

Duties and Responsibilities of Full Time Research Scholars

1. **Eligibility & Scope**
 - o Full-time research scholars are eligible for **Ph.D. fellowships** and have **additional academic responsibilities** compared to part-time research scholars.
2. **Attendance Requirement**
 - o Must be present on **all working days** at the Institution where the Research Supervisor is employed.
 - o **100% attendance** (excluding public holidays and Sundays) is expected; however, a **minimum of 85% attendance per year is mandatory**
3. **Research Progress Review**
 - o Must present **progress reports to the Research Advisory Committee (RAC)** every six months from the date of registration.
 - o Two half-yearly progress reports **cannot be submitted simultaneously**.
4. **Commitment & Withdrawal Policy**
 - o Must submit an **undertaking** to complete research and submit the thesis **after a minimum of three years**.
 - o If a scholar **leaves the program without approval** before thesis submission or three years of study, they must **repay the Ph.D. fellowship and contingency grants** received.
 - o The University reserves the right to initiate **disciplinary action** in such cases.
5. **Publication Requirement**
 - o A **minimum of two papers** must be published in **indexed journals** during the research period and **2 conference paper presentations**.
6. **Curriculum Development Participation**
 - o May contribute to **curriculum and learning resource development** for UG/PG programs, working alongside faculty members.
7. **Mentorship & Professional Role Preparation**
 - o May support faculty in professional development roles and mentor junior students.
8. **Time Commitment**
 - o Expected to devote at least **two-thirds of their daily time** to research activities to ensure timely completion of the Ph.D.
9. **Learning Research Methods**
 - o Must develop strong command over **disciplinary theories, practices, and research methodologies** and apply them effectively.
11. **Ethical Conduct**
 - o Must uphold **high ethical standards** in all research-related activities (data collection, analysis, presentation).
 - o Adherence to **University's research guidelines** is mandatory.

12. Scholarly Engagement & University Affiliation

- Expected to actively participate in **seminars, conferences, workshops, colloquia**, etc.
- All research publications must **clearly carry University affiliation**, whether individual or joint, especially during the fellowship tenure.

13. No Evaluation Duties

- Full-time research scholars are **not permitted** to engage in **examination or evaluation-related responsibilities**.

14. Research & Consultancy Roles

- May undertake **research and consultancy/supervisory work** either independently or in collaboration with department faculty.

15. Institutional Involvement

- Encouraged to understand academic and administrative functioning by contributing to:
 - **Program design**
 - **Project proposal preparation**
 - **Development of new academic initiatives**

16. Maternity Leave (for Female Scholars)

- Entitled to **maternity leave of up to 240 days** (without fellowship) during the **minimum research period**.
- This leave period will **extend the minimum duration** for thesis submission.
- Fellowship will **resume upon return** and continue until the minimum period is completed.

17. Compliance & Documentation

- Scholars must remain aware of and **comply with University policies**, completing all **required documentation and processes on time**.

18. Assigned Duties

- Must undertake and complete **specific academic or research-related tasks** assigned by the **Head of Institution (HoI)**.

19. Community & Societal Engagement

- Expected to contribute to:
 - **Institution–Industry–Society interactions**
 - **Community development programs**
 - **Rural development support**
 - **Entrepreneurial initiatives**
 - **Dissemination of knowledge and technical assistance** in areas of **social relevance**

20. Joint Research Opportunities

- May engage in **joint research and consultancy** with their **Research Supervisor**.