

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University)

ANNEXURE XIV

Duties and Responsibilities of Full Time Research Scholars

1. Full-time research scholars are eligible for Ph.D. fellowships and have additional academic responsibilities as compared to part-time research scholars.
2. The full time research scholars are to put in attendance on all working days at the Institution where the research supervisor is working during their research period. They are expected to fulfill 100% attendance excluding public holidays and Sundays. However, 85% attendance per year is mandatory.
3. The full time research scholars are to present about the progress of the research work before Research Advisory Committee (RAC) every six months. The report of the RAC shall be submitted to the Ph.D. section. In any case, two half yearly progress reports should not be submitted simultaneously.
4. Full-time research scholars shall submit an undertaking to complete the research and submit the thesis after completing the minimum duration of three years. In case the research scholar leaves the Ph.D. program without permission before submission of thesis or completion of three years, she/he shall repay the Ph.D. fellowship/contingency grant received from the University till that date. The University reserves the right to take necessary action against such cases.
5. Full time research scholars are required to publish at least two papers in indexed journal during their research period.
6. The full-time research scholars should assist the faculty in the department in teaching and/ or other academic activities and utilize this experience to enhance her/his own professional efficiency during the first two years per week maximum of 4 to 6 hrs whenever required.

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7. The full-time research scholars may also involve in the development of curriculum and learning resources for UG/ PG programs along with the faculty members of the respective department.
8. The full-time research scholars may help faculty members to prepare a variety of professional and career roles and responsibilities and may also mentor their juniors.
9. The full-time research scholars are required to work effectively towards completion of their Ph.D. programme within the stipulated period and are expected to devote at least 2/3rd of their daily time for Ph.D. research work.
10. The Full-Time Research Scholars are required to learn the existing theories, practices, and research methods of the discipline and to apply them in their research work.
11. The full-time research scholars are expected to demonstrate highest integrity and maintain ethical standards in all aspects of their work, especially in the tasks of collecting, analyzing, and presenting research data. Special care should be taken to follow guidelines established by the University.
12. The full-time research scholars must contribute wherever possible to the co-curricular and extra-curricular activities of the University and engage in scholarly discourse of the discipline through presentations and publications. She/he should attend and participate in appropriate seminar/ conference/ workshop/ symposium/ colloquium/ training program etc. and must carry the University affiliation during the tenure of fellowship in all their research publications, either individually or jointly.
13. No full time research scholar will be allowed to involve in the examination/evaluation related duties.
14. The full-time research scholars shall undertake research and consultancy/research supervising services during the tenure of fellowship either independently or jointly with the faculty member of the respective departments.

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15. The full-time research scholars are expected to understand and learn academic and administrative management of the institution by involving in the design and development of new programs, preparing project proposals for funding etc.
16. The female full-time research scholars are eligible for maternity leave up to 240 days during the minimum period of their research period, without fellowship. The availed maternity leave period shall be extended for calculating their minimum period. The fellowship will be continued after their joining till the minimum period completion.
17. All full-time research scholars must take personal responsibility of being informed and complying with regulations and policies of the University and to complete all required paperwork and other obligations within a stipulated time as prescribed by the University.
18. The full-time research scholars should perform and complete any specific activities assigned by the HoIs of the respective Institutions from time to time.
19. The full-time research scholars should participate in programs such as interaction between institution-industry-society, community development programs of the University, providing research based support to rural communities and other agencies involved in rural development, providing informal education to the community, supporting entrepreneurial activities, dissemination of knowledge and technical support in areas of social relevance.
20. The full-time research scholars may undertake Research and Consultancy services jointly with the Research Supervisor.