

FACULTY DEVELOPMENT PROGRAM

Terms and Conditions & Admission Eligibility Criteria

For MS Graduate Assistantship (GA-5 Scheme)

(In lieu of the sanctioned position of Lab Engineers enrolled as MS Scholars under the Faculty Development Program)

Effective from Fall 2026 Semester

1. ADMISSION ELIGIBILITY CRITERIA

A candidate under this scheme:

- a. Must be currently employed as a Lab Engineer at any faculty or academic department of the GIK Institute, or new/fresh candidate with required qualification under the Faculty Development Program (FDP) model.
- b. Must have secured at least 60% marks in SSC and FSc (or equivalent qualifications) and hold a 16-year bachelor's degree (BE, BSc, BS or equivalent) in a relevant engineering or science discipline from an HEC-recognized institution, with a minimum CGPA of 3.00. The Graduate Council may, on a case-by-case basis, consider relaxation in any of the above academic eligibility requirements for existing laboratory engineers after the submission of a formal admission application.
- c. Must qualify through the standard GIK Institute graduate admission process, including any required entrance tests, interviews, and departmental evaluations as per applicable rules.
- d. Existing Lab Engineers must enroll within three (3) semesters of the official program notification (tentatively by Fall 2027). Failure to enroll within this period shall render the individual ineligible for FDP benefits, and their future employment status and contractual arrangements shall be determined by the competent authority in accordance with the Institute's applicable policies. An exception may be recommended by the Dean/HoD to allow a Lab Engineer to continue beyond the prescribed three semesters without enrolling in an MS program. Such a recommendation must be supported by strong justification and approved by the Graduate Council, which may grant a maximum additional grace period of one semester.
- e. Must submit the final degree, official transcript, and all previous academic documents in original at the time of joining. Failure to provide these by the specified date, or failure to meet the eligibility criteria upon verification, shall result in automatic cancellation of admission.
- f. Admission shall be provisional subject to verification of academic credentials, meeting all eligibility requirements, and approval by the competent authority.

2. TERMS AND CONDITIONS

2.1 Program Duration and Status

- a. The program duration is 2 years (4 semesters) for payment of stipend. The scholar shall receive the stipend for a maximum duration of 2 years (4 semesters), including the intervening summer semesters/periods.
- b. The student shall be hired as an “MS Scholar (in lieu of Lab Engineer)”. The existing grade and contractual standing shall remain unchanged during the study period.
- c. The scholar must maintain full-time enrollment status and satisfactory academic progress as per Institute regulations.

2.2 Stipend, Tuition, and Fees

- a. Stipend: The scholar shall receive a monthly stipend of Rs. 88,782/- (Rupees Eighty-Eight Thousand Seven Hundred Eighty-Two only), equivalent to the current minimum salary of the Lab Engineer cadre. No change in grade or additional monetary benefits shall be granted during the study period.
- b. Tuition Fee Waiver: Full tuition fee shall be waived for the duration of the MS program under this scheme.
- c. Admission and Processing Fee: At the time of admission, the scholar shall be required to pay an amount as per existing Institute policy (referencing GA-1 scheme provisions), which includes a non-refundable admission fee and a refundable security deposit. All rules pertaining to admission processing fees shall apply as per existing policy.
- d. No entitlement to CP Fund contributions, annual increments, or any additional institutional benefits (e.g., performance bonuses, overtime) shall accrue during the study tenure.

2.3 Workload and Institutional Duties

- a. The scholar shall perform institutional duties to the extent of 20 hours per week. The scope of work includes laboratory course(s) instruction, serving as a Teaching Assistant (TA) for undergraduate course(s), as directed by the Department head or the Dean of the faculty.
- b. Additional duties may include research support, equipment maintenance, and other academic or administrative assignments, during summer as directed by the Department Chair or Dean.

2.4 Housing and Medical Facilities

- a. Housing: Free single accommodation shall be provided on a shared basis only. No family housing entitlement shall be granted.

- b. Medical: OPD Medical coverage at campus medical Centre shall be limited to the individual scholar only. No medical benefits shall be extended to dependents, spouse, or family members.
- c. Existing laboratory engineers shall retain their current housing and medical benefits. However, those occupying family accommodation in the residential area shall have Rs. 3,000/- per month deducted from their stipend in addition to utilities as per actual consumption.

