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## GUIDELINES FOR RESEARCH & TEACHING ASSOCIATE (RTA'S)

Approved in 2<sup>nd</sup> BUTR meeting held on 12<sup>th</sup> Dec. 2023.  
Approval of other statutory committees pending.

Achalad  
28/02/2024



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Approved in 3<sup>rd</sup> BURE meeting held on 15<sup>th</sup> Dec-2022.  
Approval of other statutory committees pending.

*(Signature)*  
15/02/2023



## 1. BACKGROUND

Somaiya Vidyavihar University fosters an integrated academic culture, facilitating research and addressing regional, national and global challenges.

Our research strength involves a 24x7 accessible and accomplished research facility solutions in areas of Humanities, Engineering and Technology, Education, Dharma Studies, Management Studies, Basic and Applied Sciences, Commerce and Business Studies, Music & Performing Arts, Cultural Studies, Languages and Literature.

We work on areas of knowledge like Engineering, Technology, Management, Humanities & Social Sciences, Basic and Applied Sciences, Life Sciences including Agricultural Life Sciences, Healthcare, Data Science, Artificial Intelligence, Environment and Sustainability to provide scientific, technological, and innovative solutions.

The university also offers under-graduate and post-graduate programmes in all relevant disciplines in these areas.

The Research and Teaching Associateship scheme is an initiative designed to provide research-oriented graduate and post-graduate students with an opportunity to pursue full-time doctoral research at a university. This scheme typically offers a combination of research work and teaching responsibilities to the selected candidates.

Here are the key features of the Research and Teaching Associateship scheme:

- **Doctoral Research Focus:** The primary focus of the scheme is to support students interested in pursuing a Ph.D. degree. It is aimed at providing financial assistance, mentorship and resources to aid candidates in their research journey.
- **Full-Time Engagement:** Associates selected under this scheme are expected to be committed to full-time research during the duration of their Associateship. This allows them to immerse themselves fully in their research work and make significant progress towards their doctoral degrees.



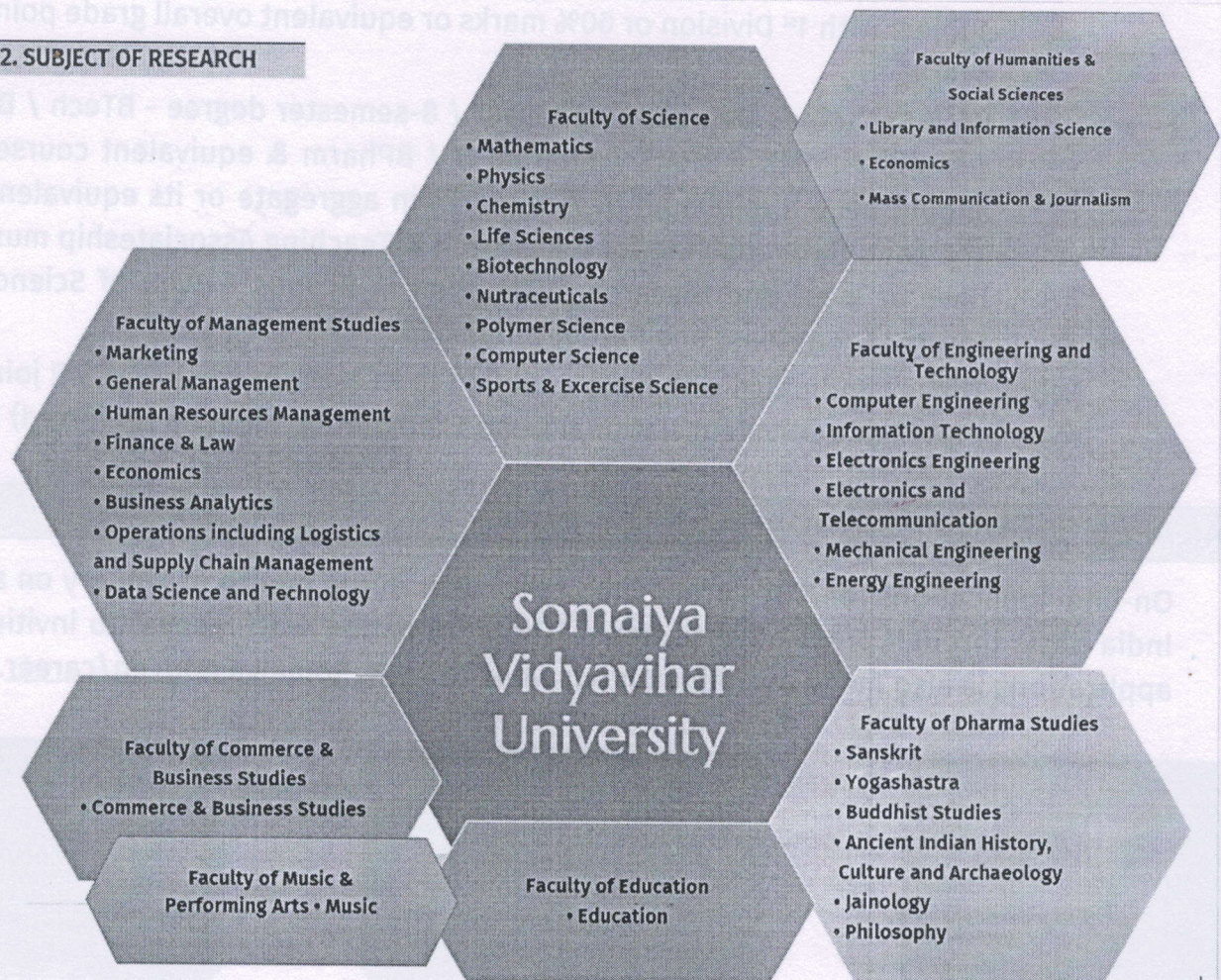
- **Teaching and Practical Responsibilities:** In addition to their research work, Associates may have the opportunity to assist Faculty in teaching and conducting practical sessions, depending on the specific requirements and policies of the university. This dual role helps students develop valuable teaching and communication skills while contributing to the academic community.
- **Mentorship and Guidance:** Research and Teaching Associates often work closely with experienced faculty members who act as their research supervisors and mentors. This guidance ensures that students receive the necessary support and direction for their research work.
- **Financial Support:** The Associateship typically provides financial support in the form of a stipend or fellowship to cover the living expenses of the students during their research and teaching engagements. The exact amount of financial assistance may vary depending on the university and the terms of the scheme.
- **Research Opportunities:** The scheme may also open up various research opportunities, collaborations, and networking prospects for the Associates. They may have access to research facilities, libraries, and academic conferences that further enrich their research experience.
- **Duration:** The Associateship's duration can vary depending on the university and the nature of the research project, but it is generally aligned with the expected timeline for completing the doctoral degree.

