



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

GTU/PDF_Guidelines/2022/211

Date: 4/4/2022

GUIDELINES FOR POSTDOCTORAL FELLOWSHIP

Gujarat Technological University was established by an Act 20 of 2007, by the Government of Gujarat, is determined to promote research and will admit young researchers as Postdoctoral Fellows. This is a transition phase from a largely supervisor directed student at doctoral level to an independent researcher for leadership position. A post-doctoral stint also provides an opportunity to acquire new skills, broaden one's horizon and offers a platform for transiting into cross/inter disciplinary areas.

The Postdoctoral fellowship is designed to give recent Ph.D. candidates an opportunity to become more competitive and is not a general fellowship programme for those who are already holding any academic position to take time out for research with the intention of staying at their current position. However, Scientists from developing countries who have recently earned their Ph.D. can gain experience through this initiative.

Candidates already appointed as Assistant Professors at the University or any other University are not favoured in the selection process, unless there is a clear explanation as to how the selection of a candidate would further the goals of the programme.

Candidates should propose Mentor(s) to be different from the Research Supervisor.

Initially, the number of PDFs to be inducted per financial year will be two per School/ Research Centre(s) established by the University. The PDF intake will be reviewed from time to time.

PDF – 1 Short Title and Commencement

PDF- 1.1 These will be called as Guidelines for the Postdoctoral Fellowship (PDF) and will commence from the date of its publication on the University's website.

PDF- 1.2 These guidelines will be applicable for candidates seeking Postdoctoral Fellowship, on a full-time basis, initially, at Schools and Research Centre(s) established by the University for the purpose and also in Cross/Interdisciplinary Subject Areas.

PDF- 1.3 All correspondence with the University regarding the Postdoctoral Fellowship like Reports/ Presentation / Submission etc. will be in English language only.

PDF- 1.4 Only unemployed Ph.D. candidates of Indian origin, selected to pursue Postdoctoral studies will be eligible for availing University's fellowship.

PDF- 2 Committees:

PDF-2.1 The University will initially constitute the following Committees for candidates admitted for Postdoctoral Fellowship:

- (i) Postdoctoral Fellow Selection Standing Committee (PDFSSC)
- (ii) Performance Assessment Committee (PAC)

The University may constitute any other Committee(s)/ Board(s) in connection with University's Postdoctoral Fellowship.

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PDF-2.1.1

Postdoctoral Fellow Selection Standing Committee (PDFSSC)

Postdoctoral Fellow Selection Standing Committee (PDFSSC) will have the following composition

Constitution of PDFSSC

- (i) Director of School/ Research Centre (Ex-officio)- **Chairperson**
 - (ii) Dean of respective Faculty – **Vice Chairperson**
 - (iii) Two experts nominated by the Vice Chancellor (having at least ten years of R&D /Industrial experience after obtaining Ph.D.) - **Member**
 - (iv) Representative of SC / ST or female category nominated by the Vice Chancellor- **Member**
 - (v) The Vice-Chancellor may invite any expert(s) at his discretion
 - (vi) In case of un-availability of Ex-officio members on the day of selection, the concerned in-charge will participate in the selection committee meeting.
 - (vii) If an Ex-officio member is also in the list of preferred Mentor(s) by the candidate, then the Ex-officio member will not participate in the screening and interviewing process.
 - (viii) University may convene PDFSSC meetings for two times, subject to availability of such positions
- OR**
- As and when vacancies arise at Schools/ Research Centre(s) established by the University with the approval of the Vice-Chancellor for sanctioned projects.
- (ix) The list of recommended candidates for Postdoctoral Fellowship selected by PDFSSC will be submitted to the Vice- Chancellor for approval and only then the offer letters for Joining will be issued to the selected candidates.
 - (x) The term of office of the domain experts nominated by the Vice Chancellor will be initially for a term of one year, which can be extended to a maximum of three years.

