be allowed to apply for the guideship after completion of one year of the residency period at IASST. However, in case of an Assistant Professor with outstanding achievements including publication with cumulative impact factor 10 and above in relevant field, he/she may be considered for PhD guideship within the first year of residency, subject to the existing regulations of the concerned university to which the institute is affiliated.

9. Regulation for visit abroad

9.1 For core scientific staff:

- a) Normally, the institute will not entertain any request for financial support from scientist/technical officers in the event of invitation for delivering talk or chairing technical session of

seminar/workshop organised in the country and abroad. However for high quality of research published in journals of Impact Factor 5 or above, the IASST scientists may get invitation from the organisers of international seminar/workshop. In such cases, expenses other than TA only will be supported by the institute. The TA will have to be availed from the organiser or other funding agencies.

- c) Faculties may get support of maximum of Rs. 7,000/- per annum for becoming member of Scientific / Academic societies up to a maximum membership of 3 such societies in the total period of service of a scientist.
- d) In pursuance of the resolution of the GC meeting held on Nov 20, 2014 in DST, New Delhi, the scientist of the Institute will be provided with additional support of Rs. 2.00 lakhs for attending conference/seminar/workshop abroad in a block period of three years. However the scientists are encouraged to apply to different funding agencies for foreign travel support, Visa fee etc.
- e) Irrespective of core budget support or support from external abroad funding agency, a scientist will be able to undertake maximum of two visits abroad for attending seminar/workshop which competent authority considers relevant to the ongoing research programme of the Institute.

9.2 For Ph.D. – JRF under support from core grant:

The students after completion of 2 years of their Ph.D. research will be eligible to apply for attending workshop/seminar abroad with travel support from different funding agencies. The institute will bear maximum of Rs. 30,000/- towards their accommodation and local expenses in attending workshop/seminar availing external agency supported travel, registration and visa cost.

10. Regulations for Externally Funded Projects (EFP):

The Institute encourages scientists to apply for extramural research grants, through certain administrative rules/guidelines, within the scope, objectives and areas of research pursued in the Institute.

- a) The proposed projects completed in all respect should be presented in front of the Academic Committee of the Institute. If competent authority feels it necessary, experts in the field will also be consulted or invited to the presentation.
- b) The PI should submit such projects for evaluation by the Academic Committee at least 10 (ten) days before the last date of submission of the project to the funding agency.
- c) Subsequently, the project proposal will be officially routed to the funding agency.
- d) In case the project is sanctioned, the JRF/SRF of the project will be encouraged to register for PhD programme. However, the fellowship for the PhD will be co-terminus with the project. There shall be no liability of the institute for the PhD work of the EFP-JRF students beyond the duration of the project. There will be formal agreement with the JRF/SRF on this prior to appointment as JRF/SRF in the project. This rule does not clash with the above point no. 3(a).

- e) The EFP-JRF PhD students will be administered by the same academic rules and regulation with respect to PhD research progress evaluation, up-gradation to SRF and publication standard.
- f) Requests from PI of projects for purchase of chemicals using core fund on the plea of non-release of central project fund timely will not be entertained. The purchase of chemicals or payment of salaries to JRF from core fund will be considered only when the order for release of money from the funding agency reaches IASST. Application for purchase request submitted without copy of written order from funding agency will not be considered in such cases. The purchase may also be permitted if the PI submit an undertaking that he/she will be personally responsible for repaying the money, if the funding agency closes the project halfway and do not release money.

11. Further rules regarding PhD students.

- a) The institute discourages entry of any PhD scholar by means other than the procedure listed above for admission as PhD candidate into the institution and registration with the affiliated University.
- b) Time to time, PhD students of IASST get opportunity to undergo training abroad in the line of his/her PhD research with token financial support from the foreign institution/university for a short duration (3 to 6 months). Under such circumstances, the student will continue to receive stipend from the core budget for the duration of the training abroad. In case of research fellow of EFP who also register for the PhD and draw fellowship from the project fund, the admissibility of stipend will depend on the rules and regulations governed by the funding agency.
- c) If a Ph.D.–JRF takes up short duration (3 to 6 months) internship/job abroad with financial support from agencies during later part of his/her Ph.D. Programme (3rd year onwards), he/she will not be paid monthly stipend for the duration he/she is abroad. However, this duration spent abroad will not be counted in calculation of the total duration of Ph.D. Programme for which fellowship is paid.

12. Rule for off campus study of PhD student under joint supervision between IASST and Foreign Institute / University collaborative program for carrying out research in advance area of Science and Technology.

IASST has signed MoU for collaborative research with other Institutes/Universities within the country and abroad. Such collaboration with foreign Institutes/Universities for joint research project leading to PhD of IASST student include joint supervisor of the PhD student from the Scientist/Professor of the Institutes/Universities. In most of the PhD research program, IASST's student will register with the foreign collaboration Institutes/Universities. This will involve off campus visit of IASST student to the foreign Institutes/Universities for a specific duration (6 months to 1 year) for carrying out a portion of their research. This will imply financial involvement including tuition fees, travel, living cost etc.

In most of the MoU for such joint PhD Programme, IASST seek to obtain tuition fee waiver from the foreign Institutes/Universities. With respect to travel and living cost, IASST seek to share 50% from its core budget and will accept the condition of covering 50% of cost of travel and living by the collaborative partner.

To make the selection process of PhD students under such joint supervision, transparent, competitive and encouraging, the IASST will adhere to the following norms.

- A. Each year two students will be selected, one from each of two research programmes and will be decided by the academic committee.
- B. A student having fellowship from external agencies like NET JRF, Inspire fellowship etc. will be given preference.
- C. Academic committee of IASST will prepare a list of more than one student from each area fulfilling the above criteria and depending on the strength of the PhD program of the Institute and budget and will submit the list for final selection jointly by the committee comprised of Institute of Advanced study in Science and Technology (IASAST) and collaborative partner.

13. Rules regarding the project work of summer students and B. Tech., M. Tech. students for Short term /six month project work.

IASST runs summer students training programmes for the mutual benefits of the students and supervisor scientists and also for growth of the Institute.

- a) Such programmes can be two (2) to six (6) months duration. Six months duration programme is for **M. Sc and M. Tech** students who intend to do a project work in any of the ongoing research theme pursued in the Institute. For such programme
 - i. The aspirant student will apply to the Director in prescribed format through proper channel,
 - ii. The student will submit the proposal along with application indicating the name of the scientist of Division (available in the website) in which he/she wants to work,
 - iii. There will be fee of Rs. 5000.00/= (Rupees Five Thousand Only) for such project work to cover the administrative expenses involved during the six months period,
 - iv. Hostel accommodation cost for such students (if required) will be governed by IASST Hostel Rules.
 - v. At any point of time, there will be only 1 (one) trainee student authorised for a scientist in a Division of IASST.

b) Short term training for B. Sc, B. Tech and M. Sc students:

Short term training will be for a duration of one (1) to three (3) months.

- i) The aspirant students have to apply to the Director, IASST with the duly filled-in application in prescribed format.
- ii) The student will write a brief proposal of the research training he/she intends to undergo.

- iii) Govt. Institute/University students will be given preference over Private Institute/University students.
- iv) There will be only 2 (two) such trainee students at any point of time with a scientist.
- v) There will be a training fee of Rs. 1000.00/- PM (Rupees One Thousand Only) and the hostel accommodation (if required) cost for such students will be governed by IASST Hostel Rules.
- vi) Selection of students will be on the basis of merit and the strength of the training subject proposed.

The details of 12 b) is available in the institute website.