



# **Saha Institute of Nuclear Physics**

**Sector 1, Block AF, Bidhan Nagar,  
Kolkata 700064**



## **Students' Rules and Information Brochure, SINP**

**2023**

# SAHA INSTITUTE OF NUCLEAR PHYSICS, Kolkata

## Guidelines for Research Scholars

*(To be implemented from the batch of 2023 and be reviewed from time to time.  
These are also applicable for Scholars receiving fellowships from CSIR/UGC/DBT.)*

**For Research Scholars, the academic year starts from 1st January 2023 and ends at 31st December 2023.**

1	Each Research Scholar has to successfully complete the pre-PhD course work (it is called Post-MSc (PMSc) in SINP) with 60 credits including a review, project and an Open General Comprehensive Exam (OGCE) within the first year. The credits and course work are as per the HBNI guidelines.
2	In case a Research Scholar fails to complete the required courses in the first year, s(he) may be still eligible to formally join a Guide and a Division based on recommendations of the PMSc coordinator(s) only under the condition that s(he) would acquire 60 credits by the end of the second year. Failing to do so, his/her tenure in SINP will be terminated. Each Research Scholar has to submit a Division Joining (DJ) form signed by the Guide and HOD at the end of the first academic year. Also a Doctoral Committee (DC) is to be formed at the time of joining a Division.
3	A Research Scholar will receive full fellowship only for 1 + 4 years including the year of Post-MSc. However, before the end of each academic year, s(he) should apply for the renewal of his/her tenure in a prescribed format. Scholars receiving SINP/DAE fellowships only (NOT applicable for scholars receiving fellowships from other GOI funding authorities such as UGC, CSIR, DBT) are eligible to apply for a scholarship for the 6th year (these scholarships are given strictly as per the DAE guidelines).
4	Each Research Scholar is eligible to apply for hostels at any time within the tenure of 5 years. Research Scholars who would like to continue to stay in the hostel beyond 5 years may apply for a waiver of accommodation charges. However, the waiver may be granted only on case-by-case basis and subject to availability. Under no circumstances, a Research Scholar will be allowed to stay in the hostel after receiving the provisional PhD degree or the end of 7 years, whichever is earlier. Since at present only limited number hostels are available, scholars are advised to apply early.
5	Research Scholars receiving extramural fellowships from other GOI funding authorities such as UGC, CSIR, DBT, will receive fellowships, contingency fund, HRA, travel funds etc. as per the rules, regulations and guidelines set by the respective funding authorities. SINP rules will apply where the funding authorities do not specify a rule. SINP will take no financial responsibility for their fellowships or any other grants.
6	Academic Standing Committee (ASC) consisting of Director, SINP, or a Senior Professor as Chairperson, Dean Academic of Physical Science, Dean Academic of Life Science and Chemical Science, Dean Students Affairs, PMSc coordinator(s) and some representatives

	<p>of faculty will act as the Monitoring Committee during the full tenure of all Research Scholars. Each Research Scholar will spend the first year under the Science Information &amp; Resource Division (SIRD). At the end of the first year when placements will be made, a Research Scholar has to join a Division under a Guide. PMSc Coordinators will monitor the academic progress of each Research Scholar during the PMSc course work and report to ASC.</p>
7	<p>At the time of joining Division, the Guide has the responsibility of forming a DC for each Research Scholar following the HBNI rules (see below in 9). The ASC will ratify the DC of each Research Scholar. The respective DCs will monitor the progress of Research Scholars and submit progress reports of the Scholars to ASC by May 31st of each academic year.</p>
8	<p>It is mandatory that each Research Scholar is registered for PhD in HBNI. It has to be done through enrolment within one month (by September for Part A) of joining the Institute and completing the one year pre-PhD course work (Part B &amp; C).</p>
9	<p>Structure of the Doctoral Committee: (Details in HBNI Ordinances)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For HBNI, DC should have a Chairman (at or above the rank of an Associate Professor), Convener (the Guide of the scholar), the co-guide, if any and three other members with one external member from other CIs or other neighbouring Institute / University, following the HBNI norms. In addition a technical adviser, if any, could be there as a permanent invitee to the DC. A guide can seek change in DC in consultation with the respective Dean-Academics. Changing the chairman of the DC requires approval of the Chairman of the ASC or the Director.</li> <li><input type="checkbox"/> For Research Scholars receiving fellowships from other GOI funding authorities, the DC must consist of one external member of the rank of Associate Professor or above in the field of research of the respective scholar.</li> </ul>
10	<p>To enrol with HBNI a Research Scholar should approach the respective Dean, Academic, or SIRD Office immediately after joining the Institute. Although the tenure of fellowship is 5 years, enrolment with HBNI may be extended upto 7 years subject to yearly extension by HBNI upon recommendation of the DC. A Research Scholar is eligible to submit thesis after a minimum residency period of two and a half years (2 + 1/2) from the date of enrolment following HBNI norms.</p>
11	<p>To apply for the renewal of tenure a Research Scholar has to fill up a renewal form by the end of each academic year. HBNI has its own renewal form. The form is available in the SINP website &amp; at SIRD office. Each Research Scholar has to give a seminar in the respective Division before submitting this form and the Guide should arrange a meeting of DC with the scholar where the scholar's progress will be critically assessed. The forms must be submitted to SIRD Office by the end of May each year. Research Scholars seeking renewal for the 6th year under HBNI, the renewal forms have to be submitted by the first week of May.</p>

