

CSIR-NEERI's Guidelines for Research Students

Issue date 9th Nov, 2020

The guidelines are applicable to any research student working in CSIR-NEERI for Doctoral/Post Graduation/Post-doctoral assignments registered with any University/Institutions including ACSIR.

- **Responsibilities and duties of a research student:**

- Research student shall judiciously decide research supervisor after elaborate discussions on research interest with all concerned and the work domain of the envisaged supervisor. The topic of research should align with the mandate of the institute.
- If the research student is getting stipend from Institute or any project in the Institute, the primary obligation shall be for fulfilling the project objectives, activities and timelines, without sacrificing the research inputs.
- If working on a project, he/she has also to share responsibilities towards any scientific or administrative matters related to the project including purchase, official tours etc.
- He/she shall make periodic work reports and timely submit to the supervisor for perusal and suggestions.
- Research student shall utilize all the facilities of the Institutes including Instruments, equipment, library etc. carefully and optimally with proper prior training.
- He/she shall also properly and carefully use residential and recreational facilities with the Institute.
- A change in supervisor at a later date shall be allowed only as a special case by submission of guide change application by the researcher. An internal inquiry committee will evaluate the guide change application. Under extraordinary circumstances, in case the current guide is not ready to sign the guide change application, the inquiry committee will decide on the basis of the available information and other documents provided by the student

to the Internal Enquiry Committee. The final decision will be issued on approval by the Competent Authority (CA).

- The inquiry committee will comprise of the following:
 1. Dr. MP Patil, CHAIRMAN
 2. Dr. (Mrs.) Shalini Tandon, Member
 3. Dr. P. Nagababu, Member
 4. Dr. (Mrs.) Rima Biswas, Convener

- **Responsibilities of supervisor:**

- Supervisor shall identify proper research topic considering the research orientation of the student and formulate the research problem to suit the needs of the envisaged degree and capabilities of the student.
- Sufficient time and guidance shall be extended to the student in such a way so as to get the desired results with enhanced capabilities of student
- Proper planning should be made to ensure the timely completion of the research work and the students should be facilitated wherever required.
- Supervisor should regularly monitor the progress of the research work of the student and suggest timely amendments to avoid undue delays in the completion of the work.
- Supervisor shall give necessary freedom to the student also.

- **Ethical and moral responsibilities**

- Research student and supervisor shall share a cordial relation with each other.
- Student shall indicate and properly communicate the problems (personal or work related) to the supervisor and supervisor in turn, shall attempt to resolve the problems properly and amicably by required facilitation, motivation, encouragement and counseling. Supervisor's experience is to be respected in all such matters.
- Supervisor should not extract morally and ethically undue work or advantages from the student.

- Both supervisor and student should follow all ethical guidelines about the scientific data, publication and other related matter as brought out in the Institute from time to time.
- Student is expected to have a good moral conduct while residing in the colony, RSH, while working in the Institute, and with other fellow students.
- **Grievance mechanism:**
 - The student and supervisor are advised to resolve their dispute or any other conflict amicably by mutual interaction and frank discussions as far as possible.
 - In case of persisting dispute or conflict on technical or behavioral issues, a formal report has to be submitted to the Science Secretary. Science Secretary in turn shall explore all the possible Institutional mechanisms including personal consultation or referring it to the internal enquiry committee etc. to resolve the dispute.
 - The resolution approved by the CA shall be binding on all concerned.
 - Director, CSIR- NEERI is the CA whose decision shall be final and binding.

This is issued with the approval of the Director, CSIR-NEERI.