

INDIAN STATISTICAL INSTITUTE
RULES AND REGULATIONS GOVERNING
RESEARCH FELLOWS AND RESEARCH ASSOCIATES

Junior and Senior Research Fellowship

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

1. Award of a Research Fellowship of the Institute is conditional on meeting the necessary eligibility conditions and being 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. Every Research Fellow will be assigned by the Dean to a Research Fellows Advisory Committee (RFAC) which will monitor all matters related to (a) progress of research work, (b) extension of fellowship and (c) assignment/change of supervisor. A Research Fellow is required to undergo such courses as are prescribed for him/her by the RFAC.
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. Usually, the thesis supervisor will be a faculty member of the Institute (that is, a scientific worker of the Institute at the rank of a Lecturer or equivalent, and above). In exceptional circumstances, a candidate may be assigned an external Ph.D. thesis supervisor, if the RFAC so recommends, but in all such cases, the Dean of Studies of the Institute will have to assign, on the recommendation of the RFAC, a joint Ph.D. thesis supervisor from among the faculty members of the Institute.
4. The fellowship amount of a Research fellow may be reduced or the fellowship may be completely withdrawn on one month's notice any time during the normal tenure of fellowship if his/her progress in research work is not satisfactory.
5. Usually, a Research Fellow of the Institute 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. Research Fellows are required to undertake teaching-related assignments in the Institute up to four hours a week, e.g., assisting in tutorials, grading of examination answer-scripts, laboratory demonstration work and invigilation duties.
6. A Research fellow shall present, through his/her supervisor and RFAC, annual report on the progress of his/her work to the Dean of Studies.

7. Disciplinary actions will be taken against a Research Fellow indulging in any activity which is detrimental to the Institute or 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. A Research Fellow admitted to the Institute will be designated as a **Junior Research Fellow (JRF)**. On satisfactory completion of two years, he/she will be designated a **Senior Research Fellow (SRF)**. All Research Fellows of the Institute will receive a monthly fellowship and an annual contingency grant, as per the prevailing norms of the Institute. The fellowship will be extended annually if his/her performance is found satisfactory by the RFAC. **Continuation of the Fellowship beyond two years will be contingent upon getting registered for the Ph.D. degree of the Institute within two years from the date of joining as a Research Fellow. The total duration of Junior and Senior Research Fellowships shall not exceed 6 years, except only in situations described in the item F.3.iv. below.**
2. The annual contingency grant 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 to the Dean of Studies through the Chair, RFAC at least one month before the date of resignation.
5. **Library** : To use the borrowing and other facilities of the library, a Research Fellow has to pay a refundable security deposit, as per the prevailing rates of the Institute.

6. **Leave** : A Research Fellow may be granted leave for a maximum period of **thirty days in a year**. Unused leave for one year cannot be carried over to the next year. With regard to maternity/paternity leaves, prevailing rules of the Government of India will apply.

C. Leave Application:

1. A Research Fellow must apply for leave to the Dean of Studies in the **prescribed form** (as given in Annexure I), through the supervisor or through the Head of the Unit, at least three days in advance, except in case of emergencies.
2. A Research Fellow residing in the Hostels should inform the Hostel Warden in writing, before availing a duly granted leave.
3. Absence without duly granted leave for a period of **more than three days** will be treated as an act of misconduct and may lead to disciplinary action. In case of emergency, leave should be applied for at the earliest opportunity.

D. Medical Facilities:

Research Fellows are eligible for medical facilities as per the Institute rules. These facilities are limited to the **Research Fellows only**.

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 courses to be taken by the Research Fellows.
2. 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 form (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 THREE years** of the fellowship, a research proposal for the thesis should be submitted and the Research Fellow should defend the proposal at a seminar conducted for the purpose. The thesis-proposal will be evaluated by a committee consisting of the supervisor, the Dean of Studies or his/her 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 FIVE 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 five 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, especially for this purpose. Research work published or accepted for publication in peer-reviewed 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 Research Fellow **fails to submit his/her thesis within SIX years**, the fellowship will automatically terminate on completion of SIX years of his/her total tenure as a Research Fellow.
- iv. In case a Research Fellow **submits his/her thesis within SIX years**, the tenure of fellowship (with full fellowship amount) 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 SIX years or not.

G. Registration for Ph.D.:

A Research Fellow must apply for registration **within two years** from the date of joining the Institute as a Research Fellow. **The requirements and procedure for applying for registration for a Ph.D. degree of the Institute are available in the Institute's document entitled "Rules and Regulations for Registration for a Ph.D. degree and for Submission and Evaluation of a Thesis for the Award of the Ph.D. degree"**. For a Research Fellow who intends to apply for registration in an outside institution, the prevailing rules of that institution will apply. As soon as an application of a Research Fellow for Ph.D. Registration is accepted, the Research Fellow should submit a copy of the acceptance letter to the Dean's Office.

H. Miscellaneous:

1. Under exceptional circumstances, the Dean of Studies may, on recommendation of the RFAC, permit a Research Fellow to take up a paid assignment for a maximum period of one year 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 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.
 3. **A Research Fellow receiving fellowship from an external agency will be governed by the above rules, except where explicit provisions of the external agency dictate otherwise.**
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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 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/her 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 Amounts of Fellowship and Annual Contingency Grant for Research Associates will be governed by the prevailing norms of the Institute.
2. The RA will be entitled to House Rent Allowance as per the prevailing rules of the Institute.
3. The tenure of an RA **shall not exceed FIVE years**.
4. There will be an evaluation of the RA after **every TWO 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-RFAC/
Head of Unit

(For Office Use)

1. Total No. of Days of Leave taken during the year: _____

2. Entered and Verified by: _____

3. Remarks: _____

4. Leave Granted/Not Granted:

Date: _____

Dean of Studies

Annexure –II

INDIAN STATISTICAL INSTITUTE

EVALUATION FORM 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 information that may be relevant:

10. Brief description of work done on the thesis topic:

Place: _____

Signature: _____
(JRF / SRF)

Date: _____

Specific recommendations of the Supervisor and the RFAC 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: _____
(Supervisor)

Date: _____

Signature: _____
(Chair – RFAC)

Date: _____