12	In case a change of Guide is warranted for, a Research Scholar should approach the DC. The Research Scholar should also bring it to the notice of the respective Dean, Academic, or Dean Students Affairs, who will take up the case to the ASC as soon as possible for subsequent action.
13	The duration of PhD program for each Research Scholar is for a minimum period of two and a half years (2 + 1/2) from the date of enrolment in HBNI including a year of course work and maximum six years. HBNI allows a Research Scholar to submit thesis at the seventh year under special circumstances and against the payment of a penalty. If a scholar wants to leave SINP at any point of time and plans to continue his/her PhD research work in SINP as a part-time scholar, s(he) has to apply to the Director through the respective Dean, Academic and ASC. However, such a permission will not be given unless (a) s(he) has registered for PhD with a university before leaving SINP, and (b) s(he) has spent a minimum of two and half (2 + 1/2) years in SINP including the year of Post-MSc.
14	Research Scholars have to submit No-Due and Clearance certificates to their respective HODs in prescribed formats immediately upon obtaining the Provisional Degree Certificate for the Ph.D., or after completing the enrolment period of seven years, or at the time of leaving the Institute, whichever is earlier.
15	During the first year, each Research Scholar has to take up a project to work in a given laboratory and division under a project Guide as part of their course work. Although there is no obligation that the Research Scholar has to continue to work under the project Guide during PhD, it is advised that the project and Guide be chosen wisely to save time. Project is done during the third term.
16	Although any faculty member can offer project(s), not everybody is eligible to accept a Research Scholar in a given year. The eligibility of a Guide will be decided in ASC by the end of each academic year and a list of eligible Guides will be made available to the Scholars. A Guide declared as ineligible in a given academic year, cannot accept a Research Scholar in that year. The eligibility will be decided based on the guidelines of SINP / HBNI / UGC. Formal placements of Research Scholars to Guides will be made by the ASC by the end of each academic year.
17	In case a Guide has less than five years of services left, having a co-guide is mandatory while accepting a Research Scholar with the expectation that the co-guide becomes Guide after superannuation of the Guide. The co-guide must be a faculty member of HBNI or of any other institute with which HBNI has a MOU. At any point of time each Research Scholar must have one main Guide.
18	In case a Guide has less than three years of service left before superannuation, s(he) is not eligible to guide/co-guide a fresh research scholar.
19	Research Scholars are eligible for an annual Contingency Grant, fixed by their respective

	<p>funding authorities and modified by GOI from time to time for a maximum period of 5 years starting from the date of joining the Institute. The unspent balance of one financial year will not be carried forward to the next year. Contingency Grants may be used in the following cases: (OM: 10/1(21)/2014/Fellowship/R&amp;D-II/3943 dated March 24, 2015)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> (a) purchase of books (b) stationary (c) computer software and hardware (d) journals (e) mailing expense and (f) travel for attending seminars and conferences.</li> <li><input type="checkbox"/> The reimbursement of actual cost of work related travel other than indicated above, tuition fee, registration fee, thesis evaluation fee and any other similar fee, wherever applicable, paid by the students / research scholars to the Universities will not be part of the contingency grant and would be borne by the concerned Unit / Institution from their non-plan budget.</li> <li><input type="checkbox"/> All purchase must be specifically authorized by the coordinator/PhD guide/HOD, original cash memos need to be enclosed (duly approved and signed by the coordinator/PhD guide/HOD).</li> </ul>
20	Travel rules for Research Scholars will be as per SINP / HBNI / CSIR / UGC / DBT rules.
21	30 days maximum of leave per year in addition to casual leave as per rules of the Institutions are allowed. Maternity / Paternity Leave shall be admissible as per GOI rules. Participation in any scientific event in India or abroad will be treated as on duty. While pursuing course work during the first year of PhD programme or for any extended duration, leaves will be limited to regular vacations as per the programmes of the Institute.
22	Medical facilities for Research Scholars will be as per the SINP medical rules.
23	In accordance with the UGC notification dated 23rd July, 2018, on “Promotion of academic integrity and prevention of plagiarism in higher education institutions” and the relevant circular dated 31st January, 2019 from HBNI, a PhD thesis must be checked through a plagiarism detection software before submission. A research scholar should strictly follow the guidelines of the UGC notification. The thesis must accompany a ‘certificate on academic integrity’ signed by the student and duly endorsed by the thesis supervisor in the prescribed format (available in HBNI website and also with the Deans-Academic). An authentic version of a plagiarism detection software will be made available in the SIRD Office and students should go for the check only when the final version of the thesis is ready and the respective Guide endorses the thesis for verification.