

### Full-Time Research Scholar Policy

<b>Name of the Policy</b>	Full-Time Research Scholar Policy
<b>Policy Document No</b>	AU/OOR/CFR/FT/2025/004
<b>Version</b>	01
<b>Description of the Policy</b>	This Policy outlines the guidelines for full-time Research Scholars at Alliance University
<b>Policy applicable to</b>	Full-Time Research Scholars
<b>Approval Authority</b>	Research Council
<b>Approval Date</b>	Meeting dated April 26 2025
<b>Responsible Office/Department</b>	Centre For Research; Human Resource Development; Director-Research; Dean Academic Affairs; Deans of all Schools; Doctoral Program Directors; Office of Registrar; Office of Admission



A handwritten signature in blue ink, appearing to be "V. S. S.", written over a horizontal line.



## 1. Introduction.

This Policy outlines the guidelines for full-time Research Scholars at Alliance University. It defines the roles, responsibilities, and benefits to ensure that full-time Research Scholars are fully aware of their obligations and entitlements. This Policy provides a structured framework to support the academic and professional growth of Research Scholars.

## 2. Objective.

The objective of this Policy is to clearly define the guidelines, responsibilities, and benefits for full-time Research Scholars at Alliance University. It aims to:

- Ensure that Research Scholars understand their roles and responsibilities as Teaching Assistants.
- Provide a framework for managing leave entitlements, fellowships, and reimbursement benefits.
- Establish clear regulations and procedures for additional work and funding support.
- Foster a supportive and productive academic environment that facilitates the scholars' research and professional development.

## 3. Guidelines for Onboarding Process HR

### Step-by-Step Onboarding Procedure

#### Step 1: Interview and Admission Process

For full-time Research Scholars, the interview panel and admission requirements shall adhere to the guidelines outlined below. This is based on the consideration that full-time scholars will be assigned teaching responsibilities and are likely to pursue a career in academia.

#### Eligibility Criteria:

- The applicant should have an above-average academic record, preferably with a first-class distinction throughout (60% and above), with a 5% relaxation for SC/ST candidates.
- The applicant should preferably hold an undergraduate/postgraduate degree in the same discipline as he/she intended Ph.D. program.
- A minimum of one publication and three years of professional experience will be considered an added advantage, though not mandatory.



- Undergraduate students are also eligible to enroll in the Ph.D. program, subject to the following criteria:
  - 4-year Undergraduate Program (with Honors): Direct PhD enrolment if the student has scored 75% or above, with a 5% relaxation for specified categories as mandated by the UGC. Students below 75% and above 55% may qualify after completing a one-year master's program or a bridging course (36-40 credits) in line with the NCrF (National Credit framework) 2024.
  - Bridging courses will be offered for students with 3-year UG degrees or those with lower scores in 4-year programs.
  - 3-year Undergraduate Program: Students must complete a bridging program of 36-40 credits and successfully complete the required coursework to qualify for PhD enrolment.
  - 3-year UG Program + 1-year Diploma: Students with combined credits (level 6.5) must complete a six-month bridging course of 16-20 credits and fulfil coursework requirements.
  - The coursework for PhD will be completed as mandated by NCrF 2024 and Ph.D. program regulations.

**Selection Panel Composition: The selection panel should include the following members:**

- Head, CFR
- The School Dean or a representative of the Dean.
- The Ph.D. Program Director.
- The Area Chair/ Head of Department (HOD), or a senior faculty member.
- Subject matter expert. (Professor/ Associate Professor).

The Panel will submit the recommendation to the Hon'ble Vice-Chancellor.



## Step 2: Pre-Arrival Documentation

- **Issuance of Offer Letter:** Upon receiving approval from the Hon'ble Vice-Chancellor, the HR Department issues an official offer letter to the Research Scholar. This letter details the terms of engagement of the fellowship and associated responsibilities and the selection to the Ph.D. program.
- **Documentation and Checklist Submission:** On the onboarding day, scholars submit essential documents, including proof of academic qualifications, research credentials, and ID proof, to the Office of the Registrar. The Office of the Registrar verifies these documents and forwards the scholar's application form, resume, and supporting documents, such as ID proof, educational certificates, and work experience certificates, to the HR Department.
- **Verification and Fellowship Approval:** HR verifies the documentation, initiates the scholar's fellowship setup, and coordinates with the Accounts Department for fellowship disbursement.