Overall, the Research and Teaching Associateship scheme is a beneficial initiative for research scholars interested in pursuing research-oriented doctoral studies and gaining valuable teaching experience simultaneously. It not only fosters academic growth but also contributes to the overall development of research scholars within the university ecosystem.



## 2. SUBJECT OF RESEARCH

### 2. SUBJECT OF RESEARCH



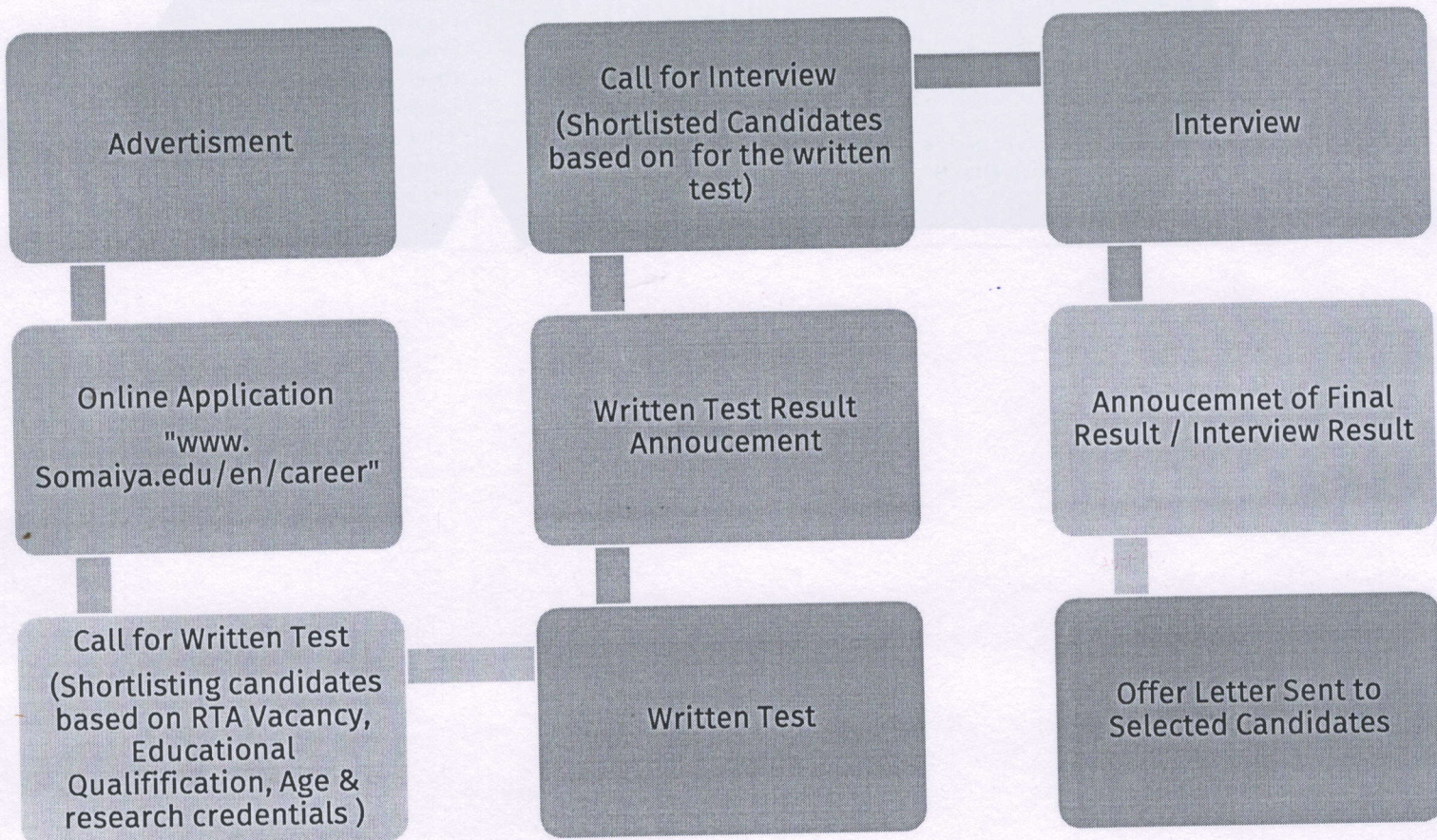


### 3. ELIGIBILITY FOR RESEARCH & TEACHING ASSOCIATE (RTA's)

- a) **With Master's Degree:** Master's & Bachelor's degree in the relevant subject with 1<sup>st</sup> Division or 60% marks or equivalent overall grade point average
  - b) **With Bachelor's Degree:** Only 4-year / 8-semester degree - BTech / BE / MBBS / BAMS / BHMS / Pharma D / BPharm & equivalent courses should have a minimum of 75% marks in aggregate or its equivalent. The candidate applying for a Research & Teaching Associateship must have at least one research publication in Scopus & Web of Science Journal OR at least one Patent published.
- (Note: Those candidates who have qualified in NET-JRF or the UGC-CSIR joint tests or GATE or equivalent National Level Examination shall be preferred)

### 4. APPLICATION PROCEDURE

On-line Applications for RTA's are invited every year in the month of January on all India basis through press advertisement. The information with respect to inviting applications is also made available on our website [www.Somaiya.edu/en/career](http://www.Somaiya.edu/en/career).





## 5. AGE LIMIT

- a) **Upper Age Limit:** The maximum age limit for individuals applying for the award of RTA is set at 30 years. This means that candidates must be under 30 years old at the time of applying.
- b) **Age Relaxation for Physically Handicapped Applicants:** Applicants belonging to the physically handicapped category are granted an age relaxation of up to 5 years. This means that they can apply for the RTA award until they are up to 35 years old.
- c) **Age Relaxation for Exceptional Candidates:** Exceptional Candidates with outstanding academic record, research credential or exceptional qualities shall be recommended by the Institute Head. The Vice Chancellor or Dean Research holds the authority to grant age relaxation in such cases. This relaxation extends the eligibility age for the RTA award application up to 40 years old. The provision aims to support outstanding candidates, recognizing their significant research achievements regardless of their age.

