
**REGULATION FOR
POST DOCTORAL
FELLOWSHIP
SCHEME - 2018**

KANNUR UNIVERSITY





REGULATION FOR POSTDOCTORAL FELLOWSHIP SCHEME - 2018 KANNUR UNIVERSITY

1. INTRODUCTION

Kannur University Post Doctoral Fellowship Scheme is proposed to provide an opportunity to talented researchers to carry out fulltime active research in their respective area of expertise or a related new or an interdisciplinary field. During the tenure of the fellowship, the fellow will work under a Mentor. The Scheme shall be administered by the Directorate of Research, Kannur University in coordination with the Department concerned.

2. OBJECTIVE

The objective of this award is to provide opportunity to carry out the advanced studies and research in Science, Engineering & Technology, Humanities, Social Sciences, Literature and Languages in Kannur University.

3. ELIGIBILITY / TARGET

- 3.1. The candidate must have a doctorate degree in the relevant subject preferably with published research work to their credit. (Provisional degree certificate may be accepted if degree is not awarded)
- 3.2. Candidates who have submitted their Ph.D. thesis are also eligible to apply. However they will be receiving only an SRF fellowship until necessary documents regarding their Ph.D. degree is submitted.
- 3.3. The fellowship is open for full time research work to young researchers below 35 years of age as on the last date of submission of application. There shall be age relaxation of 5 years for female and SC/ST candidates and 3 years for OBC candidates. Age relaxation for PWD (Persons with Disabilities) will be as per government rules.
- 3.4. For general category, minimum 55% of marks at PG level are mandatory. For reserved categories (SC/ST/OBC/PWD) candidates, minimum 50% of marks at PG



level are required.

- 3.5. Transgender candidates are eligible to apply under the scheme. The reservation shall be followed as per the Govt. of India norms
- 3.6. There shall be reservation for SC/ST/OBC/PWD candidates as per the Govt. of India norms.
- 3.7. Candidates applying for PDF must identify a Mentor, who has worked on similar research area, for his/her post doctoral research work and obtain consent letter from the proposed Mentor. (Refer Annexure 1& 1a)

4. SELECTION PROCEDURE

The selection of Post Doctoral Fellowship will be made on the recommendations of Selection Committee in the subject concerned. The Selection Committee will make its recommendation based on an interview considering the bio-data, list of publications and testimonial from a referee etc., and presentation of the proposed research work of the applicants. However foreign candidates are exempted to appear personally before the Selection Committee.

5. NATURE OF ASSISTANCE

5.1. MENTOR

- 5.1.1. The Mentor for the Post Doctoral Fellowship should be a faculty member at the level of Associate Professor or above from Kannur University.
- 5.1.2. The Mentor must have at least Four Ph.D. degrees awarded under his/her supervision.
- 5.1.3. The Mentor must be a recognized research guide of Kannur University.
- 5.1.4. The Mentor must have at least five international publications in UGC approved journals in his/her credit and one monograph of high quality.

5.2. TENURE

- 5.2.1. The Post Doctoral Fellowship awarded to a researcher shall be, in the first instance, tenable for one year counted from the date of joining. The tenure can be extended on consideration of the research work carried out in the preceding year by an



Assessment Committee.

- 5.2.2. The Assessment Committee will comprise of Head of the Department, Dean of the Faculty, Mentor and an External Expert nominated by the Vice Chancellor.
- 5.2.3. The fellowship tenure will be for a total period of three years renewable on yearly basis.

5.3. PROGRESS REPORT AND EXTENSION

- 5.3.1. On the progress of research work, the research fellow shall submit continuation certificate and annual progress report duly signed by Mentor and forwarded by Head of the Department to the Director of Research of Kannur University. (Refer Annexure 3 & 4)
- 5.3.2. Progress report of the research work done by the fellow will be examined by a Departmental Research Committee constituted by the University / college / institute for recommendation, if further extension is needed. (Refer Annexure 5)
- 5.3.3. In case the progress of the work is found unsatisfactory, the award may be terminated by the University at any time during the tenure of the award after giving an opportunity to the PDF to put forward his/her case.
- 5.3.4. After completion of the research work the fellow shall submit a final report of the research work to the University along with research papers published. (Refer Annexure 6)
- 5.3.5. A Fellow may discontinue the fellowship and leave the University before the end of the tenure with prior approval of the University and subject to reimbursing the financial aid received.