## Step 3: Orientation Session

- **Introduction to the Centre for Research and University Policies:** The HR Department conducts an orientation session to provide an overview of fellowships, leave entitlements, and contingency grants. Additionally, the Center for Research organizes a session to familiarize scholars with research facilities, policy and guidelines, research responsibilities, and workload expectations.

## Step 4: Departmental Orientation

- **Introduction to Research Supervisor and Department:** The scholar meets with the Research Supervisor and relevant faculty members. The Program Director or HOD may also join to welcome the scholar.
- **Workload and Schedule Overview:** Scholar receives an outline of their weekly workload, including teaching assistant duties (maximum of 12 hours) and any specific departmental tasks. The allotment of duties will be subject to successful completion of the coursework. Prior to the completion of coursework, scholars shall

not be engaged in formal teaching. For example, they shall only be engaged in laboratory and such like engagements.

#### **Step 5: HR & Administrative Formalities**

- **Biometric Registration and ID Card Issuance:** HR registers the scholar's biometric attendance and issues an ID card.
- **University Email Setup:** IT Department assists with creating the official university email account and accesses necessary software, including research and teaching tools.
- **HR Portal Access:** HR introduces the scholar to the HR portal (HROne) for leave requests, performance tracking, and other administrative tasks.

#### **Step 6: Training on Teaching and Academic Responsibilities by Academic Affairs**

- **Teaching and Assistance Training:** Scholars attend a training session on university teaching standards, academic integrity, and student engagement strategies.
- **Mentorship by Senior Faculty:** Scholars are paired with senior faculty mentors who provide guidance on academic and administrative tasks. The respective Schools are responsible for the allotment.

#### **Step 7: Training and Orientation**

- **Ongoing Development Workshops:** Scholars will participate in periodic workshops on research methodologies, teaching best practices, and professional development, as organized by the Centre for Research & other academic units of the university.

#### **Step 8: Compliance Requirements**

- **Bank Account:** HRD will collect the bank account details of the scholars and share with Accounts.
- **Policy Acknowledgment:** Scholar signs an acknowledgment form confirming they have read and understood the full-time Research Scholar policy, including sections on workload, fellowship, and leave entitlements.



- **Financial and Fellowship Queries:** Scholars can approach the HRD with any fellowship disbursement queries or funding requests through Center for research.

#### Step 9: Additional Resources

- **Access to Library and Research Databases:** Scholars receive orientation on library resources, including access to research databases, journals, and online resources.

#### 4. Regulations on Engagement for Full-Time Research Scholars.

Full-time Research Scholars, who receive a fellowship, are required to perform the following duties as teaching assistants, which shall not exceed twelve hours per week:

##### Workload:

- Assist the Research supervisor or such faculty member of the School/Department as the school may require from time to time with teaching, research, and administration related work.
- Invigilation duties during Mid Semester and Semester End Examinations as assigned by Registrar (E&E).
- Evaluate answer scripts of Examinations and during Semester assessments (DSA).
- Work with small groups of students for remedial coaching, engage in tutorial classes or reinforcing the learning processes and enhancing the learning process.
- Escort and supervise students on field trips and various Departmental/School activities as assigned by the Dean/HoD/ Program Director, in consultation with the Research Supervisor.
- Be responsible for individual students or small groups of students as allotted by the Dean/HoD/Program Director, who needs assistance to absorb the lessons, in consultation with the Research Supervisor.
- Prepare necessary reading material for classes and track student attendance and class schedules in coordination with the faculty member concerned.

- During coursework, scholars shall not be assigned any formal teaching load or duties. However, they may assist faculty members with academic tasks in consultation with their Research Supervisors and with approval from the Dean and Program Director.

**Additional Teaching or Research Work:** Any additional duties beyond the twelve-hour weekly limit must be approved by the Research Scholar's supervisor and Program Directors.

## 5. Leave Entitlement.

All leave requests must be submitted through the university HR portal and will follow a two-step approval process. The request must first be approved by the Research Supervisor and then by the Head of the Department (HOD), who will serve as the sanctioning authority.