## 6. SELECTION PROCEDURE

- a) The Selection Criteria for the RTA's shall be on the line of the National Research Fellowship, based on a SVU RTA's Entrance Test (Total Marks: 100 & Qualified Mark: 50) and a Personal Interview (Total Marks: 100 & Qualified Mark: 50) for the specific scheme/Faculty/Institute.
- b) SVU has introduced a Single MCQ (Multiple Choice Question) Paper based test comprising of three parts. Part-A shall be common to all subjects comprising questions on General Science and Research Aptitude. Part-B shall contain subject-related conventional MCQ and Part-C shall contain higher value questions that may test the candidate's knowledge of scientific concepts and/or application of the scientific concepts. Negative marking for wrong answers shall be done (for every wrong answer, 1/3 of the total mark of that question shall be deducted).
- c) During the Personal Interview the assessment of the candidates will be based on academic record, subject knowledge, communication skills and published/project work is tested by discipline-wise high-level expert Committees.
- d) Merely fulfilling of eligibility criteria may not entitle a candidate for being called for Entrance Test/ Interview. Candidates shall be called for Entrance Test/ Interview after screening on the basis of criteria adopted by SVU depending on the number of RTA's available. SVU reserves the right to call or not to call a candidate for Entrance Test/ Interview.



- e) The validity of the award letter shall be 10 days from the date mentioned in the award letter. No extension beyond 10 days will be considered. Decision of SVU in matters of selection for interview or for award of RTA's etc shall be final and binding on the candidate.
- f) The candidates called for the interview shall not be entitled for any TA/DA/fare etc.
- g) Candidates who are UGC-CSIR/NET - JRF / GATE or equivalent National Entrance Test qualified shall be exempted from appearing for the SVU RTA entrance test. However, they shall appear for the interview and qualify the same.

