



**OFFICE ORDER**

**Procedure & Guidelines for Fellowship for Academic and Research Excellence (FARE)**

**A) About the Fellowship:**

The Fellowship for Academic and Research Excellence (FARE) is granted to the PhD students of the Institute who submit their PhD thesis no later than 5 years and 6 months from the date of their first registration in the PhD programme at IITK.

**B) Eligibility criteria to avail FARE:**

- i) The student should be currently enrolled in the full-time PhD programme at IIT Kanpur. S/he should submit the thesis no later than 5 years and 6 months from the date of her/his first registration in the PhD program at IIT Kanpur. This period excludes the leave availed on medical grounds for a semester, if any.
- ii) S/he must have at least one accepted/published research work/paper (or equivalent work) in any reputed journals/proceedings, etc., of the level equivalent to Q1 or Q2 journals from her/his PhD research as first author at the time of application.
- iii) All the currently registered students of Y18 and onward batches are eligible to apply for FARE.
- iv) Those students of Y18 and Y19 batches fulfilling condition (i), who have already submitted their thesis but have not defended it as of the date of this office order are eligible to apply for FARE.
- v) A one-time relaxation is being granted to Y18 and Y19 students, allowing them to be eligible for the FARE fellowship if they submit their thesis within 6 years and 6 months for Y18 students and 6 years for Y19 students from their initial registration date.

**C) Application Process:**

1. The eligible students need to submit an application on the prescribed form duly recommended by the Thesis Supervisor and concerned Head of the Department, which should be submitted to the Office of the Dean, Academic Affairs, to avail the FARE at the time of thesis submission.
2. After due verification and selection, a confirmation email for the award of the FARE will be sent by the Office of the Dean, Academic Affairs.
3. The students awarded FARE will be called FARE Fellows.

**D) Terms and Conditions:**

1. Only regular full-time PhD students are eligible to apply for FARE.
2. The award of fellowship under FARE will be for a maximum period of 12 months from the date of submission of the joining report. Therefore,
  - a) If the thesis is submitted within 5 years from the date of registration, then the student is eligible to receive FARE for 12 months.

- b) If the thesis is submitted after 5 years but no later than 5 years and 6 months from the date of registration, then the student is eligible to receive FARE for the remaining period of 12 months on a pro-rata basis.
  - c) Students submitting the thesis after 5 years and 6 months from the date of registration are NOT eligible to receive FARE.
3. The FARE Fellows will be granted leave till defense, upon duly fulfilling the necessary requirement and providing supporting documents, from the thesis submission date. FARE Fellows must apply for **leave till defense** after receiving FARE Offer letter. This means fellows must obtain office order of **leave till defense** following due procedure before **joining for FARE Fellowship**. Office order of **leave till defense** needs to be submitted along with the **FARE Fellowship joining report**.

The FARE Fellows will be allotted a unique ID, which will be different from their Roll Number.

4. An offer letter will be issued to all the selected FARE fellows, and the FARE fellows are required to submit the joining report to the DOAA office at the time of joining.
5. The concerned department/interdisciplinary program of the Fellows under FARE may deploy them to teach laboratories and/or tutorial classes (with involvement of a maximum of 8 hours/week).
6. **Fellowship Amount:** The fellowship amount payable under FARE will be the same as that of the Institute's Post Doctoral Fellows (IPDF). The House Rent Allowance (HRA) will be provided as per the prevailing norms of the IPDF. The fellowship and HRA amounts under FARE will be revised automatically with the revision of the fellowship and HRA under IPDF.
7. **Contingency Amount:** The contingency amount to the FARE fellows will be the same as that of the IPDF. The Contingency will be granted on a pro-rata basis for the duration of the FARE of the Fellow. It can be utilized for travel, research publications, analysis of samples, purchase of books unavailable in the IITK library, contingency, etc. This will be available from the date of commencement of FARE. The bills, duly authorized by the Mentor and HoD, should be submitted to the Office of the Dean, Academic Affairs for further processing and reimbursement.

