



Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR)

(An Autonomous Institute under Dept. of Science & Technology, Govt. of India and an
Institution Deemed-to-be University)

जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र (ज.ने.उ.वै.अ.के.)
(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्था सम विश्वविद्यालय संस्था)
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Circular

Sub: Guidelines pertaining to student intake, teaching commitments and lien/deputation for regular faculty and superannuating faculty, co-guidance by Centre's Faculty members, teaching of course at institutions other than JNCASR and payment of honorarium to Guest instructors at JNCASR.

A Guidelines regarding student intake, teaching and lien for regular Faculty and Superannuating Faculty

A. I) Allocation of degree students to a Faculty member

Training students towards degree programmes is an important component of academic activities of a faculty member. It is viewed as a healthy sign to have an academic group under a faculty member grow in size in consonance with increasing activities while constantly creating/optimising the necessary infrastructure. Normally, a faculty member, even at the Professor level, should limit the number of registered degree students to **six**, to adequately engage each student in academic interaction. However, depending on the research areas being practiced, a faculty member may desire to have more students and then the applicable limit is **eight**, provided the concerned faculty member has a record of making efforts in:

- securing extramural grants;
- promoting interdisciplinary research areas involving faculty from two or more Units;
- mentoring students to take up accommodation outside of the campus in order to reduce the demand on the hostel;
- admitting deserving candidates from reserved categories ;
- admitting students with national fellowships/industry sponsorship;
- guiding students who were transferred from other labs.

It may be noted that while considering the limit on student allocation, the students registered in MS(Engg./Research) and those in their M.S. (completing the VI semester of Int. Ph.D) are not to be counted.

Notwithstanding the above, a degree (M.S. or Ph.D.) student being around in the Centre beyond the date of cancellation of registration (albeit in another capacity), will provide sufficient ground for the Centre not to induct a new student into the concerned group. In other words, a faculty member is allowed to admit student(s) at an admission session, under his/her supervision, only if all in his/her group present in the campus, possess valid registration and are left with sufficient time before the date of cancellation of degree registration.

A. II) Allocation of degree students to a Faculty member beyond 62 years of age

- i. As Ph.D. degree formalities are drawn over many years, it is important that a faculty member approaching superannuation may ensure smooth completion of formalities associated with each student working under him/her. For this reason, it is advisable that the number of students in the group is maintained low with the superannuation approaching. The concerned faculty member is expected to work closely with the Chair as well as with colleagues in the Unit to fulfill the same.
- ii. On completion of 61 years of age by a faculty member, Establishment office is to send emails to the offices of Dean-FA, Dean-AA, Chair of the Unit and to the individual, intimating the date of her/his superannuation.
- iii. A faculty member can admit students under his/her supervision, only till he/she completes 62 years, provided the number of students is less than the permissible limit. However, if a faculty member is awarded the Resident Honorary Professorship (RHP) of the Centre, or any such prestigious Honorary Professorship/Fellowship in support of his/her career at the Centre beyond the age of 65 and until 70, this age limit of 62 years can be relaxed to 65 years. The terms and conditions of the RHP will apply.
- iv. A faculty member, who turns 62 and is not awarded the RHP can be allotted Ph.D./Int. Ph.D. degree students only jointly with a foster supervisor (who has many years left to superannuate) for each student admitted in any following session after the date on which the faculty member attained 62. A foster supervisor, while can relate to the research area undertaken by the student, does not participate in day-to-day activities and under normal circumstances or by default, does not become a joint supervisor for signing the thesis. However, she/he will serve on the GSAC and substitute the primary supervisor partially/entirely, beyond superannuation of the primary supervisor. The concerned faculty member may identify foster supervisor for each student admitted, in discussion with the Chair.
- v. Assigning of a foster supervisor is not required if a student is guided jointly by a faculty member, who has many years left to superannuate. As a co-supervisor, she/he will be fully responsible in the absence of the supervisor.
- vi. Students assigned to a foster supervisor, even if assigned to substitute the primary supervisor for any reason, are not to be considered as belonging to her/his group, while counting the student allocation.
- vii. A Faculty member (even while not taking up any Honorary Professorship) may continue to admit M.S.(Engg/Research)/PG Diploma students till the age of 64. The Unit Chair may exercise these options.