Full-time Ph.D. scholars are entitled to the following leaves:

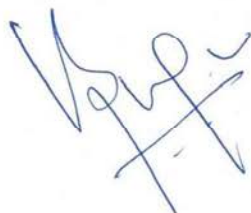
- 1 casual leave per month, subject to approval from the research supervisors or authorized person as per HR Policy.
- 6 sick leave per year, subject to approval from the research supervisors or authorized person as per HR Policy.
- Full time women Ph.D. scholars are eligible up to 240 days maternity leave once in entire duration without any fellowship. However, upon completion of maternity leave, their study period will be extended to accommodate the leave duration, along with continued fellowship support for the extended period.

This policy ensures that full-time Research Scholars are granted leave in a structured and accountable manner, ensuring that both research and personal exigencies are appropriately managed.

### **Additional Leave Guidelines:**

#### **I. Duty Leave for Research-Related Activities:**

Scholars may apply for duty leave for data collection and research-related activities, subject to the following conditions:





- (a) For duty leave of less than 3 days, the leave application must be recommended by the Research Supervisor.
- b) If applicable, the Ethics Committee must approve the data collection protocol.
- c) For leave exceeding 3 days, final approval must be obtained from the Program Director.

The Duty Leave request must be forwarded by the Program Director, endorsed by the respective school Deans and approved by the Head, CFR.

## **II. Leave for Unforeseen Circumstances:**

In the event of unforeseen circumstances beyond the Research Scholar's control, such as an accident or prolonged illness, the scholar must report their absence to the Program Director through the Research Supervisor within one week.

The leave request will be reviewed and recommended by the Departmental Research Committee (DRC), followed by approval from the Dean and the Center for Research, and will require final approval from the Vice-Chancellor.

## **III. Long leave of Absence:**

Full-time Research Scholars who exceed 3 days of leave in a month or more than 06 days beyond permissible leave in a calendar year must provide a written explanation to the Program Director through their Research Supervisor. Upon approval by the Program Director & Dean, the details of the leave must be submitted to the Office of the Centre for Research (CFR) for recording and reviewing during the regular performance cycle.

The HR Department will centrally monitor the LOP and will be responsible for sharing the details with the Office of CFR and the Program Directors – Ph.D. Program by the 10th of every month. This report will include both the number of LOPs for the month in question and the cumulative LOPs for the calendar year. The Program Director will initiate the following actions:

1. If the total LOP exceeds three days in a month, the program director will issue a letter to the respective scholar seeking an explanation through the research supervisor.

2. If the LOP exceeds more than 06 continuous days, the program director will seek an explanation as to why the status of the scholar be changed from full time to part time.

## 6. Fellowship.

### Fellowship for Full-Time Scholars:

- i. Full-time Research Scholars shall be provided with a fellowship of Rs. 35,000 per month for a period of one year, provided the scholar is not receiving any monetary support from any other source.
- ii. The fellowship may be extended on a yearly basis, based on the assessment and report of the Departmental Research Committee (DRC), that the scholar is showing satisfactory progress in the Ph.D. Program. Fellowship assistance shall be provided for a period of one year and extendable up to a maximum of three years from the date of registration, based on Departmental Research Committee (DRC), recommendations. The performance evaluation of Full-time scholars to be conducted every year by a panel by HR and CFR Office consisting of (i). School Dean, ii. Program Director, (iii). Head of Center for Research, (iv). Human Resources Department.
- iii. The fellowship for full-time Research Scholars shall include a contingency grant of Rs. 25,000/- per year. This grant covers the purchase of books, journals, photocopying of documents, student memberships of professional organizations, educational trips, internet bills, procurement of electronic gadgets, computer software, peripherals, stationery, and accessories. Any peripherals procured would eventually become university property and must be handed over to concerned departments/offices.
- iv. Research Scholars who are differently abled will be entitled to an additional grant of Rs. 2,000 per month towards Escort/Reader Assistance.
- v. The fellowship will also include funding support up to Rs. 100,000/- subject to approval on a case-by-case basis, once during the program, for attending international conferences/seminars, provided the scholar is not availing funding support from any other agencies. The scholar may avail the grant only after successfully completing coursework and the comprehensive examination, and upon providing proof of paper acceptance for the conference. Approval of the actual expenditure shall be granted by the Vice Chancellor

with a recommendation from the Center for Research and Program Director of respective schools.