## 7. SELECTION COMMITTEE

Convenor -	Director / Head of the Institute
Members -	Three
	i. One member (Internal Subject Expert) – Professor/ Associate Professor/ equivalent position, nominated by the Director/ Hol of the respective institute/college
	ii. One External member (External Subject Expert) – A Principal Scientist/ Professor/ Associate Professor/ equivalent position of the related discipline from any other outside University/ Institute/ College as nominated by the Director/ Hol of the respective institute/college.
	iii. Head of the Department (HoD)
Vice Chancellor -	Shall be an Invitee
Registrar or their Nominee	Invitee
Dean Research or their Nominee	Invitee
Chairperson BOS -	Shall be an Invitee



**Note:** The above will be constitution of the panel who will finally sign the mark list and selection document. College can include as member/expert anyone they desire particularly concerned guide/s in the respective subjects.

## 8. PHD REGISTRATION AND TERMINATION OF Associateship

- a) Candidates who become part of the Research and Teaching Associateship scheme must initiate their enrollment in the SVU PhD program within six months from the date they join as a Research and Teaching Associate (RTA). If they fail to do so and do not begin their PhD studies within this specified timeframe, their Associateship is canceled/terminated. This emphasizes the importance of timely enrollment in the PhD program to maintain their eligibility for the Associateship.
- b) Research and Teaching Associate fall under the categories of "Full time PhD Research Scholar / Student". As such, they fall within the purview of the regulations set forth by the University Grants Commission (UGC) and are subject to their guidelines and directives as may be applicable from time to time.
- c) He/She has to be a full-time researcher/PhD Scholar in SVU and submit himself/herself to the disciplinary regulations of the University/ Institute/ Laboratory where he/she is working. Regular attendance of the fellow may be ensured by the supervisor/ department by keeping an attendance register/biometric.
- d) RTA shall be exempted from the SVU PhD Entrance & Interview.

## 9. TENURE OF THE ASSOCIATESHIP

- a) Research & Teaching Associateship is initially tenable for a maximum period of five years in which first two years on similar lines as National Junior Research Fellowship & It may be extended further for the 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> year at the discretion of SVU on similar lines as National Senior Research Fellowship.
- b) Tenure of fellowship is for five years from the date of joining as RTA. Fellowship shall be granted upto date of submission of Ph.D. Thesis or 5 years whichever is earlier.
- c) The progress of RTA shall be assessed each year by a discipline wise Assessment Committee consisting of one external member not below the rank of Professor, Supervisor of the candidate and Head of the department/ Head of the Institute. If the supervisor happens to be the Head of the department, another Professor of the same Department may be Associated with the Committee. However, the order for extension or otherwise shall be issued by



the administrative division of constituent Institute/college of SVU after considering recommendation of the high-level discipline wise Committee, together with the detailed progress report duly supported by reprints/preprints/manuscript of the papers published, accepted or communicated.

- d) The amount of remuneration shall be revised in line with the UGC, CSIR, DBT & SERB and/or other similar fellowship in this regard.
- e) A Research Fellow who joins on the first day of the month, his/her tenure shall be completed on the last day of the previous month. In other cases, the tenure will be completed on the last day of the same month of joining the Fellowship.

## 10. STIPEND

The consolidated monthly stipend of RTA shall be:

- a) Rs. 41,000/- p.m. for the initial two year
- b) Rs. 45,000/- p.m. for remaining tenure

## 11. CONTINGENT GRANT

- a) An annual contingent grant of Rs.1,00,000/- per RTA is provided to the University/Institution/College for three years. Part of this grant may be utilized in the interest of research work, purchase of books, etc. The unspent balance of contingency grant at the end of a year may be carried forward to the next year, however, the next release of contingency grant will be subject to adjustment of unspent balance of contingency grant of the previous year thereby restricting contingency expenditure to a maximum of Rs 1,00,000/- in a year. Further, request (claim) for release of contingency grant of the previous financial year(s) shall not be entertained.
- b) The guidelines for utilization of the contingent grant are given in Annexure-I.
- c) The Supervisor must submit the consolidated Utilization Certificate and Statement of Expenditure (Annexure-II) to the host institute/college at the end of each Financial Year failing which grant-in-aid payable for next year will not be released.
- d) The contingency grant shall be reimbursed quarterly to the RTA subject to submission of the claim on a quarterly basis. The RTA are required to submit the original bills to Host Institute/Supervisor and Host Institute shall verify the expenditure and ensure that all expenditure should be as per SVU guidelines. The accounts should be maintained by the grantee institution for the research fellow on ledger type system. The host Institute shall be responsible for compliance of SVU guidelines issued on contingency grant



from time to time. SVU/Dean Research office reserves the right to inspect or call for the Bills/Vouchers as and when required.

