



**JAIN**  
DEEMED-TO-BE UNIVERSITY

# GUIDELINES FOR POST-DOCTORAL FELLOWSHIP

**2022**

**Centre for Researcher Training and Administration (CRTA)**

[www.jainuniversity.ac.in](http://www.jainuniversity.ac.in)



# **Guidelines for Post-Doctoral Fellowship**

**2022**



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## **1. Introduction**

The main objective of Post-Doctoral Fellowship is to encourage and retain young Indian 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. These studies are expected to contribute to theoretical and conceptual advancement in different disciplines, help to generate field work based empirical data and contribute towards policy making.

## **2. Objectives**

The objective of these fellowships is to provide an opportunity to carry out the advanced studies and research in Sciences, Engineering and Technology, Humanities & Social Sciences including languages, Management & Commerce.

## **3. The Broad Disciplines of Study**

1. Faculty of Commerce
2. Faculty of Creativity and Design
3. Faculty of Engineering and Technology
4. Faculty of Humanities and Social Sciences
5. Faculty of Management
6. Faculty of Sciences

## **4. (a) Eligibility Criteria for Scholars**

- a. Only the unemployed candidates who have been awarded the Ph.D. degree in the relevant subject/discipline of Sciences, Engineering and Technology, Humanities and Social Sciences including languages, Management & Commerce are eligible to apply. (Provisional Certificate may be accepted in case the degree is not awarded). Persons already in regular service are not eligible to apply.

- b. Candidates should be below 35 years of age (as on the date/last date of application). There shall be an age relaxation of 5 years for SC/ST/ differently abled / Divyangjan candidates (Persons with Determination).
- c. If selected candidate is availing any other fellowship/ remuneration, he/she will have to resign from the same before accepting the JAIN Post-Doctoral Fellowship.
- d. General category candidates having minimum 55% of marks or equivalent percentage converted from CGPA score at Post graduate level are eligible to apply. A relaxation of 5% of marks is allowed for reserved categories (SC/ST/OBC/ PWD (Persons with Determination)).

### **(b) Eligibility of Supervisor**

- a. The Supervisor should be the regular faculty at the level of Associate Professor or above at University.
- b. The Supervisor must have been awarded the Ph.D. degree.
- c. The Supervisor should have supervised at least 3 Ph.D. theses.
- d. The supervisor should not be superannuated and must be in regular employment at the time of application and should belong to the University in the same discipline as that of the applicant. In case of inter-disciplinary proposals, the supervisor should have proven expertise in the area of research proposed by the scholar. The selection of the supervisor is subject to the approval of the University Research Council (URC).

## **5. Emoluments**

The Fellows will be entitled to receive the grants as given below:

Sl. No.	Category	Funds
1	Fellowship	@Rs.35000/-p.m
Contingency – As per the University norms		

## **6. Norms for Utilizing Contingency Grant**

The Contingency grant may be utilized for research specific items with the approval of the University. The items purchased from contingency grant are assets of the University and at the end of the fellowship are to be handed over to the University. The contingency grant cannot be used for international travel, and purchase of furniture. A certificate of settlement of assets and books purchased out of the contingency grant has to be submitted.

## **7. HRA**

The PDF makes his/her own arrangements of accommodation. No HRA is provided by the University.

## **8. Medical Assistance**

No separate/fixed medical assistance is provided.

## **9. Leave Policy**

1. PDF come under the purview of the Employee Leave Policy of the University. Any Leave / OOD has to be approved by the Supervisor in advance.
2. OOD may be availed for any extension activity / conference / seminar / workshop / work related to the PDR topic either as Participant or Resource Person with the relevant documents submitted to the Director through the Supervisor / Guide with at least ONE WEEK of advance notice. A maximum OOD of 5 days may be permitted in one Semester.
3. During the tenure of Fellowship, the Fellow will be governed by the rules of the University in all matters including draws of TA/DA, holidays/leave and contingency grant etc.
4. No Leave / Vacation / OOD will be permitted in the last month prior to closure of the PDF.



5. Anything beyond the purview of the above mentioned will attract Loss of pay unless prior approval has been sought by the Director of CRTA.
6. Maternity/paternity leave as per the Govt. of India norms issued from time to time shall be available for scholars at the rate finalized by the University once during the tenure of the fellowship.
7. All kinds of leave shall be availed by the PDF only with due approval of the Supervisor.

## 10. Application Process

The candidates shall submit online application which includes the Research Proposal (Annexure 1) Research Proposal should be submitted in the given proforma only.

All scholars are required to keep the hard copy of their application and annexures ready, duly forwarded by the competent authorities of the University so that they may submit the required hard copies, on demand, within one week after the completion of screening process.

The Research proposal should be in English. Applicants can submit only one application at a time under Post-Doctoral Fellowship scheme.

