

COEP-Institute Doctoral Fellowship (COEP-IDF) Scheme Guidelines 2021

College of Engineering Pune

Objectives:

- To promote the research culture at College of Engineering Pune
- To promote collaborative research between Institute and Industries leading to technology transfer.
- To nurture talents for technical research, leading to startups, publications, and patents.

ELIGIBILITY CRITERIA FOR AWARD OF FELLOWSHIP:

- a) The Fellowship will be granted to the full-time research scholars admitted to the Ph.D. Programme.
- b) The candidate must have secured a minimum cumulative grade point average (CGPA) of 7.0 on the scale of 10 (or minimum 65% marks) or equivalent at both Bachelors and Masters.
- c) The candidate should be less than 45 years of age as on the date of application for the Doctoral Fellowship Programme.
- d) A research supervisor will be allocated only one full-time research scholar with Institute Doctoral Fellowship for three years provided he/she does not have a full-time Ph.D. scholar under ADF or QIP scheme. Moreover, faculty can have more than one full time Ph. D fellow under his/ her own R and D project from any funding agency, both public and private. However, no two full-time candidates will be given to a research supervisor from COEP's fellowship grant, i.e. COEP-IDF. Moreover, no more than four full-time fellowships per department per year will be awarded, not exceeding ten such Fellowship per department at any given point in time.
- e) Merit will be decided based on interview marks at the time of admission. If there is tie between two candidates on marks, preference will be given to CGPA or marks at Postgraduate level.

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- f) Department level Research Committee (DRC) shall recommend the name of the research scholar and will be approved by Institute level Research and Recognition Committee (IRRC).

DURATION OF THE SCHEME:

The duration of the scheme shall be for a period of 3 Years based on six-monthly performance of the Scholar in the research work.

AMOUNT OF FELLOWSHIP under COEP-IDF:

The Fellowship will be Rs. 25,000/- per month for the first year, Rs.27500/- per month in 2nd year and Rs.30000/- per month in 3rd year. Such research scholars will not be entitled to HRA and contingency grants. However, research scholars pursuing their research may be provided with hostel accommodation in the Institute, if available.

TERMS AND CONDITIONS: -

- a) Disbursement of Fellowship will start from the date of provisional admission to the Ph.D. programme. Course work completion and topic registration for a research topic for Ph.D. within two semester is mandatory from the date of provisional admission as a research scholar. If a candidate has not completed these requirements, then Fellowship will be discontinued.
- b) In the cases where the Fellowship has been discontinued as per clause (a) above, the Fellowship may be resumed after the registration of Ph.D. However, the maximum tenure of Fellowship in such cases will be limited to three years only from the date of provisional admission as a full-time research scholar. However, in exceptional cases, the Dean (Academics) may recommend to the Academic Council for the continuation of Fellowship for one more year up to the fourth year only.
- c) The fellowship awardees shall submit a six-monthly progress report through the Research Supervisor to Departmental Research Committee (DRC) or Institution Research and Recognition Committee (IRRC).
- d) The final progress report should be submitted by the awardees through the Research Supervisor, DRC to IRRC.

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- e) The awardees shall devote full time to research during the tenure of Fellowship and will not be permitted to take any part-time/full-time assignment. While drawing COEP-IDF fellowship, he/ she will not accept any salary, Fellowship, or any type of financial assistance from outside the Institute during the tenure of Fellowship at COEP, if it is known that drawing income from external sources then the entire amount of Fellowship drawn so far by the candidate, since his/her provisional admission, will have to be refunded to the Institute. The nature of the candidature will not be changed during the program. The research scholar shall not undertake any paid assignment during the tenure of the Fellowship (Except in case of leave without Fellowship up to one academic year during the entire tenure). In case the industry/external source decides to support the same Fellowship, COEP-IDF will be withdrawn from the remaining period from the research scholar. In case any research scholar receives any financial assistance from any other organization during the tenure of course, with due permission of the Institute, the Scholar will not be entitled to the Fellowship for the duration in which he/ she is availing such financial assistance, and it shall be resumed on discontinuance of such external financial assistance. Further, the period for which the Scholar has received external financial assistance shall be deducted from the maximum duration of the Fellowship.
- f) The awardees shall give a declaration that if the results of the research are such that He/She can be utilized commercially by taking a patent or otherwise, commercial utilization and patent rights should be with the Institute, candidate, and supervisor as inventors. However, the rules of the research institute, if any, in this regard will be applicable.
- g) The research scholar will submit a six-monthly attendance/ progress report through the research guide, Head of the Department to the student section of the Institute. It is to be further approved by the Dean Academics/ Director for the purpose of releasing Fellowship. The amount will be directly deposited in the bank account of the beneficiary through the Accounts section of the Institute.
- h) If the progress of the candidate is not satisfactory as reported by the supervisor/Head of the Department, the Fellowship of the candidature will be terminated with immediate effect.

