



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
PASCHIM BORAGAON, GARCHUK
GUWAHATI - 781035

ACADEMIC RULES & REGULATIONS

(Constituted as per the Clause 11.1(X) of the Rules and Regulations of the Bye-Laws of IASST and Approved by the 15th Governing Council in its meeting held on 6th December, 2021)

1. Introduction:

The primary objective of the Institute is to engage in multidisciplinary research activities, both fundamental and applied, across frontier areas of science and technology. The scope of works will lie within the thrust areas of Basic and Applied Plasma Physics; Advanced Material Sciences; Mathematical and Computational Sciences; Biodiversity and ecosystems research, and Traditional Knowledge-based drug development and delivery. Examples of domains are Plasma Physics, Biophysics, Polymer Sciences, Biochemistry, Drug Design & Development, Nano-science, Medicinal Plants, Seri Biotechnology, Microbial Biotechnology, Environmental Sciences, Microbial Fuel Cell, Queuing Theory, Image Processing and Computer Vision, Hydrodynamics, etc.

Emphasis is given to research to address the societal problems and contribute to the country's development.

2. Definitions:

- IASST means Institute of Advanced Study in Science and Technology, Guwahati
- Research Fellow means a student who is selected to work under any research program.
- JRF means Junior Research Fellowship, a student who is selected for a Ph.D. program.


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Institute of Advanced Study in
Science & Technology
पश्चिम बड़गाव, गुवाहाटी-35, असम-भारत
Paschim Boragaon, Guwahati-35, Assam, India

- SRF means Senior Research Fellowship.
- DAC means Doctoral Advisory Committee. It is to monitor the research progress of the JRF/SRF.
- PDF means Post Doctoral Fellow

3. Institutional Research Fellow:

3.1 Eligibility for JRF candidature

- 3.1.1. Candidates who have secured at least 55% marks (without rounding off) in Master's Degree or equivalent examination from universities/institutions recognized by UGC in Science/Engineering/Technology/Medicine/ Pharmacology subjects are eligible for JRF position. For the reserved category of candidates, relaxation of qualifying examination marks will be as per the Govt. of India rules.
- 3.1.2. Candidates who have appeared for their qualifying Master's degree (final year) examination and their result is still awaited and candidates appearing for the final year examination may also apply for the JRF position. However, if selected, such candidates will be admitted provisionally. They shall be considered eligible for the award of JRF only after submitting the final certificate and mark sheet within two months of the appointment. For such provisional candidates, the fellowship will be released only after submitting the final mark sheet and certificate of the qualifying examination.
- 3.1.3. The upper age limit for applying for the award of JRF shall be 28 years, which may be relaxed as per Govt. of India guidelines.

3.2 Selection process for institutional JRF programme

- 3.2.1 Students under JRF will be admitted twice every year, January and July.
- 3.2.2 Applications will be invited to through the IASST website and press advertisement.
- 3.2.3 Preference will be given to candidates holding national fellowships for Ph.D. programmes like CSIR/UGC/ICMR/DBT NET-JRF etc., subject to qualifying the interview. The remaining vacant seats will be filled up through the IASST All India written entrance examination, followed by an interview. However, the number of intakes in any discipline will depend upon the number of fellowships/funds available at that time.


 कुलसचिव, Registrar
 विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन - आन
 Institute of Advanced Study in
 Science & Technology
 गুवाहाटी-35, असम-भारत
 Guwahati-35, Assam, India

- 3.2.4 Extramural project students interested in doing a Ph.D. will also have to appear in the IASST entrance examination followed by an interview to qualify for institutional JRF. However, the national fellowship holder project students will directly appear for the interview. Project students clearing institutional JRF test will be supported from the core grant of IASST on completing their project fellowship for their Ph.D. programme under the same Supervisor they are working with. However, the total duration of fellowship, including project fellowship and institutional fellowship, cannot exceed five years.
- 3.2.8. The committee for the selection of JRF will comprise the Academic Committee members, the Supervisor(s), and External Expert(s). The Director/Director's nominee will be the chairman of the Selection Committee.
- 3.2.9 The selection list will comprise of selected candidates against vacancies and waitlisted candidates. The selection list will be valid for a period of six months or until the next selection is held.
- 3.2.10 The names of the selected candidates will be announced on the IASST website, and personal communication will also be sent via e-mail/letter.

