



Satyendra Nath Bose National Centre for Basic Sciences (SNBNCBS)

RULES & REGULATIONS

for Academic & Students Programme
[Integrated PhD & PhD Fellowships]

Office of the Dean (Academic Programme)
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This booklet, published by the Registrar, S N Bose National Centre for Basic Sciences, contains the revised Terms & Conditions pertaining to the Students' Programme of the Centre effective from August 2013.

1.0 PREAMBLE

Satyendra Nath Bose National Centre for Basic Sciences (SNBNCBS) is a premier autonomous research organization funded by the Department of Science and Technology of the Government of India. The Centre, with its core faculty of 32 members and 27 other post-doctoral scientists (as on 31st July, 2013) is devoted to the following objectives.

- Cutting edge basic research in chosen areas of sciences including areas of application potentials.
- Train young persons in advanced areas of basic science research.
- Organize advanced schools, symposia and conferences.
- Network with advanced research groups.

In pursuance of these aims SNBNCBS plays an important role in coordinating the rich scientific tradition and creative resources existing in the region of Kolkata and its environs through many research institutes, universities and colleges to bring about a coherence and a 'synergy' in order to make available to young people and future scientists the teaching and research facilities of this area. As part of this commitment, national and international conferences and seminars are arranged and an active year-round visitors' programme is vigorously pursued.

Research work at SNBNCBS is carried out over a broad spectrum of basic sciences and multidisciplinary ranging from Nano Sciences and Material Sciences to High Energy Physics, Cosmology & Astrophysics; from Soft Condensed Matter and Complex systems to Quantum Optics & Laser Physics; from Mathematics and Mathematical Physics to Mesoscopic Systems, Chemical Physics and Biophysics.

At present the Centre has four departments:-

- 1) Astrophysics & Cosmology
- 2) Chemical, Biological & Macro-Molecular Sciences
- 3) Condensed Matter Physics and Material Sciences
- 4) Theoretical Sciences

In addition it houses other research based units with extramural support viz. (i) Unit for Nano Science & Technology (UNANST) and (ii) Thematic Unit of Excellence on Computational Materials Science (iii) Thematic Unit of Excellence on Nano Device Technology.

2.0 STUDENTS' PROGRAMME

- 2.1 **Integrated PHD Programme in Physical Sciences** for Post B.Sc. students (in collaboration with University of Calcutta) – intake through JEST / NGPE & BOSE TEST, a National Level Screening Test conducted by SNBNCBS.
- 2.2 **PHD Programme in Physical, Chemical and Biological Sciences** for Post M.Sc. students – intake through JEST / NET-JRF / GATE / DBT-NET / BOSE TEST

The Students' Programme is headed by Dean (Academic Programme) and assisted by Associate Deans. Deputy Registrar (Academic) manages the administrative matters related to the programme.

3.0 HOSTEL ACCOMMODATION

- 3.1 Residence in the hostel within the SNBNCBS campus is mandatory to enable the student 24 hour access to their research and also develop a strong academic and professional interaction with other students. In some cases, as a temporary measure some students may be accommodated in off-campus rented apartments in Salt Lake area. Transport is provided for bringing students from off campus housing to the Centre.
- 3.2 Students are expected to occupy accommodation allotted to them before the start of the session.
- 3.3 An amount of Rs 5000.00 will have to be deposited as Security Deposit at the time of Admission. This is refundable after successful completion of the tenure of the programme or in the case of resignation, after getting Clearance Certificate.
- 3.4 The canteen located inside the Guest House sells meals and snacks. Students also operate the students' mess located in the Hostel for meals.
- 3.5 Students may be fined for causing loss or damage of any property of the Centre.
- 3.6 Students need to pay Rs. 1000/- per month from their monthly stipend for maintenance & electricity charges (or as to be declared from time to time). There is no room rent for students.
- 3.7 Parents and close relatives may utilize guest room facilities with prior permission.