- vi. Full-time scholars will receive fellowship support, which includes funding up to Rs. 30,000/- per year for attending national conferences or workshops, provided they are not receiving funding from any other agencies. Requests to attend such events must be recommended by the Research Supervisor and approved by the Program Director, Dean, Center for Research and Hon'ble Vice-Chancellor.
- vii. Longer Duration Immersion Programs: Full-time Ph.D. scholars who participate in immersion programs of extended duration of more than 1 month will not be eligible to receive a stipend from Alliance University. However, they may utilize any fellowships or grants received from the host program.
- viii. Shorter Duration Immersion Programs: Full-time Ph.D. scholars who participate in shorter-duration immersion programs up to a period of one month will not receive a stipend from Alliance University.
- ix. Case-by-Case Consideration: The provision of stipends for immersion programs may vary on a case-to-case basis, subject to approval from the designated approving authority. While no stipend will be provided during the immersion program, scholars will be granted an extension of their study period to accommodate the program's duration. Upon completion of the immersion program, fellowship support may continue for the extended period.

## **7. Research Scholar Conversion Procedure.**

This section outlines the provisions and requirements for Research Scholars to transition between part-time and full-time Ph.D. programs and vice versa. It is designed to facilitate a smooth conversion process while ensuring that the program's standards and requirements are upheld.

### **I. Provisions to Change from Part-Time to Full-Time Ph.D. Program**

A student enrolled in a part-time Ph.D. program may apply for conversion to a full-time Ph.D. program by meeting the following conditions:



### 1. Coursework Completion:

- The scholar must have completed all the required coursework.
- The scholar must have secured a passing grade in the comprehensive viva examination.

### 2. Tenure Requirements:

- The scholar must have completed a minimum of 6 months and a maximum of 18 months in the part-time program before applying for conversion.
- Scholarships, if applicable, will be provided for up to 3 years from the original date of registration in the Ph.D. program.

### II. Provisions to Change from Full-Time to Part-Time Ph.D. Program.

Conversion from Full-Time to Part-Time Ph.D. Program will be permitted only on exceptional grounds. The conditions will include:

- Scholar should have successfully completed the course work.
- Request for conversion will be initiated not before 12 months from the date of enrolment and not after completion of 24 months from the date of the date of enrolment.
- Should have minimum two Scopus indexed publications (Q1/Q2) at the time of submitting the request for conversion.
- Should give a declaration along with the application that he/she is willing to refund the stipend and other university expenditures incurred after 12 months of the date of enrolment and till the last working day as a full-time scholar in case the above condition is not met.
- The initial re-imburement amount will be deposited along with the application, and the balance recovery will be with the final settlement.



**Procedure.** The scholar shall apply to the supervisor who will duly recommend the case to the Program Director giving out a detailed amplification of the grounds for conversion.

The Program Director will further seek approval from the Dean after giving his/her detailed comments.

- Later DRC will be convened wherein the scholar will present himself/ herself assigning reasons for the conversion.
- The DRC, upon approval will forward the application to the Centre for Research and the final sanction will be accorded by the Vice Chancellor.
- On approval by the Vice Chancellor, the HR will commence the process of conversion after taking clearances from the respective offices.

#### **Performance Review:**

- The performance of Ph.D. scholars will be reviewed regularly throughout the program. Scholars who do not demonstrate satisfactory progress within 18 months from the date of enrollment, their registration from the Ph.D. program will be cancelled.
- The monthly fellowship amount will be withdrawn if the scholar's performance is assessed as unsatisfactory in the two consecutive Half yearly reports by the RAC/DRC.

#### **Restrictions:**

- Scholars cannot change their discipline, department, or research topic after converting to full-time status.
- If the part time scholar was under the supervision of an assistant professor at the time of seeking the conversion to full time, he would be assigned an Associate Professor/Professor as a supervisor upon conversion. The original supervisor (Assistant Professor will continue as a co-supervisor).



**Compliance:**

- Upon conversion, all rules, guidelines, and norms applicable to full-time Research Scholars will be enforced.

