



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.

Note: Upon thesis submission and entry into the FARE fellowship, PhD scholars transition from being enrolled students to postdoctoral-level researchers. Under FARE, they should pursue advanced research activities at par with Post-Doctoral fellows, with enhanced independence, academic maturity, and professional responsibilities.

B) Eligibility criteria to avail FARE:

- 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.
- A student interested in applying for FARE must submit an application within three months of PhD thesis submission.
- 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.
- Journal or Conference publication mentioned in the FARE Application should have online reference, such as DOI / Weblinks for consideration.
- Eligibility criteria for Patent Consideration:
 - Patent(s) must be part of applicant's PhD thesis work, and grant certificate should be submitted as part of FARE application.
 - The patent must have at least 25% contribution from the FARE applicant.
- All the currently registered students of Y18 and onward batches are eligible to apply for FARE.
- 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.
- 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.
- A one-time relaxation is being granted to Y-20 1st Semester (July semester batch only), allowing them to be eligible for the FARE fellowship if they submit their thesis within 5 years and 6 months.

Batch wise deadline for PhD thesis submission.

Sl No	Batch	Eligibility	Fellowship Duration	Last Date for Thesis Submission
1	Y-18	Within 6 Years 6 Months	12 Months	Late academic registration date for 14 th Semester*
2	Y-19	Within 6 Years	12 Months	Late academic registration date for 13 th Semester*
3	Y-20 (1 st Sem)	Within 5 Years 6 Months	12 Months	Late academic registration date for 12 th Semester*

4	Y-20 (2 nd Sem) Onwards	Within 5 Years	12 Months	Late academic registration date for 11 th Semester*
5	Y-20 (2 nd Sem) Onwards	Within 5 Years 6 Months	6 Months (Pro-rata Basis)	Late academic registration date for 12 th Semester*

* Includes regular Semester-I & II only excluding summer term

- x) Selection of FARE Fellows will be decided by the “**FARE Selection Committee**” as stated in the Office Order No.IITK/DOAA/2024-25/1809 dated December 05, 2024.

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. If an offer letter is issued to FARE Fellow, deferment of fellowship will not be applicable.
6. 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).
7. **Fellowship Amount:** Fellowship amount will be INR 80,000 per month for maximum of 1 year. The House Rent Allowance (HRA) will be provided at the prevailing rates of the fellowship amount for off-campus housing. The fellowship and HRA amounts under FARE may be revised as and when needed.
8. **Contingency Amount:** The contingency amount to the FARE fellows will be INR 1,50,000 per year. 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.

9. **Accommodation:** The FARE Fellows will not be provided accommodation on the campus, including Hostels. They must vacate the institute accommodation before joining the FARE.

10. **Leave Rules:**

Academic Leave: A FARE Fellow will be eligible for a maximum of 30 days of academic leave in a complete tenure on pro-rata basis (entitled to 2.5 days / month).

Personal Leave: A FARE Fellow will be eligible for a maximum of 30 days of personal leave in a complete tenure on pro-rata basis (entitled to 2.5 days / month).

Casual Leave: A FARE Fellow will be eligible for a maximum of 8 days of casual leave in a complete tenure on pro-rata basis.

Medical Leave: Leave on medical ground without pay, duly supported by medical certificate, may be granted to FARE Fellow for up-to 20 days in a complete tenure on pro-rata basis.

Maternity Leave: A female FARE Fellow may be granted maternity leave for a maximum of 3 months in a complete tenure. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave cannot be combined with any other leave due and will not entail any loss of financial assistantship.

The FARE fellow is required to take appropriate leave as per entitlement and leave rules. Any leave taken beyond the entitled period will be treated as unpaid leave. Furthermore, FARE fellow is not eligible for any extension of fellowship duration in lieu of unpaid leave.

Academic Leave can only be merged 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 the first 6 months, the academic leave and personal leave will be calculated on a pro-rata basis according to the Fellow's accumulated academic leave and personal leave days, respectively. The leave will only apply to travel and activities from Kanpur to Kanpur.

Casual leave cannot be combined with personal leave or academic leave. A maximum of 5 days of casual leave can be taken at a time. Public holidays and weekly offs falling within a period of casual leave should not be counted as part of the casual leave.

Encashment of any balanced un-availed annual leave shall not be permitted.

11. **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 excluding medical insurance.

FARE Fellows are advised to take an insurance policy for self and dependent family members for a period of one year. Reimbursement of 50% to 100% of the premium payment (Subject to a maximum of INR 5000) made to the Insurance company for accidental and Medi-claim insurance shall be permissible from the Institute, on production of copy of the premium receipt. No advance will be provided for payment of premium for insurance of policy.

12. **Campus Facilities:** No on-campus accommodation will be provided. HRA will be paid at the prevailing rates of the fellowship amount for off-campus housing.
13. **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.
14. **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.

15. **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.
16. **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.
17. **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 fellowship, if discontinued, cannot be resumed under any circumstances.

FARE fellowship may be terminated under one of the following conditions:

- Unauthorized Absence for more than 15 days.
 - FARE Fellowship may be terminated on the recommendation of the thesis supervisor and HoDs with immediate effect.
18. **Submission of Work Report:** All FARE Fellows are required to submit a comprehensive Work Report detailing their academic and research contributions during their fellowship. This report must be endorsed by their assigned Mentor and submitted to the Office of the Dean, Academic Affairs either after completing of the FARE period or at the time of resignation from the fellowship, whichever comes first. Timely submission is mandatory to maintain compliance with FARE guidelines.
19. **TA/Tutorship Allocation for FARE Fellows:** FARE Fellows may be assigned Teaching Assistantship (TA) or Tutorship duties similar to the IPDF Norms outlined in Office Order No. Estt.FA(62)00/2024-IITK/525, dated 15 May 2024. The allocation of such responsibilities is entirely at the discretion of individual departments, and involvement in TA/Tutorship activities is capped at a maximum of 8 hours per week, with no additional financial assistantship.

20. **No Dues:**

FARE Fellows must adhere to the one-month notice period and complete the "No Dues" process upon resignation. To ensure compliance, 50% of the Fellowship and HRA for the first month will be withheld, with ₹40,000 provided as Fellowship and ₹8,000 as HRA, totaling ₹48,000. The withheld amount will be disbursed upon successful completion of the "No Dues" process.

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.

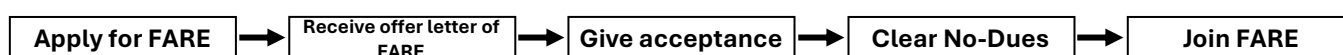
21. **Steps to be followed:**

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-H dated March 31, 2025.

A handwritten signature in blue ink, appearing to read 'Ashoke' followed by a stylized flourish.

Dean, Academic Affairs

Copy to:

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