

Rules and regulations for affiliation of external candidates for Ph.D., M.Phil., and M.Sc. degrees

1. Background

- 1.1 The Sálim Ali Centre for Ornithology and Natural History (SACON) regularly receives requests from students / individuals from universities, institutions and its own alumni for affiliation with the Institute for its Ph.D. and M.Phil. Programmes and also for doing Masters dissertations.
- 1.2 Henceforth, all candidates seeking such attachments will require a formal "Admission to SACON". Candidates admitted to the Institute will be for specific purpose and duration. These can be terminated at anytime.
- 1.3 Any person other than regular research personnel (RA/SRF/JRF/TA) working in SACON's approved research projects or collaborative projects / programmes will require a formal admission to SACON. This rule will also be applicable to researchers sponsored by DST, CSIR, ICAR and other similar institutions.
- 1.4 The admission will be granted by the Director, SACON. The Research coordinator will provide necessary support to the admission process.

2. Eligibility

- 2.1 Faculty member may agree to supervise theses / dissertation works of external candidates for the award of Ph.D, M.Phil and Masters degree pertaining to the subject/topics related to wildlife conservation, forest management and environmental management.
- 2.2 Candidate intending to do dissertation with the Centre should send a request letter from the Head of his/her parent institution. This request letter should be addressed to the Director, SACON along with a copy of the CV stating the purpose and the duration of the affiliation. In case the interested candidate has already established contact with a faculty member or Department of the Centre, the request letter may indicate such name(s).
- 2.3 Interested candidates should apply for the affiliation in the prescribed format (given in Appendix-1), which is also available on SACON website.
- 2.4 Duly completed application form with an admission fee of Rs. 500.00 (Rupees five hundred only) should be submitted to the Research Coordinator to get a formal admission. Fee will be deposited in the Finance Section for consideration of application by the Research Coordinator.

3. Duration

- 3.1 Admission granted will be valid for a specific period as stipulated in Section 3.2. In case of a default on the validity period, candidates will have to re-register himself / herself again by depositing Rs. 500.00 (Rupees five hundred only). This is applicable to all the degrees viz., Ph.D., M.Phil or short duration dissertation for Masters degree.

3.2 Initial duration and the validity of admission will be as follows

Duration	Course/purpose	Validity period	Admission Fee
1-6 months	Masters degree	Up to 6 months	Rs. 500
1-2 years	M. Phil	Up to 1 year	Rs. 500
3 - 6 years	PhD	Up to 1 year	Rs. 500

3.3 The admission fee for foreign candidates has been dealt separately in Section 11.

4. Caution Money

4.1 On attachment, the candidate will have to deposit certain amount as refundable caution money. Following is the prescribed amount for different categories:

Duration	Course/purpose	Caution money
1-6 months	Masters degree	Rs. 2,000
1-2 years	M. Phil	Rs. 3000
3-6 years	Ph.D.	Rs. 5,000

4.2 The caution money will be returned to the candidates after obtaining a “No Dues Certificate” from all concerned sections. Otherwise, necessary deductions from the caution money will be made for outstanding dues of any type.

4.3 The caution money for foreign candidates has been dealt separately in section 11.

5. Access fees

5.1 The candidate will have to pay a non-refundable fee to have the access to various facilities of the Centre. This fee is not applicable while renewing the affiliation.

Duration	Course/purpose	1 Fees
1-6 months	Masters degree	Rs.3,000
1-2 years	M.Phil .	Rs. 5,000 per year
3-6 years	Ph.D.	Rs. 10,000 per year

5.2 The access fee for foreign candidates has been dealt separately in section 11.

5.3 The candidate will have to pay separately all the other fees which are due to his/her parent institution/university as per the norms of respective parent institution/university.

6. Access to facilities

6.1 Once the fee is deposited, the candidate will be issued a temporary identity card from the Centre. The candidates will be eligible to have access to computer facilities, laboratory and library.

