

ORDINANCE-VI

ORDINANCE ON AWARD OF SCHOLARSHIPS

Approved by

The Board of Governors

Vide Resolution No. R9.2/BOG-VI/14 dated 18th July, 2014

&

The Senate

Vide Resolution No. R13/SENATE- III/14 dated 16th June, 2014,

**Amended vide Senate Resolutions vide R7/SENATE-XIII/17,
R7/SENATE-XVI/18, R8/SENATE-XVI/18, R3 (e)/SENATE-XIX/19
and R12/SENATE-XIX/19**

ORDINANCE-VI

ORDINANCE ON AWARD OF SCHOLARSHIPS

Preamble:

Scholarships are awarded to students at the undergraduate level with the objective of either to encourage high performing students or to assist needy but potential candidates to pursue their higher studies. At the postgraduate levels scholarships are awarded to full-time students to give them economic freedom for carrying out their studies without being dependent on others. This ordinance specifies the scholarships offered by the Institute at various levels.

A. General Rules for Scholarship:

1. For the award and continuance of a scholarship a student must satisfy the following:
 - a. Minimum scholastic performance and other eligibility conditions
 - b. Minimum prescribed attendance for the programme
 - c. Not subjected to any disciplinary action
 - d. Not placed under academic probation
2. Eligibility of a student to continue receiving a scholarship shall be reviewed at the end of every semester.
3. A student shall be eligible for only one scholarship at a time.

B. Doctoral Scholarship:

1. Every full-time scholar admitted to the Ph. D. programme, not receiving any other scholarship, stipend, salary etc., shall receive a scholarship as per MHRD norms.
2. The scholar shall be required to assist the department/ centre/ institute in teaching, evaluation and any other activity as prescribed by the department/ centre concerned.

* In case of Science/Humanities disciplines the candidate must be GATE/NET qualified to be eligible for receiving a scholarship.

1. i) Personal Leave (20 days):

The student shall be eligible for 20 days of leave in a year with the approval of the head of the department at the recommendation of his/ her faculty adviser. To avail leave the scholar will be required to apply in advance in prescribed form. A maximum of 5 days of such leave is allowed to avail at a stretch if a student having any teaching assignment. Form 1B (a) to be used for this purpose. The exclusion of Saturdays, Sundays or holidays falling between the leave period is considered provided if the leave period is not greater than 5 days at a stretch.

ii) Medical Leave (15 days):

Scholar can avail medical leave in prescribed Form 1B (b). Medical leave will be considered on case to case basis with the approval of the Head of the Institute on recommendations of the Supervisor/Faculty Advisor/HoD/Dean (AA). A Scholar can avail maximum medical Leaves in a year is 15 days. Excess to 15 days will shift the minimum time for his/her Thesis Submission to (Days of Excess Medical Leave X2) days.

iii) Unauthorized Leave:

If any unauthorized leave is taken by scholar then, minimum time for submission will be as tabulated in PhD regulation (Sec IV-8.1) + (No. of non-entitled leave X 2) days.

iv) Academic Leave (20 days):

Scholars can avail Academic Leaves only after the completion of 2nd Semester. Academic leave may be permitted to students to attend conferences/ seminars/ workshops/ trainings/short-term courses/field trips for data collection, survey etc. A maximum of 20 days of academic leave is permissible in a calendar year. Form 1B(c) to be used for this purpose. Dean (AA) sanctions academic leaves on recommendation of the Supervisor/ Faculty Advisor/HoD.

v) Academic Leaves (more than 20 days):

Academic leave of more than 20 days but up to a maximum of 12 months is also permissible to carry out part of the research in another institute/ R&D Lab/ industry in India or abroad. For sanction of such a leave, a letter of consent from the host organization shall be required. Form 1B (b), to be used for this purpose. Academic leaves of more than 20 days will be sanctioned by the Head of the Institute on recommendation of the Supervisor/ Faculty Advisor/HoD/Dean (AA).

vi) Maternity Leave:

