

ACADEMIC REGULATIONS FOR POST-DOCTORAL FELLOWSHIP PROGRAMME AT

NIRMA UNIVERSITY, AHMEDABAD

DEFINITIONS:

PDF	:	Post-Doctoral Fellowship
R. PDF	:	Regulation of Post-Doctoral Fellowship Programme
Dean, FDSR	:	Dean of the Faculty of Doctoral Studies & Research of Nirma University
Dean of the Faculty Concerned	:	Dean of the Faculty in which the Fellow is registered
Mentor	:	Faculty Member under whom the Fellow will pursue Post-Doctoral Fellowship
Fellow	:	A candidate who has registered for the Post-Doctoral Fellowship Programme of Nirma University
DRI	:	Directorate of Research & Innovation, Nirma University

R.PDF-1 Eligibility:

- 1.1 The applicant for the Post- Doctoral Fellowship Programme shall possess a Ph.D. or equivalent degree from a recognised University, other than Nirma University.
- 1.2 The applicant should have three publications in high quality Journals (listed in the Web of Science / SCOPUS / Hein Database / Indian Citation Index / ABDC / EBSCO - Art & Architecture Database or similar international agency).
- 1.3 The upper age limit of the candidate is 40 years (at the time of the submission of application). Age relaxation of 5 (five) years will be given to the women candidates.
- 1.4 The candidates, who have completed their earlier post-doctoral fellowship assignment, are also eligible.

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Procedure for Registration:

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- 2.1 The intake of the Post-Doctoral Fellowship Programme will be approved annually by the Director General on recommendations of the Deans of different Faculties. The Deans will send their recommendations atleast three months prior to finalization of the annual financial budget, considering the available infrastructure for research.
- 2.2 The University will invite the applications for the PDF programme twice a year through advertisement in leading newspapers, social media and the University website.
- 2.3 The candidate will have to apply in a format prescribed by the University and will also have to submit necessary copies of certificates, biodata, list of publications, detailed Research Proposal, etc.
The Research Proposal should include the Research Project Title, Research Objectives, Project Summary, Expected Outcomes of the proposed Research, Requirement of Infrastructure / Equipment /Software, Timeline of the Research, etc.
- 2.4 The admission to the Post-Doctoral Fellowship Programme will be approved by the Director General on recommendations of a Selection Committee comprises of the following members:
 - Dean, FDSR (Chairman),
 - Dean of the Faculty Concerned,
 - Concerned Head of Department/ Area Head / Area Chairperson as the case may be,
 - Probable Mentor,
 - Two External Experts (at the level of Professor) possessing substantial research experience (at least 10 years of research experience with high credentials) - to be nominated by Director General.
- 2.5 The candidate will make a presentation of Research Proposal before the Selection Committee. Followed by the presentation, there will be personal interview of the candidate.

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- 2.6 The Selection Committee will make its recommendations on the basis of the biodata, publications of the candidates, presentation by the candidate, novelty of the research proposal and personal interview. The Committee recommendations should be submitted to the Director General through the Director - DRI.

R. PDF- 3 Duration of the PDF Programme:

- 3.1 The fellowship is purely a temporary assignment. In the first instance, it will be tenable for the period of one year.
- 3.2 The tenure can be extended based on the progress of the candidate and the recommendations by the Research Progress Committee. The application for extension should be sent well in advance (atleast one month) through proper channel (through concerned Mentor, HoD/Area Chair, Dean of the Faculty Concerned, Dean-FDSR) to the Director General for approval.
- 3.3 The maximum duration of the programme should not exceed three years.

R.PDF-4 Fellowship and Grants:

- 4.1 A Post-Doctoral Fellow will be entitled for monthly fellowship at par with the minimum of total salary of an Assistant Professor of Nirma University at the time of appointment.
- 4.2 The Fellow will be eligible for an annual contingency grant of Rs. 1,00,000/-.
- The contingency grant can be used for the purchase of books /journals/stationary/minor equipment/consumables/chemicals, registration of national or international conference, domestic travel, etc.
- The books, journals and equipment purchased out of the contingency grant will become the property of the University.