A. III) Teaching Commitments of a Full time Faculty member

- i. Faculty members are expected to participate actively in academic activities of the Centre, which include serving as a course instructor, programme coordinator, setting up of question papers, conducting tests and evaluation, participating in interview and selection committees as well as GSACs, framing of course syllabi and assisting the Chair and the Dean-AA in streamlining the activities.
- ii. Conducting a course during at least one semester of the academic year (Aug.-Dec. or Jan.-Apr.) is a must, although engaging in teaching in both semesters will be much welcome. Courses to be offered are to be arrived at (along with the syllabi) in discussion with fellow colleagues and in consultation with the Chair of the Unit. Arbitrary choices of course(s) are not to be allowed. Faculty members holding Honorary Professorships (including Resident Honorary Professorship) may also contribute to academic activities, as assigned by the Chair.
- iii. Following the commencement of a semester, the Academic Office will send out a communication to the Chairs of Units seeking information regarding the list of courses that would be offered in the following semester. The Chair will communicate the approved list of courses to the Academic Office which will take it further for processing.
- iv. Other than on medical grounds requiring prolonged rest, taking a semester break in teaching is allowed only in consultation and with approval of the Chair; however, such discussion to be taken up at least a semester in advance, while pro-actively exploring alternate arrangements.

A. IV) Teaching Commitments of Superannuating Faculty/ Resident Honorary Professor

A faculty member leaving the Centre, on account of superannuation/completion of Honorary Fellowship (including Resident Honorary Professorship), should make best efforts in completing the course syllabus and other course formalities, even if the period extends beyond the term. In such cases, suitable recommendation for compensation may be made by the Unit/Academic Office.

A. V) Faculty permitted to go on lien/deputation/sabbatical

A faculty member desiring to be away from the Centre, on lien/deputation/sabbatical, should ensure that the academic responsibilities including teaching, are transferred formally to another colleague, well in advance.

Application by a Faculty member for deputation/lien/sabbatical should be routed through the Chair of the Unit to the Dean, FA and the necessary procedure should be completed in advance.

B. Request for co-guidance of a degree student in collaboration with another institution

Co-guiding a student towards Ph.D. may add strength to an ongoing collaboration involving the concerned student. As the student/co-guide belongs to JNCASR/another institution (could be from abroad), certain formalities are required to be followed as detailed in **Annexure I**. This is also applicable to a Centre's student to be co-guided by a Faculty member of another Institution. Further, the Faculty member requesting for such an arrangement, should take the responsibility of the overall well-being of the student.

C. Request for teaching a course outside JNCASR

A Faculty member may undertake teaching outside, if such an assignment is in the broader interest of the Centre. The request will be positively considered for approval only if her/his teaching obligations at the Centre are not compromised. A request should be submitted six months before the proposed voluntary teaching assignment. The Faculty member will not commit to the external institution unless the request is approved. **Annexure II** to be filled in.

D. Honorarium being paid to Guest Instructors

The honorarium being paid to a Guest Instructor shall be Rs 3000/- per lecture subject to a maximum of Rs 2,00,000/- per course. A lecture means one hour of class-room teaching or conducting a 3 hour practical session. One time processing at the end of the course is preferable while partial payments may also be processed. However, advance processing is not admissible. No other charges including of conveyance, are admissible in respect of the Guest Instructor.

The class-room teaching can be in-person or by virtual mode, though the former is preferred in the interest of increasing student contact hours.

Desired information is to be submitted by the Unit office for further processing in the format as per **Annexure III**. Once approved, Academic Office will send out invitation(s) to the Guest Instructor.

Nodal Faculty member/Unit office should then arrange/liaison to meet all the requirements of the Guest Instructor (seminar hall booking, arranging TA etc.) till the completion of the Guest assignment.

The guidelines come into force with immediate effect.
