

| <b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b> |  |   |
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| (i)   | Nature of functions/ services offered            | <p><b>Academic Programs offered at AcSIR:</b></p> <ul style="list-style-type: none"> <li>▪ Ph.D. (Sciences)</li> <li>▪ Ph.D. (Engineering)</li> <li>▪ Integrated Dual Degree Program (IDDP)</li> <li>▪ M.Tech</li> <li>▪ M.Sc</li> <li>▪ M.P.H</li> <li>▪ Integrated M.Sc.-Ph.D</li> <li>▪ Post Graduate Diploma</li> </ul>   |
| (ii)  | Norms/ standards for functions/ service delivery | <p><b>AcSIR Act, 2011</b></p> <p>As defined in Clause 30 (1) of AcSIR Act, 2011</p> <p>Subject to the provisions of this Act and the Statutes, the Ordinances of the Academy may provide for all or any of the following matters, namely:-</p> <ul style="list-style-type: none"> <li>(a) the admission of the students;</li> <li>(b) the courses of study;</li> <li>(c) the conditions under which students shall be admitted and shall be eligible for degrees, diplomas and certificates and to the examinations of the Academy, and shall be eligible for the degrees, diplomas and certificates;</li> <li>(d) the conditions of award of the fellowships, scholarships, medals and prizes;</li> <li>(e) the condition and mode of appointment and duties of examining bodies, examiners and moderators; .</li> <li>(j) the conduct of examinations;</li> <li>(g) the maintenance of discipline among students of the Academy;</li> <li>(h) any other matter which by this Act or the Statute, is to be, or, may be, provided for by the Ordinances.</li> </ul> |
| (iii)   | Process by which these services can be accessed  | <p>All academic services are provided by the different AcSIR Centres at the CSIR Laboratories and other Associate Centres of AcSIR under the supervision of the AcSIR Coordinators nominated at the AcSIR Centres.</p> <p>Such services are provided under the general supervision of the AcSIR Headquarters at Ghaziabad.</p>  |

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| <p>(iv)</p> | <p>Time-limit for achieving the targets</p> | <p>(i) To ensure timely completion of Masters program:</p> <ol style="list-style-type: none"> <li>a. Last date of Project Submission: 15 May of every Calendar Year</li> <li>b. Last date of Evaluation at Lab end: 15 June of every Calendar Year</li> <li>c. Submission of all Documents to AcSIR HQ: 30 June of every Calendar Year</li> </ol> <p>(ii) Issuance of Provisional/Final Degree Certificates: The provisional certificate shall be sent to the student after successful completion of the Masters/Ph.D oral examination within 4 weeks from the intimation of the PhD oral examination result to AcSIR-HQ. The final degree shall be awarded at the time of convocation of the AcSIR or within 180 days from the date the student's oral examination.</p> <p>(iii) Priority issuance of Final Degree Certificates: Provision exists for priority/out-of-turn issuance of the final degree certificate to a student, who would have its urgent requirement for justifiable reasons (including for job, post-doctoral offers etc.) instead of within 180 days after successful completion of the program. Such priority/out-of-turn certificates would be issued within 30 days of receipt of student's request to <a href="mailto:certificaterequest@acsir.res.in">certificaterequest@acsir.res.in</a>, justifying its urgency and a documentary evidence (receipt) of Rs. 3000/- being remitted to the AcSIRHQ account (only using the AcSIR SBI Collect Portal), as a fee for priority/out-of-turn issuance of the final degree. If the certificate is not issued within the stipulated 30 days due to some unavoidable reasons, the fee for the priority issuance of the degree certificate would be refunded although efforts would continue to issue the certificate on priority basis.</p> <p>(iv) Issuance of Duplicate Degree Certificates:</p> <ol style="list-style-type: none"> <li>a. For Certificates issued within 10 years : 45 days from the date of receipt of the Fee</li> <li>b. For Certificates issued more than 10 years ago : 60 days from the date of receipt of the Fee</li> </ol> <p>(v) Issuance of Transcripts: The required transcript will be issued within a period of ten working days from the date of submission of application along with the prescribed fee.</p> <p>(vi) To ensure efficient Fee Collection:</p> <ol style="list-style-type: none"> <li>a. No Late Fee Penalty shall be applicable if the Semester Tuition Fee is paid by 31st day of January (for January semester) and 31st day of August (for August semester).</li> <li>b. Late Fee of Rs. 1000 shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:</li> </ol> |
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|     |                                  | <ul style="list-style-type: none"> <li>i. For January Semester : from 1st day of February to 7th day of August</li> <li>ii. For August Semester : from 1st day of September to 7th day of January (of next year)</li> <li>c. Late Fee of Rs. 1500 (in addition to Late Fee of Rs. 1000) shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under: <ul style="list-style-type: none"> <li>i. For January Semester : from 8th day of August to 7th day of January (of next year)</li> <li>ii. For August Semester : from 8th day of January (of next year) to 7th day of August (of next year)</li> </ul> </li> <li>(vii) Issuance of No-dues Certificate: king days after the receipt of the request at AcSIR-HQ, in case the student has no outstanding dues.</li> </ul>   |
| (v) | Process of redress of grievances | <p><b>Academic Grievances:</b></p> <ul style="list-style-type: none"> <li>(i) Academic grievances of the students are primarily dealt with by the AcSIR Academic Committee formed at each of its Centres;</li> <li>(ii) If resolution is not possible by the Academic Committee, the matter is referred to the Associate Director (Student Affairs);</li> <li>(iii) Subsequently, the matter may be referred to the Director, AcSIR for resolution.</li> </ul> <p><b>Dispute between AcSIR and an employee of AcSIR:</b></p> <ul style="list-style-type: none"> <li>(i) Provision for Arbitration at AcSIR Act, 2011 (<b>Clause 34</b>) for redressal of disputes between an employee and AcSIR.</li> </ul> <p><b>Grievance related to Sexual Harassment</b></p> <ul style="list-style-type: none"> <li>(i) Through the Sexual Harassment Committee of concerned CSIR Labs and other Associate Centres of AcSIR where the AcSIR students are placed (workplace) for grievances of similar nature;</li> <li>(ii) Through the Sexual Harassment Committee of AcSIR for grievances of similar nature at AcSIR Headquarters;</li> <li>(iii) Through the Sexual Harassment Committee of concerned CSIR Labs where the AcSIR personnel are placed (workplace) for grievances of similar nature</li> </ul> |