

National Institute of Technology Silchar
Office of Dean (Research and Consultancy)

Guidelines and Regulation for Institute Post-Doctoral Fellowship (PDF) NIT Silchar

1. Preamble

The Institute offers **Post-Doctoral Fellowship (PDF)** with a view to providing an opportunity for competent researchers to do independent research work in an appropriate area. Institute will admit young researchers, as Institute Postdoctoral Fellows (IPDFs) and Sponsored Postdoctoral Fellows (SPDFs).

The primary objective of undertaking a postdoctoral fellowship or research program is to enhance one's professional and academic skills while receiving guidance and mentorship from an experienced researcher. In addition to increasing the research productivity of the institute, the aim of a postdoctoral fellowship is to support the professional growth of recent Ph.D. graduates and prepare them for a career in academia. It can be regarded as a type of academic "apprenticeship" or internship, lasting one year and extendable for another year upon submission of recommendation by the Departmental PDF Progress and Monitoring Committee (DPPMC) before the expiry of the first year. During this period, the postdoctoral fellow is expected to engage in independent research and actively participate in the academic pursuits of their hosting institute. A post-doctoral degree is granted based on the original and self-directed research conducted in a specific field that has significantly contributed to the progress of knowledge. Such contributions are typically demonstrated through publications in peer-reviewed journals that have been acknowledged and accepted by experts in the field.

2. Categories of admission

The Institute can offer Post Doctorate Research under the following categories:

2.1 Institute PDF: Those who are applying through advertisement of this institute. These PDFs are termed Institute Post-Doctoral Fellows (IPDF). Their rules and regulation are governed by the Institute's policy. The total number of IPDF will be as per the sanctioned strength at any time in a department.

2.2 Sponsored PDF: Post-Doctoral Fellow from sponsored project/ agency or awarded by R&D /Other Organizations like DST, SERB, ICSR, UGC, NBHM, INSPIRE, N-PDF, etc. These PDFs are termed Sponsored PDF (SPDF). These SPDFs should follow the rules and regulations (for fellowship, contingency, and duration) as stated by the sponsoring agency. NIT Silchar will offer mentor(s) and they are also broadly governed by the Institute's policy for other issues. The number of SPDFs supported by sponsored projects/agencies will be over and above the sanctioned number of IPDFs.

3. Eligibility

3.1 The National Institute of Technology Silchar is offering Full Time (FT) IPDF program in the following Departments:

- i) Civil Engineering
- ii) Computer Science and Engineering
- iii) Electrical Engineering
- iv) Electronics and Communication Engineering
- v) Electronics and Instrumentation Engineering
- vi) Mechanical Engineering
- vii) Chemistry
- viii) Physics
- ix) Mathematics
- x) Humanities and Social Science
- xi) Management Studies

3.2 Institute Post-Doctoral Fellowship is intended for persons normally below 35 years of age.

3.3 Institute Post-Doctoral Fellowship will be offered to persons who have a Ph.D. degree in the mentioned branch of Engineering/ Science and has a minimum of 03 (Three) research publications in peer reviewed SCI/SCIE/SSCI indexed journals.

3.4 All the degrees acquired by the candidate must be in first class, with at least one degree from IIT/NIT/Government Funded/CFTI/Centrally Funded Institutes and/or the institute NIRF rank within 100.

3.5 Candidate must apply within **two** years after completing his/her Ph.D. degree.

3.6 Reservations and relaxation will be followed as per Government of India norms.

3.7 Fellowship is available to Indian Nationals only.

3.8 The advertisement for admission in Institute Post-Doctoral Fellow will be held during every summer and winter semester.

4. Eligibility of Mentor(s)

For each IPDF candidate one mentor and/or one co-mentor must be appointed.

4.1 The proposed mentor must be from the relevant branch/department/specialization.

4.2 There may be only one co-mentor from the same and/or other department if required.

- 4.3 The Mentor should be working in the proposed/ similar area and should have proven record of publications in SCI/ SCIE/ SSCI indexed journals.
- 4.4 The Mentor and Co-Mentor (if any) should have supervised at-least 01 (One) Ph.D. (Awarded) and Sole-Supervisor/Main Supervisor in NIT Silchar
- 4.5 The Mentor should ascertain the availability of experimental setup, if required. There will be no additional funding by the Institute to the Mentor for the same.
- 4.6 A Mentor or Co-mentor (if any) will not be permitted to have more than 1 Post-Doctoral Fellow at a time.

