

TAShip Guidelines

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1. About

The TAShip duty is mandatory for every Prime Minister's Research Fellow.

To complete the TAShip duty, a PMRF fellow can teach in any Industrial Training Institute/Polytechnic Institute/Engineering College/Science College/School/NPTEL but other than **any** of the PMRF granting institutes.

The expectation is to transfer technical knowledge to students from other institutions within India in the areas of STEM.

Offline mode of teaching with direct interactions with students is expected for PMRF TAShip. Under exceptional circumstances, where offline mode is not feasible/available, PMRF scholars are allowed to take up online teaching duty which should include real-time interactions with students.

PMRFs are encouraged to consider teaching in the following to fulfill their mandated PMRF TAShip duty:

- SFRI - Science for Rural India,
- Campus schools/other neighbourhood schools.
- College from which they(PMRF) graduated.
- NPTEL which involves interaction with scholars

Note: PMRF TAShip deliverable is in addition to any TA work the scholar may have to undertake at their respective PMRF granting institute.

Following will not be considered under PMRF TAShip deliverable:

- Open house duty
- TAShip duty carried out in any foreign university/institute
- Preparation time for any class/ lecture
- NPTEL video recordings without any student interaction
- Any TAduty carried within any PMRF granting institute regardless of whether the PMRF scholar is affiliated with the same institute or not.
- Any workshop carried within any PMRF granting institute regardless of whether the PMRF scholar is affiliated with the same institute or not.

Note: Any additional TA duty hours completed over and above the required TAsip hours for a specific PMRF review period, cannot be carried forward to the next review cycle.

2. Expected number of hours of duty for PMRF TAsip:

It should be ensured that the PMRFs complete the teaching responsibility by interacting with students for ~ 1 hour/week, which would imply 50 hours per year/ 25 hours per semester.

a) First time review

Proportionate number of hours

From - The date candidate becomes a PMRF scholar

To - The review application submission date of first review

(For eg: if fellowship starts on Aug 1, 2023 and the first review deadline for submission is May 1, 2024- 9 months of TA work is expected (36 hours))

b) Subsequent review

1 hour/week, which would imply 50 hours per year/ 25 hours per semester.

From - Previous review application submission deadline

To - Current review application submission deadline.

3. Format of TAsip Certificate to be submitted during PMRF review:

All scholars are required to submit the TAsip Certificate in the same format (as given in **Annexure I**). The scholar has the flexibility to fill out multiple forms separately for different TAsip handled. It needs to be concatenated into a single PDF document before submitting it at the time of review application.

If the certificate is found to

- have any misinformation about TA hours completed/duration of TAsip
- be forged
- be altered
- have any form of misconduct

such cases will be identified and reported to the scholar's respective PMRF granting institute's disciplinary committee. The results of the scholars and fellowship until decision of DC will be kept on hold.

Faculty from the PMRF implementation team will also be a part of every such disciplinary committee proceedings. After investigation, if the scholar is found guilty, termination from the PMRF fellowship will take place with retrospective effect(date of submission of documents).

Additionally, the respective institutes' Director/Vice Chancellor will be notified for further possible actions such as rustication from the institute. Review results of the scholar will be put on hold until the disciplinary committee's recommendations are received.

4. Fellowship Status:

TA work is evaluated separately and is completely independent of the research progress of the scholar.

TA work will be evaluated as

- Completed
- Not Completed

Irrespective of the research progress recommendation (1,2,3A,3B,3C), the overall recommendation after each review would be as mentioned below.

First time review :

If the required number of PMRF TAship deliverable is 'Not Completed'

- Fellowship to be reduced to the level of JRF/SRF level along with HRA as per norms of the Institute - Funded by PMRF (MoE)
- Research grant to continue as is

Subsequent reviews :

- If the required TA work of current review cycle along with earlier deficit hours is 'Not Completed', both fellowship and research grants will be stopped, the scholar will no longer be a PMRF
- If the current TA work along with the deficit hours is 'Completed', fellowship will be restored as per eligibility and research progress recommendation. No retrospective payment will be made and the restored fellowship will start only from the current period.

5. TAship completion verification for final year of PMRFs

Scholars are not required to attend PMRF annual review after their

- PMRF tenure end date
- Completion of PhD VIVA

Scholars will continue to receive fellowship after their last review till the end of their PMRF tenure/PhD VIVA (whichever is earlier). But they will have to complete their required TAship duty as applicable based on their PMRF fellowship period. For them, PMRF fellowship for the final month will be paid only after the successful completion & submission of the TAship work completion certificate during the final year.

All the TAship related decisions will be done by a sub-committee constituted for this purpose.

6. Carry forward of excess TAsip hours (Applicable only to Final-Year PMRF Scholars)

Any excess TAsip hours completed during the final PMRF review period (i.e., the review period immediately preceding the scholar's final year) may be carried forward and adjusted against the TAsip requirement for the final year, without any upper limit.

The carried-forward TAsip hours shall be considered only for the purpose of final-year TAsip verification and shall be subject to verification and approval by the PMRF Office. TAsip hours completed during earlier review periods (other than the final review period) shall not be eligible for carry forward.

Annexure I

LETTERHEAD OF THE TA-SHIP INSTITUTE (where the TA work is done)

Name of the Prime Ministers Research Fellow	
PMRF ID	
Granting Institute Name	
Department	
Roll Number in the Granting Institute	
Name of the institute in which TA work is done	
Name of the course /subject for which the PMRF is a TA for	
Nature of work (Tutorial/Demonstration/ Workshop etc)	
Mode of teaching (Online/Offline)	

Start date of TA work (DD/MM/YYYY)		End date of TA work (DD/MM/YYYY)		Total Hours	
No of Hours per month to be specified in below:					
Month					
Hours					

We hereby confirm that the scholar has not received any remuneration for carrying out the work described here.

**Signature & Seal of
PhD Guide/Co-Guide**

**Signature and Seal of the Principal/
HoD of the institute in which TA work is carried out**