- 6.2 The access to computer facilities will be subject to the availability of such facility at the prevailing time.
- 6.3 The cost of laboratory use and specific analytical work will be charged separately as per the prevailing rates of the concerned Laboratory to be decided by the Centre. The concerned supervising faculty needs to formulate proposal and raise/ensure availability of funds for such analytical purpose.
- 6.4 The access to library will be limited to issue of a maximum of three documents at any given time for Ph.D / M.Phil candidates and two documents for Masters degree students. Cost of photocopying will have to be borne separately as per the prevailing rate of the Library or Photocopying room.
- 6.5 The above payable fee will cover cost of one master copy of the thesis/dissertation or user maps of A4 size only, which will be produced using the Centre's DTP facilities during the affiliation. However, for additional copies, the candidate will have to pay as per the existing rules/norms.**

7. Accommodation

- 7.1 Candidates granted admission to any of the above programmes can apply for hostel accommodation separately in the prescribed application form available with the Hostel Warden. Hostel accommodation will be provided subject to availability for specific period on usual payment basis. However, preference will be given to the SACON approved project personnel. Prevailing rule of hostel will be applicable to the candidates.
- 7.2 Mess bill and other charges pertaining to the dining hall will have to be paid separately by the candidate.

8. Facilitation of field research

- 8.1 If the proposed work involves field visits, duly approved by the Director, SACON will facilitate the procurement of necessary permission and other documents and will liaise with the concerned Forest Departments. However, all costs/expenses on travel, lodging and board, and field expenses will have to be borne by the candidate. The candidate himself/herself will ensure availability of funds for such purpose.
- 8.2 The Centre will facilitate admission to Ph.D and M.Phil. programmes to Universities with which SACON has been affiliated to as a study centre; currently they include Bharathiar University, Coimbatore and Manipal University, Manipal. Candidates will be required to complete all admission/registration procedures at his/her cost and pay all relevant fee amounts directly to the University in consultation with the supervising faculty of the Centre.
- 8.3 Candidates admitted to SACON for these academic programmes will not be issued any equipment from SACON's store, laboratories and computer facility. However, they will be issued document(s) (books, etc.) as specified above for each category for

the duration adopted by SACON Library. Because of purely temporary basis of affiliation, no equipment either expensive or small will be issued to the candidate.

- 8.4 For local travel to and from SACON, the affiliated scientists may be allowed to avail the Centre's regular transport services subject to availability of space/seats. For this purpose, candidates will require to apply separately to the Administrative Officer, SACON through his/her supervising faculty and on prescribed payment basis.
- 8.5 SACON will not be responsible for any casualty/mishap including any type of accident and resultant death or injury to body or any other type of loss of property, etc. to the affiliated scientist while staying at SACON campus or in field or during tour/transit.
- 8.6 SACON will provide no medical facility to the candidates seeking affiliation under any of these programmes. It is advised that the candidates may obtain their individual personal insurance (life, accident and medical) to cover any exigencies. No medical bill of the candidate(s) will be reimbursed by SACON.

9. Conduct

- 9.1 The conduct of the candidates in the campus as well as in field should always be orderly and exemplary. Candidates should abide by the rules and regulations of the Centre and field organizations at all times.
- 9.2 Candidates will have to give an undertaking in a prescribed format for any loss, damage or mishap happening to the candidate himself/herself while staying at SACON campus or field or during tour/transit.
- 9.3 The candidate himself/herself will be responsible for the proper conduct and the admission will be cancelled if the candidate is found to disobey SACON rules, norms, guidelines, and indulge in any unwarranted activities, which harm SACON's reputation. The Director, SACON has the right to modify any provision stipulated in the present rules.

10. No dues

- 10.1 On completion of the academic programme / project / attachment term, the candidate will submit at least one copy each of her/his output to the Centre's library and concerned supervisor(s) without which "No Dues Certificate" will not be issued.
- 10.2 On successful completion of affiliation, the Director SACON will issue a certificate of the work done by the candidate, on the recommendation of the supervising faculty member.

11. Foreign National seeking admission

- 11.1 SACON often receives request from foreign nationals belonging to different institutions, universities and other conservation organizations to do their field work in India for M.Sc./ M/Phil/ Ph.D. Such candidates need to correspond in advance

with the Research Coordinator and inform their plans of proposed activities/academic programme.

