



Indian Institute of Technology Jodhpur
Office of Research & Development

No. IITJ/R&D/2021-22/14

Date: 22 March 2022

NOTIFICATION

Subject: Guidelines for Student Assistantship in Projects

As approved by the *Research & Development Management Committee* in its 6th meeting held on 21 December 2021, the guidelines for Student Assistantship from Projects is hereby notified and annexed at **Annexure A**.

This issues with the approval of the competent authority.

Baikuntha Nath Sahu
Assistant Registrar (R&D)

Copy to:

1. Director – for kind information
2. Deputy Director
3. Dean (R&D)/ Associate Dean (R&D)
4. Registrar
5. All HoD/ Associate Deans
6. All Faculty Members
7. Office of R&D
8. Webmaster for uploading in the Institute Website

Guidelines for Student Assistantship in Projects

Assistantship Appointment is said to be made when registered students of the Institute are given short full-time appointments during summer and winter vacations of the Institute, or part-time appointments during the semester against the vacant post in the project. For student assistantship appointment, the PI is required to submit the **R&D/Estb-11: Form for Student Assistantship in Project** to office of R&D.

Student Assistantship (registered student, receiving the fellowship)

Category	Type of Appointment	Payment(INR)
Ph.D.	Full-time appointment (40 hours/week)	5000
	Part-time appointment (20 hours/week)	2500
P.G.	Full-time appointment (40 hours/week)	4000
	Part-time appointment (20 hours/week)	2000
U.G.	Full-time appointment (40 hours/week)	3000
	Part-time appointment (20 hours/week)	1500

Note: In case, a registered student of the institute is not receiving the fellowship from any source, then he/she may receive the honorarium/student assistantship amount as per the DST- JRF/SRF manpower fellowship norm.

In particular, registered students of the Institute can be employed on projects on part-time basis during the Semester or on full-time basis during the Vacations as Senior Project Student Assistant (SPSA), Project Student Assistant (PSA) or Junior Project Student Assistant (JPSA). The amount payable to each of them shall not exceed that mentioned in Table 8. The following are the Terms and Conditions for appointing such students as SPSA, PSA and JPSA:

- (a) The CGPA of the Student shall be at least 6.5/10.
- (b) Any engagement of a Student in the Project (either part-time or full time) shall not affect the academic activity of the student. This shall be certified by the Faculty Advisor in case of Bachelors Students and by the Thesis Supervisor in case of Masters and Doctoral Students.
- (c) It does not change the administrative status of the Student, i.e. a student engaged on a project will be governed by the student status, for the purpose of leave, accommodation, house rent, etc. Further, during the said project engagement, the student will continue to get any assistantship/scholarship that may be admissible otherwise.
- (d) Such appointment of a Student shall be proposed by the PI in the prescribed format available with the Office of R&D, and recommended by the Head/Professor-in-Charge of the Department to which the Student belongs. The application shall be sent to the Dean (R&D) through the Dean (Students) and the Dean (Academics); if neither the Dean (Students) nor the Dean (Academics) makes any adverse remark, the appointment shall be approved by the Dean (R&D).
- (e) Students of other Institute cannot be appointed under this scheme.



Indian Institute of Technology Jodhpur
Office of Research & Development
Form No: R&D/Estb-11

Form for Student Assistantship in Projects

1.	Name of the PI	
2.	Project No.	

Student Information

1.	Name		4.	Program	B. Tech / M. Tech. / Ph.D.
2.	Roll No.		5.	Department/Center	
3.	Part time/ full time		6.	CPI /CGPA (should be >6.5)	
4.	Units registered	Course Units	7.	Bank A/c. No.	
		Thesis Units		Bank Name	
5.	Whether the student is receiving the fellowship	Yes ☐ No ☐ If Yes please specify		IFSC Code	

Terms of Appointment

1.	Part-time	Working hours per week and No. of week worked	
		Rate per week	Rs.
2.	Full-time	Rate per Month	Rs.
3.	Term of appointment	From :	To :

Date:	Signature of the PI
Specific Recommendation of the Associate Dean (Academic)	

Enclosures:

1. Relevant proof of admission

For Office Use only

Fund Status						
Available ()			Not Available ()			
Dealing Assistant (R&D)	Junior Assistant (R&D)	Superintendent (R&D)	Assistant Registrar (R&D A/c)	Assistant Registrar (R&D)	Associate Dean (R&D)	Dean (R&D)