5.4. FINANCIAL ASSISTANCE

- 5.4.1. The Post Doctoral Fellowship shall carry fixed monthly fellowship, annual contingency grant and escorts/reader assistance (in case of PWD candidates) at a rate, fixed depending upon any of the rates / groups prescribed by the competent authority / MHRD / Kannur University.
- 5.4.2. At the end of tenure, the books, journals and equipment purchased out of the contingency grant will become the property of the department of the University.



5.5. HRA / ACCOMMODATION

- 5.5.1. The fellow will be provided accommodation in the hostel subject to availability and on payment of fee etc.
- 5.5.2. While residing in the Campus/Hall of Residence, the Fellow shall abide by the rules relating to residential conditions as in force, and shall also be liable to pay the institute electricity & water charges and hall establishment charges levied by the Warden/Estate Office, as applicable
- 5.5.3. If the fellow makes her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of cities by the Govt. of India. (Refer Annexure 8)
- 5.5.4. In all the above cases, the fellow will submit a relevant certificate through the concerned University /College/Institute to the identified agency for settling the claim.

5.6. MEDICAL ASSISTANCE

No separate/fixed medical assistance is provided. However, the Post Doctoral Fellow may avail the medical facilities available in the University/Institution/College.

5.7. ACCESS TO LIBRARY FACILITIES

Post Doctoral Fellow will have access to the libraries/knowledge centers and online resources of the University/Institution/College and to borrow books etc with privileges similar to that for research students of the University.

5.8. LEAVE

- 5.8.1. Casual Leave for a maximum of 30 days in a year in addition to public holidays may be taken by the Post Doctoral Fellow.
- 5.8.2. Maternity leave/Paternity leave or any other leave as per the Govt. of India norms issued from time to time would be available at full rates of the fellowship once during the tenure of their award.
- 5.8.3. Academic leave (without fellowship and other emoluments) shall be permissible



only for one year throughout the tenure (for any kind of academic/teaching assignment/foreign visit in connection with research work). The period of leave without fellowship will be counted towards the tenure.

5.8.4. The sanctioning authority for casual leave shall be the Head of the Department / Centre/School. All other kinds of leave should be sanctioned at the level of the University.

5.9. TRAVELING ASSISTANCE

5.9.1. A Fellow may be permitted on the recommendation of the Head of the Department / Centre/School to attend a conference/seminar/workshop in India once a year for which he/she will be treated on duty and shall be entitled to the payment of traveling allowance: single to and fro second class A/C rail fare and/or actual bus fare.

5.9.2. A Fellow may be permitted on the recommendation of the Head of the Department/Centre/School to attend an international conference abroad once during his/her tenure after completing one year for which he/she will be treated on duty and shall be entitled to the payment of partial travel grant, with a maximum of Rs. 40,000.00 (Such cases will be monitored by a Committee)

6. WORK ASSIGNMENTS

6.1. The Fellow will be attached to the Department/Centre/School and devote himself/herself to full time research & teaching in an area approved by the Department/Centre/School concerned.

6.2. The Fellow shall undertake academic responsibilities such as occasional lectures. It is obligatory that the PDF publish at least one research paper per year in a good peer reviewed journal.

6.3. He / She shall not accept or hold any appointment, paid or otherwise or receive any emoluments, salary, stipend, consultancy etc., from any other sources during the tenure of the fellowship without the consent of the competent authority.

6.4. The Fellow shall be required to present and submit a continuation certificate at the end of every six months. (Refer Annexure 3)



7. **CANCELLATION OF AWARD**

The award is liable to be cancelled in the following cases

- 7.1. Any false information furnished by the applicant.
- 7.2. Misconduct of fellow
- 7.3. Unsatisfactory progress of research work of the awardee.

8. **FINANCIAL SETTLEMENT**

The fellow should submit all the documents regarding financial settlements one month by the date of completion of the fellowship. (Refer Annexure 7)

9. **AADHAAR SEEDING**

The Ministry of Human Resource Development, Government of India vide its letter D.O. No. 18-7/2013-U1A dated 10th June, 2016 has instructed the University Grants Commission that from the financial year 2016-17 onwards the Aadhaar has been made mandatory for disbursement of all Government subsidies / Scholarships / Fellowships which are to be disbursed directly into the beneficiary's account. Accordingly, Aadhaar will be used as an Identifier for release of grant under the scheme.



