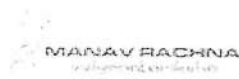


MANAV RACHNA UNIVERSITY

(Formerly Manav Rachna College of Engineering)

Faridabad



RULES AND PROCEDURES OF POST- DOCTORAL FELLOWSHIP

Approved by

**Board of Management & Governing Body in
its meeting held on 21.01.2022**

Effective from 01.07.2022 onwards



RULES AND PROCEDURES OF POST-DOCTORAL FELLOWSHIP

The rules and procedures regarding Post Doctoral Fellowship have been categorized in three sections

Section A: (Admission Conditions)

(i) Objective:

The Post Doctoral Fellowship (PDF) is aimed to encourage and facilitate young scholars who have completed their Ph.D. and wish to pursue a regular career in teaching and research. They should have a high potential and promise for conducting full time research on specific themes and issues. Such researchers are expected to conduct research in frontier areas of science, engineering, management, humanities, social sciences and law. Fellows shall work under a mentor, and it is hoped that this experience will provide them a platform to develop as an independent researcher.

(ii) Eligibility:

- (a) The applicant must have obtained Ph.D. degree from a recognized University. Those who have submitted their PhD thesis and are awaiting award of the degree are also eligible to apply but will be registered only when Degree has been awarded.
- (b) The applicant should have at-least three publications in high-quality Journals (listed in the Web of Science/SCOPUS/Hein Database/Indian Citation Index/ABDC/EBSCO/CARE/Art & Architecture Databases or similar international resource) and is cited widely by research community.
- (c) There is no upper age limit for candidates to apply.
- (d) The candidates, who have completed their earlier postdoctoral fellowship assignment, are also eligible to apply.
- (e) Aspirants of Postdoctoral Fellowship can submit their proposal only twice/once in a calendar year.

(iii) Selection & Mode of Application:

- (a) Applications will be invited around the year and processed by the University.
- (b) The application form along with a research proposal should highlight the objectives of the research work to be undertaken in the university and can be submitted online.
- (c) Details including Project Title, Project summary, Keywords, Objectives of the proposal, expected output and outcome of the proposal should be provided at the time of submission of the application.
- (d) Work Methodology and Research plan should also be submitted in PDF format (not more than three to four Pages) along with the project details.
- (e) Candidate will be required to identify the mentor with whom he/she is interested in working in the University. In case another mentor is required to be associated from within or outside the university the



same shall be mentioned specifically. The candidate can also be jointly mentored by having one of the mentors from outside the University.

(f) Based on the recommendations of the Expert Committee constituted by the University, for evaluation of the proposal submitted and presentation made by the candidate the final selection for the award of fellowship shall be made.

(iv) Documents to be submitted by the Postdoctoral fellow:

- (a) Bio-data
- (b) Qualification Certificates.
- (c) Undertaking by the applicant
- (d) Endorsement Certificate from the Mentor if identified.

(v) Nature & Duration of Support:

- (a) The selected Post-Doctoral Fellows (here after referred to as Fellows) will not normally be allowed to work under the mentorship of their Ph.D. guide/co-guide.
- (b) The fellowship is purely a temporary assignment and is valid for a maximum period of 2 years.
- (c) The Fellows shall be entitled to receive the fellowship as per the guidelines as decided by the University from time to time.
- (d) The fellow shall be eligible for an annual contingency grant of Rs.1,00,000/. (The contingency amount can be utilized with prior approval of VC for the purchase of consumables and non-consumables in the ratio 40:60. non-Consumable items are books /journals/minor equipment whereas Stationary, chemicals, registration of national or international conference, domestic travel, etc. will be considered under consumables).
- (e) On completion of fellowship the books, journals and equipment purchased out of the contingency grant shall become the property of the University.
- (f) There is no provision for providing manpower support under this scheme.
- (g) The candidate may work for his post-doctoral work on a project, which has been awarded to him by any other funding agency.
- (h) University may assign any other work as deemed necessary.

Section B: The procedure regarding the release of Fellowship, Leave Rules and Other Conditions.

(i) Monitoring the progress & Release of the Fellowship:

- (a) The scholar has to join the fellowship within one month of the date of the award letter by submitting all required documents.
- (b) The fellowship will be sanctioned initially for a period of one year, effective from the date of joining Fellowship by the scholar. The renewal of the Fellowship for the subsequent year shall be subject to the receipt of



satisfactory Annual Progress Report and statement of expenditure of the contingency amount.