PDF-2.1.2

Performance Assessment Committee (PAC):

There will be a PAC for each Postdoctoral Fellow constituted by the Vice-Chancellor based on the recommendation of PDFSSC-

Constitution of PAC

- (i) Mentor will be the **Member Convener**
- (ii) Two domain experts, appointed by the Vice-Chancellor, will be **Members**
- (iii) Co-Mentor (if any) will be the **Joint Member Convener**
- (iv) Director of School/Institution/ Research Centre (**Ex-officio**) – **Chairperson**
- (v) An expert Nominated by Vice Chancellor - **Member**
- (vi) If the Mentor is an Ex-officio member then the expert nominated by the Vice Chancellor will act as a Chairperson.
- (vii) The term of office of all the members will be co-terminated with the end of term of a Postdoctoral Fellow
- (viii) Any person nominated in a vacancy occurring before the expiry of the original term, subject to other provisions, be a member of the committee only for the residuary period for which the person whose place he has filled would have been a member.

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Duties and Functions of PAC

- (i) PAC will be responsible to review, assist and monitor the progress of the postdoctoral work of PDF till the submission of postdoctoral work by the PDF.
- (ii) Mentor will ensure that all progress reports, research proposals submitted for receiving funds, publications made by the PDF during postdoctoral fellowship period are original and satisfies the plagiarism policy of the University and should also ensure that the same research proposal should not be submitted to multiple funding agencies at the same time.

Consider such other issues relating to postdoctoral work of a PDF as may be referred to it by the Vice-Chancellor of the University.

PDF-2.1.3. Other Boards and Committees

- (i) The Vice Chancellor may constitute other Boards/Committees in connection with other specific requirements in connection with the Postdoctoral Fellowship Program.
- (ii) The duties/responsibilities and other details of these Boards/Committees shall be notified by the University as and when they are constituted.

PDF- 3 POSTDOCTORAL FELLOWSHIP

The University's Postdoctoral fellowships will be available for a maximum period of three years, with initial offer for a period of one year, extendable on yearly basis on satisfactory progress at –

- (i) Schools established by the University
- (ii) Research Centre(s) established by the University for the purpose

PDF-3.1 Cross/Interdisciplinary Subject Areas

It is encouraged that the candidates pursue postdoctoral research in domains different from that pursued at Ph.D. level to promote cross/interdisciplinary research areas.

PDF-3.2 Postdoctoral Fellowship

- (i) Postdoctoral fellowship is purely a temporary assignment, and is tenable initially for a period of one year, extendable for further two years (one year at a time, based on performance)
- (ii) Postdoctoral fellows will be entitled to receive fellowship however, they will not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend etc. from any other source during the tenure of award (except in case of Academic Leave).
- (iii) Postdoctoral fellows are encouraged to submit proposals to different funding agencies to avail grants.
- (iv) Employed Postdoctoral fellows who take up the program will not be entitled to receive any fellowship from the University.

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PDF- 4 ELIGIBILITY FOR POSTDOCTORAL FELLOW

PDF-4.1 Eligibility Requirements for Indian Candidates

- (i) Candidates should possess Ph.D. degree and should have at least three research publications in UGC-CARE Reference List of Quality Journals & two research publications in conference proceedings, from Ph.D. Thesis or post-Ph.D. work.
- (ii) Candidate should also possess 60% marks or an equivalent grade at Postgraduate level and 55% marks or an equivalent grade at Undergraduate level.

PDF-4.2 Eligibility Requirements for International Candidates

- (i) Candidates should hold valid passport/visa, clearance and other documents as mandated by the Government of India throughout their postdoctoral research at the University and should be residing in their home country at the time of application.
- (ii) Candidates should possess a Degree considered equivalent to Ph.D. degree accredited by an Assessment or Accreditation Agency which is approved under a law in its home country and should have at least three research publications in UGC-CARE Reference List of Quality Journals & two research publications in conference proceedings, from Ph.D. Thesis or post-Ph.D. work.
- (iii) Candidates should have also qualified TOEFL in which scores of at least 580 overall and 4.0 in the Test of Written English are required. The computer based test requires scores of at least 240 overall and 4.0 in essay writing OR IELTS in which scores of 6 or more in each section and an overall score of 6.5 are required.

PDF-4.3 The qualification prescribed in the minimum requirement and the same does not automatically make a candidate eligible for the interview. Only after initial screening of the application and considering the merit of the submitted research proposal, the candidates found suitable will be called for presentation and interview.