2.5 Academic Performance and Continuation

- a. The Graduate Assistantship shall be awarded initially for one academic year. Extension for the subsequent year(s) shall be contingent upon satisfactory academic performance, defined as a minimum CGPA of 3.00 on a 4.00 scale at the end of each academic year.
- b. Failure to maintain the required CGPA or satisfactory research progress may result in suspension or termination of the assistantship and stipend.
- c. Academic progress shall be monitored by the Dean's Committee along with the Pro-Rector (Academic), who shall ensure compliance with workload and research requirements.

2.6 Extension, Grace Period, and Bench Fee Policy

- a. Stipend Discontinuation: The monthly stipend shall cease after the maximum prescribed duration of 2 years (4 semesters) if the MS degree is not completed.
- b. Grace Period: Scholars may be permitted to continue their studies without stipend for a limited grace period of approximately one (1) semester, subject to approval by the competent authority.
- c. Bench Fee: Beyond the grace period, a bench fee of Rs. 100,000/- (Rupees One Hundred Thousand only) per semester shall apply until degree completion or program termination, whichever occurs first.

2.7 Post-Completion Obligations and Service Bond

- a. Upon successful completion of the MS degree, the scholar shall be eligible to apply for a PhD Scholar position at GIK Institute through the formal selection process under GA-6 scheme, subject to vacancy and merit.
- b. The scholar shall be required to serve GIK Institute for a minimum period of 3 years under a service bond. A deed of agreement shall be executed and submitted at the time of admission, binding the scholar to this service obligation.

2.8 Premature Exit, Withdrawal, and Penalties

- a. In case of premature exit without completion of the MS degree, or failure to comply with the deed of agreement, the terms and conditions defined for the GA-1 scheme shall apply.

- b. This includes, but is not limited to, repayment of waived tuition fees, forfeiture of security deposit, and any other financial or legal penalties as prescribed under the GA-1 framework and Institute policy.
- c. Scholars who voluntarily withdraw or are dismissed for disciplinary or academic reasons shall forfeit all assistantship benefits with immediate effect and shall be liable for any outstanding bench fees or institutional dues.

2.9 General Conditions

- a. All rules and regulations pertaining to admission, enrollment, registration, academic conduct, examination, and code of ethics shall be applicable as per the existing policy of GIK Institute.
- b. The scholar must submit a signed undertaking on judicial stamp paper as per the Institute's prescribed specimen at the time of admission, affirming compliance with all terms herein.
- c. This program is effective from the Fall 2026 semester. The Institute reserves the right to amend, suspend, or terminate any provision of this scheme with approval of the competent statutory bodies.
- d. Any dispute arising from the interpretation or implementation of these terms shall be resolved by the Dean's Committee and Pro-Rector (Academic), subject to final approval by the Institute's Governing Council.

Proposed Selection Criteria for MS Graduate Assistantship (GA-5 Scheme)

S. No.	Parameter	Description	Weightage (%)
1	Subject Knowledge Assessment	Written test and/or technical assessment to evaluate discipline-specific knowledge and engineering/scientific fundamentals relevant to the selected field	50
2	Research Aptitude and Analytical Skills	Assessment of problem-solving capability, technical creativity, critical thinking, final year project work, publications (if any), and research orientation	15
3	Teaching and Laboratory Instructional Potential	Assessment of capability to conduct laboratory instruction, demonstrate experiments, explain technical concepts, manage laboratory activities, and interact effectively with students (Presentation)	15
4	Interview Performance	Assessment of communication skills, motivation for higher studies, professional attitude, commitment to institutional responsibilities, interpersonal skills, and overall suitability for the Faculty Development Program	15
5	Relevant Experience, Emotional Maturity/ Attitude and Psychological Suitability	Relevant laboratory, teaching, industrial, or research experience and alignment with departmental requirements	05
Total			100

Minimum Qualifying Requirements

- A candidate must secure a minimum of **70% marks in HEC/GRE General Test** for further consideration of the process parameters mentioned above
- A candidate must secure a minimum of **50% marks in Subject Knowledge Assessment**
- A candidate must obtain at least **60% aggregate score overall** for consideration
- Final selection shall be made strictly on **merit ranking based on the weighted cumulative score**.