4. Total number of research fellows under an academic staff at any time is as follows:

Sl. No.	Designation	Total Ph.D. intake as principal supervisor	Co-supervisor in other institutes other than ACSIR
1	Professor –II & Professor - I	8	3
2	Associate Professor - II	6	2
3	Associate Professor – I& Assistant Professor - II	4	2

5. Recognition of Ph.D. Supervisor:

- 5.1 All the permanent faculty members of IASST will automatically be supervisors subject to recognition by ACSIR.
- 5.2 Guest Faculty, Visiting Professor, and Contractual Faculty shall not act as Supervisor/Co-supervisor.

- 5.3 IASST faculty, who do not hold any regular position, for example, JC Bose Fellow, SS Bhatnagar Fellow, Bhatnagar Fellows, Quick Hire Fellow, Ramanujan Fellow, Ramalingaswami Fellow, INSPIRE fellow, etc. can supervise a maximum of 2 Ph.D. students at any given time and can serve as a primary supervisor only if a regular AcSIR faculty is the co-supervisor of these students.
- 5.4 The application for the Ph.D. guide ship of IASST scientists should be routed through the proper channel. All applications for the guideship should be submitted to the Director. The entry-level Assistant Professor will be allowed to apply for the guideship after completion of one year of the residency period at IASST.
- 5.5 However, in the case of an Assistant Professor with outstanding achievements, including publication with cumulative impact factor 10 and above in relevant field, he/she may be allowed to submit an application for a Ph.D. guide ship under the existing regulations of the affiliating body.
- 5.6 Supervisors of other Institutes of DST/Other academic Institutes/Universities may be allowed to act as Co Supervisor subject to a valid MOU with that organization.
- 5.7 If a Ph.D. Supervisor/Co-Supervisor leaves IASST permanently after the student's successful conduct of the Open Colloquium (DAC IV) as per the guidelines of the affiliating body; she/he may be allowed to guide the research work on the written request of the Research Scholar with the consent of the Supervisor /Co-Supervisor.
- 5.8 If a supervisor leaves IASST temporarily or retires from service, she/he may continue to supervise the Research Scholars (s) till they complete their Ph.D. tenure. One faculty member of IASST, with the Supervisor's consent, will act as a local supervisor for looking at the day-to-day administrative matters, for example, leave, etc., of the student. However, in this case, the student(s) may apply for a different Supervisor/Co-Supervisor with the consent of the parent Supervisor.
- 5.9 The Ph.D. Supervisor/Co-Supervisor shall not be allowed to take new Ph. D. students within two (02) years prior to their superannuation. However, it is strongly recommended that supervisors include a Co-Supervisor for their students when their tenure in regular service is less than three years.

6. Enrollment in Ph.D. programme:

The candidates selected for the JRF programme will have to appear the AcSIR Ph.D. entrance test in the first semester of their joining as a JRF. Selection will be made based on their performance in the selection interview. Shortlisting of candidates for the AcSIR Ph.D.

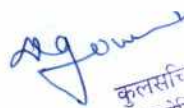

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 Institute of Advanced Study in
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 पश्चिम बड़गाँव, गुवाहाटी-35, असम-भारत
 chm Boragaon, Guwahati-35, Assam, India

programme will be done as per AcSIR guidelines. However, if a JRF fails to clear the AcSIR Ph.D. entrance test after three consecutive attempts, he/she will be discontinued from the IASST fellowship.

7. Course work, evaluation, and tenure of Ph.D. students:

This will be as per the AcSIR guidelines.


- 7.1 For the Ph.D program, the following 4 levels of course (i.e., 100, 200, 300 and 400 levels) will be offered under different faculties of study.
- Level-100: Core/Preparatory Courses, including Research Methodology (Compulsory)
 - Level-200: Major Courses
 - Level-300: Advanced/Elective courses
 - Level-400: Review Article, Project Proposal and Societal Program (all Compulsory)
 - Individual laboratories can impart additional credits (of any level) to suit their academic requirements.
- 7.2 A student enrolled in the Ph.D. program shall be required to complete 12 credits within their first two semesters of study. Only after completing the mandatory 12 credit requirement (including the Research Methodology course), the students will be allowed to appear for Comprehensive examination. After successful completion, they can be registered for Ph.D.
- 7.3 Continuous evaluation procedure will be followed throughout the semester through class tests, assignments, seminars on special topics, mid-term and end-term examinations, etc.
- 7.4 Grading System to be followed for coursework for all academic programs will be as per the AcSIR guidelines.
- 7.5 Each student will be guided by a Doctoral Advisory Committee (DAC) to be chaired by the student's Principal Supervisor. The DAC will assess the progress of the Ph. D students at 6 (six) months intervals every year until submission of the Ph.D. thesis.
- 7.6 Composition of the DAC:
- Thesis Supervisor(s), who shall also be the Convener.
 - Two members from the same research area as recommended by the Supervisor (s).
 - One expert to be nominated by the Director.
- 7.7 The promotion of students from JRF to SRF will be on the DAC assessment after completion of two years as JRF. The student will have to publish at least one publication with a minimum impact factor of one related to his research area, maybe as a first or co-


