

**MANAV RACHNA UNIVERSITY**  
Estd. vide Haryana Act no.26 Of 2014  
(Formerly Manav Rachna College of Engineering)  
Sector 43, Aravali Hills, Faridabad.

F.NO. MRU/OM-OO/Vol.IV/2021/1290

Dated: 29.09.2021

**OFFICE ORDER**


**Subject: Establishing Teaching cum Research Assistantship (TRA) under Ph.D Program of the University.**

The undersigned is directed to invite the attention of all the concerned on the subject cited above and to say that instituting of Teaching Cum Research Assistantship for those pursuing Ph.D program was under consideration for quite some time. The Competent Authority in consultation with other officers of the University is now pleased to establish the Teaching Cum Research Assistantship from the year 2021-22 and laid the following guidelines for its implementation:

1. 20% of the seats advertised for admission to Ph.D. programs shall be earmarked for Teaching Cum Research Assistantship in every academic year from 2021-22 onwards. The number of Teaching Cum Research Assistantship will vary from year to year depending upon the number of seats advertised in each program.
2. The Teaching Cum Research Assistantship will be offered to meritorious Ph.D. candidates who are neither employed anywhere nor getting any scholarship/financial assistance from any other source.
3. The scholar recommended by the committee constituted by the University shall be eligible for Teaching Cum Research Assistantship.
4. The Assistantship (TRA) shall be payable for 3 year from the date of completion of course work or till submission of thesis, whichever is earlier. During first two years, amount of assistantship will be of Rs. 20,000/- per month, while in third year, it will be Rs. 24,000 per month.
5. The HoD shall assign the scholar receiving TA to a faculty as deemed necessary. The scholar will be required to work at least 8 hours /week in the department under the faculty and shall support in conduct of Practical's/any work as assigned by the respected faculty.
6. The monthly TRA to the scholar shall be released on the recommendations of HoD. Attendance requirement as laid by the University shall required to be fulfilled.



7. In case, a student who is assigned Teaching Cum Research Assistantship does not work satisfactorily for two consecutive months, the University shall have right to cancel the Assistantship and provide it to any other scholar as per laid down norms of University.
8. The budget provision shall be made every year for assistantship (TRA) in the annual budget of the University by the Chief Finance and Accounts Officer under the sub-head of scholarships or a separate sub-head be created in the name of Teaching Cum Research Assistantship.
9. Application Form & Guidelines for providing TRA is also enclosed for reference.


  
(Dr. K. Singh)  
Registrar

**F.NO. MRU/OM-OO/Vol.IV/2021/1290**

**Dated: 29.09.2021**

Copy to:

1. PS to Chancellor for kind information to Hon'ble Chancellor.
2. PS to VP for kind information to Hon'ble Vice President.
3. PS to VC for kind information to Hon'ble Vice Chancellor.
4. Chief Finance & Accounts Officer
5. Registrar, (MREI)
6. All Dean/Directors/HoDs
7. Controller of Examination
8. Deputy Registrar (Admin)/Deputy Registrar (R & S)
9. Accounts, MRU

  
(Dr. K. Singh)  
Registrar

**MANAV RACHNA UNIVERSITY**  
Estd. vide Haryana Act no.26 Of 2014  
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**Sector 43, Aravali Hills, Faridabad.**

**GUIDELINES FOR PROVIDING TEACHING CUM RESEARCH ASSISTANTSHIP (TRA) TO Ph.D. SCHOLARS ADMITTED UNDER Ph.D. PROGRAM OF THE UNIVERSITY**

Manav Rachna University offers Research Assistantship (**TRA**), which provides financial assistance to registered Ph. D. scholars to pursue and complete their doctoral thesis. The assistantship shall be admissible to the candidates admitted to the Ph.D. program of the University under different faculties subject to fulfillment of the condition as prescribed.

**1. Eligibility Criteria**

- (a) Candidate must have cleared Ph. D. Entrance Test of the University.
- (b) The candidate should have been confirmed for Ph.D. registration after successful completion of course work.
- (c) Teaching cum Research assistantship (**TRA**) will be offered to 20% of Total Candidates registered for the program, based on their merits of course completion.
- (d) Ph.D. Candidates who are employed anywhere or getting any scholarship or financial assistance from any other University shall not be eligible.

**2. Procedure for Award of the Assistantship:**

- (a) Application for Teaching cum Research Assistantship (**TRA**) shall be invited from the scholars by the coordinator, Ph.D. after completion of the Course work.
- (b) The Application Form in prescribed format, along with all annexure will be required to be submitted by the scholars in hard copy to the University by specified date as notified. Incomplete Applications will not be entertained.
- (c) The applications received will be scrutinized for their eligibility and categorized faculty wise. The shortlisted candidates will be call for an interview by the Expert Committee constituted by the University.
- (d) The recommendations will be approved by Vice Chancellor.

**3. Commencement and duration of Assistantship:**

The assistantship shall be payable for three years from the date of completion of Course work or till submission of thesis, whichever is earlier.



#### **4. Conditions of the Research Assistantship**

- (a) The value of the fellowship will be Rs.20,000/- p.m. for a full time Ph.D for initial two years and Rs.24,000/- p.m. for third year.
- (b) The last three months fellowship shall be released on receipt of the Long Synopsis and draft Thesis, which should clearly indicate the stage of completion of the thesis.
- (c) The sanction of the fellowship will be issued initially for a period of one year, effective from the date of joining of the scholar in the fellowship. The renewal of the fellowship for the subsequent year shall be subject to the receipt of satisfactory annual progress report.
- (d) The monthly assistantship to the scholar shall be released on the recommendation of the HOD. Attendance requirement as laid by the University shall be required to fulfilled for receiving the assistantship.

#### **5. Rules Governing the Award of Assistantship**

- (a) The Scholar shall do full time research work.
- (b) The Scholar shall not accept any appointment, paid or otherwise, or receive any stipend, etc. from any other source during the tenure of the award.
- (c) The Head of the Department shall assign work to the scholar, receiving teaching cum research assistantship to a faculty as deemed necessary.
- (d) The scholar will be required to work at least 8 hours per week in the Department under the faculty and shall support in conduct of practical's or any work as assigned by the assigned by the respective faculty.
- (e) In case a scholar who is assigned Teaching Assistantship (TA) does not work satisfactorily for two consecutive months, the University shall have right to cancel the assistantship and provide it to any other scholar.
- (f) The Scholar shall not, without the prior permission of the University, join any other regular course of study.
- (g) In case a Scholar wishes to leave the fellowship before the end of the tenure, he/she shall obtain prior approval of the University. Application to the effect shall be submitted through the supervisor one month in advance of discontinuance of the fellowship indicating specific reasons for same.
- (h) The Scholar can avail leave as per norms.
- (i) Women candidates will be entitled for maternity leave as per UGC regulations but during the period shall not be entitled to receive Teaching cum Research Assistantship.