PDF-4.4 Relaxations and Other Eligibility Requirements

- (i) Candidates who have appeared for final *viva-voce* examination for the award of Ph.D. degree and whose result is still awaited can also apply. However, such candidates should produce evidence in the form of document/ notification/ certificate etc. stating that all processes and procedure related to conferment of Ph.D. degree have been completed at the University/Institution where the candidate is registered at the time of Joining.
- (ii) Employed candidates who take up the program should furnish proof that they will be allowed to avail study/ sabbatical / special leave or any other kind of leave due and admissible for a minimum period of one year, which can be extended to another two years based on satisfactory performance, from their employer/ organization and how their selection would further the goals of the programme at the time of application.
- (iii) A relaxation of 5% of marks or an equivalent relaxation of grade, will be allowed for candidates to those belonging to SC/ST/SEBC categories and Differentially-abled persons at Postgraduate (55%) and Undergraduate level (50%).

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- (iv) These positions are open for candidates with 0-5 years of experience after the submission of their Ph.D. Thesis.
- (v) A candidate should not be more than 45 years of age as on 1st July of the year of application.
- (vi) Women candidate should not be more than 50 years of age as on 1st July of the year of application.
- (vii) A relaxation in maximum age of 5 years will be provided for candidates belonging to SC/ST/SEBC categories and Differentially-abled persons.
- (viii) Transgender candidates are eligible to apply.

PDF-4.5

Exemptions

- (i) Candidates who have been awarded any Postdoctoral fellowship from any funding organizations like UGC/ DBT/DST/CSIR/ any other National or International Agency will be exempted from the Postdoctoral Fellow Selection process.
- (ii) These candidates will have to obtain prior consent of the Mentor and the Director of the Research Centre/School.
- (iii) These candidates will submit the Joining Report in the University's Format
- (iv) Such candidates will not be allowed to avail the fellowship of the University. However they will receive the due entitlement(s) and/or fellowship from the agency who has granted the fellowship.

PDF-4.6

Reservation:

- (i) The University will adopt the reservation policy of State Government and the guidelines of the UGC with regard to SC/ST/SEBC candidates.
- (ii) The University reserves the right to verify the caste certificate used for claim of a seat in reserved category at any point of time. If the certificate is found to be false/fake/incorrect, the PDF selection will be cancelled and the fellowship amount, if paid, may be recovered.

PDF- 5

POSTDOCTORAL FELLOWSHIP NOTIFICATION

PDF-5.1

Notification

- (i) Applications will be invited and advertised in newspapers (at regional and national level) for available PDF positions and will also be notified on University's website as and when such positions are available.
- (ii) The advertisement on the website will fulfill following criteria:
 - (i) Eligibility requirements to be satisfied;
 - (ii) Number of Postdoctoral Fellow seats in specific research areas/ research projects / research groups etc.;
 - (iii) Procedure to be followed for Postdoctoral Fellow Selection;
 - (iv) Presentation and Interview dates etc.,
 - (v) Information on available fellowship etc.

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PDF- 6 SUBMISSION OF APPLICATIONS AND THEIR PROCESSING

PDF-6.1 Applications from the eligible candidates will be submitted as follows:

- (i) All eligible candidates satisfying the requirements as mentioned in eligibility requirements will submit their applications for Postdoctoral Fellow in the prescribed format and appear for presentation and interview online or otherwise before PDFSSC, as notified.
- (ii) No TA will be provided to the candidates for appearing for Presentation and Interview.

PDF-6.2 Functions/Responsibilities of the PDFSSC for Postdoctoral Fellow Selection

The respective PDFSSC will perform following duties for selecting a PDF:-

- (i) Scrutinize the received applications to determine candidate's eligibility and suitability for being called for Presentation and Interview;
- (ii) Act as a Selection Committee for selection of Postdoctoral Fellows against an advertisement.
- (iii) Deciding the number of candidates to be called for PDF-Selection process against the advertisement, if required
- (iv) Prepare of the merit-list of selected PDF candidates, if required
- (v) Complete the entire process of selection within one month from the last date of receiving such applications.
- (vi) After joining of a Postdoctoral Fellow, the PDFSSC will also recommend PAC members to the Vice Chancellor, based on recommendation of appointed Mentor.

PDF-6.3 PDF Selection Process

- (i) Candidate will have to make a presentation before PDFSSC which will be followed by an interview and question answer session through electronic medium for a total of 100 marks.
 - 50 marks for presentation
 - 50 marks for interview.