4.3 The Director General may discontinue the fellowship at any time:

- On recommendation of the Research Progress Committee due to unsatisfactory research progress
- Violation of the Regulations for Maintenance of Discipline of the Students of Nirma University (Regulation -1 to 7)
- Submission of false information by the Fellow at the time of registration
- Non-conformity with the regulations of the programme
- In cases where Fellow is found to be involved in plagiarism as per Rules for Preventing Plagiarism of the University notified vide notification no.117 dated 30/10/2015.
- Voluntary withdrawal of admission for genuine reason(s)

R.PDF-5 Work Assignments:

5.1 The Post-Doctoral Fellow will be attached to a Mentor, whose area of research is closest to that of the Fellow.

It is expected that the Fellow should devote full time (minimum 40 hours per week) in the department / area concerned for quality research in the proposed area. For any outside research activities and/or field work related to the project, the Fellow should take prior approval of the concerned Mentor.

5.2 The Head of the Department in consultation with the concerned Mentor should assign academic responsibilities (tutorial / laboratory classes, conduct of seminar, and guidance to the UG students) of maximum 8 hours per week.

R.PDF-6 Leaves:

6.1 A Fellow shall be eligible to avail 2 ½ days of leaves for every completed month but not exceeding 30 days in a year.

A Fellow shall not be entitled for any inter semester breaks, winter and summer vacations.

6.2 The sanctioning authority for the leave will be the Head of Department / Area Head / Area Chairperson on recommendation of the concerned Mentor.

6.3 All leave related records are to be maintained by the Department / Area with which the Fellow is attached.

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R.PDF-7 Eligibility for the Mentor:

- 7.1 The Mentor must hold a regular academic / research position at the University.
- 7.2 Any regular Professor of the University with a Ph.D. degree, at least five research publications in refereed journals, having completed atleast one major research project funded by the external agency and guided two Ph.D. students (completed Ph.D. and earned degree) are eligible for the Mentor of a Post-Doctoral Fellow.
Any regular Associate Professor of the University with a Ph.D. degree, at least five research publications in refereed journals, having completed two major research projects funded by the external agency and guided three Ph.D. students (completed Ph.D. and earned degree) are eligible for the Mentor of a Post-Doctoral Fellow.
- 7.3 A Mentor can register one Post-Doctoral Fellow at a time.

R.PDF 8 Monitoring of the Research Progress of the Fellow:

- 8.1 The progress of the Post-Doctoral Fellow will be monitored by the Research Progress Committee (RPC) with the following composition:
- Head of the Department /Area Head/ Area Chairperson as the case may be – Chairman
 - Mentor of the Fellow – Convener of the Committee,
 - Two External Experts (at the level of Professor) possessing substantial research experience (at least 10 years of research experience) in the proposed area of research of the Fellow - to be nominated by Director General.

The RPC should be formed soon after the candidate is registered for the PDF programme.

- 8.2 The RPC will meet at least once in a year and monitor the progress of the Fellow. The Fellow should make presentation of the progress made in the proposed research, research findings, papers published/presented, etc. before the RPC. Based on the suggestions of the RPC, the Fellow will take follow-up actions.

The Fellow should also submit a copy of the Annual Progress Report to the Office of the DRI through the concerned Mentor and the Head of the Department/Area Head/ Area Chairperson.

R.PDF 9 Completion of Post-Doctoral Fellowship Programme:

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9.1 On completion of the research work and the tenure, the Fellow will make a final presentation before the RPC. On recommendations of the said Committee and after subsequent approval of the Director General, a Certificate will be issued to the Post-Doctoral Fellow.

10.0 ^A Notwithstanding anything contained in above regulations, if any candidate (Other Than Nirma University) desires to carry out post-doctoral research work under the mentorship of any faculty member of Nirma University, with fellowship from the schemes launched by the government departments, in such cases, the rules and regulations prescribed by the concerned government departments for the post-doctoral fellowship will be applicable.

A-Amended by addition vide Notification no. NU-139 dated 31.10.2018, BoG mtg 29.09.2018, reso.no.5(A)(ii)