

FARE Fellowship – Comprehensive FAQ Handbook

Section 1: General & Eligibility (1–20)

1. What is the FARE Fellowship?

A fellowship for PhD students at IITK who submit their thesis within 5 years 6 months, supporting them as independent postdoctoral-level researchers.

2. Who is eligible to apply?

Only full-time PhD students submitting within the deadline.

3. Can part-time or externally registered PhD students apply?

No, only full-time IITK-registered PhD students are eligible.

4. Is there a batch-wise relaxation?

Yes, special relaxations apply to Y18, Y19, and Y20 (1st semester) batches.

5. What is the deadline for Y18 students?

6 years 6 months.

6. What is the deadline for Y19 students?

6 years.

7. What is the deadline for Y20 onwards?

5 years 6 months (regular policy).

8. Are medical leaves excluded from the 5.5-year limit?

Yes, if formally approved.

9. Do I need publications for eligibility?

Yes, at least one accepted/published paper in Q1/Q2 journals or equivalent.

10. Can patents be considered instead of publications?

Yes, if related to thesis and applicant has $\geq 25\%$ contribution.

11. Do conferences count for eligibility?

Only if equivalent to reputed Q1/Q2 journal proceedings.

12. What about online preprints?

Not sufficient, only peer-reviewed publications count.

13. Is there a minimum CGPA requirement?

No, eligibility is based on thesis submission timeline + research output.

14. Are international students eligible?

Yes, same rules apply.

15. Can a student already employed apply?

No, the student must be a full-time PhD candidate at IITK.

16. Can students with disciplinary cases apply?

Not until cleared.

17. Is there an age limit for FARE?

No.

18. Is thesis defense required before applying?

No, only thesis submission is required.

19. Can FARE be availed after provisional submission?

Yes, if the full thesis is submitted and conditions are met.

20. Who decides the final selection?

The FARE Selection Committee under DOAA.

Section 2: Application & Process (21–40)

21. How do I apply for FARE?

Through prescribed form endorsed by supervisor and HoD.

22. When should the application be submitted?

Within 3 months of thesis submission.

23. Where is the application submitted?

To the DOAA office.

24. Do I need both hard and soft copies?

Yes, as per DOAA guidelines.

25. Is online application accepted?

Yes, email submission is possible.

26. Can I apply before thesis submission?

No, thesis submission is mandatory.

27. Do I need supervisor approval?

Yes, application must be signed by supervisor.

28. Do I need HoD approval?

Yes, endorsement is required.

29. Can multiple students from same department apply?

Yes, no restriction.

30. When will I receive confirmation?

After verification by DOAA.

31. How will I be informed?

By official email from DOAA.

32. What happens after approval?

Offer letter is issued.

33. Do I need to join immediately?

Yes, within 15 days of FARE ID issuance.

34. Can I defer joining?

No, deferment is not allowed.

35. What documents are needed?

Application form, thesis submission proof, publication proof.

36. Can I apply if my paper is under review?

No, only accepted/published papers count.

37. Can I reapply if rejected?

Yes, within 3 months window if eligibility improves.

38. Do I need a joining report?

Yes, mandatory at time of joining.

39. Is "Leave till Defense" required?

Yes, office order for leave till defense must be submitted.

40. Will I get a unique FARE ID?

Yes, different from your roll number.

Section 3: Fellowship Rules & Benefits (41–60)**41. What is the fellowship amount?**

INR 80,000/month + HRA.

42. For how long is it awarded?

Maximum 12 months.

43. Is the duration pro-rata?

Yes, if thesis submitted after 5 years.

44. Is HRA included?

Yes, at prevailing rates.

45. Can I get hostel accommodation?

No, FARE Fellows must vacate.

46. Can married scholars get HRA?

Yes, as per rules.

47. Can I extend beyond 12 months?

No, no extension possible.

48. Is FARE convertible to postdoc?

No, it is separate.

49. Can FARE run with another fellowship?

No, dual benefits not allowed.

50. What is the contingency amount?

INR 1.5 lakhs/year (pro-rata).

51. How can it be used?

Books, conferences, publications, travel, etc.

52. Is contingency transferable to next year?

No, limited to fellowship period.

53. Can I use contingency for equipment?

Yes, minor equipment/software allowed.

54. Can I claim food expenses from contingency?

No, not allowed.

55. Can contingency be used for personal travel?

No, only academic/research travel.

56. Can I use funds for sample analysis?

Yes, if research-related.

57. Can contingency cover conference registration?

Yes, if approved.