- e) The concern Supervisor can request the advance amount up to 50,000/- to the concern authority for the smooth functioning of the Research Work with a prior approval of a Hol's. The concerned supervisor shall be responsible for producing all the bills against the expenditure to the Host Institute.

## 12. PROGRESS REPORT

The preparation of the annual progress report on the research work done shall be essential part of the Associate's work. Each Research & Teaching Associate shall submit his/her annual research report in the prescribed proforma (Annexure-III) along with three-member expert committee report (Annexure-IV) within a period of 15 days after completion of one year tenure to host institute and Dean Research office through his/her Guide and Head of the Department. It is essential to give up to-date and full information against all the columns of Annexure-III. The results should be presented quantitatively in Tables/Figures and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentary reports shall not be entertained. The progress report should be always accompanied by copies of published papers, re-prints and pre-prints of papers accepted for publication; manuscripts of papers communicated for publication duly acknowledging financial assistance of SVU. Noncompliance of SVU norms for submission of annual progress report along with other requisite documents within one month after completion of yearly tenure may result in termination of fellowship/Associateship. Attendance record must accompany the annual report. The Guide/Head of Department shall bring out in his/her assessment report the share of originality and initiative of the Associate in carrying out the research work.

- a) The RTA's shall present yearly reports on the progress of his /her work, through the supervisor and the Head of the Department in the University/Institution, in the prescribed proforma (Annexure-III)
- b) If an Associate wishes to leave the Associateship before the end of the tenure, it should be with the prior approval of respective institute Hol's, Supervisor & Dean Research
- c) The Associateship may be terminated if the SVU/Host Institute is not satisfied with the progress or conduct of the RTA. Decision of the University shall be final & binding.



### 13. PUBLICATION/PATENT

- a) Publication: The results of Research & Teaching Associate's research work may be published in standard refereed journals/ Scopus & Web of Science journals at the discretion of the Guide.
- b) Intellectual Property: Any Intellectual Property developed/made by RTA during the course of his / her doctorate degree / Ph.D. programme will be owned by SVU.

### 14. LEAVE

- a) Associates are entitled to a maximum period of 30 days of leave per year on a pro-rata basis, in addition to public holidays. They are not entitled to any other vacations.
- b) The Guide can grant leave to an RTA in his/her charge with the concurrence of the Head of the Institution/Department.
- c) Associates are eligible for maternity/paternity leave after registering for their PhD at SVU, as per the norms set by the Government of India/UGC, issued from time to time. This entitlement is granted at the full rates of fellowship once during the tenure of their award.

### 15. OBLIGATIONS/ OTHER CONDITIONS OF RTA'S

- a) In case an RTA decides to appear for competitive examination or any other positions Interview, he/she would invariably seek permission from the guide and inform Host Institute about it.
- b) RTAs are expected to dedicate up to 10 hours a week to assisting with teaching and laboratory-related activities.
- c) RTAs shall assist regular faculty members in teaching and laboratory activities for UG & PG courses.
- d) RTAs may take on independent teaching responsibilities only for First and Second Year Undergraduate (UG) courses. This is contingent upon approval from the respective Heads of Institute (HoI) and Heads of Department (HoD). RTAs cannot be involved in examination-related tasks; these responsibilities will be assigned to regular faculty members.
- e) No RTAs shall discontinue his/her Associateship without prior approval of host institute. In case he/she wishes to discontinue the Associateship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to host institute through the Guide one month in advance, indicating specific reasons for not continuing the Associateship. The Associateship shall cease from the date stipulated in the host institute letter approving the resignation.



- f) The RTAs shall be under the administrative control of the concerned Supervisor/ Mentor/Head of the Department & Head of the Institute. All the matters regarding RTA's should be routed through Mentor/Supervisor/ HoD & Hol.
- g) During their Associateship tenure, RTAs are discouraged from engaging in any kind of paid or honorary employment, whether part-time or full-time, including private practice even in an honorary capacity. If an RTA wishes to pursue such employment, they must inform the relevant authorities (Hol/Mentor/ Supervisor/ Director of HR) before taking any action. If deemed appropriate, necessary actions shall be taken.
- h) An RTA is allowed to request a change of their supervisor or Mentor, but this change can only be made once throughout the entire Associateship tenure. The final decision regarding this change rests with the relevant authority (Hol's & HoD's).

**16. ROLES AND RESPONSIBILITIES IN THE SELECTION PROCESS OF RESEARCH & TEACHING ASSOCIATES**

The following outlines the roles and responsibilities of the key stakeholders involved in the comprehensive selection process of Research & Teaching Associates (RTAs).