- (c) The annual fellowship and contingency will be released in two equal installments. The second installment will be released only after receiving a satisfactory Six-Monthly Progress Report in the prescribed format.
- (d) In the second year of fellowship, the first instalment of six-month fellowship along with contingency will be released on receiving a satisfactory Annual Progress Report preferably along with a copy of one published research paper in peer reviewed high-quality Journals (listed in the Web of Science / SCOPUS / Hein Database / Indian Citation Index / ABDC / EBSCO / CARE / Art & Architecture Databases or similar international resource) and expenditure account of the contingency amount. The second installment of six months fellowship along with contingency, will be released on receipt of a satisfactory Progress Report of 18 months in the prescribed format with a copy of published research paper in high quality journal as mentioned above (if not submitted with earlier progress report) along with the expenditure account of the contingency amount.
- (e) The fellowship may be discontinued if research progress is found unsatisfactory or because of any disciplinary action being proposed for any misconduct in the University.
- (f) During the course of the fellowship, the scholars are required to publish at least two research papers showing the university affiliation in peer reviewed high-quality Journals as mentioned above on the theme of the research undertaken.
- (g) The University may assign any other work

(ii) **Completion of Fellowship**

- (a) If a fellow leaves before the completion of 2 years, he/she will have to apply giving reasons for such action to university for seeking permission from the university.
- (b) Before leaving he/she shall submit detailed progress report of the work done with publications (if any) and the expenditure statement of contingency amount duly forwarded by his/her Mentor.
- (c) If, as a special case, a scholar remains on leave due to maternity/medical/extra ordinary circumstances (not to exceed six months) duly approved by the University the tenure of fellowship will be extended by that period. During such period no fellowship shall be given to the Fellow as the total amount of fellowship will not exceed 24 months.
- (d) On completion of the fellowship, the scholar should submit the following:
 - A book-length final report in a publishable form along-with a Summary of the report (3000-4000 words) and published research papers.
 - These documents should be submitted in hard copy (two copies of final report and five copies each of the Summary and research articles) and a soft copy.



- A certificate of settlement of accounts giving details of expenditure of the contingency grant and clearance from the library of the University.
- (e) Fellows are required to get their final report checked on their own for similarity index and attach a report of the same at the time of submission. The similarity index of the report should not go beyond 10%.
- (f) A maximum of three months period can be granted for submission of the final report after completion of the fellowship.
- (g) University reserves the right to terminate the Fellowship at any stage if it is convinced that
- appropriate progress is not being made or
 - the grant has not been utilized properly or
 - involved in a case of indiscipline.
- (iii) **Leave:**
- (a) The Postdoctoral Fellow shall be entitled to a maximum of 12 days leave including casual leave for any leave other in a year.
- (b) Any absence from work for attending duly approved Seminars or Conferences, Field work etc. will be treated as 'on duty' provided such absence does not exceed 15 days in a year.
- (c) Unauthorized absence from work will be deemed to be non-seriousness/misconduct/indiscipline.
- (d) The Fellow shall not be entitled for any Vacation leave.
- (iv) **Conditions**
- (a) The post-doctoral research work shall normally not be carried out under the Ph.D. supervisor.
- (b) The duration of full time regular fellowship shall be strictly for two years. In no case the fellowship beyond two years will be considered. However, extension for submission of final report may be granted on justified grounds without any additional financial commitment of the University.
- (c) The University reserves all rights to publish the fellowship report funded by it, provided the work is recommended for publication by DRC of the department where Fellow is carrying his/her research. The Fellow can get it published themselves only after seeking permission from the University, clearly showing the MRU affiliation.
- (d) The Fellow as part of his/her research fellowship shall be required to involve in teaching learning responsibility as may be assigned by the HoD in consultation with the mentor or a duration of not exceeding 6 Hours per week with a view to prepare the Fellow for teaching cum research career. Such assignment shall not include any departmental extra-curricular activities.
- (e) Defaulters of any previous fellowship/project/grant will not be eligible for consideration until the applicant obtains the clearance from the University.



- (f) While accepting any fellowship from MRU, a fellow should not accept any other fellowship or research project or regular financial benefit/assignment from any other institution/university.
- (g) The research proposal/final report of the Fellow cannot be submitted for the award of any University degree/diploma or funding by any other institution. The University however, will have no objection if the scholar utilizes the research data for the purpose of further funding.
- (h) The final report submitted by the scholar shall be evaluated by the University for being considered satisfactory.
- (i) Books/ periodicals/ equipment purchased by the scholar out of the contingency grant should be deposited with the University and a certificate to this effect may be submitted along with the final report.
- (j) The final authority related to the interpretation of the guidelines or any issue left is vested with the University

Section C: General Guidelines for the purpose of University/Faculty

(i) Who can be a Mentor?

- (a) Mentor must hold a regular academic / research position in any of the department of the university.
- (b) A mentor must have successfully guided at least three PhD's and shall not have more than two PDF fellows at any given time.

(ii) Eligibility of Department to take Post-Doctoral Fellow

The Department to be eligible to have Post-Doctoral Fellow/s must fulfil the following pre-requisites:

- (a) Must be offering Ph.D. Programme.
- (b) Must have at least one Professor and two Associate Professors.
- (c) Must have a Departmental Research Committee approved by the University.

For Manav Rachna University

Registrar