Female scholars shall be eligible for maternity leave up to six months once during the PhD programme. The Head of the Institute sanctions maternity/ paternity leave on

recommendation of the Head of the Department/Centre and submission of a certificate from a Recognized Medical Officer /Medical Officer of the institute.. Form 1B (b) to be used for this purpose.

vii) Paternity Leave:

Male scholars shall be eligible for 15 days paternity leave only once during the PhD Programme. The Head of the Institute sanctions paternity leave on recommendation of the Head of the Department/Centre and submission of a certificate from a Recognized Medical Officer /Medical Officer of the institute. Form 1B (b) to be used for this purpose.

C. M. Tech Scholarship:

1. Every full-time student with valid GATE score admitted to the M. Tech. programme, not receiving any other scholarship, stipend, salary etc, shall receive a scholarship as per MHRD norms.
2. The students receiving M. Tech. scholarship shall be required to serve the department/institute as teaching assistant for up to 6 hours per week.

3. i) Personal Leave (20 days):

The student shall be eligible for 20 days of leave in a year with the approval of the head of the department at the recommendation of his/ her faculty adviser. To avail leave the scholar will be required to apply in advance in prescribed form. A maximum of 5 days of such leave is allowed to avail at a stretch if a student having any teaching assignment. Form 1B (a) to be used for this purpose. The exclusion of Saturdays, Sundays or holidays falling between the leave period is considered provided if the leave period is not greater than 5 days at a stretch.

ii) Medical Leave:

Scholar can avail medical leave. Medical leave will be considered on case to case basis with the approval of the Head of the Institute on recommendations of the Supervisor/Faculty Advisor/HoD/Dean (AA). Form 1B (b) to be used for this purpose. A Scholar can avail maximum medical Leaves in a year is 15 days.

iii) Academic Leave:

PG Students can avail Academic Leaves only after the completion of 2nd Semester with the approval of the Head of the Institute on recommendations of the Supervisor/Faculty Advisor/HoD/Dean (AA).

D. M. Sc Scholarship:

Merit cum Means Scholarship:

M. Sc students who have completed the 2nd semester and are not availing any financial assistance from any other sources can apply for the Merit-cum-Means (McM) Scholarship based on the following conditions:-

1. Students have 8.5 CGPA or higher in every semester may apply.
2. Attendance percentages in the class should be minimum 90%.
3. Family Income from all sources must not exceed 5 lakhs per annum. Income Certificates of the family, issued by BDO/SDO/any other equivalent Revenue Officer, Government of India, must be furnished during application and renewal of the McM scholarship.
4. Number of awardees will be decided by the Competent Authority.

Scholarship Amount: Rs. 7,000/- only (Rupees Seven Thousand Only) or an amount equivalent to tuition fees for the semesters registered will be reimbursed to the selected students.

E. Financial Assistance for Research Scholars (full time) to attend Conferences, Workshops, etc.

1. For Conference/Workshop/Training Programme (in India) the following financial support will be available from the Institute:
 - a. Student Registration fee will be reimbursed.
 - b. Scholars are allowed to travel by train, bus and shared car, 3AC train fare by shortest route will be permissible for scholars.
 - c. Scholars are allowed to avail Rs. 450/- (Rupees Four hundred and fifty) only per day for accommodation for the days of Conference/ Workshop/ Training Programme, plus one day.
2. All the expenditure will be reimbursed on submission of relevant signed documents along with certificate, after attending the Conference/Workshop/Training Programme, etc. (refer to form uploaded in the website)
3. Financial support for attending National or International Conference/Workshop/Training Programme/other related Programmes by the Ph. D scholars is limited to a maximum ceiling amount of Rs. 1, 00,000/- only (Rupees One Lakh only) during his/her Ph. D Programme, subject to maximum limit of Rs. 50, 000/- only (Rupees Fifty Thousand only per event. (refer to form uploaded in the website)
4. Scholars are encouraged to get funding from different funding agency for International Conference.