### **Documents required:**

1. Candidate's recent passport size photograph (1 number)
2. Original Testimonials (PG Degree and Ph.D Degree certificates)
3. Age proof (10th Marks card OR Aadhaar card OR passport port-originals only)
4. Category certificate (ST /SC /OBC/differently abled/Divyangjan (Persons with Determination)
5. Copy of latest CV and PDF Research proposal

If the candidate has already applied for Post-doctoral Fellowship and has been declared as unsuccessful, he/she is permitted to apply again with new research proposal only after one year from date of declaration of result for that particular Post-doctoral Fellowship scheme.

Incomplete applications such as un-formatted documents, false/misleading information etc. shall to be summarily rejected.

## **11. Selection Process**

- a. The applications will be evaluated by minimum of three referees assigned by the JAIN as per area of research proposed by the applicant.
- b. The evaluation includes the candidate's accomplishment at the Ph.D. level, the professional standing of Supervisor and the Centre / Department where the post- doctoral research is to be carried out.
- c. On the basis of score received from the referees, the final merit list will be generated.
- d. Decision of the committee is final.

## **12. Joining the Fellowship**

1. The scholar has to join the Fellowship within one month of the date of the award letter by submitting all required documents to the HR office. In exceptional case, this may be extended up to few months with the prior approval of Director-CRTA
2. The fellowship shall commence from the actual date of joining as a Post- Doctoral Fellow in the University.
3. The fellowship will not be extended beyond the proposed time frame or 24 months under any circumstance However, extension for submission of final report may be granted on justified reasons / as per the decision of the Panel without any additional financial commitment of the University.

4. Initially, the Fellow will be given a 3-month probationary period, from the date of commencement, during which the employment could be terminated at any time. Continuation of employment beyond this probationary period will be dependent on report submitted by the Review Panel.
5. The selected fellows are expected to do full time research in JU. However, in exceptional cases if the methodology proposed involves the same, the Fellow can undertake visits outside JU / Bengaluru / India with the permission of the Supervisor / Director / University.
6. The scholar has to submit six Month Progress Reports in the prescribed format in the time given. In case of delayed Progress Report by over two-months, the scholar will be required to give the justification for the delay on which the final decision shall be taken by the University.
7. The Fellowship may be discontinued if research progress is found unsatisfactory or any University rules are violated.
8. In case a scholar leaves /discontinues his fellowship/dies before completion of fellowship tenure, the Supervisor shall immediately inform CRTA, settle the accounts including the refund of any unspent balance within three months of submission. Under such circumstances all the data shall be mandatorily transferred to the University and the Research Committee will take the final decision in this regard.

### **13. Termination of Fellowship**

The fellowship is liable to be terminated in the following cases:

- a. If the fellow is found to be ineligible to receive the fellowship, at any point of time during the entire duration of the fellowship.
- b. Any false/misleading information furnished by the applicant.
- c. Misconduct.

- d. Unsatisfactory progress of research work.
- e. Any other fellowship/scholarship/salary is drawn from other source(s) during the tenure of the fellowship.
- f. Candidate if found employed during the PDF research.
- g. Any fraudulent activity by the Fellow.
- h. Violation of terms and conditions of these guidelines.
- i. Plagiarism or unethical practices, in any form.

Before terminating / cancelling the Fellowship, the PDF shall be given reasonable opportunity to defend himself / herself.

## **14. Responsibilities of the PDF**

- 1. Carry out research as per proposal submitted and approved.
- 2. Participate in International & National conferences.
- 3. Publish conference and journal papers in SCOPUS / WoS indexed journals.
- 4. Organise Seminar / Conference / workshop at the University.
- 5. To propose new directions and projects and assist in preparing research proposals.
- 6. To interact with Post graduate and Undergraduate students. If any student has a research proposal in a similar area you may be requested to Guide them, with the approval of your Supervisor.
- 7. Any additional academic responsibility given by the Supervisor or University such as preparing the course content for the certification course / to the MooCs course should be accepted by Fellow.
- 8. Assist / guide the faculty members with preparing and applying for grant proposals.

9. In an event where overtime is required it must be approved by the Supervisor in advance.
10. All duties and responsibilities shall be carried out under the direction of the Supervisor.

## **15. Monitoring of Fellowship**

1. The Post-doctoral research work should not be the same as Ph.D. work.
2. On completion of the fellowship, the scholar should submit:
  - a. A book-length final report in a publishable form along-with a Summary of the report (3000-4000 words) and published research papers.
  - b. 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 in pen-drive.
  - c. A maximum of three months period can be granted for submission of the final report after completion of the Fellowship.
3. The Scholar / Fellow will be expected to publish at least ONE PAPER per year of your tenure in SCOPUS / WoS indexed journals
4. All publications must be published / submitted as a PDF of JU and should acknowledge the University and Supervisor. A copy of the same should be submitted to the University after it is published.
5. If the Tenure is for less than a year then ONE PAPER should be published or at least receive communication of acceptance before the tenure closes.
6. Plagiarism : Every report / paper is checked for plagiarism and the similarity report is also generated. The University mandate does not accept contents beyond 10% on similarity index. Scholars are required to get their final report checked by the authorized

personnel of the University and attach a report of the same at the time of submission.

7. The PDF and Supervisor shall make suitable arrangements for preservation of data such as filled in schedules, tabulation sheets, manuscripts, reports, etc. relating to the study.
8. The University reserves the right to demand raw data, or such part of it as may be specified, to be transferred to the University.
9. Submit the final report of the PDR Project duly attested by the Guide / Supervisor to the Registrar of JU.
10. The Copyright of the manuscript will rest with JU. JU reserves all rights to publish the Fellowship report funded by it, provided the work is recommended for publication by Expert/Experts. The scholars can get it published themselves only after seeking permission from JU.

## Annexure -1

### Research Proposal Format

The complete format for research proposal consisting of the following contents/sections is a part of the Application Form, namely, Details of Research Proposal. No research proposal or a section thereof needs to be submitted separately.

In all, the research proposal shall be in about 3,000 words comprising of the following:

**Title of the Research Proposal:** The research proposal should have a clear, meaningful and confirmed topic reflecting the scope of the study.

**Abstract:** of the proposed research proposal should be given (in about 200 words).

**Introduction:** The introduction should clearly state the research problem to be investigated in the light of its theoretical and/or empirical context in the relevant area (in about 400 words).

**Major Research Works Reviewed:** (National and International): Reviews of at least 15 to 20 significant national and international research works related to the proposed theme of research is to be given in this column (in about 300 words).

**Identification of Research Gaps:** The scholar should summarize the current status of research in the area and major findings, including the researcher's own work in the area. Existing empirical findings may also be discussed. The overview should clearly demonstrate the inadequacies/ gaps in the existing findings or approaches and its relevance (in about 300 words).

**Objectives of the Study:** The general aim of the study along with the specific objectives to be accomplished, should be clearly stated (in about 100-150 words).

**Research Questions or Hypotheses:** Given the conceptual framework and the specification of dimension, the specific questions to be answered through the proposed research should be sharply formulated. In case of an explanatory

research design, specification of variables and positing of relationship among them through specific hypotheses must be given (in about 150-200 words).

**Framework and methods proposed for research:** The researcher must describe in detail (a) the scope and coverage of his/her study; and (b) approach and methodology with adequate justification to conduct the research. The details of the methodology may include research design, data to be collected and empirical and analytical methods to be used. The description of the methodology must be clearly linked to the aims of the research and the research questions/hypotheses of the study (in about 300 words).

**Innovation/path breaking aspect of the research:** Here, the emphasis should be laid to spell out the innovativeness in approach and novel concepts that have been envisaged in the study (in about 200 words).

**Proposed outcomes of the Study:** A brief note on the proposed plan of publications, during the course of research and after its completion, must be provided, The section should enlist the proposed outputs from the study in terms of publications in the form of research papers / articles in journals, particularly Scopus/ UGC's Care-listed journals, books, monographs, etc.) (in about 150-200 words).

**New data to be generated:** A note on deficiencies/inadequacies found in the existing data and description of the new data to be generated for the proposed research (in about 100-150 words).

**Relevance of the proposed study for policy-making:** A concise brief needs to be given on the significant contributions the research work expected to make to the theory and methodology on the subject as well as on policy making (in about 150 words).

**Relevance of the proposed study for society:** A concise brief needs to be given on the significant contributions the research work expected to make to the society (in about 200 words)

**Milestone set for the study for Quarterly Timelines:** A quarterly timeline during the Fellowship is to be given for timely completion of the Fellowship research work. Timelines must be set for each successive quarter and its completion to be followed for timely submission of the final report (in about 100 words).



## Annexure -2

### Half Yearly Progress Report

Batch: 2022 - 2024

Name of the Post Doctoral Fellow:

Department:

Proposed topic for Post Doctoral Fellowship:

Name of the Guide with present working status:

Designation:

Centre:

Email:

Phone #:

Post Doctoral Fellow's Address for Communication:

Mobile No:

Email id:

Permanent Address:

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Progress Report No :

Report No	Period	
	From	To

Progress Report Highlights

Progress Report Details

Work done in the last six months

Library work – Sources referred

Lab Activities done – Outside JAIN

Seminars Attended/ Papers Presented

Publications

REPORT APPROVALS

Prepared by \_\_\_\_\_

Post Doctoral Fellow

Approved by \_\_\_\_\_

Guide

Director - CRTA



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