**CONSENT FROM THE MENTOR
FOR POSTDOCTORAL FELLOWSHIP SCHEME
KANNUR UNIVERSITY**

To
The Director of Research
Kannur University

I hereby declare my willingness to act as the Mentor for Dr/Mr/Ms
.....for pursuing his/her Post Doctoral research, under the
above scheme in the Department of , ...
.....University /College /Institute (Profile form has been attached
as **Annexure 1a**). Outcome, if any, from the aforementioned fellowship will be gratefully
acknowledged.

Name, Designation & Signature of the Mentor
Date:

Recommendation from the Head of Department / Centre

The department will provide necessary facilities to for
a period up to three years for PD Fellowship.

Signature of the Head of Department / Centre
Date:

Office seal



**PROFILE FORM FOR THE MENTOR
KANNUR UNIVERSITY**

1. Name of the Mentor :
2. Designation :
3. Name of the Department / Research Centre :
4. Whether recognized as research guide of Kannur University : Yes/No
5. University Order No. & Date regarding guide ship :
6. Area of research interest :
7. Number of Ph.D. students working under the guidance :
8. Number of Ph.D. degree awarded under the guidance :
9. Number of international research paper published :
10. Number of monographs published :
11. Details of the best five publications with Impact Factor :
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

Declaration

I,hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Name & Signature of the Mentor

Date:



**POST DOCTORAL FELLOWSHIP
KANNUR UNIVERSITY**

ATTESTED
PHOTO GRAPH

JOINING REPORT

NAME OF FELLOW:

NAME OF THE MENTOR:

AWARD LETTER NUMBER AND DATE:

This is to certify that Dr. has joined the Department of..... University/College/Institute under the above scheme of Kannur University with effect from..... (FN/AN). He/She belongs to..... category. He/She has been awarded Ph.D.degree on(Date) from University.

He/She will be provided with all necessary facilities during her tenure of award. The terms and conditions of the offer are acceptable to Fellow.

Also certified that he/she is not a recipient of fellowship from any other sources after joining the above fellowship.

Signature

Date :

Name of the Fellow

Ph. /Mobile No.

e-mail :

Bank A/c No.

IFSC Code :

Signature

Date :

Name of the Mentor

(Seal)

Ph. No.

MICR Code:

Signature

Date:

Head of the Department

Seal

Ph. No.



**POST DOCTORAL FELLOWSHIP
KANNUR UNIVERSITY**

**CONTINUATION CERTIFICATE
(To be submitted in Every Semester)**

NAME OF FELLOW:

NAME OF THE MENTOR:

AWARD LETTER NUMBER AND DATE:

This is to certify that Dr. has continuously working in the department under the above mentioned scheme for the semester from to

Signature

Date :

Name of the Fellow

Ph. /Mobile No.

e-mail :

Bank A/c No.

IFSC Code :

Signature

Date :

Name of the Mentor

(Seal)

Ph. No.

MICR Code:

Signature

Date:

Head of the Department

Seal

Ph. No.



**POST DOCTORAL FELLOWSHIP
KANNUR UNIVERSITY**

ANNUAL REPORT

NAME OF FELLOW:
NAME OF THE MENTOR:
AWARD LETTER NUMBER AND DATE:
DATE OF JOINING:

1. Topic of research work:
2. Period of Progress Report:
3. Total number of working days during the period:
4. Number of days the fellow remained on leave (with dates):
 - a) With fellowship, number of days: from..... to.....
 - b) Without fellowship, number of days: from..... to.....
5. Number of days the Post Doctoral Fellow remained out of station for fieldwork/travel, with dates and places visited:
 - a) Number of days: from..... to.....
 - b) Places visited.....
6. Number of days the Post Doctoral Fellow remained present at the University/Institution/ College:
7. Publications during the period under report (please enclose a reprint of each):
Title of article/paper.
8. Teaching work done during the period under report:
9. Number of classes taken per week at M.Sc./M.A. level:
10. Title of the monograph written during the period under report:
11. The brief work plan for the year as per given in your concept proposal (not more than 50 words - Attach the report as Annexure 4a)
12. A detailed account of the work done during the period - Attach the report as Annexure 4b):
13. Comments of the Mentor on the progress of the research work during the period under report:

Signature

Date :

Name of the Fellow

Ph. /Mobile No.

e-mail :

Bank A/c No.

IFSC Code :

Signature

Date :

Name of the Mentor

(Seal)

Ph. No.