- 11.2 They should submit a letter of request / introduction / recommendation from the competent authority or official of repute belonging to their concerned parent organization stating the purpose and the duration of such requested attachment.
- 11.3 The affiliation will be available for a period of 1 to 6 months for Masters' Degree and 1 year for M Phil degree, 3 years for Ph.D., depending on the purpose of their academic affiliation.
- 11.4 The candidate will arrange his/her travel documents and visa. Wherever necessary, SACON will act as facilitator only.
- 11.5 Once SACON has conveyed its approval to the candidate for the proposed admission, the candidate can travel to SACON, Coimbatore on his/her cost. On arrival at the Centre, the foreign candidates need to submit the duly filled application form and deposit Rs. 1000 of US\$ 15 for admission.
- 11.6 The admission to any of the programmes is subject to approval by Director, SACON.
- 11.7 Foreign candidates including SAARC nationals granted admission will need to deposit refundable caution money of US\$ 150 or its equivalent amount in Indian rupees.
- 11.8 The foreign candidates need to pay access fees of US\$ 150, to use various Institutes facilities as stated in Section 6.
- 11.9 The fee structure for SAARC Nationals will be equivalent to those of Indian Nationals (Rs. 10,000/- per year for PhD).
- 11.10 The candidate will be provided accommodation in SACON Hostel on usual payment basis. This is subject to the availability of hostel accommodation.
- 11.11 The candidate needs to submit copies of his travel documents including passport and visa along with the admission form. She/he may have to do liaison with Local Intelligence Unit as per the rules of the Government of India.
- 11.12 In every respect, the rules and regulations that govern Indian Nationals will also be applicable to visiting foreign nationals.

12. Saving and repeal of the rule

- 13.1 The Director, SACON reserves the right to modify, alter, delete, amend or add any of the rules or regulations contained herein for the smooth and efficient running of the Centre.



SÁlim Ali Centre for Ornithology and Natural History

Admission form for p.H.d. / m.phil. / masters' degree

Affix a
recent
Passport
Size
Photograph

PART I: Personal History Form

Surname (Family name):			
First Name:			
Date of Birth:		Age:	
Nationality:		Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Passport No.:		Place of Issue:	
Passport Date of Issue:		Passport Expiry Date:	
Home Address:			
Home Telephone No.:			
Home Fax No:			
Home E-mail Address:			
Mobile phone No:			
Ministry/Organization:			
Current position held:			
Name and Address of the parent institution			

Name and designation of the Mentor/Supervisor	
Telephone No.:	
Fax No.:	
Work E-mail Address:	
Web site:	

PART II: Nature of affiliation requested with the Centre

Affiliation requested for	<i>Ph.D. Thesis</i>		<i>M. Phil. Dissertation</i>		<i>Masters Dissertation</i>	
	<i>Library use</i>			<i>Others</i>		
Duration of affiliation	<i>From Date</i>			<i>To Date</i>		
Study topic/theme if any						
Recommending faculty (SACON)						

PART III: Access requested at SACON

Library		Approximate hours/days	
Computer room		Approximate hours/days	
Analytical laboratory		Approximate hours/days	
ENVIS Centre		Approximate hours/days	
Accommodation required	Hostel		Guest House
Duration of stay			

PART IV: Undertaking

Undertaking	(a)	<i>All information furnished by me is complete and correct</i>		
	(b)	<i>SACON will not be held responsible for any mishap, damage, loss, injury to me in the campus or during the course of field work.</i>		
	(c)	<i>I understand that the Director, SACON has right to cancel my affiliation in case my behavior and conduct are not found satisfactory</i>		
Date of application	Date		Signature	

PART V: Acceptance

<i>Mentor faculty at SACON</i>		Date			Signature	
Approval of the Director		Date			Signature	
Copy	<i>Library</i>		<i>Administration</i>		<i>Laboratory</i>	
	<i>Finance</i>		<i>Hostel Warden</i>		<i>Research Coordinator</i>	

**PART VI: Details of fees
Details****Amount****Bank Draft / Cash Receipt**

Admission fees		
Caution Money		
Access fees		
Total amount		