58. Can I use contingency for medical insurance?

Yes, reimbursement up to INR 5000 allowed.

59. Do I get health facilities of IITK?

Yes, same as PhD students (excluding insurance).

60. Will I get an official certificate?

Yes, issued on completion.

Section 4: Leave Rules (61–80)**61. How many academic leave days are allowed?**

30 days (pro-rata, 2.5 days/month).

62. How many personal leave days are allowed?

30 days (pro-rata).

63. How many casual leave days are allowed?

8 days.

64. How many medical leave days?

20 days (without pay).

65. Maternity leave duration?

Up to 3 months.

66. Miscarriage leave?

Up to 6 weeks with medical proof.

67. Can academic leave be merged with personal leave?

Yes.

68. Can casual leave be merged?

No.

69. What is the max continuous leave in first 6 months?

30 days (15 academic + 15 personal).

70. Do public holidays count in casual leave?

No.

71. Is leave beyond entitlement allowed?

Yes, but treated as unpaid leave.

72. Does unpaid leave extend fellowship?

No.

73. Who approves leave?

By DOAA office.

74. Can I apply retroactively?

No, prior approval needed.

75. Can I travel abroad during leave?

Yes, with prior approval.

76. Are weekends counted in leave?

Yes, if included in applied duration.

77. Can I encash unused leave?

No.

78. Can I apply leave during thesis defense process?

Yes, but only within entitlement.

79. Is attendance tracked?

Yes, unauthorized absence beyond 15 days = termination.

80. Can leave be extended into no-dues clearance?

No, must be completed before exit.

Section 5: Accommodation & Facilities (81–90)

81. Do FARE Fellows get hostels?

No, must vacate before joining.

82. Do they get family accommodation?

No.

83. Is HRA compulsory if staying off-campus?

Yes.

84. Can fellows stay in campus guest house?

Yes, by paying the required amount.

85. Are medical facilities available?

Yes, IITK Health Centre access continues.

86. Is medical insurance compulsory?

Yes, advised; partial reimbursement allowed.

87. Do fellows retain mess facility?

No, only regular students get it.

88. Do they retain transport passes?

Yes, with department approval.

89. Do they get access to computing facilities?

Yes, IITK computing services remain open.

90. Do they get library access?

Yes, for full tenure.

Section 6: Placement & Career (91–100)

91. Are FARE Fellows eligible for placement?

Yes, same as PhD students.

92. Can FARE Fellows apply for faculty jobs?

Yes, with PhD + FARE experience.

93. Is FARE experience equivalent to postdoc?

Yes, institute treats them as postdoctoral-level researchers.

94. Will DOAA issue a FARE certificate?

Yes, upon completion.

95. Can FARE experience be added in CV?

Yes, under "Postdoctoral Fellowship".

96. Can FARE Fellows supervise projects?

Yes, under faculty mentorship.

97. Do they get recommendation letters from DOAA?

Yes, on request.

98. Are FARE Fellows eligible for startup incubation?

Yes, if they meet SIDBI/IITK incubation norms.

99. Can fellows apply for national postdocs after FARE?

Yes, FARE does not block other fellowships.

100. Is there automatic absorption into IITK jobs?

No, must apply through open process.

Section 7: Exit, No-Dues & Termination (101–110)

101. What if I quit midway?

One month's notice required.

102. Can I resume after quitting?

No.

103. Do I need to clear no-dues?

Yes, compulsory before exit.

104. Is any money withheld at start?

Yes, 50% of first month withheld till no-dues completion.

105. What if I don't submit no-dues?

Final fellowship amount won't be released.

106. What if supervisor recommends termination?

Fellowship ends immediately.

107. What if I am absent without notice?

Termination after 15 days.

108. Do I get a completion certificate if terminated?

No.

109. Can I shift to another fellowship after quitting?

Yes, subject to rules of the new fellowship.

110. Will PhD degree be affected if I quit?

No, degree remains unaffected.

Section 8: Work Report, TA & Miscellaneous (111–120)

111. Is a work report required?

Yes, compulsory.

112. When is work report submitted?

After completion of tenure or at exit.

113. Who must endorse it?

Supervisor/mentor.

114. Can I delay report submission?

No, delays may block completion certificate.

115. What if report is unsatisfactory?

DOAA may withhold certification.

116. Are TA/Tutorship duties compulsory?

Yes, if assigned by department.

117. How many hours per week?

Maximum 8 hours.

118. Is there extra pay?

No.

119. Who allots TA/Tutorship?

Department/HoD.

120. Does TA/Tutorship help career growth?

Yes, adds to teaching experience for academic jobs.