PDF-6.4 Preparation of Merit List

- (i) PDFSSC will prepare a merit list of all the candidates who have appeared for the process of PDF selection on the basis of the Presentation and Interview.
- (ii) PDFSSC will determine a candidate's suitability based on following parameters-
 - 50 marks for presentation to judge the academic interest and check the feasibility of the research proposal at the proposed place for performing PDF research work and for creation of any new/additional knowledge.
 - 50 marks for Interview to evaluate communication skills, teamwork, time management, proactivity, autonomy, adaptability, mentoring,

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self-career management, analytical and critical thinking, integrity and leadership.

- (iii) Selection for PDF will be subject to availability of vacancies in order of merit along with the prospective Mentor who should be different from the Research Supervisor.
- (iv) Candidates are encouraged to identify the Mentor(s) and accordingly indicate their preference.
- (v) For candidates who are unable to identify a mentor the respective PDFSSC will recommend Mentor(s) with overlapping interest. However, PDFSSC, will also take into consideration that the Mentor should not be the Research Supervisor of the candidate.
- (vi) Candidates belonging to General / EWS category will have to score greater than (>) 60% marks in the merit list for being considered eligible for PDF.
- (vii) Candidates belonging to SC / ST / SEBC / Differently-Abled Categories shall have to score greater than (>) 55% marks in the merit list for being eligible for PDF.
- (viii) The following will be applied for determining merit for those candidates who have obtained equal marks in the consolidated merit list to break the tie-
 - The candidate who has more publications in UGC-CARE Reference List of Quality Journals papers from their Ph.D. Thesis or post-Ph.D. work as a first author, will rank higher in order of merit.
 - If still a tie persists then the candidate who has more publications in conference proceedings, from Ph.D. Thesis or post-Ph.D. work, will rank higher in order of merit.
 - If still a tie persists then the candidate who has obtained more marks at Postgraduate levels, will rank higher in order of merit.
 - If still a tie persists then the candidate who has obtained more marks at Undergraduate levels, will rank higher in order of merit.
 - If all the above cases is not resolved, candidate senior in age shall rank higher in the order of merit.
- (ix) The merit list will be considered for filling the advertised PDF vacancies and will be rendered null and void after the completion of the Joining process against the advertised vacancies.

PDF-6.5

Procedure for PDF Selection

- (i) The respective PDFSSC will submit the merit list to the Vice Chancellor for facilitating the Joining of PDF(s).
- (ii) PDFSSC will also recommend allocation of Mentor for the selected candidate, subject to availability of resources/ laboratories/ expertise etc. including the consent of concerned Mentor and the research interest of the candidate to the Vice-Chancellor.
- (iii) PDFSSC may consider and recommend a Mentor preferred by a candidate as indicated in the application form, if found feasible.
- (iv) University will display the merit list on the website.
- (v) University will issue offer letter to the selected candidate for facilitating a fellow's joining.
- (vi) The offer letter will have a brief description of duties, emoluments, benefits etc. that a candidate might avail upon joining as PDF.
- (vii) In case, a candidate ranked first in the merit list does not report or intimate the time of Joining within fifteen days of the issue of Offer letters either through letter / email then the candidate ranked next in the merit list will

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- be issued the offer letter and the same procedure will be adopted till the candidate selected in the merit list joins or till the merit list is consumed.
- (viii) After successful interaction with the proposed Mentor, each candidate will submit Joining Report to the University through the Mentor and Director of Research Centre for Joining as PDF. This will be mandatory for all PDFs. After acceptance of Joining Report by the University, the PDF will be issued an Order and an Identity Card stating its validity.
- (ix) Prescribed monthly fees will be paid by each PDF to the University for completing the Joining Process and for further release of funds.
- (x) After joining of a PDF the appointed Mentor will recommend domain experts for being appointed as PAC members in the University's format.
- (xi) PDFSSC will also recommend two domain experts from the list of experts submitted by the Mentor to be appointed as Members of the PAC, to the Vice Chancellor.

PDF- 7

RECOGNITION OF MENTORS

- (i) Full-time regular Associate Professors or Professors, already recognized as Research Supervisors, having at least 3 years of post-Ph.D. research experience recruited at Schools / Research Centre(s) established by the University with at-least 10 papers in UGC-CARE Reference List of Quality Journals and have supervised at-least 3 Ph.D. students whose degree have been awarded.
- (ii) The program encourages applicants to select an active faculty member as their Mentor. However, in some cases retired faculty members who are still fully involved and are sanctioned research grants/projects by any funding agency can have Postdoctoral Fellows.
- (iii) Each Mentor will be eligible to mentor only two PDFs at a time.
- (iv) The PDFs which will be over and above the Ph.D. candidates allocated to a Mentor.
- (v) The respective Director of the School/ Director of the Research Centre will inform the University regarding those Full-time Associate Professors/ Professors who can be allocated PDFs depending on the availability of resources.