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Institute of Advanced
Science & Technology
पश्चिम बड़ागांव, गुवाहाटी-35, असम, भारत
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- author, in a peer-reviewed journal (Scopus indexed, Clarivate-Analytics, etc.) for the promotion.
- 7.8 If a student cannot publish a paper within two years' tenure, his /her JRF will be continued, provided the progress is found to be satisfactory by the DAC. In that case, the student will be entitled to get the SRF from the date of acceptance of their paper in a peer-reviewed journal, as mentioned above.
- 7.9 If a student fails to publish a paper within four years from the appointment date as a JRF, his/her fellowship will be discontinued. However, the student may be allowed to continue the Ph.D. programme without fellowship only on the recommendation of the DAC/ or a special assessment committee to be constituted by the Director.
- 7.10 The maximum fellowship period will be 5years or till the completion of the Ph.D. viva, whichever is earlier. Extension of fellowship beyond five years is not allowed. However, the duration/extension of Ph.D. programme will be governed by the AcSIR rule.
- 7.11 Suppose a Ph.D. student wants to discontinue the Ph.D. work. In that case, he/she will have to notify the authority at least one month ahead through the Supervisor while leaving the Institute, failing which his/her one month's salary will be deducted.
- 7.12 When a Ph.D. student of IASST seeks to apply for any job during the tenure of his/her Ph.D. programme, they will have to apply through the proper channel. If the candidate is selected for the job, DAC may recommend continuing as a non-paid Ph.D. student provided the candidate has finished all the experimental work related to the Ph.D. programme.
- 7.13 The research scholars are also encouraged to frequently interact with the DAC members for guidance and advice about their research.

8. Academic Activities:

- 8.1 A Ph.D. student will have to present his/her research findings in two high standards (to be decided by the DAC) seminars/workshops/conferences during his/her Ph.D. programme and will be regulated by the guidelines of the conference attendance with core budget support. However, the fellow will be entitled to attend the seminars/conferences outside the state from the Institute fund (Maximum Rs. 20,000/-) only after completing 01 year of their Ph.D. programme. Only one Conference/Seminar per year will be allowed from the core fund subject to availability of fund.


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विज्ञान एवं प्रौद्योगिकी संशोधन संस्थान
Institute of Advanced Study in
Science & Technology
पश्चिम बड़ागांव, गुवाहाटी-35:असम:भारत
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8.2 The Ph.D. student will also be entitled to training in a specialized field relevant to his/her experiments in any other national laboratory/University/Institute. Each student may avail a maximum of two such pieces of training/consultations during the entire duration of his/her Ph.D. work.

9. Guidelines for the change of Faculty/School of study within AcSIR:

For the change of Faculty/School of Study of AcSIR students from one discipline to another, the AcSIR guidelines will be followed for students enrolled under this programme. However, for the students registered at other Universities for the Ph.D. programme, that university's rule will be followed.

10. Change in the title of the Ph.D. thesis:

The following are the guidelines pertaining to the change of the title of the Ph.D. thesis:

10.1 The broad area of the title of the Ph.D. thesis should be finalized by the time the student appears for the comprehensive examination. The comprehensive examination will consist of a presentation by the student followed by an oral examination. The recommendation of the Comprehensive Examination Board (CCB) would be in only the form of "Cleared" or "Not Cleared".

10.2 Any subsequent request for the change in the thesis title must be reported through the DAC meetings.

10.3 The last and final change in the thesis title will be allowed at the Open Colloquium of the student, and it must receive due approval from the concerned Dean/Director.