5. Selection Committee Constitution and terms of references

The selection of Post-Doctoral Fellowship will be made by the Director based on the recommendations of Institute Post-Doctoral Fellow Selection Committee (IPDFSC). The Institute Post-Doctoral Fellow Selection Committee (IPDFSC) will have the following composition.

a)	Dean (Research & Consultancy)	Chairman (Ex-Officio)
b)	Associate Dean (Research & Consultancy)	Member (Ex- Officio)
c)	Head of the Concerned Department	Member (Ex- Officio)
d)	One Faculty member to be nominated by the Chairman Senate from concerned department.	Member
e)	One Faculty member to be nominated by the Chairman Senate from other department.	Member
f)	Mentor (Proposed as 1 st Preference)	Member

*On the day of selection, Chairman (Ex-officio) members must be present.

*The Mentor with 1st preference of a candidate can participate in the interview but will not participate in deciding on final selection of that candidate

The Chairman, **IPDFSC** will convene the meeting of the Committee as and when required and will send specific recommendation to the Director, NIT Silchar with respect to IPDF applications.

6. Leave of PDFs

A PDF is entitled to a maximum of 18 days of casual leave with a fellowship in a year and 10 days in a semester and it can be availed on a pro-rata basis of 1.5 days per completed one month of service. The PDF will have to apply through the mentor and concerned HoD to Dean (Research and Consultancy) for approval of leave. The maximum number of carried-over of un-availed ordinary leaves, from one completed year to the next year, shall be 10 (Ten) days. A maximum of 08 days of such leave is allowed to avail at a stretch.

However, Saturdays, Sundays and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual Leave.

All other leaves will be as per "Ph.D. Ordinance" leave rule.

7. Other benefits:

7.1 Accommodation:

Hostel accommodation will be provided to PDF candidates on campus on availability as per the institute guidelines. However, if hostel accommodation is not provided, HRA will be paid as per Govt. rules.

7.2 Library:

The Post-doctoral Fellows are entitled to avail Library facilities in the Institute. All regulations and norms of the library will be applicable to all Post-doctoral Fellows.

7.3 Medical Facilities

All the Post-doctoral Fellows will be provided with medical facilities applicable for Ph.D. students in the institute.

8. Termination/ Cancellation:

8.1 A Post-Doctoral Fellow shall be able to withdraw from the programme with prior recommendation of the mentor and concerned Departmental Progress Evaluation Committee (DPEC) and approval from Director, NIT Silchar with observation of Dean (R&C) by giving 1(one) month notice.

8.2 Similarly, the Institute may also terminate a PDF if he/she violates Discipline and conduct rules.

8.3 If the progress performance is found unsatisfactory and recommended by Departmental Progress Evaluation Committee (DPEC), the registration of the candidate will be cancelled with immediate effect.

8.4 If the Fellow absent for a period of 15 days without prior intimation and leave, his/ her admission will be cancelled automatically.

8.5 If the Fellow, leaves the program without completion with minimum duration of 01 (One) year, he/she must return half of the fellowship/ stipend paid to the institute.

9. Selection Procedure:

9.1 Call for Concept Note:

In each summer semester an advertisement will be made from the Office of Dean (Research and Consultancy) for joint concept note. A proposal must be submitted by the aspiring post-doctoral fellow with the consent of a faculty member of NIT Silchar as a mentor. The proposal submitted by the fellow must not be mere extension of the PhD work. The applicant are allow to submit only one concept note with respect to a single advertisement.

The expertise brought in by the applicant will be an important criterion in the selection process.

The concept note must be submitted as per the format (**Annexure – I**).

9.2 The candidate/ applicant will be allowed to pursue PDF only once at NIT Silchar.

9.3 Shortlisting Candidate/ Applicant:

The applications received against the advertisement will be sent to the respective Departments and they will be asked for shortlisting following the eligibility and the Departmental Shortlisting criteria. The Departmental Post-Doctoral Fellow Shortlisting Committee will have the following composition.

a)	Head of the Department	Chairman (Ex-Officio)*
b)	At least two faculty members from concerned department on relevant domain other than the mentor with first preference.	Member

*If the HoD is a mentor with first preference of a candidate appearing for interview, then he/she nominate one senior faculty member from the department with approval from Dean (Research and Consultancy).

