

Summer Research Fellowship Program — 2024
Instructions to Bengaluru Summer Fellows whose stay is arranged
by Academy at the Fellows Residency
(Please read these instructions carefully for compliance)

A. Transport:

1. Private shuttle service operates from and to Jalahalli Fellows Residency. SRFs may, if they wish, can avail the service to IISc, NCBS & JNCASR and back. Payment should be made directly to the transport provider.

B. Boarding:

2. A private caterer will provide food on payment basis. Those interested may avail the facility on direct payment basis.

C. General Instructions:

3. All occupants are requested to exercise utmost care to conserve (and not waste) water and electricity. Any damages to the fittings and fixtures in the room will be charged to the SRF.
 4. Unauthorized persons are not allowed to stay. Visitors of SRFs will be allowed only up to the Reception area.
 5. Hot water for bathing will be made available only between 6.00 a.m. and 7.00 a.m. every working day.
 6. Occupants are requested not to assemble unnecessarily inside the rooms or in the corridors. Similarly conversations should be at a low tone so as not to cause disturbance to others. Smoking/liquor consumption is strictly prohibited inside or outside the rooms at your place of stay. Instructions have also been given to the Security staff to switch off the television by 11.00 p.m. on all days.
 7. Please ensure that your personal belongings (such as cash, credit/debit cards, purse, laptop, etc) are carefully kept by you. SRFs may even deposit them with the caretaker. Any loss of these will be the sole responsibility of the owner.
 8. Door key should be collected from/returned to the caretaker and should not be carried away. Every SRF should collect from the caretaker one set of wardrobe keys and he/she will be responsible for its safety and replacement in case of loss.
 9. Any absence from the place of stay even for a day or night should be brought to the attention of the caretaker and recorded in the reception register before hand.
 10. Laundry service is not available. However, two washing machines are available for use from 7.00 p.m. to 10.00 p.m. on all working days (Monday to Saturday) and on Sundays from 10.00 a.m. to 1.00 p.m. and 6.00 p.m. to 10.00 p.m. This facility will be under the overall charge of the caretaker.
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D. Submission of Documents:

11. The "Joining Report" duly countersigned by the guide should be brought to the Academy in person within a day of your joining when you can also collect your Identity Card.

12. Within four weeks of joining, SRFs are required to submit a brief report duly countersigned by the guide. This should be in hard copy and submitted to the Academy in person. A soft copy of the same must be uploaded on the Academy portal.

13. At the end of 8 weeks or two months, SRFs are required to submit a final detailed report of their work, again duly countersigned by the guide. A soft copy of the same must also be uploaded on the Academy portal. Both the four week and final reports must be submitted within 10 days to the Academy office by post.

14. Both the 4-week and final reports should be submitted to the Academy Office only between 3.00 p.m. and 4.30 p.m. on any working day. Please note that the Academy office does not work on Saturdays and Sundays.

15. After the submission of the final report, duly countersigned by the guide, SRFs will be issued a Certificate. They will also receive a complimentary copy of a publication.

E. Fellowship amount:

16. Amounts due to the SRFs (fellowships payable at the end of 4 weeks and 8 weeks, as well as travel expenses) will be transferred electronically to the bank account provided by the SRF. Please allow at least 10 working days for the amount to get transferred to the bank account.

17. The Academy will recover from the fellowship a sum of Rs. 3,000/- per month towards lodging. The mess facility will be operational from **15 May 2024** onwards. Due to operational reasons, it is compulsory that residents of Fellows Residency to use both mess facility and transportation services on payment basis facilitated by the Academy.

18. TA form for claiming your travel fare should be submitted along with the final report only and always accompanied by originals/photocopies of the tickets. Please therefore preserve copies of your tickets.