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This will not be revoked under any circumstances. In such a case or if candidate cancels his admission, the entire COEP-IDF Fellowship amount paid from date of provisional admission will have to be refunded by the candidate to the Institute. An affidavit in regard to clause (e) and (h) will have to be submitted by the candidate. If he/she is selected for COEP-IDF Fellowship

- i) The Ph.D. rules/regulations of the research institute will be applicable to all admitted candidates under this scheme.

LEAVE:-

- i. Research scholars are entitled to a maximum period of (i) 10 days Casual Leave (CL) and (ii) 30 days Medical Leave (ML) in a year in addition to public holidays as declared by the Institute. They are not entitled to any other vacations.
- ii. Candidates are eligible for maternity leave as per Institute norms. However, the maximum duration of the Fellowship will not be extended beyond the fourth year under any circumstances.

Note: All kinds of leave should be approved by the research supervisor and Head of the Department. It shall be further submitted to the Dean Academics for approval.

INSTITUTE TEACHING ASSISTANTSHIP (ITA) (WORKLOAD):

- i. A teaching assistantship of 8 hours/week shall be given to Full-time research scholars undergoing a full-time Ph.D. program under the Doctoral Fellowship scheme. It will be decided by the research supervisor and approved by the Head of the Department. It may include assistance in lab classes, tutorial support, etc. In case a teaching load beyond 8 hours/week is allotted, a candidate will be remunerated for the same as per institute norms.
- ii. Following action needs to be taken if the candidate leaves the course before completion. The awardees shall submit an affidavit/ an undertaking that in case of his/her vacating the seat within the duration for which he/ she has been offered Fellowship, he/she shall be liable to refund the entire amount of Fellowship received by him/her till the date of his/her leaving the scheme.

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- iii. In case any research scholar avails the break during the fellowship period on the medical ground with due permission of the Institute, the Fellowship will be discontinued from the month of such break and shall be resumed on rejoining the program for the remaining period of Fellowship. However, the maximum tenure of Fellowship in such cases will be limited to 3 years from the date of provisional admission as a full-time research scholar.

CANCELLATION OF AWARD:

The Fellowship is liable to cancellation in case of:

- a) Misconduct.
- b) Unsatisfactory progress of research work/ Course work completion and registration for Ph.D. within one year is mandatory from the date of provisional admission as a research scholar. If a candidate has not completed these requirements, then Fellowship will be discontinued.
- c) He/ She is found ineligible later.
- d) If it found at any stage that any false information furnished by the applicant or any fraudulent activity by the Scholar. Awardees shall lead to Penal action against him/her.
- e) The Fellowship may be terminated at any time during the tenure, and the decision of the Institute will be final and binding.

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Annexure-I

Format to be submitted by the research scholar after the First and second year for the release of Fellowship

1. Name of the Research Scholar: Ms./ Mr./Mrs.
2. Permanent address :
3. Local address :
4. Contact No.:
5. Email ID:
6. MIS no. :
7. Date of Admission:
8. Department (Under which Ph.D. registered):
9. Ph.D. Registration Details:
 - (a) Date of Ph.D. Registration:
 - (b) Registration No.: (with reference No.)
10. Course Work Details :
 - (a) Course work completed: Yes/ No
 - (b) If Yes, Date of completion of course work:
11. Research Proposal:
 - (a) Research proposal approved: Yes/No
 - (b) If yes date on which research proposal approved:
 - (c) Title of the Research Proposal:
 - (d) Name of the Research Supervisor:
 - (e) Designation of the Research Supervisor:
 - (f) Mobile Number:

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(g) Email id:

12. Teaching load:

13. Attendance:

14. Summary of Research work :

15. No. of Papers Published in index / peer Journal after the date of admission under the Doctoral Fellowship scheme with necessary proof:

(a) Scopus indexed Conference

(b) SCOPUS indexed journal

(c) SCIE indexed Journal

16. Patent :

17. Product Development:

18. Other :

In view of the above marked performance of the research scholar, and also the fact that he/she has worked as per the Institute norms Ms/ Mr..... Is recommended for Fellowship

(month)

Name & Signature of Supervisor (Guide)
Department

Name & Signature with seal of Head of the
Department

Received by Students section:

Approved by:

Received by Accounts section:
