

## **COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**

(Abstract)

Guidelines for the Award of University Post Doctoral Fellowship (UPDF) 2021- Resolution of the Syndicate -Communicated - Orders issued.

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### **ACADEMIC B SECTION**

No.CUSAT/AC(B).SO/719/2022

Dated,KOCHI-22,08.02.2022

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Read:-1.Minutes of the Meeting of the Syndicate held on 28.01.2022 , vide item No.695.14.

2. U.O. No. CUSAT/AC(B).SO/645/2022 dated 04.02.2022.

### **ORDER**

The Syndicate at its meeting held on 28.01.2022, vide item No.695.14, considered along with the recommendations of the Standing Committees of the Syndicate on Finance and Purchase and Academic Matters, the new Guidelines for the award of University Post Doctoral Fellowship (UPDF) 2021, recommended by the Deans' Committee.

The Syndicate resolved to approve the regulations for the award of UPDF in the Academic departments of CUSAT as follows;

### **Guidelines for the Award of University Post Doctoral Fellowship (UPDF) 2021**

These regulations are framed with a view to streamlining and formalising the process for award of Post-Doctoral Fellowships (PDF) in the Academic Departments of CUSAT.

The aim of the PDF scheme is to enhance the skills, proficiency and competence of awardees for undertaking and carrying out independent research work and to headway the post doctoral research culture in the campus.

#### **1. Title**

These regulations shall be called The Regulations for the Award of University Post-Doctoral Fellowship 2021.

#### **2. Eligibility**

2.1 The minimum qualification for selection to the Regular Post-Doctoral Fellowship shall be Doctorate Degree in the subject concerned from CUSAT or other universities/institutions recognized by UGC.

2.2 There shall be no age bar for award of Regular Post-Doctoral Fellowship, subject to the condition that the candidate shall apply for PDF within five years (8 years in the case of women candidates) from the date of award of Ph.D. Degree.

#### **3. Notification of Fellowships**

3.1 The University shall notify the Post-Doctoral Fellowships annually. The notification shall be given in the University website and in major newspapers. The applications received after the due date in the notification shall not be accepted.

3.2 An academic department can have 3 University Post-Doctoral Fellows at a time. Academic Department means Departments/Centres offering academic programs within the University.

3.3 A faculty member can have only one University Post-Doctoral Fellow at a time. A faculty member who has successfully guided at least one Ph.D. Scholar is eligible to act as a mentor.

## **4. Application**

4.1 Eligible candidates shall apply to the concerned Department in the prescribed form together with the pay-in-slip for having remitted the fee, as required in the notification.

4.2 Application shall also contain

- i. the research proposal not exceeding 1000 words,
- ii. the consent letter from a recognized supervising teacher of the Department to serve as mentor to the fellow
- iii. the facility certificate by the Head of the Department concerned and
- iv. the recommendation of research committee of the Department concerned.

4.3 The Department has to forward the applications to the Registrar within 15 working days of the closing date with recommendation of the Research Committee. However, the Department need not prepare any rank list in this connection.

4.4 An amount of \$100 shall be collected as cost of application form from foreign nationals applying for University PDF and they shall be provided single to and fro travel assistance once during the entire tenure of PDF, along with the fellowship and contingency, as per rules

## **5. Selection**

5.1 The screening of the applications shall be done by a Screening Committee consisting of Faculty Deans concerned, HoDs concerned and Pro-Vice-Chancellor (Convenor). The candidates having score above the cut-off mark shall give a presentation of the proposed work before the Selection Committee. Cut-off marks shall be decided by the Screening Committee.

5.2 The selection of the Post-Doctoral Fellow shall be carried out by the Selection Committee consisting of a subject expert nominated by the Vice-Chancellor (need not be an external expert), Faculty Deans concerned, HoDs concerned, IQAC Director and Pro-Vice-Chancellor (Convenor) and the distribution of fellowships should be based on existing vacancy.

5.3 The selection shall be based on maximum of 25 marks spread over in two components, viz (i) *performance in presentation before the selection committee (maximum of 10 marks)* and (ii) *research papers published/patent application published (maximum of 10 marks at 2 marks for each paper/patent application (Publications shall be in Scopus/SCI/Web of Science Core Collection,*

*Publications shall be in ISSN and peer reviewed journals for Humanities and Social Sciences) (iii) 3 marks for Post Doctoral experience and 2 marks for awards.*

## **6. Performance of Tasks**

6.1 The Post-Doctoral Fellow shall engage in independent research, in collaboration with the mentor and shall be expected to perform the task with top quality research publications, monographs, books, patents and reports.

6.2 The Post-Doctoral Fellow shall normally be expected to produce 2-3 top-class research publications, but a minimum of one publication shall be mandatory.

6.3 Each publication of the Post-Doctoral Fellow shall carry affiliation of the fellow as "*Post-Doctoral Fellow, Department of..... , Cochin University of Science and Technology*".

6.4 The Post-Doctoral Fellow shall invariably mention in all research publications that the research has been promoted/supported by the Cochin University of Science and Technology, as the case may be.

6.5 The Post-Doctoral Fellow shall engage in a minimum of *four hours of planned academic work in a week (lectures to Post-Graduate/Graduate programs). In addition, they should involve in academic activities such as presentation in seminars, guidance to project work of PG students and bestowing advice to research scholars.*

6.6 The academic work of Post-Doctoral Fellow shall be arranged by the Head of the Department in consultation with the mentor and the Department Council.

6.7 The Post-Doctoral Fellow shall submit at the end of each year and at any other time, when the University may require, three copies of the report embodying the results of the research work carried out (include copy of research publications).

6.8 The Post-Doctoral Fellow shall submit a comprehensive report of the work done during the entire period together with reprints of publication at the end of the full period of fellowship.

6.9 The Post-Doctoral Fellow shall make an oral presentation of his/her research report after the completion of first year & second year before an invited audience consisting of faculty members and research scholars of the Department and provide answers to queries raised by the audience.

The extension of PDF to the second and third year shall be on the basis of the recommendations of an Assessment Committee to be constituted in respect of the candidates with the following members.

- i. The Vice-Chancellor/Pro-Vice-Chancellor as the Chairman
- ii. A subject Expert from outside the Department/University
- iii. Head of the Department
- iv. Mentor of the Candidate

The acceptance/publication of at least one research paper in a peer reviewed/indexed journal is mandatory for extension to the third year.

## **7. Privileges**

7.1 Post Doctoral Fellowships are awarded @₹ 35,000/- per month towards fellowship amount along with an annual contingent grant of ₹20,000/-.

7.2 The Post-Doctoral Fellow shall be extended all the physical facilities, normally provided to the research scholars, besides other privileges specifically provided for in these regulations.

7.3 The Post-Doctoral Fellow shall perform the task assigned to him, as advised by the mentor, under the general supervision and control of HoD.

7.4 The Post-Doctoral Fellow shall be entitled to avail, with the prior permission of the mentor, casual leave/maternity leave as per rules as applicable for University Junior Research Fellows (UJRF). However, the Post-Doctoral Fellow shall not be entitled to any half pay leave/earned leave.

7.5 The period of absence of Post-Doctoral Fellow from headquarters for collection of data for research, available in the libraries/laboratories of other Universities/ Institutions/Government Departments/other sources, with the prior approval of both the mentor and HoD, shall be treated as on duty.

## **8. Duration and Extension**

8.1 The maximum duration of the PDF award shall be restricted to three years and the fellowship shall be granted on yearly basis with renewal/termination Clause, as detailed in Clause 6.9.

## **9. Certificate**

9.1 The Registrar shall issue the Certificate of satisfactory completion of fellowship on receipt of detailed report and favourable recommendations from the Department Research Committee.

## **10. Miscellaneous**

10.1 The Post-Doctoral Fellow shall utilise contingency grant with prior approval of mentor and as per the rules in force in the University from time to time.

10.2 The Post-Doctoral Fellow shall not engage in any employment, either Full-Time or Part-Time during the tenure of Fellowship.

10.3 The research work of Post-Doctoral Fellow shall be carried out exclusively under the guidance of mentors.

10.4 If the Post-Doctoral Fellow for any reason, discontinues his/her studies before completing the tenure of Fellowship sanctioned, he/she should refund the amount of Fellowship received during

the respective year.

Orders are issued accordingly, communicating the resolution of the Syndicate.

**The U.O referred as (2) above stands cancelled to this extent.**

**Dr. Meera V \***  
**Registrar**

To:

1. The Heads, Directors of all Teaching Departments/School
2. The Deans of Faculty of Science/Marine Science/Law Humanities /Social Sciences /Technology /Environmental Studies
3. The Joint Director, Kerala State Audit Department./Finance Officer
4. PS to VC/PS to PVC/PA to Registrar
5. The Joint Registrar(Academic/Finance/Exam)
6. The Director , CIRM (for publication in the website)
7. The Deputy Registrar (IRAA)/Assistant Registrar (Academic /Finance)
8. Audit 'D'/Accounts/IA&I /Finance/Cash /Conference/IRAA/Statistical Officer
9. Day File /File Copy /Stock File.

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