

LADY TATA MEMORIAL TRUST

Founded 1932

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9th September 2019

Dr. Nafisa Balasinor
NIRRH-ICMR,
Jehangir Merwanji Street,
Parel, Mumbai 400012

Lady Tata Memorial Trust - Award of Scientific Research Scholarship for the year 2019-2020

We are glad to inform you that the Trustees have awarded a **Junior Research Scholarship (JRS)** of Rs. 25,000/- per month + H.R.A., if applicable as per rules, to **Ms. Sanketa Raut** for a period of two years in the first instance from 1st August 2019 or from date of joining for research work under your supervision/guidance on the following project: -

“Molecular mechanisms involved in prolactin and dopamine signalling in male reproduction”

2. Please refer to the attachment for Trust Rules and Regulations governing the Scholarship and H.R.A. Claim details on website, and request that you may kindly impress upon the scholar the need to observe them strictly.

3. The awardee will strictly adhere to our following 5-year Scholarship only Schedule as follow:

The Junior Scholarship is tenable in the first instance for a period of two years commencing from 1st August 2019 or joining date. On completion of two years and on assessment by the 3-Member Doctoral Committee of the Institute of scholar about the progress of work done, the awardee will have to re-appear for an interview before the Trust's Indian Scientific Advisory Committee in 2021-2022 for promotion to the Senior Scholarship (@ Rs.28,000/- p.m.) for a further period of three years (2021-2022 to 2023-2024), as under, subject to satisfactory progress as reflected in the Doctoral Committee's summary of work and annual progress reports submitted to the Trust.

The five-year scholarship grant will be governed by the following rules and regulations:

- a) JR Scholar joins in year one and a 3-Member Doctoral Committee (DC) is appointed by the concerned Institute / University within three months of the award of JR, and this DC has to have the approval of the Indian Scientific Advisory Committee (ISAC) of the Trust. The DC should consist of Guide/Supervisor (Convener), a Professor Grade faculty and another outside faculty working in related areas of science.
- b) At the end of first year, the JRS will present the research work to the DC and a summary of the work done along with approval of the DC members should be sent to the Trust for renewal of the scholarship for the second year. Annual progress report should be submitted every year before 15th July on LTMT website.
- c) The JR Scholar must complete the formalities for Ph.D. registration within 9 months to 14 months from the date of joining the award, otherwise the Trust will terminate the scholarship and ask for the refund of the scholarship amount paid to the institute.
- d) The JR Scholar will be reviewed by the ISAC in an interview on the completion of the first term of two years as **JRS**, for the work done, and whether registration for Ph.D. has been done, and then recommended for continuation from the third year as SR Scholar.
- e) On promotion as a Senior Scholar in the third year, the scholar will receive an incremented scholarship of Rs.28,000/- p.m. with HRA + contingency maintained at the same levels.
- f) At the end of third year when the researcher is an SR Scholar, her/his scholarship will be continued into the fourth year based on the recommendations of her/his DC, and based on the comments of the ISAC on the progress report submitted. The progress report should summarise the work done in the previous 3 years and the plans for the fourth year.
- g) At the end of the fourth year the scholar work will be reviewed by the ISAC for continuation of fellowship for the fifth and final year.

It is to be noted that while the Trust awards a five-year scholarship to fresh M.Sc.s (2 year as JRS and 3 years as SRS), the tenure of this scholarship will be continued only up to the vivo voce or 6 months, whichever is earlier from the date of the thesis/synopsis submitted for the Ph.D. requirements. **The tenure of the award is only for 5 years.** The scholar must send a copy of the synopsis of the thesis to the Trust when it is submitted to the respective University and inform the date when the thesis is submitted and when the viva voce is scheduled. A copy of the provisional certificate after completion of the Ph.D. requirements, must also be submitted to the Trust.