MICR Code:

Signature

Date:

Head of the Department

Seal

Ph. No.



Annexure 5

DEPARTMENTAL RESEARCH COMMITTEE REPORT POST DOCTORAL FELLOWSHIP KANNUR UNIVERSITY

Assessment of progress of the research work done by Dr. working as Post Doctoral Fellow under the above scheme of Kannur University at the Department of University/Institution/College on completion of One / Two years.

1. NAME OF FELLOW:
2. NAME OF THE MENTOR:
3. AWARD LETTER NUMBER AND DATE:
4. DATE OF JOINING:
5. DATE OF MEETING & TIME:
6. VENUE OF ASSESSMENT/INTERVIEW:

CONSTITUTION OF THE COMMITTEE (Name and designation)

1. Examiner nominated by the University:
2. Head of the Research Centre:
3. Mentor:

ASSESSMENT OF THE COMMITTEE:

The Committee assessed the progress of the candidate through their presentation followed by interview and recommended as follows.

RECOMMENDATIONS:

In view of the outstanding/very good/satisfactory performance of the fellow, and also the fact that he/she has published work to his/her credit, the committee makes the following comments /remarks.

Signature of the committee members



**POST DOCTORAL FELLOWSHIP
KANNUR UNIVERSITY**

FINAL REPORT
(After the completion of the fellowship)

NAME OF FELLOW:

NAME OF THE MENTOR:

AWARD LETTER NUMBER AND DATE:

DATE OF JOINING:

DATE OF COMPLETION OF THE FELLOWSHIP:

1. Topic of research work:
2. Period of Progress Report:
3. Total number of working days during the period:
4. Number of days the fellow remained on leave :
5. Number of days the Post Doctoral Fellow remained out of station for fieldwork/travel, with dates and places visited:
 - a) Number of days: from..... to.....
 - b) Places visited.....
6. Number of days the Post Doctoral Fellow remained present at the University/Institution/ College:
7. Publications during the period under report and title of article/paper.
8. Teaching work done during the period under report:
9. Title of the monograph written during the period under report:
10. A detailed account of the work done during the period - (Attach the report as Annexure 6a):
11. Output from the research work (Attach the report as Annexure 6b):
12. Comments of the Mentor on the progress of the research work during the period under report:

Signature

Date :

Name of the fellow

Ph. /Mobile No.

e-mail :

Bank A/c No.

IFSC Code :

Signature

Date :

Name of the Mentor

(Seal)

Ph. No.

MICR Code:

Signature

Date:

Head of the Department

Seal

Ph. No.



**POST DOCTORAL FELLOWSHIP
KANNUR UNIVERSITY**

**FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND
THE UTILISATION CERTIFICATE**

1. Name of Post Doctoral Fellow:
 2. Award letter number and date:
 3. Name of the scheme under which he/she is working:
 4. Period to which the accounts of contingency grant relates:
 5. Expenditure From: to..... Amount Dated
- A- Books and allied items :
- B- Typing (tracing and ammonia printing) :
- C- Stationery :
- D- Postage :
- E- Chemical and electrical goods :
- F- Travel / fieldwork :
- G-Total :
- Period for which the contingency grant is payable :

Certified that the expenditure of Rs. (Rupees) out of the contingency grant of Rs.(Rupees.....) sanctioned vide Kannur University Letter No..... Dated..... In respect of..... has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions lay down by the Kannur University / University Grants Commission. If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature

Date :

Name of the fellow

Ph. /Mobile No.

e-mail :

Bank A/c No.

IFSC Code :

Signature

Date :

Name of the Mentor

(Seal)

Ph. No.

MICR Code:

Signature

Date:

Head of the Department

Seal

Ph. No.



Annexure 8

HRA CERTIFICATE

Certified that Mr/Ms..... is paying house rent of **Rs.**and is eligible to draw House Rent Allowance at% of the total Fellowship Amount, as per Institution rules w.e.f.

Signature

Date :

Name of the fellow

Ph. /Mobile No.

e-mail :

Bank A/c No.

IFSC Code :

Signature

Date :

Name of the Mentor

(Seal)

Ph. No.

MICR Code:

Signature

Date:

Head of the Department

Seal

Ph. No.

Registrar/Finance Officer

NB: If, as a result of check or audit objection, some irregularity is noticed at later stage, action will be taken to refund, adjust or regularize the objected amount.