



SIDHO-KANHO-BIRSHA UNIVERSITY

PURULIA

(A) Guidelines for the Full Time Research Scholars (JRF/SRF/RA) Admitted to the Ph. D. Programme with Fellowship/Stipend sanctioned by Govt. of West Bengal /Govt. of India or Any Other Recognised Funding Authority and
(B) Guidelines for Conducting Research Projects and Submission of Project Reports by the Faculty Members

(A) Guidelines for all full time research scholars (JRF/SRF/RA) admitted to the Ph. D. Programme with fellowship/stipend sanctioned by Government of West Bengal/Government of India or Any Other Recognized Funding Authority

1. These guidelines are applicable to all research scholars (JRF/SRF/RA) working for their research works leading to the Ph.D. Degree of Sidho-Kanho-Birsha University with fellowship/stipend sanctioned by Government of West Bengal/Government of India or any Other Recognized Funding Authority .
2. All full time research scholars (JRF/SRF/RA) will come to their respective department on all working days and sign in an attendance register kept for the purpose in the office of the respective departments. They must mention the time of their arrival in the department and the time of departure. They will have to be present in the department during the working hours of the university.
3. Full time research scholars here refer to all those who receive fellowship/scholarship/ stipend from University/UGC/CSIR/Central Govt./State Govt./ICSSR/ICMR or from any other funding authority and have been admitted to Ph.D. programme of the university.
4. Full time research scholars who have been admitted to Ph. D. Programme with fellowship may be allotted PG classes in their respective department provided they fulfil the eligibility criteria of UGC for an Assistant Professor (i.e. NET/SET/ etc.)

and the Departmental Committee approves the matter. They may be allowed to cover only certain portion of the PG syllabus.

5. However, they shall not be allowed to take part, directly or indirectly, in confidential matters like paper setting, moderation, evaluation of answers scripts, taking viva-voce examination of the students, conducting practical examinations etc. They may be allotted examination invigilation duties but they will not be the custodian of the answers scripts and question papers.
6. In the matter of leave of absence, all full time research scholars will have to submit a leave application to the respective HOD, duly forwarded by their Ph.D. supervisors/project directors/principal investigators etc. and in turn the HOD will forward all these applications to the Registrar for granting of leave.
7. The leave rules of all full time research scholars will be guided by the norms of the funding authorities along with this University leave rules. In absence of any such leave rule framed by the funding authority, they will be entitled to enjoy Casual Leave up to 14 days in a year. Maternity Leave (as per the existing government rules) and Medical leave (up to 10 days in a year) may also be granted to all full time research scholars on the basis of the recommendations of their Ph.D. supervisors. Respective HOD will forward all these applications to the Registrar.
8. Full time research scholars must tender written application to their supervisor, mentioning the cause and duration of their absence from the department particularly when they would go outside for field work, library work, data collection, laboratory work etc. The HOD of the respective department will also be informed to this effect. The Ph.D. supervisor will keep all such applications on record.
9. Full time research scholars will have to submit to the respective HOD a report duly signed by the respective supervisor in every six month, mentioning the progress of the research work done. In turn the HOD will forward the reports to the Dean of the respective faculty council or in absence of dean to the registrar. All these reports would be referred to the concerned Departmental Research Advisory Committee by the Dean/ Registrar. The Research Advisory Committee may take necessary action in case of unsatisfactory progress. Unsatisfactory progress may lead to cancellation/termination of the admission/registration of the research scholars.
10. Redressal of any type of indiscipline/harassment not mentioned in the guidelines will be meted out as per the existing provisions of the regulations and the act of Sidho Kanho Birsha Universty.
11. In case a scholar needs to stay at laboratory for an extended period or need to stay at night, he/she should inform the supervisor in writing. In case a scholar needs to work

at the laboratory during Holiday or vacation, he/she should inform the supervisor in writing well in advance. Respective HOD is also to be informed.

12. Any failure to comply with the rules and regulations of the department and the University might result in disciplinary action to be taken against the offending research scholar. The Research Scholars must follow the copyright rules when they would write the thesis and any plagiarism in the thesis must be avoided. Such kind of malpractices would be seriously treated. Before the submission of their theses, the scholars will have to submit a copy of certificate from a recognized institute to the effect that their theses do not contain plagiarism beyond the permissible limit.

(B) Guidelines for Conducting Research Projects and Submission of Project Reports by the Faculty Members:

1. All full time teachers (appointed on substantive basis) of SKBU may apply for research projects in any Govt./Semi-Govt/Autonomous Organisations/Internationally Recognised Funding Authorities. However, while they are applying to any private or charitable organisation for the funding, they should be cautious to consider the credentials of such funding authority.
2. The project proposals must be forwarded by the Registrar. When the project is sanctioned by the funding authority, the HOD of the respective department will be informed by the project director/principal investigator/project coordinator etc.
3. One photo copy of the sanctioned proposal will have to be submitted to the Office of the Development Officer of the University.
4. All the project directors/principal investigators/project coordinators are advised to follow the guidelines of the funding agencies and the financial rule of SKBU when they will spend money from project fund. Any anomaly in this regard must be brought to notice of the authority and until proper clarification is received, the project directors/principal investigators/project coordinators etc. will not be allowed to spend money from that particular head of account in which the anomaly is detected. Stock Book and Asset Register should be properly maintained by the Project directors/principal investigators/project coordinators etc.
5. Project director/principal investigator/project coordinator etc. would be solely responsible for the maintenance of the instruments/chemicals/animals etc. which are purchased from the project fund. The books purchased from project fund should be recorded at the Central Library of SKBU and they should have accession number also.