11. Ph.D. thesis submission and evaluation:

The criteria or the pre-requisites of thesis submission, format for Ph.D. thesis, evaluation methods, oral defense of thesis, etc., will be as per the AcSIR guidelines, or as per the guidelines of the Ph.D. programme of the university where the student has enrolled.

12. Leave rules for Ph.D. students/institutional JRFs:

12.1 Ph.D. students/JRFs/SRF/DFs are entitled to a maximum of 30 days of leave annually with fellowship. Leave in excess of this permissible limit will be treated as leave without fellowship.

12.2 Women scholars can avail of maternity leaves as per GoI norms.

12.3 If a research scholar does a part of his/her research work in other Institutions, this will not be treated as leave of the nature mentioned above. The student shall apply for permission to the Director for such visits through the Supervisor and DAC. Such trips shall not


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Institute of Advanced Study in
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पश्चिम बड़ागांव, गुवाहाटी-35.असम:भारत
Paschim Boragaon, Guwahati-35, Assam: India

exceed six months at a stretch. If not getting any fellowship from the visiting Institute, research scholars will continue to receive their fellowship from IASST subject to submitting a monthly satisfactory progress report by the Supervisor.

- 12.4** However, for some special programmes, such as Sandwich-Ph.D. programme/fellowship, the duration of leave may be extended up to one year under special circumstances. Leave beyond this period will be decided by a committee constituted for this purpose by the Director. Ph.D. students of IASST getting an opportunity to undergo training abroad in his/her Ph.D. research with partial financial support (such as tuition fee) from the foreign Institute will continue to receive fellowship from the IASST core budget for the training /research period. However, if full support is provided under a unique scheme/fellowship programme, no fellowship will be provided by the IASST for the duration of such support received by the fellow from other agencies.

13. Medical facility to Ph.D. students/institutional JRFs:

The Medical facility to all the research scholars (self only) will be given on payment of membership contribution as per the norms of the Government of India which is compulsory.

14. Reimbursement of publication charges for the Academic staff from the core budget:

- 14.1** Only the Faculties are eligible for the reimbursement of publication charges in exclusively open access journals (Scopus indexed, Clarivate-Analytics, etc.). However, faculty member should try to publish in those journals where charge is not levied.

- 14.2** Only one publication charge per year will be provided to the faculty member subject to the availability of fund. The maximum limit of such support from Institute core fund will be as follow:

14.2.1 Up to Rs. 50,000/- (Rupees fifty thousand only) for journals having an impact factor between 1-3, as per SCOPUS.

14.2.2 Up to Rs. 150,000/- (Rupees one lakh fifty thousand only) for journals having an impact factor between 3 to 5, as per SCOPUS.

14.2.3 Up to Rs. 200,000/- (Rupees two lakh only) for journals having an impact factor between 5 to 10, as per SCOPUS.

14.2.4 The payment of publication charge for the journals having greater than 10 will be decided by the competent authority.


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Institute of Advanced Study in
Science & Technology
पश्चिम बड़गाँव, गुवाहाटी-35, असम, भारत
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14.3 The faculty members are to request for waiver/discount of publication fee to the journals. The waiver/discount request and response from the journal are to be provided as the supporting documents.

15. Regulation for visit abroad:

15.1 Subject to availability of fund and approval of the DST, the faculty members of the institute will be provided with a maximum support of Rupees 3 lakhs for attending conference/seminar/workshop organized by a registered scientific society in abroad in a block period of 3 years. Duration of attending such programmes should not exceed 5 days in abroad. However, the scientists are strongly encouraged to apply for funding agencies for foreign travel support, visa fee etc.

15.2 The faculty members of the institute will be provided annually with a maximum support of Rupees fifty thousand (Rs 50,000/-) for attending conference/seminar/workshop organized by a registered scientific society in India provided their paper is accepted for oral presentation/Invited for presentation.

15.3 Students after completion of 2 years of the Ph.D. research will be eligible to apply for attending workshop/seminar abroad with travel support from different funding agencies. The institute will bear a maximum of Rs. 50,000 towards their accommodation and local expenses in attending the same, subject to availability of fund and approval by DST.

16. Further rules and regulations:

16.1 Subject to the availability of fund, faculties may get support of a maximum of Rs. 10,000/ per annum from the core fund of IASST for becoming a member of Scientific / Academic societies of India. However, the amount of grant to be given for becoming the member/fellow of a scientific society of foreign country, the maximum limit is Rs 30,000/- per annum.