4.0 SCHOLARSHIP

- 4.1 The stipend of Integrated PhD students for the first two years will be Rs. 12000/- per month (or as to be declared from time to time).
- 4.2 After successful completion of the first two years an IPhD student is required to qualify in a candidacy test (written + interview) for becoming a Junior Research Fellow (now designated IPhD-JRF) and gets a monthly fellowship of Rs 16,000/- (or as to be declared from time to time) at par with other JRFs.
- 4.3 The stipend of PhD students as Junior Research Fellow (JRF) will be Rs. 16000/- per month (or as to be declared from time to time).
- 4.4 On completion of two years as JRF, after qualifying the comprehensive examination the JRF is upgraded to Senior Research Fellow (SRF) based on the recommendation of the respective Thesis Committee and Fellowship may be increased as per rules to Rs. 18,000/- (or as to be declared from time to time) per month. Henceforth, the student will be designated as SRF for the 3rd year. The same amount of fellowship will continue for the 4th and 5th years. In the event of assessment committee not finding the progress / performance of the JRF, it may recommend that the student will continue as JRF drawing the same fellowship as before, i.e., Rs. 16,000/- (current rate).
- 4.5 Extension of fellowship from the 3rd to 4th year and 4th to 5th year for an SRF will be on the basis of the progress report that the student will submit and on the basis of the recommendation of the supervisor.
- 4.6 IPhD and PhD students must submit their monthly academic report duly signed by their respective supervisor or HoD or Dean (AP). Stipend will be issued after receiving the report.

- 4.7 It is expected that Fellows will have published work to continue their fellowship. This will form an important quantitative and qualitative criterion for judging the progress made by the student.
- 4.8 The IPhD research fellows and the JRFs are also allowed to avail themselves of fellowship from any other agency such as CSIR etc. if they succeed in obtaining such a fellowship.
- 4.9 The Centre charges no tuition fee.

5.0 OTHER FINANCIAL SUPPORT FOR RESEARCH

- 5.1 The students (JRFs & SRFs) are paid contingencies for their research expenditure. At present it is Rs. 5000/- per year for JRFs and Rs. 7500/- per year for SRFs (or as to be declared from time to time). Students with fellowships such as CSIR-NET, KVPY or INSPIRE can also avail their contingency in addition to the Centre's contingency. This amount is paid as reimbursement of the claim bills submitted. The terms of utilization may be adhered to as under:
- Tours undertaken within the country in the interest of research work.
 - Registration Fee for attending Seminars / Conferences / Workshops.
 - Other expenses exclusively for the purpose of research work.
- 5.2 The students are encouraged to attend and participate in advanced schools, workshops and conferences held in the country as well as abroad. The Centre provides adequate financial support to students for participating in such activities and events.
- 5.3 The Centre provides adequate funding and facilities for carrying out advanced research. Other substantial expenditure involving equipment and consumables are given to the Faculty with whom the student is registered.

6.0 TENURE OF DOCTORAL RESEARCH

- 6.1 The total tenure as JRF plus SRF will not exceed 5 (Five) years. This will include the tenure of fellowships awarded by UGC / DST / CSIR or any other funding organization / institution. A student who has joined as a JRF must inform SNBNCBS if he / she has availed of any such fellowship prior to joining SNBNCBS. In rare and exceptional cases, with a recommendation of the Thesis Committee, the fellowship may be extended.
- 6.2 Generally 5 year period should be sufficient for completion of the research.
- 6.3 Extension, if any, would be for 6 months, but conditional based on merit and the student should have one 'accepted' paper in peer-review journals.
- 6.4 Further extension of 6 months might be granted to students; monthly stipend should be reduced to 50%; The stipend would stop after 6 years.
- 6.5 Extended Senior Research Fellowship might be granted (upon application) to students requiring some time till joining a suitable Post Doctoral Fellowship for 12 months. SRFs who submit their Theses within the tenure of 5 years, will be granted the status of Extended Senior Research Fellow for one year (to be counted from the day they submit). However, the ESRFs should arrange their own accommodation outside the campus and no contingency is given during the tenure as ESRF.

7.0 REGISTRATION

PhD Research Fellows are strongly advised to register themselves for PhD under the respective University within two years of joining to meet the requirements of Fellowship.

8.0 SUPERVISOR

After joining the Centre as Junior Research Fellow, students have to meet Faculty Members of the respective Departments. Then, a proposal of Supervisor indicating 1st & 2nd choice is to be submitted by the students. Final allocation of Supervisor will be done by respective HoDs.

9.0 THESIS COMMITTEE

- 9.1 A Thesis Committee for each student is to be formed after completion of 12 months as JRF and before the lapse of 18 months. Supervisors will propose the Committee in consultation with the HoDs and duly approved by the Dean (AP). The Committee will annually monitor the progress of the student and suggest any improvement that will add value to the thesis of that student.
- 9.2 On completion of first two years as JRF, a rigorous comprehensive evaluation will be held.
- 9.3 Next Thesis Committee meeting would be held at the end of 4th year of the PhD tenure if the progress is slow and it needs monitoring.
- 9.4 The last Thesis Committee meeting would be convened by the Supervisor for assessing the Thesis Colloquium.
- 9.5 The Committees, however, can meet, if required, for sending annual reports to other funding agencies such as CSIR.
- 9.6 Academic Presentation in Annual Academic Fest (called "BOSE FEST") should be considered as an integral part of assessment of the students' progress in research.

10.0 PUBLICATION / PATENT

The results of a Fellow's research work may be published in standard refereed journals at the discretion of the Supervisor or Dean (AP). It should be ensured that the assistance provided by the agency providing fellowship is always acknowledged in all such publications. The right to commercial exploitation of the result and patent right arising out of the investigation will, however, rest with SNBNCBS (DST). Only in cases of NET (CSIR) fellows, the above right will rest with CSIR and SNBNCBS.

11.0 OBLIGATION OF RESEARCH FELLOWS (INCLUDING IPHD)

- 11.1 He / She will be a full time researcher and submit himself / herself to the disciplinary regulations of the Centre/Institute/Laboratory where he / she is working. Regular attendance of the fellow may be ensured by the supervisor / teacher / department by keeping an attendance register.
- 11.2 In case a Fellow decides to appear for any competitive examination like Civil Services Examination, he / she would seek prior permission from the supervisor and inform the Dean (AP) about it.

- 11.3 The Research Fellow is not to take any assignment other than related to his/her approved research programme, paid or unpaid. His / Her taking up any paid assignment at any time in the course of fellowship, without prior permission in writing from the Director, SNB, is liable to call for disciplinary action including termination of fellowship.
- 11.4 Once a Research Fellow accepts the Fellowship and joins, it only rests on the incumbent to continue the research for the normal tenure of the fellowship or for a period less than that during which the original objectives of the research problem may have been achieved.
- 11.5 No fellow shall discontinue his / her Fellowship without prior approval of the Director, SNBNCBS. In case he / she wishes to discontinue the fellowship prior to completion of the tenure on attainment of original objectives of research, he / she must submit the resignation to the Director, SNBNCBS through the Supervisor / Dean (AP) one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the SNBNCBS Clearance Certificate approving the resignation.
- 11.6 In case a student decides to discontinue the fellowship, take up a job and continue the research work as external / part-time student under his / her supervisor, he / she should obtain prior permission in writing from the Director, SNBNCBS. Certain facilities like the computer and limited use of the library may be given to him / her for a certain period in that case.
- 11.7 The research fellows should submit by the 15th day of every month, the monthly academic report form containing a brief report on the progress of work duly countersigned by the guide or Dean (AP) to the Students' Programme Division. The IPhD students should submit a report on their attendance at classes, i.e. no. of classes held and no. of classes attended. For both IPhD and PhD students, attending 100% classes is mandatory. However, on account of exigencies, the attendance may be considered upto 90%, not less than that. Absence more than 10% without adequate reasons (like medical exigencies) would attract deduction from the stipend.

12.0 LEAVE

- 12.1 Leave with stipend not exceeding 30 days for each completed year of tenure may be allowed by the competent authority (Head of the Department upto 10 days, and Dean (AP) upto 30 days). The leave will be treated as part of the Fellow's tenure. Any leave beyond 30 days will require approval from the Director. All foreign travel leave must be approved by the Director. Application for leave need be applied in specific forms available in intranet.
- 12.2 The leave due can be carried over to the next year; however not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed of at the end, prior to completion of the tenure of fellowship. During the first year of Fellowship or any incomplete year, leave may be granted on pro rata basis.
- 12.3 Sanction of leave without stipend may be considered by the Director, SNBNCBS under special circumstances. In case a Fellow proceeds on leave before termination of fellowship, he/she must join back before the expiry of tenure, failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to Dean (AP) immediately.
- 12.4 The Supervisor / HoD / Dean (AP) can grant leave to a Fellow in his/her charge with the concurrence of the Dean (AP) if the leave is due, as prescribed in the above paragraph. If

leave is not due, such cases will be decided by the Director, SNB only. The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences / seminars etc. without prior approval. The entire duration of such foreign visit if funded by any national / international agency, whether partially or fully, would be treated as leave without stipend. Foreign travel without approval may result in termination of Fellowship.