PDF- 8

DUTIES AND FUNCTION OF SCHOOL(S)/ RESEARCH CENTRES & MENTOR

- (i) Mentor will declare the number of vacant PDF seats available in broad Discipline /domain to the University through the Director of School/Research Centre to the University.
- (ii) Mentor will recommend names and submit details of at least five domain experts fulfilling the following criteria(s) and relevant to/with the research topic for a particular PDF:
- The recommended domain expert should possess Ph.D. degree
 - The recommended domain expert should possess at least three years of research experience in the area relevant to/with the research topic of the PDF
 - The recommended expert should have at-least 5 publications from their post Ph.D. work in UGC Care list of Journals, as first author.
- (iii) In the case of cross / interdisciplinary subject area(s), a PDF may have a Co-Mentor appointed by the Vice-Chancellor on the recommendation of PAC and PDFSSC.

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ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

- (iv) Mentor, who is a Member Convener of the PAC in consultation with Co-Mentor (if appointed) and both appointed PAC member will conduct PAC review and inform the PDF through email.
- (v) Mentor will convene one PAC review annually.
- (vi) School / Research Centre will maintain attendance and leave records of all PDFs.
- (vii) School / Research Centre will provide necessary infrastructure to the PDF such as office space, furniture, desktop, and printer.
- (viii) Director of respective School/ Research Centre in consultation with the Mentor can inform the PDF to dedicate a maximum of eight hours per week for academic assistance in the form of either/both teaching assistantship, handling of tutorials and/or laboratory work.
- (ix) Director of School/ Research Centre in consultation with the Mentor can inform the PDF to co-supervise students enrolled for undergraduate or postgraduate programmes.
- (x) Mentor will inform the PDF that unsatisfactory performance in scheduled PAC review will render the PDF liable for termination of his/her fellowship.
- (xi) Director of the School/Research Centre & Mentor will certify all application(s) or any other document(s) or request(s) pertaining to research, procurement of any instrument/equipment/laboratory apparatus or any other related activity before forwarding it to the University.
- (xii) Director of the School/Research Centre & Mentor will be responsible for mentioning whether the progress is satisfactory & PDF be allowed to continue or progress with his/her research for the next year or unsatisfactory wherein the PDF will not be allowed to continue any further and terminated.
- (xiii) Mentor will immediately inform the University and request for replacement, in the University's format, where in any or both the appointed
 - a. Domain experts is/are declining to continue to review the progress of PDF Scholar
 - b. Domain experts is /are terminally ill and is/are unable to continue to review, assist and monitor the progress of PDF Scholar.
 - c. Domain experts against whom any sort of disciplinary / misconduct action(s) has been initiated by any agency

Such application will be processed by the PDFSSC and recommended for approval by the Vice Chancellor.

- (xiv) No Mentor/Co-Mentor can mentor a PDF who is in his/her close relation. The term "Close Relation" includes father, mother, wife, husband, son, daughter, sister, brother, nephew, niece, grand-son, grand-daughter, grand-nephew, grand-niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law of the Supervisor and also the nephew, niece, grand-nephew, grand-niece of Supervisor's wife.

PDF-8.1

Change of Place of Research / Research Centre:

- (i) The PDF will have the possibility to shift from a place of research/ research Centre to another due to reasons like, change of Mentor.
- (ii) The change of place of Research Centre will not be permitted for cases where in the period of termination of the fellowship is either six month or less.
- (iii) For all such cases the PDFSSC will recommend its decision to the Vice Chancellor. The decision of the Vice Chancellor will be final and binding.

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PDF-8.2

Transfer of Place of Research / Research Centre/ University:

- (i) The fellowship of a PDF may be transferred or may be accepted for only those candidates who have secured the fellowship from any other central or state funding agency subject to submission of-
 - a. Satisfactory progress report
 - b. No objection certificate from both proposed University/Institution
 - c. Consent letter along with a detailed CV of New Mentor
 - d. Audited statement of account and utilization certificate along with unspent budget in various heads, if any.
- (ii) No request of such transfers will be processed by the University in the last six months of study.
- (iii) The decision of the funding agency will be final in this regard and will be considered by the University.