4. Before the scholar sends to us her/his letter of acceptance of the scholarship awarded to her/him, she/he should be informed of the following:

- (a) Once our scholarship is accepted she/he will not be allowed to relinquish it purely on the ground that she/he has become a recipient of a scholarship of higher value awarded to her/him by another funding agency. If she/he insists on giving up our scholarship mid-term either to enable her/him to accept one of a higher value or for accepting a job/post, she/he will have to refund to us the total amount of monthly scholarship+ all allowances paid to her/him and her/his university/institution will not be permitted to recommend scholars to the Trust for a further period of two years. **In the letter of acceptance to be submitted to us by the scholar, she/he must give an undertaking to this effect ;**

(b) the scholarship will be terminated at any stage at the discretion of the Trust, or if from the annual reports submitted, if the ISAC of the Trust finds that satisfactory progress is not being made;

(c) the quarterly scholarship amount will be remitted in the middle/end of each quarter – for AUGUST-OCTOBER, NOVEMBER-JANUARY, FEBRUARY-APRIL AND MAY-JULY;

5. Your co-operation as Supervisor/Guide is requested on the following points :

- (i) under our rules, a contingency grant of Rs.30,000/- is made available for items needed for research work. Please note that our grant will not be available for items which should normally be provided by the institution where research work is carried on;
- (ii) Kindly ensure that an estimate of the items required by the scholar for her/his research work (not exceeding Rs.30,000/-) reaches us before October 2019 with your endorsement. After scrutiny of the estimate, we shall sanction the contingency grant in favour of the scholar on receipt of original bills/receipt during the year;
- (iii) for the purpose of claiming reimbursement of contingent expenditure, strictly send us original bills/receipts and vouchers together with a **statement in duplicate** giving us information about the items purchased under four different heads, viz:-

- i) Name of the supplier;
- ii) Bill No. and date;
- iii) Items purchased;
- iv) Total Amount paid.

This statement should be endorsed by you to the effect that the items purchased are being utilised/have been utilised solely for the research work of the scholar under your guidance. It is essential that this procedure is followed, otherwise the contingency payment will not be released.

The contingency bills submitted to us for claim should strictly be for the period of the scholarship, e.g., between academic year 1stAugust 2019 and 31stJuly 2020. The contingency should be claimed in one or two installments during the year, and not through frequent small claims. The contingency bills should be submitted by end of July every year.

- (iv) **Annual research progress report of every year** is to be submitted online as per pro forma available on the website before 15th July every year, **with your comments critically evaluating the work done by the scholar and supported by the summary report of the Doctoral Committee.** The first annual report for work done up to 31st July 2020 should be submitted not later than 1st August 2020.

Please note that report will not be accepted if the comments of the Doctoral Committee / Supervisor / Guide are of a general nature. We expect critical evaluation by the DC / Supervisor / Guide of the work done during the year. The Chairman of our Indian Scientific Advisory Committee is very particular about this aspect.

6. Please forward to us the letter of acceptance from the scholar wherein she/he should clearly state that she/he has read the Rules of the Trust and agrees to abide by them and should give an undertaking as required in para 4(a) of this letter.

7. The Members of our ISAC would also like us to obtain your curriculum vitae as Guide/Supervisor for the awarded research project. The CV must include information on your positions held, paper/s submitted, areas of interest and scientific publications of the past 5 years. Please do the needful.

8. An annual statement of expenditure, signed by an appropriate officer of your institute is to be furnished to the Trust to enable us to release the next instalment.

9. In addition, the Trust reserves its right to conduct or cause to be conducted, an audit of your Institute's books of accounts in respect of the project grant, if in its opinion the same is necessary. In the event, the funds granted by the Trust, are being misused or improperly used or not used for the purpose of the grant, the Trust will be entitled to stop further disbursement, and in case of willful breach of contract, demand repayment of the grant.

We look forward to your valued co-operation.

Yours faithfully,



(Rohan Dhanrao)
Program Officer

ACCEPTED & AGREED

Guide/Supervisor -

Name :

Designation :

Address :

Date :

For Institution -

Name :

Authorised Signatory :

Designation :

Address :

Encl.: As above.

c.c.:

Ms. Sanketa Raut

NIRRH-ICMR,

Jehangir Merwanji Street,

Parel, Mumbai 400012