

**MANAV RACHNA UNIVERSITY**  
Estd. vide Haryana Act no.26 Of 2014  
(Formerly Manav Rachna College of Engineering)  
Sector 43, Aravali Hills, Faridabad.

**REVISED GUIDELINES FOR PROVIDING TEACHING CUM RESEARCH ASSISTANTSHIP (TRA) TO Ph.D. SCHOLARS ADMITTED UNDER Ph.D. PROGRAM OF THE UNIVERSITY**

Manav Rachna University offers Research Assistantship (TRA), which provides financial assistance to registered Ph. D. scholars to pursue and complete their doctoral thesis. The assistantship shall be admissible to the candidates admitted to the Ph.D. program of the University under different faculties subject to fulfillment of the condition as prescribed.

**(1) Eligibility Criteria**

- (a) Candidate must have cleared Ph. D. Entrance Test of the University.
- (b) Candidate should have been confirmed for Ph.D. registration in full time mode
- (c) Teaching cum Research assistantship (TRA) will be offered to a maximum of 50% of Total Candidates registered for the program, based on their merit.
- (d) Ph.D. Candidates who are employed anywhere or getting any scholarship or financial assistance from any other University or any organisation shall not be eligible.
- (e) The candidates who are UGC-NET and/or MPhil qualified will be preferred.

**(2) Procedure for Award of the Assistantship:**

- (a) Application for Teaching cum Research Assistantship (TRA) shall be invited from the interested scholars by the coordinator Ph.D. in the prescribed format within such time limits as may be notified in the beginning of every PhD session.
- (b) The Application Form in prescribed format, along with all annexure will be required to be submitted by the scholars in hard copy to the University by specified date as notified. Incomplete Applications will not be entertained.
- (c) The applications received will be scrutinized for their eligibility and categorized faculty wise. The shortlisted candidates will be call for an interview by the Expert Committee constituted by the University.
- (d) The recommendations will be approved by Vice Chancellor.

**(3) Commencement and duration of Assistantship:**

The assistantship shall be payable for three years from the date of registration or till the date of submission of thesis, whichever is earlier, subjected to the conditions as laid down in clause 4(d).

**(4) Conditions of the Research Assistantship**

- (a) The value of the Assistantship will be Rs.24, 000/- p.m. for a full time Ph. D for initial two years and Rs.30, 000/- p.m. for third year.
- (b) Scholar shall be eligible for the grant of contingency fund of Rs.15,000/- per annum and this fund will be disbursed in two half yearly installments.

- (c) The last three months Assistantship shall be released on receipt of the Long Synopsis and draft Thesis, which should clearly indicate the stage of completion of the thesis.
- (d) The sanction of the Assistantship will be issued initially for a period of one year, effective from the date of joining of the scholar in the Assistantship. The renewal of the Assistantship for the subsequent year shall be subject to the receipt of satisfactory annual progress report.
- (e) The monthly assistantship to the scholar shall be released on the recommendation of the HOD. Attendance requirement as laid by the University shall be required to fulfill for receiving the assistantship.

#### **(5) Contingency Fund Utilization**

The utilization of contingency fund is permissible only for the following purposes:

- (a) Purchase of Books/Journals/Monographs etc. related to the subject of research not available in any of the University Libraries. However, such purchases shall be routed through the Central Library of the University for Specific Utilization by the Research Assistant for research work only and shall always remain the property of the University.
- (b) Photographic and other media material of relevance required for research.
- (c) Field work and Local Travel maximum of Rs.2000/-month on prior approval of Reporting Officer.
- (d) Computation and Analytical Charges for Consultants.
- (e) Re-Prints and Off Prints of relevant Research Papers
- (f) Registration fee for attending Conferences/Seminars in India on prior approval of Reporting Officer.
- (g) Any other specific research related requirement other than for Capital Goods and for foreign travel, subject to prior approval of the University

#### **(6) Rules Governing the Award of Assistantship**

- (a) The Scholar shall do full time research work.
- (b) The Scholar shall not accept any appointment, paid or otherwise, or receive any stipend, etc. from any other source during the tenure of the award.
- (c) The Head of the Department shall assign work to the scholar, receiving teaching cum research assistantship to a faculty as deemed necessary.
- (d) The attendance norms for the scholar will be 5 days a week / 06 hours per day in the department with PhD Supervisor Research Directors/HoD. Leave rules shall be as per MRU Policy.
- (e) The teaching/research assignment shall be as assigned by Reporting Head in consultation with respective HoD and PhD Supervisor, if required.
- (f) The scholar will be required to work in the Department under the faculty and shall engage for 8 hrs per week at least 8 hours per week in conduct of practical's or any work as assigned by the assigned by the respective faculty.
- (g) In case a scholar who is assigned Teaching Assistantship (TA) does not work satisfactorily for two consecutive months, the University shall have right to cancel the assistantship and provide it to any other scholar.

- (h) The Scholar shall not, without the prior permission of the University, join any other regular course of study.
- (i) In case a Scholar wishes to leave the Assistantship before the end of the tenure, he/she shall obtain prior approval of the University. Application to the effect shall be submitted through the supervisor one month in advance of discontinuance of the Assistantship indicating specific reasons for same.
- (j) The Scholar can avail leave as per norms.
- (k) Women candidates will be entitled for maternity leave as per UGC regulations but during the period shall not be entitled to receive Teaching cum Research Assistantship.

**(7) Outcomes**

- (a) It is expected that the Research Assistant will be required to publish at least two (2) research paper in SCI/SCOPUS/SSCI/ABDC indexed journals (Clarivate authenticated), the same shall be communicated by the scholar to the office of Doctoral Programs with the copy of publication every year. The Research Scholar has to meet the minimum eligibility criteria for publication as laid down in Ph.D. Ordinance and will be over and above these papers. The Research Assistant must mention the affiliation to the Manav Rachna University in the research publication.
- (b) The terms of Research Assistantship shall be reviewed after every six months.

**(8) Cancellation of the Research Assistantship**

The Research Assistantship is liable to be cancelled at any time in the following circumstances:

- (a) The Research Scholars directly or indirectly commits or becomes a party to any misconduct or is in breach of any of the obligations under this Regulations.
- (b) Non submission of periodic progress reports as specified
- (c) Failure to comply with the regulations stipulated for the conduct of doctoral research in the University.
- (d) The Research Scholar is involved in any Criminal Proceedings and has secured the Scholarship by misrepresentation of any of thematerial information and/or by fraudulent act.
- (e) The Research Scholar avails or signs any contract for availing Scholarship/Financial Assistance or Grant from any third-party sources.
- (f) The Research scholar engages in any paid or unpaid assignment without express consent of the University.
- (g) Any neglect of Research work or unsatisfactory progress in Research or unauthorized and/or prolonged absence from work.

For Manav Rachna University

Sd/-  
Registrar