PDF- 9

DUTIES AND FUNCTIONS OF PDF DURING THE TENURE

- (i) Postdoctoral fellows' research work should quantitatively be much above and different from the Ph.D. work.
- (ii) Mentor will ensure that the research work or any part of the research work is not a reproduction, in part or whole, of PDF Scholar's or Mentor's own previously published work without adequate citation and proper acknowledgement and is not self-plagiarised in any form before submitting it to any journal or funding agency or University.
- (iii) PDFs will mention Gujarat Technological University as his/her affiliation or affiliating institute in all such publication(s) done by him/her under the period of registration as a PDF of the University.
- (iv) PDF will put in efforts to seek external funding by submitting research proposals to different funding agencies. It will be ensured by the Mentor that the same research proposal is not submitted to the different funding agencies at the same time.
- (v) Postdoctoral fellows will dedicate a maximum of eight hours per week for academic assistance in the School/Research Centre.
- (vi) Postdoctoral fellows will be eligible to Co-supervise students enrolled for Undergraduate and Postgraduate programmes offered at School/ Research Centre.
- (vii) It will be ascertained by the Postdoctoral fellows that the information such as text, tables, equations, diagrams, figures, charts, graphs, photographs, taken from the various sources has been cited appropriately and is in accordance with the plagiarism policy of the University.
- (viii) PDF will submit copies of the research work/ project proposals/ publications/ conference proceedings done by them to the University.
- (ix) PDF will be allowed to submit research publications in Journals/ Conference by submitting an Undertaking in the University's format.

PDF-9.1

Submission of Half Yearly Progress Reports at the University

- (i) PDF Scholars will send their each half yearly progress reports, as per the format, to the University.
- (ii) The Report will include the following:

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- a. Publications made during the period under report- Title of article/paper along with reprints/ pre-prints to be enclosed along with the summary report.
- b. Teaching work done during the period under report:
 - (i) No. of periods taken per week at Undergraduate level
 - (ii) No. of periods taken per week at Postgraduate level
- c. Title of the monograph written during the period under report
- d. A detailed account of the work done during the period under report.
- e. Period of availed leaves for fieldwork/travel, Total number of working days, other availed leaves etc.
- f. Problems faced during the period under report.
- g. A utilization certificate from the Mentor and Director of the School/ Research centre for purchase of books, software, equipment, attending workshops / conferences /seminars etc. purchased out of contingency grant along with a statement of account, if applicable.
- h. Comments of the Mentor on the progress of the Research Work done by the PDF during the period under report.

PDF-9.2

Yearly PAC review

- (i) Before appearing for PAC review a PDF will present his/ her work before the audience including faculty members, at the School / Research Centre of the University along with the publication(s) at the place and time decided by the Director of the School/Research Centre.
- (ii) Director of School/Research Centre and Mentor will be responsible for conducting at least one PAC in a year for each PDF.
- (iii) Director of School/Research Centre and Mentor/ Co-Mentor (if any) in consultation with PAC members will schedule a yearly PAC review (once in twelve months) and inform the same to the PDF through e-mail.
- (iv) PDF must submit a minimum 10 page or a maximum 20 page progress report to the PAC members and Co-Mentor (if appointed) before 10 days of the scheduled annual PAC review.
- (v) PDF will appear for interaction in all Research Week reviews, as per the schedule, as and when organized by the University. Research Week reviews will be treated as additional reviews.
- (vi) After evaluating the PDF progress the PAC will submit the progress report to the University clearly stating as to whether the performance is satisfactory or unsatisfactory.
- (vii) Undertaking by Authors should be submitted to the University before submitting it for publication/presentation either in Journal/Conference/Seminar.
- (viii) PDF will submit a book length final report in a publishable form along with the executive summary of the report (upto 5000- 7000 words) and at least one published paper/per year in UGC CARE list of Journals in hard copy to the University.
- (ix) However, if the performance of the PDF Scholar in the Yearly Pre-Submission Seminar is not- satisfactory, the PAC shall point out deficiencies
- (x) Only on satisfactory performance at Yearly PAC review, the PAC may recommend for another one year of extension.
- (xi) PAC review card and format of report can be downloaded from the website.