1. Number of RTA's Required:	
Dean Research/Dean Research Office:	<ul style="list-style-type: none"> <li>• Coordinate a meeting with concerned Heads of Institutes (Hol's), Heads of Departments (HoD's), and Research Coordinators from constituent Institutes/Colleges of SVU before each year's advertisement.</li> <li>• Discuss all matters related to RTAs and gather RTA requirements from each department.</li> <li>• Request Hol's to provide accurate RTA requirement data before the advertisement.</li> <li>• This may involve reviewing the previous year's RTA allocation, assessing the effectiveness of RTAs, discussing the roles and responsibilities of RTAs, and considering any changes or improvements needed in the RTA program.</li> </ul>



<p><b>Constituent Colleges/Institutes:</b></p>	<ul style="list-style-type: none"> <li>• Determine the minimum required RTA positions based on teaching program offerings and research needs.</li> <li>• Furnish accurate and timely data regarding the number of RTAs required to the SIRAC/Dean Research office prior to the advertisement.</li> </ul>
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<p><b>2. Advertisement:</b></p>	
<p><b>Dean Research/Dean Research Office:</b></p>	<ul style="list-style-type: none"> <li>• Develop a tentative timeline for the RTA selection process, including advertisement, Entrance Examination, and Interviews, based on input from Hol's and relevant authorities.</li> <li>• Publish advertisements in newspapers and share e-advertisements with all concerned parties.</li> </ul>
<p><b>Constituent Colleges/Institutes:</b></p>	<ul style="list-style-type: none"> <li>• Provide the syllabus for the Entrance Examination before the advertisement.</li> <li>• Execute all necessary activities according to the provided timeline.</li> </ul>

<p><b>3. SVU RTA's Entrance Exam:</b></p>	
<p><b>Dean Research/Dean Research Office:</b></p>	<ul style="list-style-type: none"> <li>• Coordinate and oversee all aspects of the entrance exam in collaboration with constituent Institutes/Colleges and the Controller of Examination (COE) at SVU.</li> </ul>
<p><b>Constituent Colleges/Institutes:</b></p>	<ul style="list-style-type: none"> <li>• Perform tasks within specified timelines, including paper setting, checking, and submitting hardcopy results to the COE's office.</li> <li>• Offer administrative support to ensure the smooth conduction of the RTA's entrance exams.</li> </ul>
<p><b>Controller of Examination (COE):</b></p>	<ul style="list-style-type: none"> <li>• Collaborate with the Dean Research office and concerned Institutes/Colleges for all exam-related activities.</li> <li>• Process and manage hardcopies of entrance exam results received from institutes/colleges.</li> </ul>

**4. Interview & Selection Process:**



<b>Dean Research/Dean Research Office:</b>	<ul style="list-style-type: none"> <li>• Collect Annexure – V documents from various institutions and submit them for approval to the Vice Chancellor's office.</li> <li>• Inform the relevant Institutes/Colleges upon receiving approval from the Vice Chancellor</li> </ul>
<b>Constituent Colleges/Institutes:</b>	<ul style="list-style-type: none"> <li>• Formulate an Expert Committee panel as per Annexure – V and submit it to the Dean Research office for approval within the specified deadline.</li> <li>• Conduct interviews, prepare mark sheets, Selection Committee Reports, and oversee the entire selection process.</li> </ul>

<b>5. Result:</b>	
<b>Constituent Colleges/Institutes:</b>	<ul style="list-style-type: none"> <li>• Inform selected candidates and provide Offer Letters/Appointment Letters (coordination with HR) .</li> </ul>

<b>6. Offer Letter/Appointment Letter:</b>	
<b>Director HR:</b>	<ul style="list-style-type: none"> <li>• Issue Offer Letters to selected candidates on behalf of the concerned Institute/College</li> </ul>

<b>7. Assigning of Mentor:</b>	
<b>Constituent Colleges/Institutes &amp; Supervisor / Mentor</b>	<p><b>Assignment and Onboarding:</b></p> <ul style="list-style-type: none"> <li>• The college/institute is responsible for assigning a mentor to each RTA within one week of their date of joining.</li> <li>• The mentor's role starts with facilitating a smooth onboarding process for the RTA, introducing them to the institution's policies, guidelines, and work culture.</li> </ul> <p><b>Guidance and Support:</b></p>



	<ul style="list-style-type: none"> <li>• The assigned supervisor/mentor plays a crucial role in providing academic and professional guidance to the RTA.</li> <li>• They assist the RTA in understanding their roles and responsibilities and provide clarity on their tasks and objectives.</li> </ul> <p><b>Administrative Liaison:</b></p> <ul style="list-style-type: none"> <li>• The supervisor/mentor serves as the primary point of contact for all academic &amp; administrative matters related to the RTA</li> <li>• The supervisor/mentor monitors the RTA's progress in research and PhD activities.</li> </ul> <p>Overall, the role of the supervisor/mentor is pivotal in ensuring that Research &amp; Teaching Associates receive comprehensive support, guidance, and resources to excel in their roles and contribute effectively to the institution's academic endeavors.</p>
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**Note:** Before sending the Offer Letter to the selected RTAs, the concerned institute/college must address the following points:

- Verify candidates' eligibility with respect to qualifying degree examinations.
- Confirm the proposed place of research work.
- Ensure suitable seating arrangements/workstations with necessary facilities.
- Define the research topic.
- Identify the name of the supervisor/mentor/guide.