It is to be noted that in case the student is availing the FARE fellowship, then the travel support will be availed from the contingency grant of FARE only, from the date of issue of the FARE offer letter. The FARE fellows are not eligible to avail the travel support from the institute for attending the conferences as per Order No. A(P)/2022-23-2 dated June 28, 2023.

8. **Accommodation:** The FARE Fellows will not be provided accommodation on the campus, including Hostels. They must vacate the institute accommodation before joining the FARE.
9. **Leave Rules:** The leave rules for the FARE fellows will be at par with the rules applicable to the IPDF.
10. **Medical and Healthcare Benefits:** The medical and healthcare benefits for the FARE fellows will be at par with the benefits applicable for the regular full-time PhD students of the Institute.
11. **Campus Facilities:** The campus facilities for the FARE fellows will be at par with the facilities applicable to the IPDF.
12. **Enrollment for Placement:** The procedure and guidelines for enrollment in placements for the FARE fellows will be at par as applicable for the regular full-time PhD students of the Institute.
13. **Mentorship:** The current thesis supervisor of the PhD student will continue to be the Mentor of the FARE Fellow. However, collaborations with other faculty members during the tenure of the FARE is strongly encouraged.
14. **Award of Certificate:** On successful completion of the tenure, the Office of the Dean, Academic Affairs will issue a certificate to the FARE Fellows, which will detail the award of Fellowship under FARE along with the duration of the Fellowship awarded.

15. **Provision for Extension/Conversion to Regular PDFs:** There is no provision for any extension/conversion of FARE to regular PDFs and/or any other fellowships.

16. **Quitting/Termination of Fellowship:** A FARE fellow can quit the Fellowship under FARE before completion of the tenure. For this, the concerned Fellow shall give one month's prior notice. The said notice, duly recommended by the Mentor and concerned Head of the Department, should be submitted to the Office of the Dean, Academic Affairs.

The rules for termination of the FARE Fellows are the same as applicable to the project employees of the institute.

The fellowship, if discontinued, cannot be resumed under any circumstances.

17. **Submission of Work Report:** The FARE fellows shall submit a report detailing their work during the FARE period to the Office of the Dean, Academic Affairs. This report, duly recommended by their Mentor, must be submitted when leaving the fellowship or at the end of tenure, whichever is earlier.

18. **No Dues:**

The students receiving FARE must complete the No Dues process from his / her PhD program after completing their thesis defense. The PhD degree certificate and the testimonials will be awarded after completing the no-dues process from the PhD Program.

FARE Fellows will be required to complete a separate No Dues process at the time of leaving the FARE fellowship or at the end of tenure, whichever is earlier.

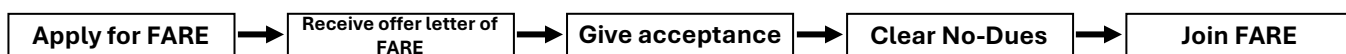
19. **Steps to be followed:**

The student will be provided with the offer letter of FARE, and they need to confirm their acceptance to the DoAA office (preferably by email) within **3 days** after receiving the offer letter, otherwise the FARE Fellowship offer may be cancelled.

FARE fellows must obtain the office order of **leave till defense** following due procedure before **joining for FARE Fellowship**. Office order of **leave till defense** needs to be submitted along with the **FARE Fellowship joining report**.

The **No-Dues from PhD program** needs to be cleared from the **date of acceptance of FARE**, and it must be submitted along with the joining report to the DoAA office. The joining Report must be submitted to the DoAA Office within **15 days** after receiving the FARE ID; otherwise, the FARE Fellowship offer may be cancelled.

*No-Dues from PhD program must be obtained from all the sections **except** Library, Respective Academic Department, Computer Center, and Finance & Accounts (as required).*



**This office order supersedes the earlier order No. A(P)/2024/196-B dated November 05, 2024.**

Shalabh  
Dean, Academic Affairs

Copy to:

1. Director
2. Deputy Director
3. HoDs
4. OiC (F&A)
5. DOSA
6. Webmaster