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- (xii) Director of School/Research Centre and Mentor will be responsible to submit all records of the PAC to the University within fifteen days from the day of convening such meetings and also on PDF portal.
- (xiii) There will also be a certificate issued by the University and/or respective Research Centre that no arrears/dues is left on/by the PDF Scholar up to the date of submission PAC Report.

PDF- 10

TERMINATION OF PDF

- (i) Violation of discipline, conduct rules of the School/Research Centre/University, by giving one month's notice.
- (ii) Registration of the PDF will be automatically cancelled if he/she fails to submit the every six monthly / yearly progress report, no fellowship will be dispersed, except in case of sanctioned leave.
- (iii) Non-conformity with the guidelines of the programme, by giving one month's notice.
- (iv) If it is found at a later stage that the PDF has submitted false information in application/joining form(s).
- (v) PAC will be free to recommend the cancellation of PDF registration of the PDF if lack of progress in research is observed on account of PAC reviews are not adjudged to be satisfactory, by giving one month's notice under intimation to the University.
- (vi) PDF will be allowed to withdraw with the approval of the Mentor and the Director of Research Centre by giving one month notice to the University.
- (vii) The termination of the PDF will be allowed after obtaining the approval of the Vice Chancellor which shall be final and binding.

PDF- 11

ANTI-PLAGIARISM CHECK

- (i) PDF Scholar should check their research papers, project proposal documents, reports etc. with reputed anti-plagiarism software
- (ii) Similarities up to 10% may be allowed.
- (iii) Common knowledge or coincidental terms, up to fourteen (14) consecutive words shall be allowed.
- (iv) Similarity checks will exclude all quoted work with all necessary permission and/or attribution, all references, bibliography, table of contents, preface and acknowledgements and all generic terms, formula, laws, standard symbols and standard equation.
- (v) The submitted reports should be based on original ideas.

PDF- 12

TENURE OF FELLOWSHIP

PDF-12.1

Tenure

- (i) Postdoctoral fellows will be offered fellowship for one year, initially. This period can be extended to a maximum period of two years upon submission of satisfactory PAC reports.
- (ii) If a PDF leaves the fellowship within one year, he/she has to submit a detailed progress report of the work done with publications, duly forwarded by the Mentor and Director of the Research Centre/ School ensuring the final settlement of account by the Research Centre/School up to the period of fellowship.
- (iii) If a PDF leaves the fellowship after one year, he/she has to submit a detailed progress report along with an undertaking to complete the study and submit

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the final report on completion of the duration of fellowship along with one published papers duly forwarded by the Mentor and the Director of School/ Research Centre without claiming fellowship for the remaining period.

- (iv) If the PDF leaves the fellowship without completion, he/she will have to apply to the University along with the funding agency (if any). The decision of the Vice-Chancellor and/ or the funding agency will be final and binding in this regard.
- (v) No awardee will be allowed to leave without submission and acceptance of final report.
- (vi) A PDF who remains on leave due to maternity/ medical/ extra-ordinary circumstance (not to exceed-six months), the tenure of the fellowship will be extended by that period but the total amount of fellowship shall not exceed beyond 36 months.

PDF-12.2 Maintenance of Fellowship

- (i) PDF will deposit their due monthly fee on or before 20th of each month for continuation of their fellowship till the submission of research work.
- (ii) A processing fee of INR 1200/- (One thousand two hundred only) per month will be paid by each PDF belonging to General category.
- (iii) A processing fee of INR 1000/- (One thousand only) per month will be paid by each PDF belonging to belonging to either SC/ST/SEBC categories
- (iv) Upon non-payment of respective monthly registration fee a penalty of double the amount of processing fee will be levied.
- (v) Women and Differently-Abled PDF who have been allowed to avail relaxation will be liable to pay the due registration fee per month.
- (vi) Women PDF who have been allowed to proceed on Maternity leave, only once, will be liable to pay the due processing fee per month.
- (vii) University reserves the right to revise the processing fee or levy any other fee from time to time.
- (viii) If the PDF candidate chooses to withdraw after Joining as PDF, the University will charge INR 1000 as processing fee

PDF- 13 HANDLING OF PLAGIARISM ISSUES

- (i) The University will proceed according to University's Plagiarism policy.