**Availability of Full-Time Positions:**

- Any application for conversion is subject to the availability of vacant full-time positions in the respective departments.

**8. Policy for Elevation to SRF.**

**Objective:**

To provide a structured process for the elevation of full-time Research Scholars to Senior Research Fellowship (SRF) after the completion of two years, based on performance, research output, and contributions to academic activities.

**1. Eligibility Criteria for SRF Elevation:**

A full-time Research Scholar may apply for SRF after completing two years in the Ph.D. program.

The following criteria must be met for eligibility:

- i. Teaching Load and Assistance: Evaluation of the scholar's teaching and academic assistance contributions over the course of the program.
- ii. Research Outcomes: The scholar must have at least one publication from the area of her/his research (or accepted status) in a Scopus listed journal not below Q2. In exceptional cases the DRC can consider other activities of merit.

**2. Application and Approval Process:**

The application for SRF must be initiated by the Research Scholar with the recommendation of the Research Supervisor. The recommendation must be reviewed and endorsed by the Departmental Research Committee (DRC) and the Director of Research. Final approval for elevation to SRF will be granted by the Vice-Chancellor.



### **3. Allowances and Fellowship:**

Upon approval, the scholar will receive the SRF fellowship amount, which is Rs. 42,000/- per month. The fellowship will be applicable for the last two semesters of the Ph.D. program.

This policy ensures that only those scholars who demonstrate exceptional academic, teaching, and research capabilities are elevated to the SRF level, thus contributing to the university's academic and research excellence.

### **9. Policy for Full-Time Research Scholars' Association with Senior Professors**

#### **Objective**

This policy aims to provide full-time Research Scholars with an opportunity to enhance their teaching skills and gain practical academic experience by associating them with senior professors in their respective departments. This initiative is designed to prepare scholars for future academic careers while supporting the teaching workload of the department.

#### **Scope**

The policy applies to all full-time Research Scholars within the institution's academic departments.

#### **Responsibility:**

**Respective Departments, duly recommended by the Program Director and approved by the Deans.**

#### **Policy Provisions**

##### **A. Association with Senior Professors**

- Each full-time Research Scholar will be assigned to a senior professor within their department.
- The association will be aligned with the professor's 12-hour workload, allowing scholars to assist in academic and teaching-related activities.

##### **B. Allocation Criteria**

- If a senior professor is assigned only one full-time Research Scholar, the scholar will assist the professor with teaching, grading, tutoring, or any other workload as required.



- If multiple scholars are assigned to a professor as supervisor for the Ph.D. program, the scholars will be distributed among other faculty to ensure balanced support across the department.
- The scholar may be assigned to a senior professor in an allied department provided some of the academic areas can be mapped. E.g., A Research Scholar in EEE department may be assigned to a senior professor in ECE department in case the domain area is similar.

#### **C. Supervision and Reporting Structure**

- For research-related matters, the scholar will continue to report to their designated research supervisor.
- For teaching and academic-related tasks, the scholar will report to the senior professor they are assigned to for workload assistance.
- The inputs provided by the senior professors will be incorporated in the annual evaluation of the scholar and his/her elevation for SRF.

#### **D. Assessment and Feedback**

- The quality of the scholar's teaching assistance will be regularly assessed through feedback collected from the professors they are assigned to.
- This feedback will be reviewed by the department's academic committee, and scholars demonstrating high competence may be considered for more advanced teaching responsibilities, including full-time teaching loads in the future.

#### **E. Professional Development**

- The initiative will be designed to enhance the teaching and academic skills of full-time scholars, providing them with valuable experience for future academic roles.
- Scholars will receive mentorship from senior professors, fostering an environment of collaborative learning and professional growth.

#### **F. Implementation and Monitoring**

The implementation of this policy will be overseen by the department heads in coordination with the senior professors. Periodic reviews will be conducted to ensure effective execution and to address any issues or necessary adjustments.



**10. Conclusion.**

This Policy serves as a comprehensive guide for full-time Research Scholars at Alliance University. Adherence to these guidelines will foster a productive academic environment, facilitating the scholars' educational and research pursuits. Scholars are encouraged to consult their research supervisors for any specific clarifications.