9.4 After shortlisting the application of the candidate with recommendation will be forwarded to Dean (R&C) and Dean (R&C) will placed the same to Institute PDF Selection committee (IPDFSC) for final selection.

9.5 The selection recommendations of **IPDFSC** will be submitted to the Director, NIT Silchar for approval. After approval the offer letters will be issued by the Dean (R&C) section.

9.6 The institute has full right to accept and/or reject the application of any applicant without any clarification.

10. Period of Engagement:

The duration of the fellowship will be for a period of 2 years. However, initially the offer will be made for one year and extendable for one more year based on performance evaluation. Progress will be conducted by Departmental Progress evaluation committee (DPEC) in half yearly and **review will be conducted every year by Central PDF Monitoring Committee (CPMC)**. Review will be based on quantifiable outcomes based on the deliverables proposed in the initial proposal and publications. **NO EXTENSION** will be given to PDF beyond 2 years' term at NIT Silchar.

Minimum requirement for further extension is as follows:

- a) One SCI/SCIE/SSCI indexed paper is in advanced stage of review from proposed work.
- b) One International Conference Papers published from the proposed work.

The Departmental Progress evaluation committee (DPEC) will have following composition for individual PDF:

i)	Head of the Department	Chairman
ii)	One Faculty member from the concerned department on similar domain other than mentor	Member
iii)	One Faculty member from other department nominated by Chairman, Senate	Member
iv)	Mentor	Member
v)	Co-Mentor (if any)	Member

* If the HoD is a mentor of a candidate appearing for interview, then he/she nominate one senior faculty member from the department with approval from Dean (Research and Consultancy).

The Central PDF Monitoring committee (CPMC) will have following composition for individual PDF:

- i) Dean (R&C)/ Nominee of Dean (R&C) – Chairman
- ii) Head of the Department – Member
- iii) One Faculty member from the concerned department on similar domain nominated by Dean (R&C) – Member
- iv) One Faculty member from other department nominated by Dean (R&C) – Member
- v) Associate Dean (R&C) – Member and Convener
- vi) Mentor – Member
- vii) Co-Mentor (If any) – Member

11. Fellowship:

- 11.1** The Post-Doctoral Fellowship shall carry fixed monthly fellowship of Rs. 50,000/- (Fifty thousand) for 1st& 2nd year.
- 11.2** A contingency grant of Rs. 50,000 per annum towards purchasing consumables (excluding software's, computer, laptop, printer, phone, phone bill, furniture, etc.), registration fee of conference and travelling allowance attending conferences (within India), data collection, data procurement, meeting publication charges etc., will be made available to the fellow on the recommendation of the mentor with approval from Dean (R&C). If the candidate leaves the Institute within one year of joining the fellowship, he/she must return the contingency grant availed by him/her.

12. Work Assignment:

- 12.1** The Fellow will be attached to the Department and devote himself/herself to full time research & teaching in an area approved by the Department concerned.
- 12.2** 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.
- 12.3** The Fellow shall be required to present and submit a comprehensive progress report at the end of each semester.
- 12.4** The Head of the Department in consultation with Mentors will assign to a Fellow academic responsibilities (lectures, tutorial classes, laboratory demonstration work, conduct of seminar, symposia, running and maintenance of equipment, computer etc.) not exceeding **8 hours** per week.

Research Proposal/ Concept Note Format

The complete format for research proposal consisting of the following contents/sections is a part of the Application Form. No research proposal or a section thereof needs to be submitted separately. All the proposal to be signed by the applicant as well as Mentor and Co-Mentor (if any).

The research proposal shall comprise of the following sections:

- i. **Title of the Research Proposal:** The research proposal should have a clear, meaningful and confirmed topic reflecting the scope of the study.
- ii. **Abstract** of the proposed research proposal should be given (in about 250 words).
- iii. **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).
- iv. **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 section (in about 300 words).
- v. **Identification of Research Gaps:** The applicant 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 research gap and its relevance (in about 300 words).
- vi. **Objectives of the Study:** The general aim of the study along with the specific objectives to be accomplished, should be clearly stated in bullet form (in about 250 words).
- vii. **Methodology:** 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).
- viii. **Expected outcomes:** A brief note on the proposed plan of publications, during the course of research and after its completion, must be provided in bullet form. The section should enlist the proposed outputs from the study in terms of publications in the form of research papers/articles in journals/books/ monographs, etc.) (In about 200 words).
- ix. **References:** The reference style must adhere to standard journal.