PDF- 14 AWARD OF POSTDOCTORAL CERTIFICATE

- (i) The Postdoctoral Certificate will be issued based on the assessment made by a Committee constituted by the Vice-Chancellor, on the report submitted by the candidate and on the approval of the authorities.
- (ii) Certificates will not be issued to postdocs who are terminated.

PDF- 15 BENEFITS TO PDF

A PDF will be eligible for the following-

- (i) **Fellowship Amount**
 - a. PDF candidate will be paid INR 40,000 per month as consolidated pay.

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- b. An annual increment of INR 5,000 will be granted based on the satisfactory performance as per assessment report submitted by PAC but in no case it will exceed beyond INR 50000.
- c. All fellowships are subject to Government of India Income Tax Rules and related deductions.

(ii) **Contingency Grant:**

- a. Contingency grant for PDFs for every year will be INR 50,000/- per annum which will lapse, if un-utilized, at the end of each financial year.
- b. Contingency grants can be utilized for purchase of books, software, equipment, attending workshops / conferences /seminars etc.
- c. At the end of the PDF tenure, the books, software, equipment etc. purchased out of the contingency grant will become the property of the School/ Research Centre of the University.
- d. An Escort/ Reader Assistance of INR 2000 per month (fixed) will be provided to differentially abled candidates.

(iii) **Ordinary leaves:**

- a. PDFs will be entitled to avail a maximum of 30 days leave for each year with fellowship. It can be availed on a pro-rata basis of 2.5 days for each completed month of service.
- b. PDFs will have to apply at least fifteen days in advance before proceeding on for such leaves to the Mentor and Director of School/Institution/ Research Centre.

(iv) **Special Casual Leaves**

- a. PDF upon specific recommendation of the Mentor and Director of School/Institution/ Research Centre, will be entitled to avail 15 days of special casual for participating in any National/International conference(s)/ workshop(s)/seminars.
- b. Special casual leaves can be availed throughout the year, depending on its nature, during the tenure of PDF

(v) **Academic Leave**

- a. Subject to availability of money in the allocated contingency grant, PDFs, will be allowed to participate in National/International conference(s) upon specific recommendation of the Mentor and Director of School/Institution/ Research Centre.
- b. PDF can avail academic leave for one year throughout the tenure (for any kind of foreign visit in connection with research work) based on specific recommendation of the Mentor and Director of School/Institution/ Research Centre. No fellowship will be provided during the period of such leave. However a PDF candidate has to submit the due reports, as per the format, to the University.

(vi) **Medical Benefits** – PDF will be paid Medical Allowance as per the approved M.A. rates of the University or can avail medical facilities of the University.

(vii) **Maternity/Paternity Leave**- Married PDFs will be eligible to avail 180 days of maternity leave or 15 days of paternity leave only once during their entire tenure of PDF.

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- (viii) The sanctioning authority for the leave shall be the Director of the School/Research Centre upon recommendation of the Mentor with intimation to the University.
- (ix) Any leave, not availed, shall not accumulate. Any unauthorized absence may be treated as leave without fellowship.

PDF- 16 DEPOSITORY WITH THE UNIVERSITY

PDF-16.1 Submission to the University

- (i) Following the successful completion of the evaluation process by PAC. The PDF candidate will submit the research report in soft copy and hard copy and the same can be hosted on University's website.
- (ii) The University will also maintain a repository/ digital repository of such PDF in its Library.
- (iii) The University reserves the right to publish the fellowship report funded by it, provided the work is recommended for publication by experts.

PDF- 17 PROHIBITIONS

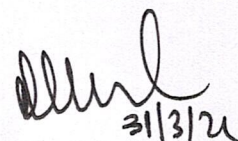
PDF-17.1 Prohibition of Statutory Officers from PDF registration

The Statutory Officers of the University shall not be permitted to register for the PDF programme of the University during the period of their tenure at the University.

PDF- 18 The University shall issue such orders/instructions, and prescribe such format/procedure, as it may deem fit to implement the provisions of these Guidelines.

PDF- 19 INTERPRETATION

- (i) Any question as to the interpretation of these guidelines shall be decided by the Vice Chancellor, whose decision shall be final and binding.
- (ii) The University shall have the powers to issue clarifications to remove any doubt, difficulty or anomaly which may arise during the implementation of the provisions of these guidelines.


31/3/21
Registrar

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