16.2 Experience certificates for Ph.D. students (JRF/SRF) and PDFs on request will be issued by Registrar/Dy. Registrar/Head, R&D only. After completion of his/her Ph.D. programme, he/she may be issued one general experience certificate by the Registrar, IASST, if requested.

16.3 A student working under a guide of another institute and the co-guideship of a supervisor of IASST can work normally for three months in a year in an IASST lab. He/She must pay the laboratory fees and other fees applicable to the Ph.D students of IASST. Any

extension of work will be allowed on assessment of the academic committee and further approval of the Director.

17. Regulations regarding special fellowship to meritorious research scholars:

In the interest of quality research, the institute may extend brilliant research students to continue their research even after Ph.D viva (within a 5-year time frame) with financial support from the core budget of the institute subject to the fulfillment of the following conditions:

- 17.1 He/she must have publications with a cumulative impact factor of 10 and above, with each publication having an impact factor of 1 or above from his Ph.D. research at the time of Ph.D. viva. Further, the research scholar must have published at least one paper in a journal having an impact factor > 5.
- 17.2 He/she can apply for this fellowship from the core budget and be considered for a duration starting from the date of the Ph.D. viva-voce examination up to 5 years from the date of joining the Ph.D. program.
- 17.3 Such fellow will have to submit the proposed research work to be pursued during the extended period for a fellowship from the core fund.
- 17.4 The maximum period of such fellowship will be six months or till the completion of availing fellowship at IASST for a total period of 5 years from the date of joining.

18. Institutional Postdoctoral Fellow (PDF):

18.1 Preamble:

Postdoctoral research is an important enabling step in grooming young researchers for launching an academic/research career. This is a transition phase from a largely supervisor-directed student at the doctoral level to an independent researcher for a leadership position, particularly in academia. A postdoctoral stint also provides an opportunity to acquire new skills, broaden one's horizon, and offers a platform for transiting into cross-disciplinary areas.

18.2 Number of positions:

Generally, intake of Postdoctoral fellows would be limited to (1) one for each program, subject to the availability of funds. However, such a number in each programme may be increased subject to the approval of the competent authority.

18.3 Selection process:


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Interested candidates should apply online within specified days of publication of the Advertisement. Only shortlisted candidates will be called for the interview. Further, they must produce their original mark sheets, certificates, and other credentials if called for an interview/at the time of joining. Shortlisted candidates may appear before the interview board through video conferencing, subject to prior approval of the competent authority.

18.4 Eligibility:

18.4.1 The candidate must have a doctorate in the relevant subject, preferably with published research work to their credit.

18.4.2 Only Ph.D. awarded unemployed candidates will be eligible for the award of Post-Doctoral Fellowship.

18.4.3 The upper age limit for applicants is 35 years, relaxation in age for SC/ST/OBC/Women candidates applicable as per Government of India Norms.

18.5 Desirable:

The candidate should have sound knowledge of running common analytical/laboratory instruments related to his/her research field, which is evident by at least 3 first author publications in peer-reviewed national and international Scopus indexed journals.

18.6 Duration:

The appointment will be initially for a period of 12 (twelve) months. In the end, the candidate will be assessed by an expert committee to be constituted by the Director. If the progress is found to be satisfactory, the tenure of PDF may be extended for six months. However, in the exceptional case, when a candidate has- (i) published at least one research paper as a first author from his /her post-doc work (not from Ph.D. work) in a peer-reviewed & Scopus indexed journal having more than 3 impact factors, and (ii) presented his/her research findings in a national/international conference as a first author, his/her tenure may further be extended for six months, subject to the availability of fund.

18.7 Fellowship amount:

As per the DST National Postdoctoral Fellow guidelines, including admissible HRA at Guwahati.

