



OFFICE OF THE DEAN (ACADEMIC)
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

No.: NITC/DEAN(ACAD)/ Academic Associate/2026

25/09/2026

PROCEEDINGS

Sub: Early Ph.D. Completion Scheme – Engagement as Academic Associates during the Balance Institute Fellowship Period – Orders Issued– Reg.

Ref:

1. Decision recorded in the 13th Meeting of the Council of National Institutes of Technology, Science Education and Research (NITSER) held on 13 January 2026.
2. Decision taken in the Meeting of Deans, Registrar, HoDs and Centre Chairpersons with the Director held on 29 July 2026.

Based on the decisions referred to above, the procedure for extending the benefit of the balance Institute Fellowship to Ph.D. scholars who complete their Ph.D. programme and submit their thesis before completion of the permissible five-year Institute Fellowship period is hereby approved for uniform implementation at the Institute.

A Ph.D. scholar admitted under **Scheme I (Institute Fellowship)** is eligible for Institute Fellowship for a maximum period of **five years from the date of joining the Ph.D. programme**, subject to the applicable rules and conditions. Accordingly, a scholar who successfully completes the Ph.D. programme and submits the Ph.D. thesis before completion of five years from the date of joining shall be permitted to avail the balance Institute Fellowship period, subject to the following procedure:

1. **Eligibility:** A Ph.D. scholar who completes the Ph.D. programme and submits the Ph.D. thesis before completion of five years from the date of joining shall be eligible to receive the Institute Fellowship for the remaining period of the permissible five-year duration, subject to a maximum overall fellowship period of five years from the date of joining the Ph.D. programme.
2. **Designation as Academic Associate:** During the balance fellowship period after submission of the Ph.D. thesis, the scholar shall be designated as **Academic Associate** and shall undertake teaching, academic and administrative responsibilities assigned by the respective Department, in accordance with the academic requirements of the Institute. The assigned teaching responsibilities shall include at least one theory course and laboratory work, as considered appropriate by the Department.
3. **Application by the Scholar:** A scholar who intends to avail the balance Institute Fellowship under this provision shall submit a request addressed to the Dean (Academic) through proper channel, along with the relevant details regarding completion of the Ph.D. programme and submission of the thesis. On approval of the request, the scholar shall be designated as Academic Associate for the eligible balance fellowship period, and separate proceedings/order to this effect shall be issued by the Dean (Academic).
4. **Assignment of Duties:** The concerned Head of the Department shall assign the Academic Associate, appropriate teaching, laboratory, academic and/or other academic responsibilities



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during the balance fellowship period. The duties assigned shall be duly recorded and monitored by the Department.

5. **Research and Academic Activities:** Academic Associates are encouraged to continue their pending research-related activities, including completion of research work, preparation and submission of research papers, peer-review activities, and preparation and submission of R&D project proposals to appropriate funding agencies, in close association with their Supervisor(s).
6. **Attendance:** The attendance of the Academic Associate shall be recorded and maintained by the concerned Department in the same manner as applicable to other Ph.D. scholars, including the prescribed attendance/punching requirements of the Institute.
7. **Monthly Fellowship Disbursement:** The monthly Institute Fellowship during the balance period shall be processed by the Academic Section based on the attendance and punching report furnished by the concerned Department and duly certified by the Head of the Department. No contingency amount shall be provided during this period.
8. **Maximum Fellowship Period:** Under no circumstances shall the total period for which Institute Fellowship is availed under this provision exceed five years from the date of joining the Ph.D. programme.
9. **Nature of Engagement:** The designation as Academic Associate under this provision shall be only for the purpose of enabling the eligible scholar to avail the balance period of Institute Fellowship and shall not confer any claim for regular appointment or any other employment benefit in the Institute. The period served as Academic Associate shall not be counted towards, or deemed to constitute, employment or direct engagement.
10. **Leave Entitlement:** Academic Associates may avail one leave per month, subject to approval by the Head of the Department. They shall not be eligible for any other kind of leave.
11. **Effective Implementation:** The above procedure shall be applicable to eligible Ph.D. scholars admitted under **Scheme I (Institute Fellowship)** who complete and submit their Ph.D. thesis before expiry of the five-year Institute Fellowship period, subject to the rules and conditions in force. This will come into effect from the date of issue of this order.

This is issued with the approval of the Competent Authority .

25/09/2026

Prof A V Babu

Dean (Academic)