This collaborative effort between Dean Research, Hol's, COE, and Director HR ensures a systematic and transparent selection process for Research & Teaching Associates at SVU.

## 17. AMENDMENT/REVISION OF THE GUIDELINES

Somaiya Vidyavihar University reserves the right to modify any of the conditions/guidelines mentioned above at any time.



## GENERAL GUIDELINES

## Annexure-I

### Guidelines for utilization of the contingent grant:

To facilitate speedy day to day working of the research Fellowships/Associateships of SVU, the following power can be exercised by the guides/supervisor/mentor of Research & Teaching Associates in concurrence with the Head of the Department/ Dean of the Faculty/ Director/Vice Chancellor.

1. Sanctioning of leave when it is due.
2. Approving of tours of RTA's for:
  - i. Attending Symposia/Seminars/Conferences in India provided the RTA are presenting paper that have been accepted and for attending Workshops/Training Courses relevant to the research projects;
  - ii. Field work connected with research;
  - iii. Computation work;
  - iv. Consulting rare reference volumes in the nearest University/Research Institution library.
3. Utilization of contingent grant for the following:
  - i. Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institute.
  - ii. RTA's for participation / presenting their research papers in National Scientific Events such as conferences/ Seminars/ Symposia/ Workshops/ Short-term School/ courses/ training programs, shall be entitled to travel & accommodation refer office order – SVU/VC/O/23-24/014, Dated: 02/11/2023.
  - iii. Towards meeting TA/DA limited to first class/ entitled class rail fare of outside expert members of assessment Committee.
  - iv. Chemical/consumable items required for the research work.
  - v. Equipment required exclusively for research.
  - vi. Photographic materials for research or thesis work.
  - vii. Computation charges.
  - viii. Reprints/ Off- print of research papers.
  - ix. Stationery and postal charges.
  - x. Typing of research papers if computer facility is not available in the host



- institution.
- xi. Registration fee for attending conference in India and abroad.
  - xii. Any other purpose, specially authorized by SVU/host institute.

**Contingent grant cannot be utilized for:**

- i. Foreign travel or other expenses for visit abroad.
- ii. Stationery items such as: pen, pencils, folders, file covers, carbon papers etc. and furniture items.

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**Supervisor for RTA':**

- The requisition is to be recommended by the supervisor and approved by the Head of the Institute/ Department. The book will become the property of the University/ Institution's Library after purchase and could be issued to the Supervisor/ Fellow/Associates after accession for use by the indenting Fellow/Associates till his/ her research Fellowship/Associateship is over. Normally not more than 25% of the total annual contingent grant can be utilized for purpose.
- The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/ she returns to the Headquarters.
- No expenditure can be incurred for purchasing furniture and office equipment.





SVU/VC/O/23-24/014

02 November 2023

To  
Dean, Research & HoIs

**Sub: Financial Support for travel and accommodation of students/research students/RTAs whose research papers/posters have been accepted in national/International Conferences/Symposia, in India - Policy**

Research Students (including PG Research), Research & Teaching Associates (RTA) whose original research papers/posters have been accepted in credible National/International Conferences/Symposia shall be given financial support for their travel, (II AC Train) and accommodation expenditure. The quality of the paper and credibility of the conference shall be certified by a committee consisting of the Dean, Research (Convenor), HoI, Supervising Teacher and a subject expert nominated by the Dean-Research. The Committee need not physically meet; email inputs, conference calls or zoom meeting can be conducted. The proposal for financial assistance shall be recommended by the Supervising Teacher and forwarded through the HoD to the HoI. The proposal has to be submitted immediately after the paper/poster has been accepted. If somebody is intending to travel by air or other costly modes of transport, the extra amount has to be borne by him/her. Those who have contingency grants as part of their research engagements, the expenditure must be met from those grants. Otherwise, the expenditure must be met by the institution. If there is no budgetary allocation in the institute, or, if it is exhausted, the Institute can propose the same to SIRAC or University Administration. The sanctioned amount has to be paid in advance. Within 15 days of participation in the event, the advance amount has to be settled with the strength of appropriate vouchers and bills. The eligibility for this support is once in a financial year.

All the HoIs are advised to follow this policy and ensure that representation of good research happening in the University shall get adequate visibility in international conferences. It is important that research students at all levels get the opportunity to present their research findings in national and international forums. These guidelines shall be implemented with rigorous quality concerns.