19. Guidelines for Inspire Faculty / Ramaligaswamy / Ramanujan Fellow:

In order to attract young researchers with brilliant academic careers to IASST and with the aim of possible absorption of some of the Inspire faculty / Ramaligaswamy / Ramanujan in IASST based on their performance, they will be selected under the following rules & regulations:


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- 19.1.1 Depending on the institute's need and availability of laboratory space, there will be a call (Advertisement) on the website/press for Inspire faculty/ Ramaligaswamy/ Ramanujan potential candidates. The Advertisement will be twice a year, in January and July. The Advertisement will be prepared by the Office of Deputy Registrar (Academic)
- 19.1.2 The applicant's research interest and area of expertise should be from the thrust area in the existing research area of IASST. The institute will mention its exact requirement in the Advertisement.
- 19.1.3 To attract dynamic and meritorious researchers, the committee recommends an additional 3 lakhs will be provided to the selected Inspire faculty/ Ramaligaswamy/ Ramanujan fellow for the entire fellowship tenure from core fund IASST as one time consumables grant.
- 19.1.4 In addition, TA will be provided as per the IASST rule to attend one National Conference in his tenure period.
- 19.1.5 Inspire faculty/ Ramaligaswamy/ Ramanujan fellow will be provided a shared space in the laboratory if an independent place is not available.
- 19.1.6 Other facilities, for example, Medical leave, will be as per IASST rules.
- 19.1.7 Accommodation may be provided to the Inspire faculty / Ramaligaswamy / Ramanujan fellow as per vacancy in academic staff quarters and IASST rules. However, accommodation inside the campus is not guaranteed.

19.2 Criteria of selection:

- 19.2.1 The candidate should be Ph.D. with an excellent academic career, having three 1st classes throughout his/her career.
- 19.2.2 The candidate should provide in the application a complete list of publications with the Impact factor.
- 19.2.3 The candidate should also list 2 or 3 significant publications in the area of his/her proposed research project.
- 19.2.4 The candidate should provide a research plan and mention how the existing thrust area of IASST will be strengthened.
- 19.2.5 Statement of teaching interest and the courses they would like to teach and prior teaching experience, if any, may be provided.
- 19.2.6 A committee comprising three expert members (preferably one SAC member) will evaluate the shortlisting application for final recommendation.


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- 19.2.7 Short-listed candidates will make an academic visit to IASST or online mode to present the proposed research work.
- 19.2.8 Guesthouse accommodation subject to availability may be provided on a payment basis to the shortlisted candidate for the academic visit.

20. Guidelines for internship students (Summer/winter):

- 20.1 Advertisement (rolling) will be floated in November for the winter session (December / January) and April for the summer session (May to July). The office of Deputy Registrar (Academic)/Registrar will be entrusted with the responsibility of the Advertisement. The internship will be for 1 – 2 months' duration. Both postgraduate and undergraduate students will be trained. Other rules and regulations will be as per office order IASST/121/20/21/8964-8969 dt. 11-1-2021.
- 20.2 The months and duration for Summer Internship will be May to July (2 months), and Winter Internship will be December to January (2 months). However, change in the internship time may be allowed subject to justification by the candidate and approval by the Director.
- 20.3 Application Criteria:
- 20.3.1 Submission of CV, good academic record throughout the career.
- 20.3.2 Recommendation from HOD/Principal in Official letterhead is necessary.
- 20.3.3 Criteria of selection: The selection will be done by a committee and will be purely on a merit basis. However, the interest of the candidates may also be considered.

21. Guidelines for Undergraduate and Postgraduate dissertation:

- 21.1 Advertisement for undergraduate and postgraduate dissertations will be floated on the website. The office of the Deputy Registrar (Academic) will be entrusted with the responsibility of Advertisement and making a list of candidates. The dissertation will be three months to one year. Both postgraduate and undergraduate students will be trained. Other rules and regulations will be as per office order No.IASST/121/20-21/8964-8969 dated 11-1-2021.
- 21.2 There will be two sessions (i) January to July, and (ii) August to December.
- 21.3 The intake capacity in a particular laboratory will be intimated to the Office of Dy. Registrar (Academic) well in advance and accordingly the positions will be advertised.
- 21.4 Application Criteria:
- 20.1.1 CV of the candidate along with an application be submitted


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- 20.1.2 The candidate should have a constantly good academic record.
- 20.1.3 Recommendation from HoD / Principal in Official letterhead is necessary.
- 21.5 Criteria of selection: The Academic Committee will make the selection and be purely on a merit basis. However, the interest of the candidates may also be considered. However, no additional space or other facilities will be provided to the faculty member for guiding undergraduate and postgraduate dissertations.



कुलसचिव/Registrar
विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन केंद्र
Institute of Advanced Study in
Science & Technology
पश्चिम बड़ागाव, गुवाहाटी-35, असम:भारत
Paschim Boragaon, Guwahati-35, Assam, India