- 12.5 Women Fellows with less than two surviving children are entitled to full stipend during the period of absence upto 180 days on grounds of maternity. Such leave shall be forwarded by the Supervisor / HoD and sanctioned by the Dean (AP) / Director. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up the deficiency during the remaining tenure.
- 12.6 Male Fellows of SNB with less than two surviving children are entitled to 15 days paternity leave during confinement of his wife on submission of relevant documentary proof.
- 12.7 Research fellows will be allowed Leave of absence-on-Duty for any academic work to be carried out outside the Centre with prior concurrence/approval of the competent authority, i.e. Supervisor, HoD, Dean (AP), Director, as the case may be.
- 12.8 For leave on medical ground, a certificate from the attending doctor may have to be submitted along with the leave application form.

13.0 TERMINATION OF STIPEND / FELLOWSHIP

- 13.1 The Fellowship shall normally stand terminated on completion of 5 years from the date of joining as JRF or the date of submission of Thesis at the University, whichever is earlier or from the date the Fellow resigns and his / her resignation has been accepted. The fellowship may also be terminated any time if the fellow is found to be not well enough in his studies / research or is found to be involved in indisciplinary activities. The decision of the Director based on the opinion / recommendation of enquiry committee / academic authority shall be final.
- 13.2 If a fellow leaves the Centre without permission, stipend due at any time shall not be paid to her/him, till all dues are cleared and certified by the Supervisor/Dean (AP). Responsibility in such cases shall be that of the Fellow.
- 13.3 Research Fellows must settle their claims within one year of leaving the Fellowship.
- 13.4 Taking part in unlawful activities or inciting other students to engage in unlawful activities may lead to termination of stipend / Fellowship.

14.0 MEDICAL BENEFITS

Research Fellows including Integrated PhD students will get reimbursement of medical bills (for self only) as per Rules of the Centre.

15.0 GENERAL – DOS & DON'TS

- 15.1 The students are expected to be well disciplined. They should uphold the integrity of the Nation and have a dignified behaviour suitable for a National Research Institution. Students are required to abide by the regulations duly imposed by the Administration, by the Dean of Academic Programme, and by information distributed or posted on bulletin boards.

- 15.2 Ragging and gender-related harassment are strictly prohibited at the Centre and will attract severe disciplinary action.
- 15.3 No student or guest or visitor, regardless of age, is permitted to consume or possess any alcohol, drug, liquor or intoxicants inside the campus. This includes individual rooms and public areas. The commitment of all residential to maintain an alcohol-free environment forms the basis of a respectful and safe community. The entire campus is a non-smoking zone. Fines are imposed for smoking within the campus.
- 15.4 No guest of student is allowed to enter in the Campus after 2200 hrs. without prior permission. Guests are not allowed to visit lab / students' bay without prior permission from the Competent Authority.
- 15.5 Plucking of fruit or flower in side the campus is strictly prohibited.
- 15.6 Original room key must be deposited to the Security before leaving for educational tour or general leave or resignation.
- 15.7 Delivery of food by external food vendors is allowed at the reception area of hostel and not inside individual room.
- 15.8 Poster, flex, banner etc. with political or communal content are strictly prohibited inside the campus.
- 15.9 Clearance Certificate is necessary for resignation.
- 15.10 At least one photo id card is to be carried at all times.
- 15.11 To facilitate smooth clearance, the Personal Laptops / Desktops and other valuable gadgets / belongings are to be recorded at the office of the Deputy Registrar (Academic). Such information in the form of an inventory are to be kept in the personal files of the students. For guests it should be registered in a Register kept at the Guest House.
- 15.12 Vehicles of all kinds should be kept / parked properly in the designated places.
- 15.13 Decency in all respect conducive to academic atmosphere should be maintained in the campus. Any act amounting to misconduct and breach of discipline may call for disciplinary action.