

MINUTES OF THE MEETING OF FARE SELECTION COMMITTEE 2024-2025

The FARE Selection Committee (2024-25) discussed on August 01, 2025, to consider the requests for FARE Fellowship.

Considerations:

The Committee convened to discuss submissions received from FARE Fellows based on the prior interaction held on July 28, 2025. The following points were considered:

- Request for an increase in academic leave entitlement.
- Allocation of Teaching Assistantship (TA) or Tutorship to FARE Fellows.
- Revision to the FARE Guidelines regarding the submission of the Work Report.
- Streamlining of TA Reimbursement for FARE Fellows

Decision:

Academic Leave Entitlement:

- The Committee approved **24 additional academic leave days**, increasing the total entitlement to **30 days** for the full duration of the Fellowship.
- Leaves are to be availed **on a pro-rata basis**.
- Academic leave may be merged **only with personal leave**.
- A Fellow can apply for a maximum of **continuous 30 days of academic leave + personal leave** (on pro-rata basis; entitled to 5 days per month) during the **first six months** of the fellowship.
- After six months, entitlement will be **recalculated proportionally** based on tenure.

Submission of Work Report:

- All FARE Fellows are required to submit a **comprehensive Work Report** detailing their academic and research contributions during FARE tenure.
- This report must be **endorsed by the assigned Mentor** and submitted to the **Office of the Dean, Academic Affairs after completion** of fellowship tenure, or **at the time of resignation**, whichever occurs first.
- **Timely submission is mandatory** to ensure compliance with revised FARE Guidelines.

TA / Tutorship Allocation:

- FARE Fellows may be assigned **Teaching Assistantship or Tutorship duties**, in alignment with IPDF norms stated in *Office Order No. Estt.FA(62)00/2024-IITK/525* dated *15 May 2024*.
- Assignment will be made at the **discretion of individual departments**.
- Engagement in TA/Tutorship activities will be limited to a **maximum of 8 hours per week**, and **no additional financial compensation** will be provided for these responsibilities.

Streamlining of TA Reimbursement for FARE Fellows

- To ensure consistency and efficiency, it is proposed that all FARE Fellows be required to submit a **single, consolidated claim form** covering the following:
 - TA Bills
 - Visa Fees
 - Contingency Expenses
 - Registration Charges

Prior travel approval must be obtained as per FARE norms, without which reimbursement will not be processed; claims must be submitted using the combined TA claim form routed through the respective Department Office to the DOAA Office; each submission must be duly endorsed by the Fellow's Supervisor and accompanied by original invoices and relevant travel documentation. **Split or partial TA claims submitted separately will not be accepted.**



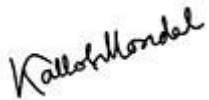
Prof. Abheejeet Mohapatra
(ADAA)



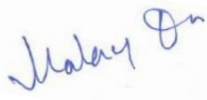
Prof. Sudhanshu Shekhar Singh
(Chairperson, SPGC)



Prof. Soumya Ranjan Sahoo
(EE)



Prof. Kallol Mondal
(MSE)



Prof. Malay K. Das
(ME)



Prof. Sagar Chakraborty
(PHY)



Prof. Ashoke De
(Convener)