Prof V N Rajasekharan Pillai  
Vice-Chancellor  
Somaiya Vidyavihar University

cc:

1. Registrar
2. Chief Financial Officer





**Statement of Expenditure**

Name of the Institute / College :

Department :

**STATEMENT OF RECEIPT & EXPENDITURE IN RESPECT OF SVU, RTA'S FOR THE GRANT RECEIVED AND EXPENDITURE INCURRED DURING THE FINANCIAL YEAR**

Sr No.	Name of the RTA's	Opening Balance				Grant received during the year				T o t a l G r a n t				Expenditure Incurred during the year				Unspent Balance at the end of the Year			
		Stipend	Contigent Grant	HRA	Total	Stipend	Contigent Grant	HRA	Total	Stipend	Contigent Grant	HRA	Total	Stipend	Contigent Grant	HRA	Total	Stipend	Contigent Grant	HRA	Total
1																					
2																					
3																					

1 It is also certified that there is no other Research Fellow/Research Associate in the institute during the period

Date:

(Finance & Accounts Officer)

Host Institute

Supervisor/Mentor

Head of Institute/College



**Proforma for Annual Progress Report of Research & Teaching Associate**

1. Name of the Institute / College:
2. Name of the Fellow/Associate:
3. Email Address of the Fellow/Associate:
4. Employee Code.:
5. Name, designation and address of Guide:
6. Place of work (Names of the Department/Institute/University/College, etc.):
7. Date of joining:
8. Period upto which fellowship is tenable:
9. Date of registration for higher degree (PhD):
10. (a) Topic of Research :  
(b) Broad Subject Area:
11. Objective in undertaking work:
12. Period of Report: From to
13. Attendance:
  - (a) Total No. of working days during the period under report:
  - (b) Out of these, total no. of days in which the Fellow/Associate was present and worked:
  - (c) Number of days for which leave was sanctioned:
14. Detailed report about the research work done during the above-mentioned period. This should include quantitative results of research presented in Table(s)/Figure(s), discussion and conclusions drawn (separate sheets should be attached):



15. Summary of research work done during this period (in not more than 300 words: a separate sheet may be attached):

16. Plan of work for the next year (separate sheet may be attached):

17. Research papers published/accepted for publication/communicated for publication (Details of authors, title, journal, volume, page number and reprints of published papers/preprints of accepted papers/and manuscripts papers must be sent):

18. It is affirmed that I have devoted my full time to research.

Date:

Signature of RTA

19. Overall assessment and comment of the Guide:

- (a) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow/Associate is correct to the best of my acknowledge and belief.
- (b) My specific comments about the performance of above Fellow/Associate are as under :-

Date:

Guide/Supervisor/Head

Signature of the





THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR RA ASSESSMENT OF MR/MS \_\_\_\_\_ RTA

WORKING AT

\_\_\_\_\_ ON COMPLETION OF ONE/TWO YEARS.

- |    |  |  |
|----|--|--|
| 1. | DR _____<br>PROFESSOR/ASSOCIATE<br>PROFESSOR DEPARTMENT<br>UNIVERSITY/ INSTITUTE                                       | EXTERNAL MEMBER<br>( <u>must</u> be from outside of the<br>university/institute) |
| 2. | HEAD OF THE DEPARTMENT<br>(IN CASE HOD <u>IS THE</u> GUIDE, THEN<br>DEAN OR ANY OTHER SENIOR<br>MEMBER OF THE FACULTY) | MEMBER   |
| 3. | GUIDE/SUPERVISOR   | MEMBER   |

DATE, TIME AND VENUE OF ASSESSMENT/INTERVIEW

ASSESSMENT OF THE COMMITTEE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

► RECOMMENDATIONS

1. Mr/Mrs \_\_\_\_\_ may be allowed to continue for second/third year.

MEMBER  
(EXTERNAL)





**ANNEXURE-V**

**Subject: Proposals for Research & Teaching Assistantship (RTA) Interview – Constitution of Expert Committee**

The table below gives the constitution of expert panel for the interviews of RTA who are eligible and have passed RTA entrance examination with valid score.

Name of the College/Institute:			
Department:		Subject:	
Tentative Date for Interview:			
Sr.	Name with affiliation	Email	Role
1.	Director / Hol		Convener
2.	Chairperson BOS (shall be an Invitee)		Chairperson B
3.	Internal Subject Expert (Professor/ Associate Professor/ equivalent position, nom by the Director/ Hol of the respective institute/college)		Member
4.	External Subject Expert (A Principal Scientist/ Professor/ Associate Professor/ equi position of the related discipline from any other o University/ Institute/ College as nominated by the Director/ the respective institute/college.)		Member
5.	Head of the Department (HoD)		Member
6.	Vice Chancellor (shall be an Invitee)	vice-chancellor@somaiya	--
7.	Registrar or their nominee (Invitee)	registrar@somaiya.edu	--
8.	Dean Research or their nominee (Invitee)	dean.research@somaiya.	--

The above will be constitution of the panel who will finally sign the mark list and selection document. College/Institute can include as member/expert anyone they desire particularly concerned guide/s in the respective subjects.

**Date:**

**HOI/Dean**

**Approved by**

**Prof. V. N. Rajasekharan Pillai**  
**Vice-Chancellor**  
**Somaiya Vidyavihar University**